

WINDSOR HIGH SCHOOL
2011-2012



STUDENT HANDBOOK

19 ASCUTNEY STREET
WINDSOR, VT 05089
802-674-6344

NAMES YOU SHOULD KNOW & SCHOOL HISTORY	6
WINDSOR HIGH SCHOOL SONG	7
PRINCIPAL'S MESSAGE	8
STATEMENT OF PURPOSE	9
WINDSOR SCHOOL DISTRICT MISSION STATEMENT	9
WINDSOR SOUTHEAST SUPERVISORY UNION	10
ACT 230 MISSION STATEMENT	10
WHERE DO I GO IF...	10
EMERGENCY CLOSING OF SCHOOL	11
ACADEMIC INFORMATION	11
HIGH SCHOOL GRADUATION REQUIREMENTS	11
HIGH SCHOOL EARLY GRADUATION	12
GRADE ADVANCEMENT	12
MINIMUM COURSE LOAD (Credit Load)	12
EXAMINATIONS	12
REPORT CARDS AND GRADING	13
MID-TERM PROGRESS REPORTS	13
WEEKLY REPORTS	14
HONOR ROLL	14
THE PRINCIPAL'S ACADEMIC AWARD	14
SENIOR PRIVILEGES	14
GRADUATION EXERCISES: HIGH SCHOOL	15
STUDENT SUPPORT SERVICES AND PROCEDURES	15
SCHOOL NURSE	15
GUIDANCE SERVICES	16
EDUCATIONALSUPPORT TEAM	17
504 PLAN	17
SPECIAL EDUCATION	17

SCHOOL TO HOME COORDINATOR	17
CHILD PROTECTIVE TEAM	17
SCHOOL RESOURCE OFFICER (SRO)	18
DISSECTION OF ANIMALS	18
PARENT CONFERENCES/CONSULTATIONS	18
SCHEDULING OF COURSES	18
SCHEDULE CHANGES	18
PERIOD 4 - FLEX PERIOD	18
2011-2012 SAT EXAMINATION AND TEST DATES	19
STUDENT SUPPORT	19
DRIVERS EDUCATION	19
SCHOOL TO CAREER	20
LIBRARY	20
INFORMATION TECHNOLOGY	21
PARENT ACCESS TO POWERSCHOOL	22
USE OF COPY MACHINE	22
SCHOOL SUPPLIES	22
CAFETERIA	22
TELEPHONE	22
LOCKERS	23
SEARCHES	23
SECURITY CAMERAS	23
INSURANCE	23
STUDENT EXPECTATIONS IN THE COMMUNITY	23
STUDENTS RIGHTS AND RESPONSIBILITIES	24
SUSPENSION AND RIGHT TO APPEAL	25

ATTENDANCE AND ABSENTEEISM	25
SCHOOL ATTENDANCE	25
ATTENDANCE REQUIREMENT	25
ATTENDANCE DEFINITIONS	25
STUDENT DISCIPLINE	28
RANGE OF CONSEQUENCES	28
RULE LEVELS	29
CONDUCT	29
ABUSIVE BEHAVIOR	29
BULLYING PREVENTION PLAN	29
PREVENTION OF HARASSMENT	29
HAZING POLICY	32
STUDENT EXPRESSION	32
DRUGS AND ALCOHOL USE	32
SUSPICION OF ILLEGAL USE OF DRUG OR ALCOHOL	33
PARKING AND DRIVING ON SCHOOL PROPERTY	33
DROP OFF AND PICK UP OF STUDENTS	33
DRESS CODE	34
WHS PASSPORT SYSTEM	35
ELECTRONIC EQUIPMENT	35
STUDENTS IN MIDDLE SCHOOL	36
BEFORE & AFTER SCHOOL	36
GUESTS	36
BEHAVIOR AT SCHOOL ACTIVITIES	36
USE OF GYM	36
ELEVATORS	36
EIGHTEENTH BIRTHDAY	36
ACADEMIC HONESTY	36
INDEBTEDNESS TO THE SCHOOL	37
FIELD TRIPS AND CLASS TRIPS	37
GENERAL DANCE RULES	37
BUS SAFETY RULES	37
STUDENT ACTIVITIES, CLUBS, ATHLETICS	38
THEATER ARTS AND DANCE ACTIVITIES	38
EXITUS	38
BAND	38
CHORUS	38
STUDENT COUNCIL	39
WINDSOR HIGH SCHOOL STUDENT COUNCIL	39

NATIONAL HONOR SOCIETY	40
BOYS' AND GIRLS' STATE	40
THE GOVERNOR'S INSTITUTE OF VERMONT	40
CLASS ACTIVITIES	40
ATHLETICS	41
EXTRACURRICULAR ELIGIBILITY - HIGH SCHOOL	41
HOMECOMING	41
WINTER CARNIVAL	41
OTHER INFORMATION	41
CONCERNS, COMPLAINTS, AND APPRECIATION	41
NONDISCRIMINATION POLICY	42
NOTIFICATION OF RIGHTS UNDER FERPA	42
ACCESS TO STUDENT RECORDS	43
NOTICE OF DISCLOSURE OF DIRECTORY INFORMATION - WHS	44
INFORMATION RELEASED TO MILITARY RECRUITERS	44
SCHOOL POLICIES	44
SOUTHEAST VERMONT SCHOOL CHOICE	44
COMMUNITY RESOURCES	44
COMMUNITY RESOURCE PHONE LISTINGS	44
WINDSOR HIGH SCHOOL FACULTY & STAFF 2011-2012	48
CLASS OFFICERS & STUDENT COUNCIL 2011-2012	50

ADMINISTRATION

Michael F. Kell, Principal
Elizabeth Hayes, Assistant Principal
Bob Hingston, Athletic Director
Tim Hebert, Guidance Counselor

OTHER NAMES YOU SHOULD KNOW

Terri Hage, Principal's Administrative Assistant
Laurie Brown, Guidance Secretary
Jordan McMahon, Attendance Secretary

SCHOOL HISTORY

Windsor Junior/Senior High School was originally located on Union Street in Windsor, Vermont until March of 1997. The high school is now housed in the Windsor K-12 educational complex located on the corner of Ascutney and State Street. The gymnasium has become a host for play-off and Senior All Star games. The Lois F. White Theater has become a major community asset hosting concerts and theater productions. Windsor School District's football field hosted the Maple Sugar Bowl Football game for three years from 2009 to 2011, which is sponsored by the Shriners Hospitals for Children. The Baseball field has hosted State Championship high school games and American Legion & Babe Ruth Baseball Championships.

School Colors – *Dark Green and Gold*

School Mascot – *Yellow Jackets*

School Seal – *Symbols of Knowledge, Scholarship, Athletics and Victory*

WINDSOR HIGH SCHOOL SONG

To dear old Windsor High we sing our praise
Honor and Glory to her name we raise
She will forever be, fighting for victory
And ever proud are we to be
A student of the High School
Where we may feel
Honored to bear her name
When we go out beyond her halls
She's with us just the same.

We love her colors green and gold they are
Banners of Windsor High will travel far
With all her graduates o'er the United States
Where ever they may go we know that loyal
To thee we'll stand forever true
Praising thee to the sky
May we forever do our best
To serve thee Windsor High

Principal's Message

Dear Students, Parents, and Guardians,

Welcome back to all of our returning students and their families, and a special greeting to those who are new to our school community. As I begin my second year as principal of Windsor High School I look forward to our progressing towards our goal of being an "Excellent High School." This goal will have many challenges and will require each of us involved in our school community to work together and grow! There will again be a master schedule change that we hope will meet students ability to access courses to achieve their goals. These changes will reflect our focus on becoming a 21st Century High School. Our freshmen will have a schedule that will support 21st Century skills and prepare them for 2015 and beyond. I believe that all adults in our community must provide a supportive educational environment that will prepare our students for the 21st Century.

I will be asking for student volunteers to be a part of my student focus groups. These groups will be informal in order to allow me to get to know Windsor, and how you, the students, feel about our school. We will also become a high school that focuses on building relationships within our community. What follows in this handbook is an overview of important information related to our school and the opportunities you will have to become more involved. As well as sharing critical information related to coursework, grades, graduation requirements, school rules and disciplinary procedures, we have provided you with a summary of student activities, clubs, and athletic opportunities which are intended to balance our rigorous and challenging academic program.

We will also have staffing changes this year, Mrs. Hayes will be our new assistant principal, Mr. Jones will join our Physical Education Department and Ms. Mink will be our new Choral Director. We will also have a change in the high school office that will reflect a more student centered support system. Our Student Services suite will house our school counselor, school psychologist, school to home coordinator and mental health clinician.

Please take the time to read and consider this information. It is important that you understand our expectations for our students, as well as the supports, faculty, programs, and procedures in place to assist you in your pursuit of excellence. Above all, let us know if you need further information, additional clarity, or have concerns that are not addressed in this handbook.

On behalf of our entire faculty and staff, I wish you and your child the very best in the coming year!

Sincerely,

Michael F. Kell
Principal

STATEMENT OF PURPOSE

Windsor High School provides a safe and caring academic community that stresses self-respect and respect for the rights of others. Through its academic, vocational, and co-curricular programs, Windsor High School's purpose is to graduate students who can access and interpret information, think critically, solve problems and make decisions, work well independently and with others, assume the responsibilities of adult citizenship, adapt to a rapidly changing global culture and economy, and continue to learn.

Windsor High School provides opportunities for success for students of all ability levels as well as opportunities for professional development for teachers. It advocates positive communication among faculty, students, parents/guardians, and the community of Windsor through effective use of the modern educational facility and through an emphasis on technology. Finally, Windsor High School endorses openness, innovation, academic freedom and respect for diversity among students and teachers alike.

Windsor School District Mission Statement

The Windsor School District is committed to educating each student to his/her full potential. We believe that a safe and positive environment is essential and that it be defined by mutual respect and an appreciation of diverse ideas. Collaboration with the community, parent involvement, and effective communication are hallmarks of our school and guide school development. Our decisions are based upon a vision of high academic achievement. We understand the importance of education for the future and recognize that each of us should be a lifelong learner.

In addition to the Windsor School District Mission Statement the high school faculty identified the following academic, civic, and social expectations.

