

**WINDSOR
HIGH SCHOOL**

“DARE TO BE GREAT!”

STUDENT HANDBOOK & PLANNER

Windsor High School
50 Sage Park Road
Windsor, CT 06095
860-687-2020
www.windsorct.org

This agenda belongs to:

Name _____

Grade _____

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WINDSOR PUBLIC SCHOOLS
DISTRICT ADMINISTRATION

CENTRAL OFFICE

Dr. Elizabeth E. Feser, Superintendent

Ms. Robin G. Sorensen, Assistant Superintendent for Instructional Services

Ms. Jody S. Lefkowitz, Director of Pupil Personnel & Special Education Services

Dr. Craig A. Cooke, Director of Human Resources

Mr. Frank Williams, Director of Business Services

WINDSOR HIGH SCHOOL

Mr. Russell Sills, Principal

Ms. Lyn M. Holzman, Vice Principal

Mr. Alan J. Strauss, Vice Principal

Mrs. Carol L. Szulc, Vice Principal

BOARD OF EDUCATION

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**WINDSOR PUBLIC SCHOOLS
2009-2010 SCHOOL CALENDAR**

August 27	School Opens for Students
September 7	Labor Day (NS)
September 15	Early Dismissal (all students)
October 12	Columbus Day (NS)
October 20	Early Dismissal (all students)
November 3	Professional Day (No school for students)
November 25-27	Thanksgiving Recess (NS)
December 15	Early Dismissal (NS)
December 24-January 1	Holiday Recess (NS)
January 12	Early Dismissal (all students)
January 18	Martin Luther King Day (NS)
February 9	Early Dismissal (all students)
February 15	Presidents' Day (NS)
February 15-19	Winter Recess (NS)
March 1-18	CMT/CAPT Testing
April 2	Good Friday (NS)
April 13	Early Dismissal (all students)
April 19-23	Spring Recess (NS)
May 11	Early Dismissal (all students)
May 31	Memorial Day (NS)
June 9-15	Exams (Early Dismissal)
June 15	Tentative Last Day of School

(NS=no school)

Calendar allots for seven (7) snow days beginning June 16th. If more are needed they will be deducted from the Spring Recess commencing Monday, April 19, 2010.

WINDSOR HIGH SCHOOL

**REGULAR DAY SCHEDULE
2009-2010**

A DAY	B DAY	Begins	Ends
Block 1*	Block 1*	7:40	9:10
Block 2	Block 2	9:16	10:40
Block 3**	Block 3**	10:46	12:40
Block 4	Block 4	12:46	2:10

* Includes Daily Announcements

** Includes 30-minute lunch

Lunch A	Lunch B	Lunch C	Lunch D
Lunch: 10:46-11:14 Class: 11:18-12:40	Class: 10:46-11:14 Lunch: 11:14-11:42 Class: 11:46-12:40	Class: 10:46-11:42 Lunch: 11:42-12:10 Class: 12:14-12:40	Class: 10:46-12:10 Lunch: 12:10-12:40

**ADVISORY SCHEDULE
2009-2010**

A DAY	B DAY	Begins	Ends
1*	1*	7:40	8:57
W Block	W Block	9:03	9:34
2	2	9:40	10:52
3**	3**	10:58	12:52
4	4	12:58	2:10

* Announcements end of Block 1

** Includes 30-minute lunch

Lunch A	Lunch B	Lunch C	Lunch D
Lunch: 10:58-11:26	Class: 10:58-11:26	Class: 10:58-11:54	Class: 10:58-12:22
Class: 11:30-12:52	Lunch: 11:26-11:54	Lunch: 11:54-12:22	Lunch: 12:22-12:52
	Class: 11:58-12:52	Class: 12:26-12:52	

PHILOSOPHY AND GOALS

Windsor High School will encourage Windsor students to learn to their fullest potential. In order to work towards achieving this aim, the faculty, programs, and facility of our school are dedicated to students' maximum possible achievement in scholarship, character development, creative expression, and basic preparation for careers. Windsor High School is a comprehensive high school that provides a broad selection of courses and a strong academic program for all students.

GOALS FOR STUDENTS

GOAL I: All Windsor Public School Students will acquire and demonstrate core knowledge and essential skills that emphasize understanding, application and communication.

GOAL II: All Windsor Public School students will demonstrate thinking and reasoning skills.

GOAL III: All Windsor Public School students will demonstrate motivation and persistence to learn.

GOAL IV: All Windsor Public School students will understand, respect, and act in accordance with universal values.

GOAL V: All Windsor Public School students will demonstrate readiness for adult roles.

PREFACE

Student life at Windsor High School focuses on student rights and freedoms in addition to personal and school responsibilities to our school community. Principles of respect and responsibility between staff and students are emphasized within the educational framework that calls for academic excellence, a strong co-curricula network of activities and an environment which fosters growth, challenge, and full development of potential.

EQUAL OPPORTUNITY STATEMENT

The Windsor Public School District is an Equal Opportunity Employer.

It is the policy of the Windsor Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder, learning disability and/or physical disability.

Each student is encouraged to develop and achieve individual education goals. The district will provide every student with equal education opportunities regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

Affirmative Action Officer is Craig Cooke, Director of Human Resources, 601 Matianuck Avenue, Windsor, CT, telephone 687-2000, ext. 229.

ACCREDITATION STATEMENT

Windsor High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association: 209 Burlington Road, Suite 201, Bedford, MA 01730-1433.

ADVISORY SESSIONS

Students meet in their advisory groups several times throughout the school year. The goal of the Advisory Program is for students and teachers to form positive relationships outside of the academic classroom environment and engage in activities designed to increase self-knowledge, character awareness, and concern for current issues.

ATTENDANCE

Connecticut State law requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. It has been well demonstrated that regular attendance is a key factor in the success a student achieves in school. Much of what a student learns dealing with facts, concepts and theories are presented and discussed in class. In addition, other learning processes take place that may not be measurable, but are most important to a student's overall growth and education. A student, therefore, should not be absent from school without the knowledge and consent of the parent/guardian. The Board of Education requires that accurate records be kept of the attendance of each child.

To complete credit requirements, students must be in class a minimum number of days. Warning letters are sent out to parents/guardians when students are at risk, and loss of credit letters are also sent when a student is absent from class beyond the maximum days allowed to gain credit per class.

In the event of an absence, the morning of the absence a parent or guardian must call before 7:30 a.m. (687-2020, ext. 385). Phone calls from students, brothers or sisters are not acceptable.

ATTENDANCE AND UNEXCUSED ABSENCE (AR-5113.2)

Regular and punctual attendance at school and all classes is an integral component of the student's learning process. The experiences in the classroom are vital to the student's successful learning. Therefore, regular attendance to all classes is essential to fulfill academic and attendance requirements. The following attendance procedures are set forth to implement this philosophy:

1. The term "absence" is defined as not being present twenty (20) minutes or more of a scheduled class.
2. If five (5) absences from an individual course occur in a semester, or ten (10) absences in a yearlong course, credit will not be granted. This number will be prorated for courses meeting less than the standard amount of time.
 - a. For purposes of this regulation, **all** absences will count with the exception of:
 - 1) disciplinary suspensions;
 - 2) students offered alternative programs as recommended by the special education planning and placement team;
 - 3) field trips (as required by course curriculum);
 - 4) excused absences (see below).