Students at Windsor High School will:

Academic Expectations:

- Read, write and speak effectively
- Use a variety of technology and informational resources to gather, synthesize and analyze data
- Use a variety of problem solving strategies that rely on mathematical reasoning, computation, abstract thinking, and applied problem solving
- Create, explore and develop knowledge of the arts
- Understand and successfully apply "life skills" to assist in daily living

Social Expectations:

- Assume responsibility for one's own behaviors
- Understand the importance of maintaining a healthy lifestyle
- Demonstrate the ability to successfully collaborate
- To respect one's self and members of our school community

Civic Expectations:

- Contribute to the well-being and welfare of one's self and others within the school and the broader school community

- Understand the role of education in a democratic society
- Gain exposure, respect for, and an understanding of diverse cultures and personal beliefs

Windsor Southeast Supervisory Union

ACT 230 Mission Statement

Windsor Southeast Supervisory Union has the responsibility to ensure a positive educational experience for all our students. Therefore, the Windsor Southeast Supervisory Union affirms its commitment to the Vermont Education Goals, enacted January 10, 1991, as a basis for providing educational services for our children. We willingly accept the charge inherent in these goals. Windsor Southeast Supervisory Union supports the mandates of Act 230. We welcome the challenge the law offers and the responsibility it entails. We believe both of the above have the potential to enhance the quality of education for all our students. We support:

- Inclusion of special needs children into the regular classroom setting
- Collaborative approaches to teaching to assist in addressing the needs of diverse learners
- Instructional support teams to facilitate support and assistance in cases brought to them by professional educators
- Early intervention to provide services to all eligible children from age three;
- Identifying and providing appropriate services to children with disabilities in the early grades before additional problems develop
- Utilizing a continuum of support services to provide assistance, and in service training when necessary to professional educators
- Providing onsite consultation, technical assistance, and in-service training when necessary to professional educators
- The five standards of quality elaborated in Standards for Vermont Educators: A Vision for Schooling

Where Do I Go If...

I arrive at the school late	Attendance Office
I don't feel well and the nurse isn't in	Health Suite
I left my lunch, books, etc. at home	Administrative Office
My lock is stolen, lost, or broken	Administrative Office
I wish to bring a visitor to school	Attendance Office
I feel that I was treated unfairly by a staff member	Student Services Office
I am expecting a message	Attendance Office
There is an emergency or accident to report	Administrative Office
I found a valuable item	Attendance Office
I am sent out of class for disciplinary reasons	Administrative Office
I would like to discuss a personal problem	Student Services Office
I need an adjustment to my schedule	Student Services Office
I want to check on my report card grades	Student Services Office
I would like to sign up for work experience	School to Career Office
I need info about graduation requirements	Student Services Office
I am looking for career education information	Student Services Office
I am looking for scholarship information	Student Services Office
I need PSAT, SAT, and test information	Student Services Office
I am looking for a part-time job	School to Career Office
I need information about athletics	Athletic Director

I want information about class funds
I want to know if the game is on

Student Services Office
Coach or Athletic Director

Emergency Closing Of School

Due to severe weather conditions or other emergency, it may be necessary to cancel or close school for the day. There may be times when a delayed opening is announced. Delayed openings will be for 1 or 2 hours. If the announcement is for a 2 hour delayed opening, then expect buses and the opening of school to run 2 hours later than normal.

Announcements will be broadcasted on the local radio stations as follows and also through our Alert Now system, which will call your home number:

WHDQ	FM 106
WUVR	99.7
WUVR	AM1010
WFRD	99.0
WNHV	AM1230

Television: Channel 5 or News 31

Parents and students are requested **NOT** to call the police department or radio stations. You may call the school's automated phone system (674-9822, #8) to receive the latest update on cancellations, closings, or delays.

Academic Information

HIGH SCHOOL GRADUATION REQUIREMENTS

To accommodate the transition from the Block schedule to a more traditional schedule the following are the graduation requirements:

Seniors must achieve 24-graduation credits- Class of 2012

Juniors must achieve 23-graduation credits- Class of 2013

Students graduating in 2014 and beyond must earn a minimum of 22 full units of credit to be eligible for a diploma, unless a student is under a special graduation program approved by the Principal. The credits earned must include 4 units of English, 3 units of Mathematics, 3 units of Science (one of which must be Biology), 3 units of Social Studies – including Civics and U.S. History, 2 units of Physical Education, one-half (.5) credit of Healthy Independent Living, thirty hours of Community Service, and 1 unit in the Arts. Beginning with the Class of 2015, one-half (.5) credit in 21st Century Skills will become a graduation requirement. Remaining credits will reflect the individual student's abilities, interests, and future plans. **The Community Service Coordinator must approve all Community Service Projects.**

HIGH SCHOOL EARLY GRADUATION

Students and their parents may consider the possibility of early graduation from high school when such planning may enhance plans for work or further education. If you are interested in early graduation, please make an appointment with your guidance counselor. A parent conference with a guidance counselor and the Principal will be required prior to acceptance of this program. Requests for early graduation must be submitted in writing to the Principal no later than the end of the junior year.

GRADE ADVANCEMENT

The number of credits the student has earned determines a student's class standing. Students are classified as sophomores if they have a minimum of 6 credits; juniors must have acquired 13 credits; and seniors must have a minimum of 19 credits.

MINIMUM COURSE LOAD (Credit Load)

All students are expected to take a full course load of credits per year. Depending upon individual circumstance, exceptions to this requirement include: students enrolled at the Hartford Area Career and Technology Center, those students taking courses through Dartmouth College, seniors who have earned open campus privileges and those students participating in a supervised work experience, training and/or volunteer program.

Unless approved otherwise, students must take a minimum of six credits in order to be eligible for the honor roll, open campus for seniors, and to participate in any extracurricular activities. Approval is through school guidance and administration.

In addition, students will be in attendance at school for the entire day. The only exceptions may be open campus and early release for educationally relevant experiences such as courses held at other institutions. Exceptions to the minimum course load and requests for early release must be reviewed and approved by the principal.

EXAMINATIONS

All high school courses may give mid-term exams and may give end-of-course final exams. Students must attend scheduled exams or they will receive a zero.

REPORT CARDS AND GRADING

Report cards are distributed on a quarterly basis and need not be returned.

The grading system is:

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	68-69
D	66-67
D-	65
F	0-64
W	Withdrawn from class,
W/P	Passing at time of Withdrawal,
W/F	Failing at time of Withdrawal,
M	Medical Excuse,
P	Passing (for Pass/Fail courses only)
I	Incomplete

If a student drops a course during the first five school days of the quarter, no grade is recorded. Students have two weeks from the close of each grading period to complete any work when an Incomplete (I) has been assigned as the grade.

Comments are available for use by teachers to provide additional information about the student's performance, effort, and behavior in class. If you are interested in the list of available comments please call the school.

MID-TERM PROGRESS REPORTS

Mid-term progress reports are given to all students at approximately the five-week period between the issuing of the report cards. These reports may also be used to commend a student's progress. Every effort will be made to issue a progress report if the student is failing, or in danger of failing; however, there are times when it is difficult to notify a parent of possible failure prior to receiving a failing grade. This can happen when a student fails an end of quarter exam or does not hand in an important end of quarter project. Failure to send a progress report will not prevent a child from earning a failing grade.

WEEKLY REPORTS

The Windsor High School staff appreciates and supports the need for frequent communication with parents of students experiencing academic difficulty. Weekly reports may be arranged for individual students following a conference with the parent, student, and guidance counselor. Please call the school.

HONOR ROLL

In order to be eligible for the Honor Roll, students must be taking six credits per year. Depending upon individual circumstance, exceptions to this requirement include: students enrolled at the Hartford Area Career and Technology Center, those students taking courses through Dartmouth College, seniors who have earned open campus privileges and those students participating in a supervised work experience, training and/or volunteer program.

Honor Roll Criteria:

Principal's List: All "A's" (*includes A-, A, A+*)

High Honors: An equal or greater number of "A's than B's"

Honors: At least all "B's" (*includes B-, B, B+*)

THE PRINCIPAL'S ACADEMIC AWARD

Honor Roll recognizes students for varying degrees of academic success during each quarter. Students who consistently achieve a high level of academic performance throughout the year will receive the Principal's Academic Award. The student must be on the Honor Roll AND the Principal's List (all "A's") three of the four quarters.

SENIOR PRIVILEGES

Open Campus Guidelines- 2011-2012

1. Seniors are eligible if they meet the following requirements:

- Have a GPA of 80% or higher in the previous semester
- Have no more than 5 unexcused late to schools per semester*
- Have no more than 3 unexcused absences per semester*
- Cannot have any in-school suspension or out of school suspension

2. There will be a weekly eligibility sheet for students to be approved based on the above

3. A student can only have one period designated as an "Open Campus"

4. Seniors must all report to Flex once a week if they have "Open Campus"

5. Seniors who do not have "Open Campus" must report daily to Flex

** The reasons for an excused late or absence is set by the Vermont Department of Education. A parent calling their student out does not mean that it is an excused absence. It means that they inform the school that their student will be late or not be in on that day.

Open Campus Guidelines- 2011-2012

In addition to the above guidelines the Class of 2014 must be proficient on the Science, Math, Writing and Reading NECAPS.

Seniors, with permission from parents/guardians, may leave school grounds during lunch or when they do not have a regularly scheduled class.

Students with open campus privileges may also choose to remain in the building. With permission, open campus seniors may use the school library. It is important to recognize that these are "privileges," and may be revoked at any time for sufficient cause.

GRADUATION EXERCISES: HIGH SCHOOL

Seniors are expected to attend all scheduled graduation practices and other senior activities, or the student may not be allowed to participate in graduation exercises.

Student Services and Procedures

SCHOOL NURSE

The school nurse at Windsor High School provides health services in accordance with the Vermont School Health Services Standards of Practice. Some of the services include:

- Assess and treat acute illnesses and injuries
- Collaborate with parents/guardians within nursing scope of practicing physicians and school officials to manage chronic diseases, allergies and other health ailments as they pertain to school
- Provide and supervise specialized care to students with complex health needs, including medication administration and monitoring
- Participate in the Educational Support Team and Crisis Team
- Maintain, evaluate, interpret and update cumulative health records
- Manage, administer and maintain medications in a safe manner as directed by policy, guidelines, students, parents, guardians or health care provider; including over-the-counter medications, prescription medications and herbal remedies during school hours
- Promote and assist in the control of communicable diseases, through immunization audits, surveillance, early detection, state reporting, and coordination of immunization information to comply with State of Vermont Standards and Disease Reporting Guidelines

OPTING OUT OF SCREENINGS

Parents are permitted to opt their children out of health and/or dental screenings. Parents or guardians should provide written notice to the School Nurse if they choose to opt out of any or all of the above screenings before September 15 of each school year.

STUDENT ILLNESS

If a student is ill during the day, he/she should report to the nurse's office. If the nurse is not available, the student should return to class and return later or, if the need is urgent, he/she should check in at the office. The office will determine whether the nurse will be paged or if the SSS nurse will see the student. Students with illness will be considered for release to go home after an assessment by the school nurse or his/her designee and contact with the

parent/guardian or emergency contact person has been made. No student, regardless of age, will be released without such contact and permission.

MEDICATIONS

The WSD Board has adopted policy JLCD that states:

1. Medication may be given by the school nurse, or a person designated and trained by the school nurse, upon written orders from a physician, and upon written request of a student's parent or guardian, that the school district comply with the physician's order. The physician's orders must detail the name of the drug, dosage, and time the internal medication is to be taken, the diagnosis and the reason for giving.
2. Medication must be brought to school in a container labeled by the pharmacy or physician and stored by the school nurse (or designee) in a secure storage place.
3. Students with life threatening allergies or with asthma, whose parent or guardian comply with all of the requirements of Act 175 of 2008, shall be permitted to possess and self-administer emergency medication at school, on school grounds, at school-sponsored activities, on school-provided transportation, and during school-related programs.

Non-prescription medication must be accompanied by a written request from the parent or guardian of a student bringing such medication to school. The request must contain assurances that the student has suffered no previous ill effects from the use of medication. Medication must be left in the custody of the school nurse.

The school shall provide an opportunity for communication with the pupil, parent or guardian, and physician regarding the efficacy of the medication administered during school hours. In the case of medication possessed by students with life threatening allergies or with asthma, the school shall provide forms for parents to submit authorizing possession of the medication and releasing the school from liability as a result of any injury arising from the student's self-administration of the emergency medication. Parents will be contacted if a student is injured. In the event of a serious injury, the student will be transported for emergency care.

If a student is out of school for an extended period of time due to medical issues, please provide the school with documentation from their health care provider.

If a student is unable to participate in Physical Education or any other class for an extended period of time, the parent must provide medical documentation for non-participation or accommodated participation. The parent must contact the guidance counselor to make alternative arrangements. Once the illness or injury is resolved, the parent must provide medical documentation for resuming class participation.

Students must meet State of Vermont immunizations requirements in order to attend school. A copy of requirements is available from the school nurse upon request. If non-compliant after two notices, the school nurse will refer to the administration for further action.

GUIDANCE SERVICES

Every student is assigned a counselor at the start of his/her Windsor High School career. Counselors are prepared to assist students in their educational, vocational/career, and personal decision-making. Counselors will periodically schedule appointments with students. However,

should any student need to see his/her counselor for any reason, the student should come to the Guidance Office and make an appointment with Tim Hebert.

EDUCATIONAL SUPPORT TEAM

Windsor High School has an Educational Support Team (EST) made up of classroom teachers, the guidance counselor, the school nurse, special educators, and a member of the administration. The purpose of the team is to assist teachers in providing support services and accommodations to students in need of classroom support. Teachers and other school personnel may refer a student to the EST.

If a parent wishes to refer their child to the EST, the parent should first meet with the child's classroom teacher and/or guidance counselor to review the concern and the possible need for a referral. Please contact your school's guidance counselor for more information.

504 PLAN

Section 504 of the Rehabilitation Act (P.L. 93-112) was passed in 1973. The intent of the act is to prevent discrimination against individuals with disabilities by entities that receive federal funds, including public schools. This act "requires schools to identify students as eligible with specific, categorical guidelines. If a student is determined to have a disability, has a record of having a disability, or is thought of as having a disability and the disability results in a *substantial limitation* of a major life activity, then the student is deemed eligible for Section 504 services and protection." (From: Smith, Tom E. C. Section 504 and Public Schools, Austin, TX: Pro-Ed, 1998, (pp. 1-2))

SPECIAL EDUCATION

Under the federal Individuals with Disabilities Education Act, or IDEA, Vermont is required to identify and evaluate students who have disabilities and to offer them individualized education programs (IEP) for special education and related services. A team using a process specified in the law makes decisions regarding the services that are included in an IEP. An IEP team includes a student's classroom teacher, special educator, parent(s) and a representative of the school district who is empowered to commit resources such as staff time or funding. By law, schools are required to carry out provisions outlined in a student's IEP (Vermont Department of Education).

SCHOOL-TO-HOME COORDINATOR

The role of the School-to-Home Coordinator is to help build and maintain a strong relationship between students, families, school, and the community. This is done by meeting with students individually, and in groups, and by meeting with families at home, in school, or in the community. Referrals to community resources and support programs are also part of the coordinator's role. The coordinator looks to help students meet attendance and academic achievement goals, and to help students to work toward building a positive future. Understanding that the student's family and community play an important role in this, the coordinator will work to Integrate a strong support network for students.

CHILD PROTECTIVE TEAM

Windsor High School and the State Street School have a joint building-level Child Protective Team (CPT) made up of guidance counselors, the school psychologist, the school nurse, the Home to School Coordinator, the school based mental health clinician, and the Assistant Principal. The Purpose of the team is to update school staff about any changes in a child's life (e.g., changes related to

Custody, living situation, juvenile judicial actions, etc.) which may impact that child's school Performance. The team may also solve possible accommodations or supports to help the child remain Successful at school.

SCHOOL RESOURCE OFFICER (SRO)

The School Resource Officer (SRO) is a community policing law enforcement effort designed to help team community resources with our educational system. The SRO is a police officer usually based out of our schools that is a team member with school administration, faculty and staff. The SRO utilizes law enforcement powers primarily in prevention/intervention efforts in order to help youth make positive choices. The primary goal is to assist youth and their families to make positive choices before making the anti-social or criminal choices; **it is easier to stay out of trouble than to get out of trouble.** The role and duties of an SRO are usually determined by the need of the community and school. The SRO is the designated Truancy Officer for the Windsor School District. The duties can range from reading to children at the younger grade levels to full duty uniform patrolling at the local high school.

DISSECTION OF ANIMALS

In accordance with Act 154, students have the right to be excused from animal dissection and any other lesson or exercise that otherwise harm or destroy any animals or any part of an animal. The Windsor School District has adopted a policy and procedure supporting this law. Parents and students should contact the school office with any further questions or concerns.

PARENT CONFERENCES/CONSULTATIONS

Parents should take an active role in their son's/daughter's education. Therefore, parents are encouraged to meet with counselors and teachers should they have any concerns or questions. All such appointments are scheduled through the Guidance Office. Parents should call the high school Guidance Office at 674-6344, ext. 304.

SCHEDULING OF COURSES

Scheduling of courses for the upcoming year is conducted through the Guidance Office beginning in January. Students receive a copy of the Program of Studies and should refer to this as they select their courses for the upcoming year. Students should give serious thought to their course selections as they plan their future. Parents should also play an active role in the selections of courses along with the guidance counselors.

SCHEDULE CHANGES

School personnel will provide information and help each student consider all the course offerings. Once the student has made his/her final selection and the school year has begun, students will be allowed to make a schedule change only if one of the following conditions exists:

- 1) There is an error in the schedule that the student receives the first day of school
- 2) The student's career plans have changed
- 3) There is an extenuating circumstance

In any case, a request for a schedule change has to be agreeable to the parent and approved by the student's guidance counselor. Students will have one week from the beginning of the course in which to drop the course.

FLEX PERIOD- PERIOD 4

Flex period is period four in each school day. This period is designed for students to receive additional work in a core subject. It is the hope of the faculty that each and every student will achieve to the best of his/her ability. The “Flex” period provides an opportunity for each student to increase their knowledge of core subjects that they may struggle with. Period 4 is also the time where clubs and activity groups can meet and plan.

During the period four “flextime”, the majority of students will be assigned to a study hall. All students, except seniors with open campus and Hartford students, must check in with their study hall teacher. This 30 minute block of time will be used as a break in the day to get some work done, an opportunity to meet with a teacher for extra help, a chance to access library and technology resource outside of class, and for some, a time for remedial work to catch up on missing skills.

Period 4 “Flextime” will also be used for most class activities and club meetings, including student council, class meetings, prom committee, outing club, yearbook committee, SADD, and others. All activities previously included in the “extended advisory” program will now be scheduled for flextime, as well. Class and club advisors, in conjunction with student leaders, will schedule all meetings and events through the *Director of Student Activities* (Mr. Bob Hingston) It is hoped that use of this time will increase student involvement, while dramatically decreasing interruptions of class time.

Students who have the need to meet with an individual teacher during this flextime should get that teacher to fill in their passport in advance to verify their availability. Juniors and seniors have a few options that do not require this advance notice. These include access to extra help in science, math, and writing on a “drop-in” basis. All students needing access to the library or computer lab during flextime should secure a pass from a classroom teacher before reporting to study hall.

2011-2012 SAT EXAMINATION AND TEST DATES

Test Dates	Registration Deadline
October 1, 2011	September 9, 2011
November 5, 2011	October 7, 2011
December 3, 2011	November 8, 2011
January 28, 2012	December 30, 2011
March 30, 2012	February 10, 2012
May 5, 2012	April 6, 2012
June 2, 2012	May 8, 2012

NECAP Testing October 5,6 & 7th

PSAT for College Bound Sophomores/Juniors will be October 12, 2011

Student Support

DRIVERS EDUCATION

Windsor High School's Drivers Education Program is offered twice per year (Semester 1 & Semester 2). If the demand for the course during any one semester exceeds the number of available slots, the following procedure to determine the priority of student enrollment will be utilized: students will receive enrollment first priority according to the highest grade starting

with seniors, then juniors, then sophomores, then freshmen. Within a particular grade, students are given priority according to earliest date of birth.

Freshmen, sophomores, and juniors who fail or drop out of the Drivers Education Course may re-enroll again only as an alternate in future programs. Seniors retain priority over students in earlier grades.

SCHOOL TO CAREER

The School-to-Career Program helps students recognize the relevance of academic learning and helps them gain the knowledge and experience necessary for making informed post-secondary decisions. Through career exploration, seminar classes, job shadowing, internships, career fairs and other activities, students learn about their interests, natural abilities, and what additional education they need in order to prepare for school or work after high school.

LIBRARY

The library is open from 7:30 a.m. to 3:00 p.m. It is a place where students and classes may study, read or do research. During the school day, students must have their WHS Passport signed by one of their academic teachers or learning center staff. A student without an official passport or lacks a library-related reason may be turned away.