3. Definition of Absence:
 - a. Excused absence – an absence from a regularly scheduled class for reasons of:
 - 1) health, including illness, incapacity or doctor’s visits (the district reserves the right to require a physician’s certificate or other appropriate certification for absences in excess of five (5) consecutive days or a total of fifteen (15) days in any school year;
 - 2) religious holidays;
 - 3) court appearance;
 - 4) funeral or death in family;
 - 5) approved school activities, including required field trips.
 - b. Unexcused absence – any absence from a regularly scheduled
 - c. class that is not defined above as an excused absence. A building administrator will make the determination of whether an absence is excused or unexcused.
 4. Criteria regarding tardiness: Tardy entry to class will be defined as arriving late without a valid pass. **Three (3) tardy entries to class will count as one absence.**
5. Actions of Notification
 - a. Provisions of this regulation will be publicized annually in the Student Handbook.
 - b. After two (2) unexcused absences in a semester course or five (5) in a yearlong course have occurred, the student will be informed of his or her absences to date.
 - c. After two/five absences have occurred, the attendance clerk will send home notification to the parent or guardian.
 - d. Once a student has five (5) absences for a semester course or ten (10) absences in a yearlong course, a first class letter will be sent by an administrator to parent/guardian, with a copy to the guidance counselor and teacher indicating loss of graduation credit for the semester in that course. At this time, the student’s parents/guardian and student will be advised of the recourse available to them. Request for a review by the Appeals Committee must be made within **ten school days** of notification by the administration.
 - e. Students receiving loss of credit notices within the last two weeks of the semester **MUST** file the appeal within 10 school days.
 - f. Students who have lost credit must continue in class. Students who have so lost credit but who receive a passing grade will be eligible to enroll in the next course in a sequence for which the former course is a prerequisite.

EARLY DISMISSAL/LEAVING SCHOOL GROUNDS

A student is not allowed to leave school before 2:10 unless excused by the principal, a vice principal, or the school nurse. Dentist appointments, doctor appointments and appointments for driving tests should be made for after-school time, except in cases of emergency.

Students will not be excused before the close of school unless a written request is received from the parent/guardian on the day of the early dismissal. The written request should be sent in with the student, who should see the Attendance Clerk in the Main Office before the start of school. Students who receive approval to be dismissed early must sign out with the Attendance Clerk in the main office before leaving.

If an extreme emergency arises and a student must be excused during the day without prior notification, the parent/guardian must come to the Main Office before the student is released from school.

Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. If someone other than a parent/guardian picks up the student, the person appearing in the office **MUST** bring a note of identification from the parent/guardian.

Students may not leave the school grounds during the school day without permission from the administration or health office.

TARDINESS TO SCHOOL AND CLASS

Late arrival to school will be looked upon as tardiness to first block class. Students who arrive after the starting time of school are to report directly to block one class, and the teacher will record a class tardy. Students who arrive after 8:00 am must *always* report to the main office and sign in with the Attendance Clerk. The teacher will record a class tardy. Teachers will assign detentions as a corrective procedure with twenty-four hour notice to students, with more serious consequences as determined by a building administrator.

Further disciplinary action will be taken when students arrive to school late and fail to report to the main office to sign in. If they have missed twenty (20) minutes or more of their first class period, or any subsequent period, a class absence will be recorded. **Students who arrive on the school campus or in the school building before the start of the school day but fail to report to their first class will be considered truant (cutting class) and are subject to discipline and possible loss of credit.**

TRUANCY

Students absent without legal reason, parental knowledge, and administrative permission are truant. This behavior will result in a truancy referral for each class plus appropriate consequences. Tests and academic work done in class that day will be recorded as a zero grade.

BULLYING

Bullying of a student by another student is prohibited. Such behavior is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity, which acts are repeated against the same student over time. Such behavior will result in disciplinary action.

Examples of bullying include, but are not limited to:

1. physical violence and attacks;
2. verbal taunts, name-calling or put-downs including ethnically-based or gender-based terms;
3. threats and intimidation;
4. extortion or stealing of money and/or possessions;
5. exclusion from peer groups within schools.

Note: Please see Appendix I at the end of handbook.

CAFETERIA

Windsor School Food Services offers an extensive selection of menu items including breakfast (\$1.50) and a complete lunch (\$2.50).

Windsor High School Food Services uses a computerized cashiering system to expedite service. All purchases are made using the Student Identification (ID) badge barcode or a PIN (Personal Identification Number) which will stay with them until they leave Windsor High. Deposits can be made in any denomination and the students purchase their breakfast, lunch and snack selections like a debit card against their account. Online credit card deposits can now be made directly into your student's account. Visit www.mymealtime.com. Set up a user ID and a password, then click on add a student. Credit card payments incur a 4.9% fee, however viewing is always free. Account money may only be used for school cafeteria purchases. Refunds cannot be given. **Checks should be made payable to Windsor Food Service and include the student's name on each check.** Payments can be brought to the café in the morning. All returned checks will incur a \$25.00 service charge from Food Service in addition to any bank fees.

Applications for free and reduced meals are sent home at the beginning of the school year and are available year round in the school office. *A new application must be completed every year.* Payment for meals that are charged from October 1st due to new meal forms not being completed on time are the responsibility of the parent/guardian.

All eating is to be done in the cafeteria. Food is not permitted elsewhere in the building. Rules of cleanliness are to be observed at all times. Misconduct in the dining hall may be cause for forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

NOTE: Food from outside restaurants is not permitted in the building during the regular school day. Samples of prohibited foods would be food from fast-food outlets, delivered pizzas, birthday cakes and so forth.

CHEATING

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:

1. copying another student's work/homework or allowing another student to copy;
2. working with others on projects that are meant to be done individually;
3. looking at or copying another student's test or quiz answers;
4. allowing another student to look at or copy answers from your test or quiz;
5. using any other method to get/give test or quiz answers;
6. taking a test or quiz in part or in whole to use or give others;
7. copying information from a source without proper attribution.

All forms of cheating and plagiarism are not acceptable. The misrepresentation by students of homework, class work, tests, reports, or other shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be considered academic in nature and will be handled by the classroom teacher unless repeated incidences require disciplinary action. 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.

CHILD ABUSE

Teachers, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

Reporting of child abuse and neglect is a responsibility that is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries that are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

COMPUTER RESOURCES – ACCEPTABLE USE

DISTRICT REGULATIONS FOR THE ACCEPTABLE USE OF TECHNOLOGY

Technology offers a wide range of resources to support teaching and learning. Proper use of district technology requires the cooperation of the entire school community. Administrative Regulation AR-6340 *Acceptable Use of Computers, Networks, and the Internet* provides direction for the privilege of using all district resources in ways that are effective, safe, responsible and legal at all times. AR-6340 is summarized below.

The district also requires that a **Technology Use Agreement Form** be signed, returned and kept on file at the school that a student attends. In Grades K-5, this is signed by parents/guardians. In Grades 6-12, students as well as parents/guardians will sign off that they have read and agree to comply with regulations. Forms are distributed at the beginning of each school year.

If the use of a specific technology violates a specific religious tenet, parents/guardians may contact the Supervisor for Libraries and Educational Technology regarding exemption from use.

BASIC PRINCIPLES

- School technology will be used for only school-related purposes.
- The only exception is independent research at the high school when students are not in scheduled classes. Schoolwork will take priority and all regulations apply. Game playing is not acceptable at any level unless it is for an assignment.
- Internet use is supervised and teachers plan assignments. Web sites used in K-8 are primarily those pre-selected by staff. Middle school students will be introduced to some searching strategies.
- All material created or accessed using school resources is considered to be the property of the district and can be monitored.

MATERIALS AND ACTIVITIES

- Creating, communicating, using or knowingly accessing material that is obscene, profane, pornographic, threatening, bullying, harassing, inflammatory, defaming, degrading, promotes violence or illegal activity or is harmful to minors is not acceptable.
- Creating, communicating, using or knowingly accessing material that is offensive because of slurs or stereotypes related to race, gender, ethnicity, religion, sexual orientation or disability is not acceptable.
- Use of technology for commercial purposes, shopping, financial gain, or illegal activity is not acceptable.
- Students will not initiate certain activities unless required for school and under direct supervision of staff. These include real time conferencing, participating in online groups, downloading of files or activities such as class blogs. Any depiction of student work (or other information) that is on the public web will require staff to obtain signed parent/guardian approvals.
- All copyright safeguards must be maintained. File-sharing software or networks cannot be used unless set up by the district for school purposes.

RESPECT FOR EQUIPMENT, NETWORKS, AND USE OF THE INTERNET

- The district prohibits any action that represents vandalism, tampering, disruption or unauthorized modification of hardware, software, files or networks. This includes unauthorized installation of software or services, spreading of viruses, intentional wasting of network resources, attempts to bypass security or attempts to access resources for which the user is not authorized.
- Attempts to bypass or circumvent Internet filtering in any way are also prohibited. This includes the use of proxy servers.
- Network passwords and accounts must not be shared. Unauthorized access to others' files is not allowed.
- Personal computers or electronic devices of any kind cannot be supported or connected to school networks and the Internet.

EMAIL AND OTHER COMMUNICATIONS

- Students cannot set up or use personal email accounts on school equipment. At this time, the district does not issue email accounts to students.
- Students may not use technology to initiate relationships or post personal information. Personal email addresses or other information, including Social Security or credit card numbers, should not be entered on web sites.

OBSERVANCE OF REGULATIONS/CONSEQUENCES

- If students observe technical problems or inappropriate material, they are to report this to the staff member in charge. They should not demonstrate problems to other students. It is understood that problems may inadvertently occur on rare occasions.
- Failure to follow acceptable use regulations will lead to disciplinary action up to and including suspension and expulsion. This may also include loss of computer privileges.
- Students who engage in misconduct using personal technology outside of school may be subject to discipline. Any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes day-to-day operations of a school. In addition, such conduct must also be violative of a publicized school policy.

RELEASE OF STUDENT INFORMATION ON THE WINDSOR PUBLIC SCHOOLS WEB SITE

Release of student information on the district web site will now require a signed parent/guardian approval at the time of the posting. This includes photographs, images of any kind and depiction of student work in addition to other kinds of student information. Staff members who develop pages for the district web site will be responsible for distributing and collecting approval forms.

FILTERING

The district uses a filter to block sites deemed unacceptable by district regulations and the Children's Internet Protection Act (CIPA). However, filtering is not foolproof. It is not a substitute for self-monitoring and adherence to acceptable use. As noted, students should report any inadvertent access to objectionable material to the staff member in charge.

Students may also believe that a site should not be blocked. They can report this to a teacher who, in turn, can communicate the request to the Supervisor of Libraries and Technology.

Contact Information for the Supervisor of Libraries and Educational Technology:

Rosemary Morante
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
Telephone 687-2000, ext. 270
Email: rmorante@windsorct.org

A copy of the entire AR-6340 can be found on the district web site. The link to this document can be found at www.windsorct.org/lib&tech. You may also contact Rosemary Morante to request a copy.

The acceptable use regulations adopted by the Windsor Public Schools are in compliance with the Children's Internet Protection Act (CIPA).

CONDUCT

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Showing respect toward others.
4. Behaving in a responsible manner.
5. Paying required fees and fines.
6. Abiding by the code of conduct.
7. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
8. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
9. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Please refer to the Student Discipline Code distributed to each student.

DRESS CODE (AR-5132)

The Board of Education encourages students to dress in a manner that reflects pride in and respect for themselves, their school, and their community. To promote a positive, safe and non-disruptive learning environment, proper attire should be worn. Therefore, the following attire is prohibited from wear in the Windsor Public Schools during the academic school day:

- A. Coats, Jackets, or other attire normally worn as outerwear including down vests;
- B. Head coverings of any kind including, but not limited to, scarves, do-rags, bandannas, masks kerchiefs, athletic headbands, hats, caps or hoods, unless the principal has designated the day as a theme day;
- C. Footwear which mars/damages floors or is a safety hazard;
- D. Sunglasses (unless required by a doctor's order);
- E. "Name" or other oversized metal belt buckles or chains (wallet chains, etc.);
- F. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached;
- G. Attire or accessories, which have derogatory, offensive, or sexually suggestive words or pictures that may be disruptive to the learning environment;
- H. Attire or accessories, which depict logos or emblems, that encourages the use of drugs, tobacco products, or alcoholic beverages, violence or gambling;
- I. Shirts and/or blouses which reveal the abdomen, chest, cleavage, or undergarments;
- J. See-through clothing;
- K. Shorts, miniskirts, or pants that reveal the upper thigh or undergarments;
- L. (This item applicable to grades K-8);
- M. Backpacks and/or book bags are permitted to be carried between classes at Windsor High School but should not pose an obstruction to safe passage in the classroom or in the corridors.

Clothing or accessories that the building administration deems to represent gang activity or involvement is prohibited. This includes the wearing of color, symbols, signs, or photos.

SMOKING

Board of Education policy states that smoking, possession of smoking materials or other use of tobacco products by students and visitors is prohibited in all school buildings, on school grounds and recreational fields. In addition, students are not permitted to smoke off campus while under the supervision of school personnel. Students are reminded that smoking is a disciplinary offense punishable by suspension.

SUBSTANCE ABUSE/STEROIDS

Bringing controlled drugs or alcohol to school activities, into school buildings or onto school grounds is prohibited. Possession of controlled drugs including steroids or performance enhancing substances or alcohol on persons, in lockers, desks, vehicles, or any place in school buildings or school grounds is prohibited. Distribution, sale, or use of drugs or alcohol at school activities, in school buildings or on school grounds is prohibited.

School properties may be inspected by school or police authorities in the interest of maintenance, health, and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as subject to reasonable search by school personnel.

The following procedure shall apply for any violation of this regulation:

1. the pupil shall be suspended for a period of ten (10) school days;
2. parents or guardians will be referred to a licensed substance abuse counselor or agency;
3. the pupil and parents or guardians will be asked to meet with the principal or his/her designee to review any assessment and/or recommendations resulting from step 2 above;
4. the principal or his/her designee shall inform the superintendent of the suspension. The superintendent will review the case and may recommend to the Board of Education the expulsion of said student;
5. the Windsor Police Department will be notified.

DISCIPLINE

A Student who violates the school's code of conduct shall be subject to disciplinary action. Disciplinary actions may include using one or more discipline management techniques, such as removal from class, after school detention, Saturday detention, removal to an alternative education program, in-school suspension, out-of-school suspension, and expulsion. Disciplinary actions will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time. Every student receives a code of conduct at the start of each school year.