Seniors with open campus privileges may come to the library without a signed passport but the librarian reserves the right to restrict visits, especially during busy times. Open campus seniors are subject to the same rules below:

- 1) Students who come to the library are required to sign in (and out, if they leave before the period ends).
- 2) The loan period for most books and older magazines in the Magazine Room is three weeks. Reference and Reserve materials may not be taken from the library without permission from the Librarian. Current magazines on display and newspapers may not be signed out.
- 3) Unreturned books and indebtedness: Any student with overdue library materials will receive notices during the marking period. **IMPORTANT: failure to return library materials will result in an Indebtedness Notice sent home to parents/guardians at the end of each marking period as well as a restriction or suspension of borrowing privileges.** Indebtedness to the school for unreturned, lost or damaged library materials affects a student's participation in extracurricular activities (including sports and Senior Class events).
- 4) Use of the library's computers by students, faculty and staff requires that a signed Acceptable Use Form be on file as described elsewhere in a section of this handbook.
- 5) No food or drink (except water) is permitted in the library per the school rules.

Interlibrary loan is a service available to faculty as well as juniors and seniors doing special research under faculty guidance. Students are to speak to the librarian to request an interlibrary loan. Suggestions from students for titles to be added to the WHS library are welcome for consideration.

Students are expected to acquaint themselves with the above procedures and to assume responsibility for observing them. Unacceptable behavior in the library and disregard for the rules may result in detention and/or the loss of library privileges.

INFORMATION TECHNOLOGY

Windsor High School provides students with opportunities to use computers and information technology throughout the facility. There are computer labs, mobile laptop carts, and individual classroom computers available for student use. Students are expected to read and sign the Acceptable Use Policy (AUP) form before gaining access to the school network. Only school owned computers may be used on the school network.

Use of the high speed Internet connection is a privilege, not a right, and inappropriate use will result in a cancellation of privileges. In accordance with federal law, an Internet content filtering system is in place. Based upon the Acceptable Use guidelines, network and school administrators will deem what is inappropriate use and their decision will be final. The administration, faculty, and staff may request the network administrator to view, deny, revoke, or suspend specific user accounts.

- Students are warned NOT to access inappropriate web sites such as chat rooms, any social networking, weapons making, pornography, or sites that are not school appropriate.
- Students are warned NOT to download any copyrighted material including MP3 files, without written permission from the copyright holder.
- Students may not download and store huge files.
- Use of another student's account whether network or e-mail, sharing user passwords, using e-mail other than the school's First-Class® e-mail is not allowed.
- Student Internet histories must show a minimum of three weeks of records. Students are NOT allowed to delete their histories.

Students may apply for an e-mail account. Please keep in mind that school rules regarding appropriate behavior apply to e-mail. One of the keys to using any e-mail system is the Golden Rule. Keep in mind that some writing styles may come across as angry, rude, or abrupt.

- Do not send messages that contain insults, threats, harassing or obscene language or images.
- Always assume that messages that you send are permanent and public. Don't send anything that you would not want to be made public.
- SPAM is the equivalent of junk e-mail randomly sent to a group of people. Randomly sending e-mails that have no specific purpose are not acceptable and are a violation the Acceptable Use Policy.
- Administrators have access to all e-mail, files, and folders. Messages relating to, or in support of, illegal activities will be reported to the authorities.

The mission of Windsor High School's computer labs is to provide a supportive and safe environment where students can use technology appropriate for their schoolwork. This is a place for quiet academic work. Appropriate use includes using technology for school related assignments including communications and Internet research.

- No food or drinks are allowed in any computer lab and when using laptop carts.
- Students coming to the lab on a pass must sign in when they arrive and sign out when they return to class.

- Students are expected to work quietly on academic assignments while in the lab. This is not a place to play computer games.
- Students will be held financially responsible for damage to computer equipment.

PARENT ACCESS TO POWERSCHOOL

“PowerSchool®” is the Windsor School District Student Information System. This system records student attendance, grades and information for grades K-12. Parents and students can access their information using an Internet browser from their home computer. Parents can set the system to send progress reports for their student, daily, weekly, or monthly. Parent and student User IDs and passwords are available through the technology coordinator, Larry Dougher.

USE OF COPY MACHINE

Faculty or staff may only use school photocopy machines with the exception of student assistants/ aides who have been authorized and trained to use the copiers. All other students who require copying of designs, artwork, enlargements, etc. need to ask their teacher to do so or copy under teacher's direct supervision.

SCHOOL SUPPLIES

Textbooks and paper are furnished by the Windsor School District. When a book is issued, a student should sign her/his name in the space provided. Students are responsible for all textbooks, uniforms, or other school supplies issued to them.

CAFETERIA

The school offers a breakfast and hot lunch program. Prices are: \$1.50 WHS student breakfast, and \$2.50 WHS student meal. Windsor High School has a ‘No Charging Policy’; therefore students are not permitted to charge their meals. The school offers free and reduced prices for eligible students. We encourage families to take advantage of this opportunity. Contact the Main Office for the guidelines. Applications for the free and reduced meals are available in the Administrative Office. Students are expected to be orderly during lunch and to clean up after themselves. Food should not be taken outside of the cafeteria.

- 1) Students are NOT permitted to go to the library or computer lab during their assigned lunch period.
- 2) Students may pay cash for meals.
- 3) High school students may eat lunch outside in rear of the cafeteria provided that no trays or utensils are left outside, and the area is kept clean.

Failure to follow these conditions will result in the loss of this privilege. All other outside areas of the school building are off limits to the students during the school day.

TELEPHONE

The High School Office phone number is 674-6344. Please do not call the school with messages for your child unless there is a family emergency. We cannot "remind" your child of his/her appointments, but we'll be glad to let him/her know if one has been canceled. **Please do not call or text your child between 7:40 am and 2:34 pm. This is the academic school day and a phone call interrupts the educational process.**

A student phone is available for use between classes and during lunch; it is located in the Student Services Suite. Calls should be brief to allow for other students to make calls.

LOCKERS

School lockers are assigned to everyone. Your locker number is given to you on the first day of school as noted on your schedule.

School lockers are school property and thus may be searched if deemed appropriate.

Locks may be obtained in the Main Office at a cost of \$5.00. Only school locks will be allowed on corridor and locker room lockers.

Gym lockers are assigned to students in gym classes and those participating in sports.

The school is not responsible for missing or stolen items. This includes, but is not limited to, books, backpacks, clothing, personal possessions, money, sports equipment, or musical instruments.

SEARCHES

A school administrator may search a student at any time when there is a reasonable suspicion. The possession of any item or items that are in violation of District policies, rules or regulations, or of local, state or federal laws, are grounds for searches. Such searches could include a student's vehicle while parked on the school district campus. Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding. This is in accordance with Policy Statement JIHA, 04/04/2010.

SECURITY CAMERAS

Security cameras have been placed throughout the building as a precaution against vandalism, theft, and other issues of security. Inquiries regarding the use of this equipment should be directed to the Principal's Office.

INSURANCE

The students of Windsor High School are eligible to participate in an insurance plan, which gives coverage while attending school, while traveling to and from school, and while participating in school activities. This insurance may be obtained for a nominal fee. If you are not covered by a family health plan, we encourage you to take out the school insurance plan. Information will be available at the Main Office. Call for more information.

STUDENT EXPECTATIONS IN THE SCHOOL COMMUNITY

The Windsor School District is committed to providing a safe, orderly, and supportive learning environment for its students, staff, families, and other community members. Such an environment is based upon self-respect and respect for the rights of others. In 2003 the BEST Committee developed the following guiding principles:

1. All members of the school community will respect the safety, rights, health, and property of others.
2. All members of the school community will respect school rules for all learning environments including, but not limited to: classrooms, cafeteria, library, theater, gym, playground, athletic fields, school offices, bus, and off-campus field trips.
3. Each student has the responsibility to attend class, be on time, and complete his or her educational and work assignments.
4. The ultimate responsibility for student behavior rests with the student with the support of educational staff, and his or her parent or guardian.

Student Rights and Responsibilities:

In a democratic society, **rights** and **responsibilities** go hand-in-hand. Students have certain rights, which protect their opportunity to receive an education. At the same time, students are expected to share in the responsibility of their education.

These rights and accompanying responsibilities are as follows:

1. Students have the **right** to an orderly and productive learning environment, and the **responsibility** to work within that environment.
2. Students have the **right** to be physically, emotionally, and intellectually safe, and the **responsibility** to keep themselves and others safe.
3. Students have the **right** to be respected and the **responsibility** to show respect for themselves, for others, and for personal and school property.
4. Students have the **right** to choose their behavior, and the **responsibility** to accept the consequences of their decisions.
5. Students have the **right** to their thoughts, feelings, beliefs and opinions, and the **responsibility** to express themselves in a manner, which respects the rights of others to have the same right as well.
6. Students have the **right** to provide input as part of the school decision-making process, and the **responsibility** to participate in such a process.
7. Students have the **right** to ask questions, to have complaints and grievances heard, and the **responsibility** to express these in a respectful manner.

The Principal, Assistant Principal and Dean of Students may assign detention or suspend students for behavior not defined in this handbook but deemed to be inappropriate, disrespectful, or disruptive to the school. Unless otherwise stated, infractions of each type will be treated cumulatively as outlined below:

SUSPENSION AND RIGHT TO APPEAL

Students may be subject to suspensions, or expulsion in appropriate cases, for serious or repeated violations of school policy or disciplinary rules. Except in cases where a student's behavior mandates the student's immediate removal from the school premises, the student will be given notice of the reasons for suspension and an opportunity for an informal hearing before the Principal. A request for a hearing or meeting will not delay the suspension. There is no right of appeal of a suspension for ten days or less.

Parents will be notified of any suspension and may request a meeting with the Principal to review the facts concerning the suspension.

For suspensions greater than 10 school days, or in the case of expulsion, students may appeal the decision to the Superintendent and the School Board. All hearings and appeals concerning suspension or expulsion will be conducted in accordance with established school board policy.

Attendance and Absenteeism

SCHOOL ATTENDANCE

A student's attendance at school and participation in classes are considered an integral part of the education experience. We believe that regular school attendance is necessary and that tardiness and/or absences have an adverse effect upon the student's academic progress and ability to learn. There are times however, when attendance in school is not possible, and although valuable educational experiences may be lost, students may be absent under special conditions.

ATTENDANCE REQUIREMENT

Students are expected to be in school on time daily. Students with excessive absences or late to school will be in jeopardy of failing a course or for the school year. Students who fall into this category are not in "good standing." Parents and students must, working with the Principal develop a plan that will restore the student back to the status of "a student in good standing" and earn their credit (s) back.