EARLY RELEASE/LATE ARRIVAL

There can be first BLOCK late arrival or last BLOCK release for seniors only during their non-class time. The following guidelines will be followed in administering the student release time:

1. Students must have parental permission to participate in this program. Parent/guardian must sign appropriate permission form.
2. Students must also sign the permission slip, an indication that they have read, understand, and agree to abide by the guidelines of the early release.
3. Students on Early Release must leave the school facility and school grounds **IMMEDIATELY**. Students found in violation of this stipulation will face disciplinary action.
4. Students are not to loiter in adjacent neighborhoods and/or private properties. Students in violation of this guideline will face disciplinary action.
5. The administration has the right and responsibility to revoke the early release times of seniors who consistently violate the rules and regulations that govern the operation of the school.
6. Seniors need to apply for early release or late arrival at the start of each semester during the school year.

EDUCATIONAL PHILOSOPHY/MISSION STATEMENT

The Windsor High School faculty, programs, and community resources are dedicated to helping all students achieve their potential in scholarship, character development, civic responsibility, creative expression, and career/post-secondary preparation.

ELECTRONIC DEVICES (CELL PHONES, ETC.)

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices, games, or telecommunications devices with text messaging at school, unless prior permission has been obtained from the principal. Any disciplinary action will be in accordance with the Student Code of Conduct. The use of walkmans, disc players, iPods and cell phones are prohibited during the regular school day except in the situations described in the Student Discipline Code. These items must be stored in lockers or backpacks upon entering the building (cell phones should remain turned off during the instructional day). In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet or which has the capacity to take photographs of any kind. Students found to be using any electronic communication devices in violation of Board policy and school rules shall be subject to disciplinary action.

EMERGENCY SCHOOL CLOSINGS INFORMATION

Parents and students should tune into their local radio or television station starting at 6:30 am to receive last minute instructions. Call the school at 687-2000, ext. 180, or look at the website (www.windsorct.org) to learn about emergency closing/cancellation/delay announcements.

IMPORTANT GUIDELINES

When there is a decision to delay the opening of school by 90 minutes or two hours: (a) AM Kindergarten will be canceled; (b) all other morning schedules will be adjusted accordingly.

EXEMPTION FROM INSTRUCTION

PERSONAL DEVELOPMENT

All students must participate in Personal Development, a curriculum designed to fulfill the state mandates in health and safety education. Included are lessons in human growth and development, nutrition, first aid, disease prevention, community and consumer health, and physical, emotional and mental health. There is also a focus on suicide prevention, substance abuse prevention, accident prevention, human sexuality and prevention of AIDS.

AIDS INSTRUCTION EXEMPTION NOTICE TO PARENTS

Windsor established a core committee of teachers, administrators and parents to write a set of sequential and developmentally appropriate goals and objectives for a "Personal Development" curriculum which addresses many health related issues: self-esteem, substance abuse, disease and other related strands of information and skills. We identified fourteen separate issues or "strands" to develop a plan of instruction from grades K-12. Objectives were developed for these strands in compliance with the many state and federal statutes aimed at these areas. These include State Law 10-1 9c, 1989, which states AIDS instruction must occur in a planned, systematic manner at least once in grades K-2, 3-4-5, 6-7-8, and 9-10-11-12.

Instruction in understanding and preventing the spread of Acquired Immune-Deficiency Syndrome (AIDS) is incorporated into the K-12 Personal Development Program required by State Statute. This course of study is required of all students each year, and taught by certified health teachers supplemented by the Developmental Guidance Program.

Parents may opt to exempt their child from this portion of the Personal Development curriculum by written request to the building principal. A comparable alternative will be assigned.

CONTROVERSIAL ISSUES (AR-6144)

1. At the first session of each course offered at the secondary level, every teacher will share with the students a list of the books from the approved curriculum to be read for the semester. At the open house, the same information will be shared with parents/guardians. Complete copies of the curriculum materials used in any course will be available upon request through the school office.
2. A student may be excused from some learning activities based upon personal or religious beliefs.
3. A request for an alternate learning activity must be submitted to the principal in writing and signed by the parent/guardian. The request must state the reasons for which an alternate learning activity is being requested.
4. After a review of the request for an alternative learning activity, an assignment which closely approximates the original activity will be developed for the student by the teacher and the appropriate curriculum supervisor.

EXTRACURRICULAR ACTIVITIES

Academic Standard for Eligibility (AR-6145.2)

The Windsor Board of Education believes that student participation in intramural/interscholastic athletic programs and extra-curricular activities/organizations are important for the growth and development of well-rounded students. However, student academic performance is the Windsor Board of Education's highest priority and, therefore, students at Windsor High School will be required to meet certain academic standards, as set forth below, in order to be eligible to participate in these activities.

Furthermore, the Windsor Board of Education is committed to providing students with academic support to assist them in maintaining academic eligibility so that they may continue to participate in these activities.

Effective Date

This policy is effective with the start of the 2009-2010 school year.

Applicability of Policy

The academic standards set forth in this policy apply to all students attending Windsor High School who wish to participate in any intramural and/or interscholastic athletic programs, and/or in the role of an officer/leader of any extra-curricular activity and/or organizations, sponsored by the Windsor Board of Education.

Special Education students will be subject to this policy unless such students are excluded from the academic standards as determined by the Planning & Placement Team (PPT) or by a Section 504 Team Meeting.

Academic Standard For Eligibility

In order to be eligible to participate in activities covered by this policy, Windsor High School students must carry a full course load as defined in the AR, and maintain a "C-" average calculated as a 71 or higher with no more than one F. In addition, students participating in interscholastic athletic programs must meet the minimum eligibility requirements of the C.I.A.C.

Determining Eligibility

No later than ten (10) days after the close of each marking period, eligibility under this policy will be determined. Grades earned in summer school will be considered in calculating eligibility under the policy. Students who do not meet the academic standard will be ineligible and will not be permitted to practice or be involved in any intramural or interscholastic athletic programs, or be involved in any extra-curricular activities, until the end of the following marking period, provided they then meet the academic standard.

Standard and Calculation of Eligibility

In order to be eligible to participate in any Board of Education sponsored interscholastic sports or to serve in a leadership role in any extra-curricular activities, Windsor High School students must maintain a "C-" average calculated as a 71 or better, have no more than one "F" and carry a full load of 6 courses, the exception being seniors who would only be required to carry 5 courses. In addition, students participating in interscholastic athletic programs must meet the eligibility requirements of the C.I.A.C. On or before the tenth (10th) day following the close of each marking period, calculation of student eligibility will be completed. Assigned point value for letter grades can be found at www.windsorct.org/whsacadeling.

In order to determine eligibility at the beginning of each school year, the calculation will be based on the grades for the final quarter of the previous school year. The exception is incoming 9th grade students; the eligibility standard for these students will be applied at the end of the first quarter marking period. The eligibility of students transferring into Windsor High School will be based on the student's official transcript for the last full marking period completed by the student. The transcript of the student transferring into WHS must show that the student was carrying a full course load, but no less than 4 Carnegie units. Averages will not be rounded up and there will be no exceptions to this regulation unless expressly provided for in a PPT or Section 504 Committee. If a student receives an F in the 4th quarter and fails the entire course, he/she can attend summer school to make up the failed course.

A grade earned in a summer school program will be added to the fourth quarter grades to determine the academic average for fall eligibility. Failed courses, though made up, will NOT be eliminated in this calculation. Students who have two or more Fs in 4th quarter will be ineligible regardless of summer school performance.