Attendance Definitions:

1. Excused Absences

Title 16, Sec. 1121 of the General Laws of Vermont requires regular attendance in school by persons up to, and including, the age of sixteen. Windsor School District policy establishes the following five reasons to excuse a student's absence from school:

1. Illness, including medical or dental appointment, which could not be scheduled outside of school hours. There may be occasions when a note from a health care professional may be required.
2. A legal obligation
3. A family emergency or obligation (e.g., a funeral of a close relative, a religious observance)
4. Suspension from school for disciplinary reasons
5. Other situations beyond the student's control as determined by the Principal/designee

2. Unexcused Absences

Unexcused absences include, but are not limited to:

1. Those absences for reasons not listed above (e.g., deer hunting, working, meetings, shopping, hair appointments, etc.)
2. Excessive tardiness and lateness to class as defined in this document
3. Failure of parent to notify the school properly by providing a written excuse or phone call to substantiate a child's absence

3. Truancy

When the Principal believes that a student is, or has been, absent from school without an acceptable reason and/or proper notice, he/she shall investigate and take appropriate action.

A. Definition of Truancy:

1. A student who is absent from school without permission from parents and/or school administration
2. Any unverified student absence from school

B. Procedures:

1. The Principal, or designee, will notify the Superintendent and Truancy Officer
2. The principal, or designee, will notify the student's parents/guardian
3. The Principal, or designee, will meet with the student and his/her parents
4. The Principal, or designee, will notify other agencies and/or police

C. Consequences for Truancy:

1. Two days out-of-school suspension per day truant
2. Notification to the State's Attorney's Office after the fifth day of truancy
3. Other alternative interventions as deemed appropriate

4. Tardiness to School:

A student must be in attendance by 7:45 a.m. to be eligible to participate in any extracurricular activity that day unless excused by the administration. Tardy students must report to the Main Office in order to obtain an admission slip. A student who arrives after 8:00 must have a phone call from home. A student who reaches 5 unexcused tardies will be ineligible to participate in an athletic event if they are on a team. If they are not on a team they will be restricted from attending after school functions for one week, Sunday to Sunday.

5. Planned Absences:

Parents are strongly encouraged to plan family vacations at times when school is not in session. Parents who have no choice but to take family vacations at times when school is in session are asked to submit a letter to the Principal at least two weeks in advance of the vacation period. Upon receipt of such letter, a "Permission to be Absent from Class" form will be given to your student for signatures and approval from teachers, administrator and parent/ guardian. Teachers reserve the right to deny the request due to failing grades, non-participation and attendance

issues. It is the student's responsibility to collect and complete all schoolwork assigned by teachers during the absence.

Days missed from school by students who, with or without parental permission, take vacations without adult supervision during non-school vacation periods; will be counted as unexcused absences. This means that work missed (e.g., home assignments, tests, quizzes, etc.) may not be made up. Days missed as part of an approved or unapproved planned absence, count against the attendance requirement as defined elsewhere in this document.

6. Early Arrival:

Students arriving to school early are expected to wait in the cafeteria or locker area. Violation of this expectation may result in detention.

7. Early Dismissal:

Permission to leave the building before the end of school must be obtained from the Main Office. The school may grant permission in case of illness. A student requesting early dismissal must have their parent or guardian telephone the Main Office and gain the approval of the Principal, or bring a written note from the parent or guardian (this includes those students eighteen years old and older) and give it to the attendance secretary. The student must leave the school grounds after signing out.

8. Leaving School Building Without Permission:

Students may not leave the school building during school hours without special permission from the Principal. Students who do so will be suspended from school. In all situations students must sign out in the Principal's Administrative Suite if leaving school during the day.

9. Class Tardy:

If you have a legitimate reason for being late, such as being with a teacher, you must get an excuse from that teacher. DO NOT go to the Attendance Office for an excuse.

10. Cut Class:

Students who miss class without permission from a teacher, other faculty or staff will be considered cutting that class. Students who cut a class will not be able to make up the work they missed for that day.

11. Make Up Work:

When a student returns to school following an excused absence, he/she should make immediate plans with teachers to cover material missed. This applies to absences for any reason, including class meetings, field trips, etc. For planned absences, students should make arrangements in advance for make-up work. Students are responsible for requesting all make-up work. Students who have missed classes while under suspension, in or out of school, will be expected to make up all assignments and will receive credit for satisfactory work.

Students will not be able to make up work or be given credit for work missed during unexcused absences.

12. Extended Illness:

In the event of an extended illness, you should call the Guidance Office for assistance with assignments and make up work.

13. Senior Skip Day:

Windsor High School does not condone a Senior Skip Day (nor any other Skip Day). Students taking a Skip Day.

STUDENT DISCIPLINE

The general guidelines, which follow, do not restrict the administration from assigning consequences by number of offenses or by combination as of rule infractions. Consequences for any offense can be taken to a higher degree at the discretion of the administration. This list is a guideline only and nothing in this statement of standards shall be construed as limiting the district in imposing different consequences when circumstances warrant. Student Discipline must comply with local, state and federal law. Privacy rights of individual students will preclude sharing information with anyone other than parents and guardians. Discipline is administered with age appropriate consequences according to the developmental level of the students.

Range of Consequences



IRC: Informal Restorative Conference

FRC: Formal Restorative Conference

D: Detention

RES: Resolve Room

OSS: Out of School Suspension

E: Expulsion

Rule infractions and general guidelines for consequences shall apply within one school year and shall not be carried over into subsequent years except for record keeping purposes as required by law. Restorative Practices Conferencing and/or parent contact shall be required for each student infraction.

RULE

Level I (Minor Infraction)

Minor infractions are handled within the school:

- A. Dress code violation
- B. Electronic devices
- C. Food out of the cafeteria
- D. Inappropriate showing of affection
- E. Late to school without reporting to office
- F. Late to school-unexcused
- G. Late to homeroom
- H. Outside on school grounds without permission
- I. Bus violation (seriousness of violation)
- J. Cutting class (loss of academic grade)
- K. Cut detention
- L. Truancy
- M. Passport violation

Level II

Infractions handled within the school:

- A. Cheating (plus academic consequences)
- B. Classroom disruption (minor)
- C. Disrespect to faculty/staff
- D. Disruptive in halls
- E. Horseplay
- F. Throwing objects
- G. Using profanity
- H. Failure to comply with directives
- I. Profanity directed to teacher/staff
- J. Purposeful disruption of a school activity
- K. Violation of the Acceptable Use Policy (loss of internet access at school)
- L. Leaving school building and/ or grounds without permission from the office
(Exception: seniors with open campus privileges that have signed out)

Level III

Infractions that may also be referred to the police:

Range of consequences: Parent Conference through expulsion

- A. Vandalism (restitution)
- B. Graffiti (restitution)
- C. Falsifying documents
- D. Forgery
- E. Harassment
- F. Sexual harassment
- G. Smoking/possession tobacco/tobacco products
- H. Use of racial or other inflammatory terms
- I. Threats and/or Intimidation

Level IV

Infractions will be referred to police.

Range of consequences: Parent conference through expulsion

- A. Assault
- B. Extortion
- C. Fighting
- D. Inciting a disturbance
- E. Tampering with a fire alarm/fire extinguisher/arson
- F. Transferring/receiving stolen property
- G. Stealing

Level V

Infractions will be referred to the police and Superintendent for Expulsion.

- A. Possession/use of sale/transfer of drugs or illegal substance(s)
- B. Possession of Alcohol
- C. Possession of weapon(s)

Please note that these violations are not inclusive and local, state and federal laws also apply.

Conduct

ABUSIVE BEHAVIOR

Intimidation, bullying, or other abusive behavior to any person in the school will result in detention or suspension depending on the nature of the incident. Hate literature or hate symbols are not allowed and will lead to detention or suspension.

BULLYING PREVENTION PLAN

As a result of Act 117 of 2004, an Act relating to Bullying Prevention Policies, the Windsor School District has adopted a Bullying Prevention Plan that addresses bullying within the school. Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and / or discipline. Behaviors that do not rise to the level of bullying as defined below, may be subject to intervention and / or discipline under another section of the discipline plan or discipline policy.

Bullying means any overt act or combination of such acts directed against a student by another student or group of students which:

- (a) occurs during the school day on school property, on a school bus, or at a school sponsored activity;
- (b) is intended to ridicule, humiliate, or intimidate the student; and
- (c) is repeated over time
- (d) this will also pertain to cyber-bullying

The Windsor School District has adopted a specific Bullying Prevention Plan that provides further details related to student rights, procedures, safety and protection. A copy of this plan is available in our school office and will be reviewed with students as part of their class advisory.

PREVENTION OF HARASSMENT

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, and the Rehabilitation Act of 1973 Section 504, and the rules and regulations promulgated by the Secretary of Health, Education, and Welfare, it is the policy of the Windsor School District to not discriminate on the basis of sex, race, age, color, national origin, disability, marital status, sexual orientation, religion or creed in all matters related to the operating of and the programs offered by Windsor School District.

A Prevention of Harassment Policy exists which helps define discrimination and harassment regarding the above statement. The policy also explains the grievance procedures to be followed if a student or parent feels that they have been discriminated against in regard to Titles VI, IX, and section 504.

- “Harassment” means an incident or incidents of verbal, written, visual, or physical conduct based on or motivated by a student’s family member’s or employee’s actual or perceived race, color, natural origin, marital status, sex, sexual orientation, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.
- Harassment includes conduct which violates subsection 91) of this definition and constitutes one or more of the following:
 - (a) Sexual harassment means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual, or physical, conduct of a sexual nature.
 - (b) Racial harassment means conduct directed at the characteristics of a student’s and/or student’s family member’s actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display or circulation of written or visual material, and taunts on manner of speech and negative references to racial customs.
 - (c) Harassment of members of other protected categories, which means conduct directed at the characteristics of a student’s, a student’s family member’s, or employees actual or perceived creed, national origin, marital status, sex, sexual orientation, gender identity or disability and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

An individual who believes that he or she has been harassed, or who witnesses conduct that he or she believes might constitute harassment, should report the conduct to a designated employee, or to any other school employee.

The Windsor School District has adopted a specific policy AC-B that provides further details related to student rights, procedures, safety and protection. A copy of this policy is available in our school office and will be reviewed with students as part of their class advisory.