ATHLETICS

Students who participate in co-curricular activities for which eligibility requirements have been set by sponsoring groups, such as Connecticut Interscholastic Athletic Conference (CIAC) and the Windsor Board of Education, must honor such eligibility requirements. Additional information, such as teams, eligibility rules, and requirements for participation, insurance coverage, athletic uniforms, and awards can be obtained from the Athletic Director, Ken Parciak. He can be reached at 687-2020, ext. 326. The Athletic Department holds informational meetings for parents and students before every sport season.

CLUBS

There are over thirty clubs and activities available for students. Students can find out about these clubs by listening to daily announcements and from posters throughout the school. All students must meet the academic eligibility standard before they can participate in these activities. A sampling of these activities includes Bridges, Asian Students Association, Best Buddies, Kids 'N' Critters, La Diaspora Latina, Student Council, and Yearbook.

DANCES/SOCIAL EVENTS

Tickets for dances will be sold on a presale basis. No tickets will be sold at the door. Students must arrive within the first hour of the event. Students may not leave the event, if they do, they may not return. Students must leave promptly at the conclusion of the event. When students attend dances or events on or off campus, they are subject to WHS rules and regulations.

FINANCIAL ASSISTANCE

Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a school counselor advisor or administrator to request confidential help.

FINANCIAL OBLIGATIONS

Students with unpaid financial obligations to the school will not be allowed to participate in any class or school sponsored activity until the debt is settled. If financial obligations are not met, early release and late arrival privileges will be denied. In addition, no transcripts or other information about a student will be released until any financial obligations are met or books and other town-owned property have been returned.

FIRE DRILLS AND EMERGENCY PREPAREDNESS

Accordingly to state law, it is necessary for a school to conduct at least one fire drill each month. Students are to move quietly out of the building and listen to staff instruction.

Full Lock Down, Lock In, Evacuation, and Full Lock Down & Search drills will also be conducted.

GRADING AND CLASS STANDING

Course Load Requirements

Students must be enrolled in a minimum of six credits per year. A student must carry a minimum of six courses per semester regardless of the total number courses carried for the school year.

Grade Point Average (GPA)

Taking all of the final numerical grades earned since entering high school, adding them together, and then dividing the sum by the total number of courses determines a student's grade point average. The level of the course is not used in determining the GPA.

Quality Point Average (QPA) -- Course Weighting

The Board of Education is in favor of weighted grading for honors and advanced placement courses. The grading system reflects their position.

Quality points are granted according to the level of the course and the grade earned. Quality point averages are determined by dividing the quality points earned by the total numbers of credits earned. Quality points are used for determining class rank. Only course work taken at Windsor High School or course work affiliated with the school's curriculum of studies (Greater Hartford Academy of Math and Science, Greater Hartford Academy of Arts and Connecticut Vocational Agricultural Programs) receive weighting.

NOTE: ONLY GRADES EARNED AT WINDSOR HIGH SCHOOL, GREATER HARTFORD ACADEMY OF MATH & SCIENCE, HARTFORD ACADEMY OF PERFORMING ARTS AND GLASTONBURY AGRISCIENCE ARE WEIGHTED TOWARD GPA AND QPA.

Grade Earned	High Honors/AP	Honors	College	Basic
A+ = 97+	5.33	4.83	4.33	3.83
A = 93-96	5.00	4.50	4.00	3.50
A- = 90-92	4.67	4.17	3.67	3.17
B+ = 87-89	4.33	3.83	3.33	2.83
B = 83-86	4.00	3.50	3.00	2.50
B- = 80-82	3.67	3.17	2.67	2.17
C+ = 77-79	3.33	2.83	2.33	1.83
C = 73-76	3.00	2.50	2.00	1.50
C- = 70-72	2.67	2.17	1.67	1.17
D+ = 67-69	2.33	1.83	1.33	0.83
D = 63-66	2.00	1.50	1.00	0.50
D- = 60-62	1.67	1.17	0.67	0.17
F = 0-59	0.00	0.00	0.00	0.00

PROMOTION / CLASS PLACEMENT

Promotion and class placement are based on the number of credits previously earned. No credits are awarded prior to entering grade 9. Minimum requirements for official class standing and promotion are:

Freshman Standing	(grade 8 to 9)	Successful Completion of grade 8
Sophomore Standing	(grade 9 to 10)	5.5 credit
Junior Standing	(grade 10 to 11)	11.0 credit
Senior Standing	(grade 11 to 12)	16.5 credit
Graduation	22.0 credits & Performance Standard	
	23.0 (Class of 2012+)	

HARASSMENT STATEMENT

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, or any disability they may have. The District has zero tolerance for harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to the principal or vice principal. The allegations will be investigated and addressed and appropriate disciplinary action taken.

HAZING

Students are prohibited from participating in any hazing activities. Hazing is any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or affiliation with any student organization. Hazing, bullying or abuse of students or staff will not be tolerated.

Any student who engages in an act that injures, degrades or disgraces another student or staff member, disrupts the educational process, or

interferes with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action.

HEALTH SERVICES

ACCIDENTS

If an accident should occur, the student must report it immediately to the supervisor of the activity. If there is no teacher on duty, the student should then report to the nurse's office in the school. Depending on the type of accident, there may be certain forms to be completed and turned in to the office within twenty-four hours. Reporting of all accidents includes athletes who get hurt during practices and games.

SCHOOL DISMISSAL DUE TO ILLNESS

A health assessment must be accomplished by the nurse prior to student dismissal from school. Parental permission must be given for all students who go home due to illness. Students are not to call parents from classes for illness and/or to go home.

SHARING OF MEDICAL INFORMATION BY NURSES WITH TEACHERS/COUNSELORS

Nurses inform classroom teachers and counselors of pertinent student health information such as hearing or sight defects, diabetes, migraines, asthma, etc. If you would want health information on your child added or withheld, please notify the nurses.

MEDICATION REQUESTED TO BE TAKEN IN SCHOOL

Parents of students who require daily or special medications in school must contact the nurse and inform her/him of the nature of the medication. Special forms, available from the health office, must be completed by the doctor and signed by the parent. When the appropriate forms cannot be filled out because of a sudden injury or infection, and the student is seen on an emergency basis in a walk-in clinic or the hospital emergency room, the doctor treating the student must write an order for the medication to be given during the school day, if that will be the requirement. This applies to antibiotics, eye-drops, or other medications for infections, rashes, or sports injuries.

SELF-ADMINISTRATION OF MEDICATION

Students are not allowed to carry bottles of medication (such as aspirin, Tylenol, over the counter cold medication) in school, and cannot take medications without a doctor's order and parental permission on file in the health office. In cases in which a student needs to self-administer medication occasionally for headaches, cramps, etc., a form must be completed by a physician stating the

medication, strength, prescribed dosage and duration of time. Parents need to sign the form, indicating their approval/permission of the self-administration. Medication and the appropriately completed forms must be submitted to the health office, and kept in a secure place for

students' use as needed. Nurses are not permitted to give out medications to students without a doctor's order, and written approval of the parent/guardian.

USE OF CANES, CRUTCHES IN SCHOOL

Students who must utilize canes or crutches in school must have a legitimate reason, and either a doctor's order or parental request/permission to use canes or crutches in school. An elevator is available to students on a need basis.

COMMUNICABLE/INFECTIOUS DISEASES

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

IMMUNIZATIONS

Evidence of protection against the following diseases must be shown before a student is permitted to attend school: diphtheria, pertussis, measles, tetanus, rubella, mumps, poliomyelitis, hepatitis B. Medical or religious exemptions are allowed, provided the appropriate documentation is given.

GRADE 10 PHYSICAL EXAMS

- . Connecticut State Law requires that all students who are completing tenth grade (or their second year of high school) have a complete physical examination as well as blood testing (Het/HGB testing for anemia).
- . Health assessments or physicals conducted on or after **May 1, 2009** will be accepted.

Please understand that students who do not have the required information on file by **May 1st will be prohibited from attending classes on May 2nd** and will not be allowed to return until the requirements outlined above have been met.

It is our sincere hope that we will not find it necessary to interrupt your child's school year in May, and we therefore encourage you to make an appointment as soon as possible to assure that we have the necessary information on file well before the **May 1st** deadline.

Should you have any questions about the health assessment or be in need of a blue State Health Assessment form, please contact the school health office at 687-2020, ext. 304 or 305. One of the school nurses will be glad to speak with you at any time. **(Please note: the**

form can also be downloaded directly from the Health Services section of our district website @ www.windsorct.org.)

SPORTS PHYSICALS

Students who participate in the school sports program are required to have a yearly sports physical prior to acceptance into the various sports programs. Free sports physicals are given by the school doctor in June for the following school year. If a student does not participate in the free sports physical, a sports physical form filled out and signed by their personal physician must be turned in.

PHYSICAL EDUCATION EXCUSES

Nurses do not give P.E. excuses for students. If a student cannot participate in physical education activities for an extended period of time, a physical education excuse written by a physician/medical provider must be submitted to the nurse. Parents are urged to communicate with their child's P.E. teacher if their child will need to miss a physical education class for a single period due to illness or a special problem.

HOMELESS STUDENTS

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is Ms. Jody S. Lefkowitz, 687-2000, ext. 234.

HOMEWORK (P-6154)

Homework which is properly designed, carefully planned and appropriately geared to the development of the individual students should have a definite place in the total education program. Homework should be assigned:

1. to help students to become self-reliant and to work independently.
2. to foster initiative.
3. to develop responsibility for completing an assigned task and returning it to school.
4. to improve, reinforce and extend skills that have been taught.
5. to provide the opportunity for creative work.
6. to afford a way for parents to acquaint themselves with the school program and their own children's educational process.

Secondary level (AR-6154) homework assignments are to be a regular component in the educational development of every secondary school student. Class time should not be used for the completion of homework. Class time may be used to assign and explain assignments to insure that students understand the assignments.

Grades 9-12:

AP/Seminar/Honors courses	3-4 hours per subject per week
All other courses	2-3 hours per subject per week

Homework expectations for each course are described in the course summaries.

LASER POINTERS

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property unless under a staff member's supervision and in the contest of instruction. Laser pointers will be confiscated and students will be disciplined.

LIBRARY/MEDIA CENTER

The library has a wide selection of books, magazines, newspapers, reference materials, books on tape, and subscription online resources ranging from encyclopedias to periodical databases. There are two library media specialists who plan and teach with classroom teachers. The staff also assists students using the library independently for research, reading or work with technology. In addition, the library sponsors reading programs and other events.

ACCESS

Students may use the library through scheduled class visits or individual visits during study hall, lunch or before/after school. Individual visits during the school day require a library pass. When coming to the library as an independent user, students are also asked to have their ID's ready in order to facilitate the sign-in process at the front desk.

Access has been expanded to include at-home access to online databases, summer-long borrowing privileges and longer library hours. The library is open Monday, Wednesday and Thursday from 7:00 AM-3:45 PM and on Tuesday and Friday from 7:00 AM-3:00 PM.

LIBRARY ENVIRONMENT

Students who obtain passes are expected to come with an appropriate purpose. The library is to be used for school assignments and/or independent reading or research. In order to ensure an environment that is conducive to learning and teaching, students are asked to work and read quietly.

Students using library technology must adhere to the district's regulations on the Acceptable Use of Computers, Network and the Internet as described in this handbook.

BORROWING MATERIALS

Circulating materials may be borrowed for four (4) weeks, and renewed, if they are not needed by others. For returning students, books may be borrowed in late June for the summer. There is a security system in place. Students must sign out materials and exit through the front gate. To meet the needs of students and teachers, reference books, periodicals, and reserve collections are for in-library use. A photocopier is available to copy a reasonable number of pages.

Overdue fines are 10 cents per day, for a maximum of \$3.00 per item. Students will be charged replacement costs for lost or damaged books.

LOSS OF CREDIT

Since attending class is the only method for students to avail themselves of many kinds of learning experiences, absence from class has a direct effect on their education and, subsequently, on the grade earned. Students absent from class without permission will not receive credit for missed work. Students will receive a zero on tests or quizzes if they are absent without permission.

The loss of credit is very serious and can ultimately affect a student's graduation from high school, based on State and local Board of Education requirements. The final graduation ceremony is held to recognize all students who have successfully met specific graduation requirements.

APPEALS COMMITTEE

- A. Responsibilities of the Appeals Committee:
 - 1. Review loss of credit due to absences
 - a. IT IS THE RESPONSIBILITY OF THE STUDENT OR PARENT/GUARDIAN TO APPLY FOR THE REVIEW.
 - b. A student or parent/guardian must apply within ten (10) school days after receiving official administrative notification of loss of credit due to excessive absences.
 - c. The Appeals Committee may consider the following in reviewing an appeal:
 - i. Types of absences. Class cutting will be viewed negatively in the Committee's decision to excuse the absence
 - ii. Extenuating circumstances
 - iii. Make-up work completed by student
 - iv. Absences due to vacations are not a valid reason for appeal
 - v. A passing grade is not a valid reason for appeal
 - 2. At its discretion, the Appeals Committee may contract with a student and teacher to establish conditions under which credit may be reinstated.
- B. Due Process
Each student and his/her parent/guardian have the right of appeal following notification of loss of graduation credit.
- C. Procedure
 - 1. The student and his/her parent/guardian must complete the appeal form providing information pertinent to the appeal request, within the allotted time. This includes providing reasons for all absences.
 - 2. The Appeals Committee may decide to rescind some of the recorded absences solely on the basis of the written information without a formal hearing (See Appeal Form included in AR-5113).

3. The student and his/her parent/guardian must appear at the Appeals Committee's formal hearing with appropriate documentation and any interested parties on their behalf.
4. It is the responsibility of the student or parent to substantiate the claims presented on the appeal form.
5. The student's teacher(s) in those classes where excessive class absence is under appeal, shall be notified regarding the need for information, the date of the appeal hearing, the possible need to appear and the disposition of the case.
6. Confidential information pertaining to a student may be presented by an interested party to the Appeals Committee. The Appeals Committee in its review of the case may consider this information.
7. The Appeals Committee will weigh the validity of any appeal by considering all factors.
8. The Appeals Committee will begin deliberations ten (10) school days prior to the close of each semester.
9. The student and/or parent/guardian will be notified of the Appeals Committee's decision within two (2) school days of the hearing.
10. The decision of the Appeals Committee is final.

LOST AND FOUND

Lost and found articles may be claimed or turned in at the main office. All items not claimed after six months will be donated to charity. Lost or found money shall be reported to the Windsor Police Department within forty-eight (48) hours.

MAKE-UP WORK (EXCUSED ABSENCE ONLY)

Students will be permitted to make-up tests and turn in projects due in any class missed due to an excused absence. It is the student's responsibility to request make-up work from teachers after excused absences. Students should make arrangements with teachers for making up assignments the day they return to school. Failure to complete assignments will result in a grade of zero. These grades will be averaged in with other grades to determine the grade shown on the report card. Teachers may assign a late penalty to work in accordance with timelines approved by the principal and previously communicated with students. In the case of serious or prolonged illness, individual arrangements may be made with teachers. All teachers are available Monday through Friday until 2:30 p.m., unless faculty or department meetings are scheduled.