HAZING POLICY

Hazing” means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with Windsor High school; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. “Hazing” also includes soliciting, directing, aiding or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

STUDENT EXPRESSION

Windsor School District encourages the exchange of ideas among students and faculty and promotes students oral and written expression through student bulletin boards. Students’ rights to express themselves, however, shall not interfere with the orderly school environment, the rights of other students to express their views or student access to educational programs offered by the school.

DRUGS AND ALCOHOL ABUSE:

The Windsor School District recognizes the potential for dangers and illegality of alcohol, Drugs, and mood-altering substances by members of the student population. The district will work to educate, prevent and intervene with students in order to minimize usage of these substances. Curriculum and instruction and administrative cooperation with community rehabilitative resources will all be utilized in this effort.

To comply with existing federal and state laws concerning alcohol and controlled substances, the following Applies:

- a. The use, consumption, distribution, sale, offering for sale, possession of, holding, manufacture, or being under the influence of anabolic steroids, alcohol, controlled substances or other drugs in any form without proper medical prescription is prohibited on school property and at all school-related activities. The possession, distribution or sale of drug paraphernalia, such as roach clips, pipes, and “bowls”, but not limited to these, are also prohibited. These prohibitions extend to visitors and guests on school property and at school related activities.

- b. School administrative personnel shall have the authority to conduct searches in accordance with the law.
- c. Administration, upon reasonable suspicion may make a request to the Windsor Police Department to perform **Dog Searches** of all lockers and vehicles.
- d. Proper disciplinary action will be taken against anyone found violating this policy.

SUSPICION OF ILLEGAL USE OF DRUG OR ALCOHOL

- a. The student will be brought immediately to the nurse's office and administration notified.
- b. The parent/guardian (s) will be called, informed of the situation and asked to take the student to the primary care physician home.
- c. The student should return to school with a note from the parent/guardian (s) indication how they plan to deal with the situation.
- d. A follow-up contact will be made by the school designee with the parent/guardian (s) and/or a doctor to determine the student's condition.
- e. If it is determined by the administrator/designee that there was **illegal use of drugs or alcohol** in school, this will be considered grounds for suspension and/or expulsion upon the recommendation of the principal. **The police will be notified.**
- f. A student determined to have used, possession, distributed or sold alcohol, drugs or mood altering substances in school will be referred to the high school Student Support Services Support Team and required to complete a drug and alcohol assessment. **The police will be notified.**
- g. The school reserves the right to require a formal written report from the attending physician regarding the student's condition and any recommended treatment. The administration may deny the student's re-admission to school until such report is received.
- h. The parent/guardian (s) will be called, informed of the situation and asked to report school immediately.
- i. The police will be notified and the school will cooperate fully with law enforcement agencies.
- j. The student will be suspended from school for a period of at least three days.
- k. The student will be required to complete a drug and alcohol assessment and follow through with the recommendations.

PARKING AND DRIVING ON SCHOOL PROPERTY

One time parking permits are issued free of charge and must be placed on the back of the driver's rear view mirror. Those eligible for permits include juniors, seniors, sophomores (as space permits) faculty and staff. Because of limited space, the number of parking permits is limited. Faculty receives the highest priority, followed by seniors and then juniors. Please note that parking on the school premises is a privilege. Such a privilege can be revoked in the event of onsite parking or driving violations, or as a consequence resulting from other behavior problems. Students who drive cars without permits or those who create chronic parking problems run the risk of being ticketed or towed at the owner's expense.

- Students must park in the lower level parking area, at the rear of the lot. No students may park in any Ascutney St. lots. Cars parked improperly will be towed at the owner's expense. Detention may be assigned. No student may drive to the Hartford Vocational Center without the written prior permission of the Windsor School Principal.

DROP OFF AND PICK UP OF STUDENTS

Parents/guardians of high school students are reminded that all students are to be dropped off and picked up at the lower lot of the high school. To access this lot enter via State Street. State Street School parents/guardians will drop off and pick up their students at the Ascutney Street school entrance. Parents/guardians who have appointments will park in the spaces to the left of the Ascutney Street entrance. Please be advised that no parent or guardian shall leave their vehicle parked in the fire lane and/or travel lane while dropping off or picking up their student(s).

The Windsor Police and WSD administration will be at the Ascutney Street entrance to limit access into the traffic loop. Please understand that due to the health and safety of our students we cannot stop traffic any longer than the dropping off or picking up of student(s). Please understand that persons who leave their vehicles unattended in the fire lane are subject to both ticketing and towing.

DRESS CODE: Modesty is our focus of this code.

In an effort to promote an environment that is conducive to learning as well as supportive of students' health and safety, the following dress standards have been developed. Such standards are intended to further the school's mission statement that a safe and positive school environment is essential for high academic achievement.

The following dress practices are **NOT ALLOWED IN SCHOOL**:

- *Clothing that is transparent or see-through and reveals underwear (bras, boxers, etc.).
- *Pants, skirts or shorts that expose the midriff, bare back, navel or buttocks when the student is standing or sitting. The length of shorts or skirts cannot be shorter than the tips of the student's fingers when standing upright with arms by the side. Pants, skirts or shorts worn below the hipline are not allowed.
- * Tights, or leggings, unless covered by an outer garment which is in compliance with this dress code.
- *Halter-tops and strapless tops. Tops must be worn, and be of a length, that do not expose the midriff or bare back.
- *Clothing that reveals cleavage.
- *Clothing, body markings, and accessories that display words, symbols, or designs that are sexually suggestive or make reference to smoking, alcohol, or drug use.
- *Any item covering a student's eyes inside the building (e.g. sunglasses, masks, etc.).
- *Gang-related clothing, or gang-related personal property, including gang insignias, gang names, color patterns, bandannas, hats, jewelry, clothing, belts or any other clothing or personal property with any gang significance.
- *During physical education classes, students may not wear studs, rings, body piercings, jewelry, or other accessories. Students are expected to follow dress regulations as required by P.E. teachers.

*The wearing of hats and hoods in the classroom is left to the discretion of the individual teacher as established by his/her classroom rules.

Students in violation of this policy will be asked to comply. Otherwise, students will be sent home or parents will be called to bring in appropriate attire. Time out of class must be made up. Consequences are as stipulated in the Student Code of Conduct.

WHS “Passport” System

WHS “Passport” System is intended to replace the vast array of written passes, scribbled notes, phone messages, and emails that are currently used to track, coordinate, and monitor student movement throughout the school day.

A new “Passport” card will be distributed in period 3 “flextime” classrooms each Friday, with the previous one collected by the teacher. Throughout the week, if a student needs to go to the nurse, library, restroom, guidance, or any other place during a scheduled class, they should fill in the appropriate information on the card and ask their classroom teacher to sign it before leaving the room.

If a student loses their passport at some point during the week their “flex” teacher may issue them one new replacement for that week. Loss of this second card will mean loss of the privilege for the remainder of the week.

ELECTRONIC EQUIPMENT (WSD Board Policy)

Possession of Cellular Phones and Other Personal Electronic Signaling Devices:

The Windsor School Board believes that all students have the right to be educated in a positive learning environment, free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Students:

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health, and the use of which is limited to health-related purposes.

The physician's documentation of the health-related purpose shall be presented to the principal and shall be maintained on file in the main office at the school site.

Students may possess or use personal electronic signaling devices including but not limited to, pagers, beepers and cellular/digital telephones.

Permitted devices shall:

1. Be turned off from 7:40 am – 2:34 pm (during the school day)
2. Not disrupt the educational program or school activity
3. Students who are in violation of the student code of conduct will follow the code of conduct procedures.
4. School officials may not search students' cell phones, including the accessing and reading of their text messages and digital photos. When officials (1) have a reasonable suspicion, based on objective and articulable facts, that the search will provide evidence that the particular student was violating either the law or a school rule; and (2) the scope of

the search is reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the infraction, the said officials will notify the Windsor Police Department who will themselves determine whether the search falls under the purview of probable cause. School administrator (s) will make every attempt to notify parents of the investigation.

STUDENTS IN MIDDLE SCHOOL

High School students are not to be in the Middle School unless they have a class. High School students are not to use the Middle School bathrooms unless they are taking a class on the third floor and have a pass from the teacher. Violation may result in detention.

BEFORE & AFTER SCHOOL

Prior to school, students are not allowed in the locker room, and after 7:30 are not admitted to the Mac Lab. After school students may wait in the Cafeteria or be with a teacher. Otherwise students should leave the building. Violation may result in a detention.

GUESTS

Students may bring guests to school only if prior arrangements have been made with the Principal. A minimum of one day's notice is required.

BEHAVIOR AT SCHOOL ACTIVITIES

Students attending school activities are to conduct themselves in a polite and orderly manner. Students who are loud and abusive at school activities will be asked to leave the premises (this includes away athletic games) and may be restricted from attending future activities.

USE OF GYM

Due to safety and liability issues, the Windsor High School gym maybe used by students only under authorized supervision. Authorized supervision is defined as a staff member, coach, or approved parent (by the Athletic Director or Principal) in attendance during the use of the gym. Students not following this procedure will be subject to detention for a first offense, and suspension and ineligibility for a one-week period for a second offense.

ELEVATORS

Students may use the elevators if a physical limitation requires such use. Students need to see the school nurse for authorization. The school nurse will notify administration and school staff of student's names and the time period allowed. Unauthorized use will result in detention.

EIGHTEENTH BIRTHDAY

All school rules apply to all students who attend Windsor High School.

ACADEMIC DISHONESTY

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get or give test or quiz answers;

- Taking a test or quiz in part or in whole to use or to give others;
- Copying information from a source without proper attribution; and
- Taking papers from other students, publications or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension or expulsion.

INDEBTEDNESS TO THE SCHOOL

Students are responsible for all books and other items loaned to the student during the school year. Lost, stolen, or damaged books or other items must be paid for by the student to whom issued. Students who owe money to the school will not be allowed to participate in extra-curricular activities. Seniors who owe money to the school will not be allowed to participate in graduation or other senior activities.

FIELD TRIPS AND CLASS TRIPS

All field trips are considered a privilege, not a right. A teacher or school administrator may determine that it is inappropriate for a student to participate in any activity or field trip away from school property. Students may not be allowed to attend a field trip if the student is going to miss a class in which he/she is doing poorly.

Participation and attendance on the trip is a privilege not a right. Students whose behavior is a particular problem, or whose supervision during a school trip is deemed to be a potential problem, will not be allowed to attend the trip.

Parents should be aware that teachers will take students out of the building and off campus to several nearby places (e.g., Paradise Park, Museums, etc.) Parents should contact the office in the event they do not want their child to participate.

GENERAL DANCE RULES

Middle school students are not allowed to attend high school dances and high school students are not allowed to attend middle school dances. Students must be in school the full day of the dance in order to attend the dance (exceptions will be made for students who sign out for doctor or dentist appointments). In addition to the general school rules for appropriate behavior:

1. No person may return to the dance after leaving.
2. Students may not sit in vehicles on school property during dances.

All dances are for the benefit of the Windsor High School students. Guests (20 and under) will only be allowed at special dances. At those dances, students must receive prior approval and a guest pass from the Principal. Guests will be subject to the same rules as the Windsor students. No high school or elementary school students may attend Junior High dances (even as guests).

BUS SAFETY RULES

Failure to abide by the bus rules will result in disciplinary action. All school rules apply when students are on a school bus, or at a school activity at a non-school site. Bus drivers will

complete an incident form for all behaviors that warrant an incident report. Riding the school bus is a privilege.

Student Activities, Clubs, and Athletics

Windsor High School offers many extracurricular activities. All students are encouraged to get involved with this important component of the school program. Eligibility guidelines for participation in extracurricular activities exist and are outlined in other sections of this handbook.

THEATER ARTS AND DANCE ACTIVITIES

Students may audition to participate in after school presentations (performance and/or production) for credit in Fine Arts, depending on rehearsal and technical hours spent on the projects. These performances include Middle School and High School musicals, K-12 Youth Theater, or senior plays. Theater Arts and Dance students may be eligible to attend local performances and workshops, such as those at the Weston Playhouse or at Dartmouth College Hopkins Center or participate in statewide performing arts activities, such as the VPA One-Act Play Festival or Vermont High School Dance Festival. These students may also be invited to take the biannual trip to New York City for Broadway and Off-Broadway shows and events. For the complete list of elective courses in Theater Arts, Dance, and Advanced Performance Styles please refer to the Windsor High School Program of Studies.

EXITUS

The Exitus is the annual yearbook published by the students of Windsor High School. Students can join the yearbook staff as early as the 7th grade. A senior editor (one member of the Senior Class) serves as the editor for the entire year. This person is selected during his/her junior year to serve as a junior editor-in-training. The senior editor selects the theme of the book and appoints staff members to various roles. Members of the Exitus staff serve as photographers, layout designers, copywriters, and salespeople for business ads. Publishing such a book requires many months of hard work and is worth the effort when the finished product is finally revealed in the Spring.

BAND

Band is open to all instrumentalists by audition. Activities include pep band, at-home football games, and concert band during the winter season, and any parades that occur during the school year. Attendance and participation at all activities is required to earn a grade as well as credit.

CHORUS

Participation in the chorus will involve developing proper group singing techniques, learning basic music theory, and participation in group choral performances. Choral music of various styles and from different historical periods will be studied and/or performed at both formal and informal concert settings. Attendance and participation at all scheduled activities and performances are required to earn full credit as well as a grade. Qualified students will be able to prepare audition pieces for district, All-State, and All-New England Music Festivals. Performance dress requirements are the responsibility of each student.

STUDENT COUNCIL

The purpose of the Student Council is to promote a spirit of understanding between the students and the faculty of Windsor High School. The Council is made up of duly elected representatives from each class. The student branch of school government will represent the wishes of the students in school matters. The Student Council has the following responsibilities:

- 1) To recommend and execute rules necessary for the improvement of the school and its interests.
- 2) To select or choose committees to carry out decisions made by the Student Council.
- 3) To plan, institute, and supervise the Winter Carnival.
- 4) To direct the election of class officers.

The Student Council shall hold regular meetings at a time that will not conflict with the operation of the school. A quorum of the Student Council shall consist of two-thirds of its voting membership.

Individuals and groups must complete the form below when they want to formally present an issue of concern to the Student Council. Copies of the form may be obtained from a Student Council representative.

WINDSOR HIGH SCHOOL STUDENT COUNCIL

Person or group bringing this issue to the Student Council:

Date:

Define the issue of concern:

Proposed resolution: (include any procedures and responsibilities which define the resolution as well as identification of who assumes the responsibilities)

Date presented to the Student Council:

Action taken by the Student Council:

Date presented to other (Leadership Team, Faculty, Superintendent, School Board):

Action Taken:

The Student Council may appeal decisions and actions taken by the Faculty and the Principal to the Superintendent and then the School Board.

NATIONAL HONOR SOCIETY

The Windsor High School chapter of the National Honor Society inducts new members annually, based on excellence in the areas of Scholarship, Leadership, Service, and Character.

To be eligible scholastically, a student must maintain a cumulative GPA of 88. Membership is open to juniors and seniors. Demonstration of strong leadership qualities in both school and community activities is essential. Students who qualify academically will verify their leadership qualities by having adults who have observed their positive actions recommend them for the National Honor Society by signing a Leadership Points Page.

Service and Character include outstanding citizenship, excellent behavior and attitude, and a consistently positive presence in all school and community activities. The qualities of Service and Character are confirmed by a formal vote of the faculty and administration.

All National Honor Society requirements must be maintained so that membership may continue.

BOYS' AND GIRLS' STATE

Each year Windsor High School selects representatives to Green Mountain Girls' State and representatives to Green Mountain Boys' State. Both of these weeklong programs are held the week after school closes in June. Girls' State delegates meet at Vermont College in Montpelier and the Boys' State delegates meet at Norwich University in Northfield.

Selected students, who have completed their junior year, are chosen by a vote of the entire faculty. Criteria for selection include leadership potential, character, community participation, and scholarship. The purpose of both programs is to teach young people about the duties, privileges, rights, and responsibilities of American Citizenship.

THE GOVERNOR'S INSTITUTE OF VERMONT

The Governor's Institutes of Vermont are three summer programs for Vermont high school students with strong personal motivation and interest in the Arts, Science and Technology, or International Affairs. Students are chosen to study one of these subjects intensely with the State's finest professionals on the campuses of Vermont colleges. Each Institute is slightly different in its organization, dates, location, staff, and fees. Students in grades 9 through 11 are eligible to apply. Additional information and application materials are available in the Guidance Office in February.

CLASS ACTIVITIES

All class activities, such as dances and fundraisers, are to be approved by the class advisors and the Principal. The Activity Checklist must be completed and submitted to the Principal at least two weeks in advance of the activity. Adult chaperones are to be in attendance at school activities.

ATHLETICS

The high school athletic program typically consists of Football, Cross-Country, Field Hockey and Soccer in the fall. Basketball, and Indoor Track in the winter; and Baseball, Softball, Golf and Track in the spring. Everyone is welcome to try out for the various teams. Our teams maintain an active schedule with teams throughout Vermont and New Hampshire.

A student-athlete should meet with his/her personal health care provider each school year and return a signed physical form before they are allowed to participate on an athletic team. These forms are available at the school's Main Office and can be accessed on-line as well.

EXTRACURRICULAR ELIGIBILITY - HIGH SCHOOL

A student who competes in any VPA sanctioned activity must be under 19 years of age, with the exception that a student whose 19th birthday occurs on or after August 1 is eligible for all activities in the ensuing school year. Students who have attained the age of 19 prior to August 1 shall be ineligible for all VPA sanctioned activities. Students have four consecutive years of eligibility for participation in VPA sanctioned activities. Also, students become ineligible if they have lost their amateur status. Waivers to the above may be requested from the VPA. Additionally, students must comply with the School Board Policy JJIC General Training Rules, which specifies further commitments for participation in Athletics.

HOMECOMING

Homecoming is an annual celebration welcoming Alumni who return to Windsor High School in the fall. It is held in October. Spirit activities are held in school during the preceding week. The varsity football game is held Saturday afternoon and often other athletic events are scheduled during the weekend, such as a Saturday morning field hockey game. The other festivities during the weekend might include a dinner, a pep rally, a bonfire, a parade, a dance, etc. The event is sponsored by the Student Council with a healthy dose of support from the Booster Club.

WINTER CARNIVAL

Student Council sponsors the Winter Carnival, a tradition at Windsor High School to celebrate winter and shake off the "midwinter blahs". Most of the events are held the day before winter break. It is through those events and others held during the first semester that classes have the chance to accumulate points in the inter-class competition for Winter Carnival trophies. Events are revised yearly. The range goes from pie eating, the Movie Quiz, Trivial Pursuit, and a spelling bee to more athletic endeavors like tug-of-war, hoop shoots and ping-pong. It is the goal of the Student Council to plan enough varied activities to include all WHS students in the events. Any student is eligible to compete for his or her class in one to four events. During the fall, classes can earn points with Homecoming activities, food baskets, parent attendance at school events and other activities planned by the Student Council.

Other Information

CONCERNS, COMPLAINTS, AND APPRECIATION

If you should have any concerns, complaints, or would like to thank a faculty/staff member, the following procedures should be followed:

1. Contact the teacher for an appointment. Please do not just show up.
2. If the issue is a general one and not related to a specific class.
 - A. Contact the guidance counselor, or

B. Contact the Principal

3. If the issue still exists after contacting the teacher and/or the counselor, contact the Principal.
4. If this does not satisfactorily resolve the issue, request a hearing with the Superintendent.
5. If all of the above have not resulted in a satisfactory resolution of the difficulty, request a hearing with the School Board.

NONDISCRIMINATION POLICY

The Board will not unlawfully discriminate against any person or group on the basis of race, color, religion (creed), ancestry, and national origin, place of birth, sex, sexual orientation, disability, age, or marital status.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Windsor School District are hereby notified that this district does not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, gender identity, disability, age, or marital status in admission or access to, or treatment or employment in, its programs and activities.

The Windsor School District to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973, and other nondiscrimination laws or regulations will annually designate a person. The designated coordinator is identified in the procedure accompanying this policy along with information on how that person may be contacted.