MEDIA ACCESS TO STUDENTS

The Board recognizes the important role the media serves in reporting information about the district's program, services, and activities. Therefore, the district will provide media access to students where appropriate.

School administrator shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events provided their presence will not be unduly disruptive and shall comply with Board policies and district goals. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Media representative wishing to photograph or identify particular students, must obtain parental or guardian approval as well. However, such permission shall not be required before photographs, videotapes, and/or articles referring to students involved in officially recognized activities and sports including audiovisual or photographic records of the openly visible, activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.). Weight and height of members of athletic teams, date of attendance, degrees, honor and awards received, most recent previous school attended and photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy shall not require parental or guardian approval.

Parents who do not want their student interviewed, photographed, or videotaped by the media shall inform the school Principal accordingly.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

District employees may release student information to the media only in accordance with applicable provision of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of the district's media access to students' policy each fall in the student/parent handbook.

NATIONAL HONOR SOCIETY WINDSOR CHAPTER **Summary of Selection Criteria**

Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead they provide information to be used by the selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance.

Prerequisite Conditions for Selection

- 1) Only those students who have attended the school the equivalent of one semester or more may be considered for membership.
- 2) Membership is open to Juniors and Seniors. Juniors will be inducted in the second (Spring) semester. Seniors will be inducted in the first (Fall) semester.
- 3) There are no quotas or percentages of members per class.

The Criteria

The Faculty Council selects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service and character. Membership should never be considered on the basis of grades alone. According to the NHS Handbook, "schools that select members solely on the basis of scholarship are violating the Constitution [of the NHS] and placing their charters in jeopardy."

Scholarship

The minimum GPA requirement for the Windsor chapter is 86.5. This is the unweighted, cumulative grade point average for the high school years, up to and including the first semester of the junior year.

Leadership

The leadership criterion is considered highly important for membership selection. Leadership roles in both the school and community may be considered, provided they can be verified. The number of offices a student has held in school or community, as well as effective participation in co-curricular activities is important.

Service

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual providing the service. The contributions a student has made to the school, classmates, and community, as well as the student's attitude toward service are all considered.

Character

A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

It is important to understand that all decisions of the kind involved in the selection process have some subjective aspects, but that the decisions will be arrived at in a fair manner and based on sound, professional judgment.

OUT-OF-SCHOOL MISCONDUCT

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive to the educational process and is a violation of a publicized board policy, even if such conduct occurs off school property and during non-school time.

Examples of off-school conduct that may result in such discipline include, but are not limited to:

1. sale, possession, use or distribution of dangerous weapon including martial arts weapons;
2. use, possession, or distribution of illegal drugs;
3. violent conduct;
4. making of a bomb threat;
5. threatening to harm or kill another student or member of the staff where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

PARENT INVOLVEMENT

Students, it is important that there is a strong partnership between you, your parents, and the school based on communications and interactions. We will encourage your parents to guide you to making the most of your educational opportunities here at WHS. We want you to inform your parents about open house and our parent conferences. We direct you and your parents to the WHS website www.windsorct.org. You and your parents can email any teacher by using their first initial, their last name and @windsorct.org (jsmith@windsorct.org). This list will be provided. You will also be given a list that will have all the teachers' phone extensions.

There is an active Parent-Teacher-Student Association (PTSA) at Windsor High School. Students and parents are encouraged to become active members of the group. Please contact the PTSA through the WHS webpage at <http://www.windsorct.org/whs/index.htm>.

PESTICIDE APPLICATIONS

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact George Greco, Facility Plant Manager, 687-2000, ext. 223.

PROPERTY, LOCKERS, AND EQUIPMENT

Students, it is important for you to know that desks, all lockers and all other school equipment belong to the school and are merely "on loan " to you. Therefore, in technical words, you have no reasonable expectation of privacy in regard to these items. Students are responsible for any items specifically assigned to them. It means that if there is a reasonable cause, these items may be searched at any time. All of these items must be kept in good condition; students are responsible for any loss of or damage to the property. This means the students will be financially liable for damaged property. Students are not to try to repair any broken equipment, but should notify the office immediately if it is broken. Students are advised to keep large sums of money or valuables at home as liability for these items remain with the students. Students will be financially liable for damaging or attempting to damage any school property, on or off school grounds. Students are assigned a hall locker for their four years at WHS. All lockers are to be locked at all times. Students may not bring in locks and apply them to any lockers within the school.

PSYCHOTROPIC DRUGS

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers, and school counselors may recommend that a student be evaluated by an appropriate medical practitioner (BOE Policy P-5141.231).

REPORT CARDS AND PROGRESS REPORTS

Windsor High School operates on a quarterly marking system. A computer-generated report card is mailed home four times a year in November, February, April, and June. Progress Reports will also be mailed home at the mid-point of each quarter in October, December, March, and May. Final report cards are mailed home within two weeks from the end of school but no later than June 30.

Informal progress reports are used to communicate a student's academic status during the marking period, when a teacher wishes to inform parents of outstanding achievement, dramatic improvement, or academic difficulties. This is not a report card, but simply an indication of the student's progress. A parent may request periodic progress reports from their student's classroom teacher(s).

SEARCH AND SEIZURE

A student and his/her effects may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The way the search is conducted should be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials.

The decision to search shall be made by the principal or the principal's designee. The search shall be made in the presence of at least one witness. Discovery of illegal or dangerous materials shall be reported to the Office of the Superintendent.

LOCKER SEARCH

Lockers, desks and other storage areas provided by the school system for use by students are the property of the school system. Such storage areas are provided for the temporary convenience of students only. The Board of Education authorizes the administration and/or law enforcement officials to search lockers and other school property available for use by students for the presence of weapons, contraband or the fruits of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

If the school administration reasonably suspects that a pupil is not maintaining a locker or other depository assigned to him/her in a sanitary condition, or that the depository contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, the administration is authorized to open and examine the depository and to seize any such items that are found.

When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the local police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building principal.

SEARCHES OF STUDENT MOTOR VEHICLES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to patrol student parking lots at any time, without notice or consent. The interiors of vehicles on school property may be searched if a school official has reasonable suspicion to believe that illegal, unauthorized or contraband items, other evidence of a crime or violation of district policy, or items which may be a threat to safety or security are contained inside.

USE OF TRAINED DOGS

The District may elect to use specially trained drug dogs to alert the dog's handler to the presence of controlled substances in school facilities, grounds and parking lots, at the discretion of the Superintendent or designee. The trained dogs may sniff lockers, student motor vehicles, and other inanimate objects. Such inspections are not considered searches and do not require notice or consent. Only the trained dog's handler will determine what constitutes an alert by the dog. A drug dog's alert constitutes reasonable suspicion for district officials to search the lockers, personal items or vehicles. Such a search by District officials may be conducted without notice or consent, and without a search warrant.

Dogs may not be used for random searches of students or other persons.

SEXUAL HARASSMENT (AR-5145-13)

Sexual harassment is forbidden by federal and state law and by the Windsor Board of Education, and will not be tolerated in the Windsor Public Schools. Employees and students are expected to adhere to a standard of conduct that is respectful and courteous to employees of the Windsor Public Schools, fellow students and to the public. Students have the right to be in an educational environment free of sexual harassment whether by employees of the Windsor Public Schools or by other students.