Any person having inquiries concerning the Windsor School District's compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal nondiscrimination laws or regulations is directed to contact the nondiscrimination coordinator described above.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the State Street School Principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the State Street School to amend a record should write the principal, clearly identify the part of the record they want changed, and specify why it should be changed. If State Street School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent disclosure of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by State Street School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contacted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, State Street School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [Note: FEPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Windsor School District to comply with the requirements of FEPA. The name and address of the Office the administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

ACCESS TO STUDENT RECORDS

1. In order to serve the needs of individual students, extensive records of their school performance, progress in testing, and scheduling requests are maintained. However, the school respects students' and parents' right to know and follow these guidelines, consistent with federal, state, and local laws and recommendations.
2. Parents and eligible students wishing to inspect student records should contact their guidance counselor. Such inspection shall take place during regular school hours.
3. Single copies of appropriate records will be made available to parents.
4. Records are maintained for each student in the following categories: directory information, academic records, standardized and individual education plans and pupil placement team recommendations, attendance and enrollment data, and health records.
5. Information of any kind other than directory information will not be disclosed without prior written consent of the parent or eligible student, except as permitted by law.
6. The school shall make a written record of the disclosure of all student information, except directory information, and such record will be kept in the student's file. This record of disclosure is also available for inspection by the parent or eligible student. A record of inspections will also be kept.
7. Amendment of Records - The parent or eligible student may request that the records be amended in respect to information alleged to be inaccurate, misleading or in violation of the privacy rights of the student. Such request shall be in writing, dated, and addressed to the Principal or guidance counselor.

NOTICE OF DISCLOSURE OF DIRECTORY INFORMATION - WINDSOR HIGH SCHOOL

The Windsor School District defines "directory information" as student's name, degrees and awards received, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and most recent educational institution attended. The Windsor School District will release such directory information to all external agencies and institutions upon receipt of a request for such information. Parents and students may refuse designation of any and all of the above categories of personally identifiable information as directory information for specific students provided that the Principal on or before September 15th to that effect receives a written request.

INFORMATION RELEASED TO MILITARY RECRUITERS

With the passage of the "No Child Left Behind Act of 2001," schools are now required to release student name, address and phone number to military recruiters. Parents, however, may request the school to withhold this information. Such requests are processed by our guidance office and require parents to fill out a denial request. These forms are made available to students and must be returned to the guidance office.

SCHOOL POLICIES

School Board policies regulate all aspects of the school. All students and personnel are required to adhere to these policies. Anyone interested in reviewing the policies may do so at the Superintendent's office or the high school office.

SOUTHEAST VERMONT SCHOOL CHOICE

In accordance with Vermont Act 150 the Windsor School District, grades 9-12, is a participant in the Southeast Vermont Public School Choice Collaboration. Applications and information may be requested from the Main Office. Applications are due prior to February 14th for the following year with acceptance notification made prior to April 1.

COMMUNITY RESOURCES

We are fortunate to live in an area with many community resources available to assist and support individuals and families in times of need. We have included some of these phone numbers for your convenience. Many more are listed in the phone book. Please let the school know if your child has food, clothing or health needs so we can help you locate assistance.

****TO REPORT A CRIME**

WINDSOR TIP LINE 674-6344 Ext. 411

****ABUSE PREVENTION AND PROTECTION**

ADULTS

Adult Protective Services 1-800-564-1612

CHILDREN

To report suspected child abuse or receive help, contact the Vermont Dept. of Social & Rehabilitation Service:

Springfield 885-8900
White River Junction 295-8855
NH Human Services Division 603-542-9544

DOMESTIC ABUSE

New Beginnings 885-2368
NB 24-hour hotline 885-2050
Victim Advocate 295-8870
Headrest 603-448-4400
WISE-24 hour hotline 603-448-5525

ALCOHOL AND DRUG PROBLEMS

AA (Alcoholic Anonymous) and spouses, families, friend's
295-7611
Mt Ascutney Hospital 674-6711
Valley Regional Hospital 603-542-7771
Alateen (for children of alcoholics) 674-2603
Office of Alcohol and Drug Abuse Programs 295-8835
(For information and names of private counselors)
Covered Bridge Counseling 674-5955
Information Hotline 1-800-ALCOHOL
Quitting Time (intensive outpatient help) 295-1311
The Treatment Center 1-603-448-6380

CHILDREN /ADOLESCENT SERVICES

Vermont Dept. of Employment Training 295-8800

GAY/LESBIAN/BISEXUAL RESOURCES

ACORN (AIDS Community Resource Network) 1-603-448-8887
Outright Vermont 1-866-488-7386

HEADREST TEEN LINE (support and crisis intervention)

1-800-639-6095
1-603-448-4400

LEGAL ASSISTANCE

Vermont Law School Legal Clinic 1-802-763-7718
Vermont Legal Aid 885-5181

YOUTH SUICIDE PREVENTION

White River Junction 295-3031
Bellows Falls 463-3947

CRISIS HELP FOR TEEN

24-hour hot lines 1-800-639-6095 or
603-448-HELP

DOMESTIC VIOLENCE

Headrest 1-603-448-4400
New Beginnings 885-2368 or the
24 hour hot line 885-2050
Rape 1-800-656-4673
Victim Advocate 295-8870
WISE: 24 hour hotline 1-603-448-5525

FAMILY EDUCATION AND SUPPORT

The Family Place 802-649-3268 or
1-800-639-0039
Parents Anonymous of VT 1-800-639-4014
Upper Valley Youth Services 1-603-298-8237
VT Children's Aid Society 457-3084
Parent Assistance Line 1-800-PARENTS
Windsor County Partners 674-5101
(Adult partner for youths 9 yrs +)

****FOOD, CLOTHING, AND SHELTER**

FOOD SHELF

St. Francis Church, Windsor, VT 674-2157
Hartland Congregational Church 436-2224
The Haven, WRJ, Vt. (also clothing) 295-6500

FREE MEAL

Sacred Heart Church, Lebanon, NH 1-603-448-1262
Methodist Church, WRJ, VT 295-7091
Claremont Soup Kitchen 1-603-543-3290

CLOTHING

LISTEN (Thrift store and legal help) 1-603-448-4553

SHELTER

Headrest, Lebanon, NH 1-603-448-4872
Mountainside House (Teen) Ludlow 1-802-228-7783
The Upper Valley Haven, WRJ, VT 295-6500

SEVCA

Crisis Intervention: Food, Fuel, and Housing 295-5215 or
1-800-464-9951

WELFARE

Vermont Department of Welfare 1-800-479-6151
WRJ 295-8855
NH Human Services Division 1-603-542-9544

MENTAL HEALTH

Health Care & Rehabilitative Services of Southeast Vermont

 Windsor 674-2539

 White River Junction 295-3031

 Springfield 886-4500

24-hour emergency line 1-800-822-4235
Counseling Center of Claremont 603-542-2578

****OTHER SELF-HELP AND SUPPORT PROGRAMS**

Hospice of Upper Valley 1-603-448-5182
(Bereavement counseling and support for families of terminally ill patients)
Overeater's Anonymous (OA) 1-603-434-7578
Upper Valley Support Groups for Parents of Children with Special Needs
 1-603-448-6311
Women's Information Service 1-603-448-5922

****PREGNANT AND PARENTING TEENS**

Crisis Pregnancy Center 1-603-298-6123
Good Beginnings 1-603-298-9524
Hannah House 1-603-448-5339
Planned Parenthood:
 Claremont, NH 1-603-542-4568
 Lebanon, NH 1-603-298-7766 or
 Springfield 802-885-4701
VT Dept. of Health: WRJ 802-295-8820 or
 Springfield 802-885-5778
Women, Infants, and Children 802-885-5778

Windsor High School Faculty & Staff 2011-2012

LEADERSHIP TEAM FOR CURRICULUM AND INSTRUCTION

PRINCIPAL

Michael F. Kell

ASSISTANT PRINCIPAL

Elizabeth Hayes

ATHLETIC DIRECTOR

Bob Hingston

STUDENT SERVICES DIVISION

Guidance: Tim Hebert

Technology Coordinator: Larry Dougher

Library: Mary Powers

School to Home Coordinator: Terri Herzog

School Psychologist: Lillian Morena

School Based Mental Health Clinician: Laura Simon

SPECIAL EDUCATION

Karen Odell

Wanda Rohloff

SCHOOL NURSE

Peggy Kehew

SCHOOL TO CAREER

Beth Houde

HUMANITIES CLUSTER

English:

Ben Boyington

Ryan Kelly

Richard Zwicker

History:

Kim Brinck-Johnsen, PhD.

Stan Spencer

Andrew Tufts, Team Leader

World Language:

French: Merideth Jackson

Spanish: Denise George

21st Century Skills:

Andrew Jackins

MATH, SCIENCE, AND TECHNOLOGY CLUSTER

Math:

Stephanie Jette
Nicole Jones
Jennifer Townsend

Science:

Catherine Engwall
Anne Greaney
Elizabeth Mirra, Team Leader

PRACTICAL AND APPLIED ARTS CLUSTER

Family and Consumer Science:

Nichole Boynton, Team Leader
Cecilia Hochstin

Drivers Education:

David Holloway

Physical Education:

Ryan Hingston
Dave Jones

Performing and Visual Arts:

Art: Ellen Epworth
Band: David Domenick
Chorus: Ahbra Mink
Theater Arts: Julie Aylward

Technology Education:

Aaron Day

WHS SUPPORT STAFF 2011-2012

Terri Hage	Administrative Assistant, Principal
Laurie Brown	Guidance Secretary
Jordan McMahon	Attendance Secretary
James Rogers	Educational Assistant
Barbara Thomas	Educational Assistant
Richard Vacca	Educational Assistant
Michelle Wood	Educational Assistant
Cynthia Zimnick	Educational Assistant
Bob Cerra	Food Service
Kathy Lockwood	Lunchroom Assistant

Jim Taft	Director of Buildings/Grounds
Michael Vivian	Groundskeeper
Jeff Barrows	Custodian
Dana Buckman	Custodian
Michael Chase	Custodian
Dominic Danieli	Custodian
Jeri Danieli	Custodian
Rick Hemphill	Custodian
Judy Hill	Custodian
Pat Mower	Custodian
Barbie Shambo	Custodian
Sandy Theetge	Custodian

CLASS OFFICERS 2011-2012

Class of 2015: Elected in the Fall of 2011

Class of 2014:

President:	Quincey Smith
Vice President:	Ashlie French
Secretary:	
Treasurer:	Kyle Cardillo
Student Council:	Kim Ip Quincey Smith

Class of 2013:

President:	Rachael Meager
Vice-President:	Brittany Lebeau
Secretary:	Matthew Grimo
Treasurer:	Erin Rice
Student Council:	Nicole Dulac Matthew Grimo Brittany Lebeau Jaimie Nolan Erin Rice

Class of 2012:

President:	Win Townsend
Vice-President:	Thomas O'Neill
Secretary:	
Treasurer:	Kathy Dupre
Student Council:	Lucie Bodnar Eric Brown Levi Brown Katelyn Curtis Kellie French Win Townsend Matthew Tufts