Should sexual harassment be alleged, Board policy dictates that it shall be thoroughly investigated, that there shall be no retaliation against the victim of the harassment, and that the problem/concern shall be appropriately addressed.

1. Education

Each year, students will be informed of their rights and responsibilities under this regulation. Such education will include information regarding the procedures for making a complaint, and may also include discussions, films or other activities deemed appropriate.

2. Definition

Sexual harassment is defined as "any unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature," made by someone from or in the work or education setting. Sexual harassment occurs when:

- A. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's participation, education progress or opportunity.
- B. Submission to, or rejection of, the conduct by the individual is used as the basis of educational or other decisions affecting the individual. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- C. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

3. Examples

While an exhaustive list is not possible, the following constitute examples of specific behaviors that if unwelcome and of a sexual nature, could constitute sexual harassment:

- A. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, touching, impeding or clocking movement, leering, gestures, noises, pulling at clothes, display of sexually suggestive objects, pictures or cartoons, assault, rape/attempted rape.
- B. Continuing to express sexual interest after learning or being informed that the interest is unwelcome.
- C. Coercive sexual behavior used to control, influence, or affect the educational environment of a student, such as threats or reprisal; implying or withholding support for an appointment, promotion, transfer, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed.
- D. Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student, including promises or threats regarding grades, course admission, performance of student benefits or services (e.g. scholarships, financial aid, work study job).
- E. The deliberate or careless creation of an atmosphere of sexual harassment or intimidation, or a hostile or offensive educational environment.
- F. Inappropriate attention of a sexual nature from peer(s), i.e., student to student, employee to employee.
- G. It is understood that any sexual or romantic relationships between employees of the Board and students are highly inappropriate and unacceptable, whether or not they constitute sexual harassment as defined in this regulation.

4. Complaint Procedure

- A. If a student believes that he/she is being or has been subject to behavior that could constitute sexual harassment, that person should immediately inform a parent or guardian, teacher, or administrator. The student or adult should immediately inform the perpetrator that his/her behavior is unwelcome and unacceptable, offensive, in poor taste, unprofessional, and/or highly inappropriate and that such behavior must stop. It is recognized, however, that victims of sexual harassment are not always able to express their feelings to their harasser or to others. In all cases, the responsibility for ending the harassment rests with the harasser, not the victim.
- B. As soon as a student, or the adult in whom the student has confided, feels that he or she has been subjected to sexual harassment, he or she should make a written complaint to the Director of Personnel or his or her supervisor, and/or appropriate school personnel. Normally, complaints should be made within thirty (30) days of the act of harassment. Complaint forms are available from the Director of Human Resources, guidance office, and building principal. The complaint should state the date of the alleged harassment, the name or names of the harasser or harassers, where such harassment occurred, and a statement of the circumstances constituting the alleged harassment.
- C. Any student who makes an oral complaint of harassment to personnel other than those listed above will be provided a copy of this regulation and a complaint form, and will be instructed to make a written complaint pursuant to the above procedure.
- D. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report is required by law.
- E. All complaints are to be forwarded immediately to the Director of Human resources unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the superintendent.
- F. If possible, within five (5) working days of receipt of a written complaint, the complainant shall be supplied with a copy of this Regulation and Procedure when necessary in order that he or she will be made fully aware of this or his/her rights and the Board's procedure for handling the complaint.
- G. If possible, within five (5) working days of receipt of the complaint, the Director of Human Resources shall commence an effective, thorough, objective and complete investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including the complainant and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discretely,

maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.

- H. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser, and, as appropriate, to all other directly concerned.
- I. If the complainant is dissatisfied with the result of the investigation, he or she may file a written appeal to the superintendent, who shall review the investigator's written report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The superintendent may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the superintendent shall respond to the complainant, in writing, as soon as possible.
- J. If after a thorough investigation, there is reasonable cause to believe that sexual harassment has occurred, the district shall take all reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to sexual harassment may include reassignment, transfer, or disciplinary action deemed appropriate by the Board.
- K. The harasser will be informed that appropriate action shall be taken if further acts of harassment or retaliation occur. If further acts of harassment or retaliation do occur, appropriate action shall be taken.

STUDENT AUTOMOBILE USE

(driving privileges, cars, parking lot safety)

All students should recognize that driving to school is a privilege and not a right. All the rules of road safety apply on school grounds. The speed limit on school grounds, whether posted or not, is 10 M.P.H.

Students who drive to school must register any and all vehicle. Parking in spots designated for "VISITORS" or on the grass is prohibited. Students must park their automobiles upon arrival to school, and leave the student parking area immediately. Once student drivers and their passengers enter the school building to start the school day, they must obtain permission from the Main Office to return to their vehicle should a need arise before dismissal time; those who do not obtain permission face possible suspension or loss of privileges. LOITERING IN SCHOOL PARKING AREAS BY STUDENTS AND/OR VISITORS IS PROHIBITED.

While participating in school activities, pupils and employees of the Board of Education may park vehicles in areas designated by the school administration. The Board of Education reserves the right to forbid parking on school property at any time, to withdraw the right of any person to use school property for parking, and to issue regulations governing the movement of parked vehicles, whether or not the school is in session. Parking at forbidden times or in forbidden places is subject to prosecution by the Board of Education for violation of school rules.

Safety must be everyone's prime concern. Thus, good judgment and mature responsibility is expected in respect to use of motor vehicles. Abuse of common safety regulations of the law will result in loss of driving privileges and possible interaction with local police. Serious violations of safe driving etiquette will result in loss of this privilege. The Administration may assign detention or other discipline for improper parking or moving violations.

STUDENT COMPLAINTS/GRIEVANCES

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, the appropriate guidance counselor or vice principal should be contacted.

If that conference is not satisfactory, the principal should be contacted. If the outcome of the conference with the principal is not satisfactory, a conference with the superintendent or designee can be requested. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education, in accordance with Board policy. A student and/or parent with a complaint regarding possible discrimination on the basis of gender should contact Craig Cooke at 687-2000, ext. 229. A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with Jody Lefkowitz at 687-2000, ext. 234.

STUDENT PUBLICATIONS

Students have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting.

The school encourages student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views and a means of communicating both within and beyond the school community.

All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, also statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted.

Expressions of personal opinion must be clearly identified as such and must bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers must be provided.

In addition, student newspapers and/or publications which are paid for by the school district and/or produced under the direction of a teacher as part of the school curriculum are not considered a public forum. In such cases, the Board of Education reserves the right to edit or delete such student speech which is feeling is inconsistent with the district's basic educational mission.

Distribution of Literature

Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and/or the Building Principal.

STUDENT RECORDS **CONFIDENTIALITY OF STUDENT RECORDS AND PROTECTION OF** **CHILDREN'S RIGHTS**

Basic Principles of Confidentiality (AR-5125.1)

- A. Parents and pupils have a right to expect that all student records will reflect respect for the individual's privacy and security.
- B. Subjective judgments or unverified data shall not be placed in the cumulative pupil record.
- C. Information about a pupil and/or his/her family which will help other members of the school staff in their understanding of the pupil may be shared.
- D. No information shall be given in response to a telephone call without the express written permission of the parents, guardian or majority age student.
- E. When written consent of the parent or guardian for sharing information is required, the agency or individual requesting the information is responsible for obtaining the consent of the parent or guardian.
- F. Parental consent must be obtained prior to the collection of information that would be received through such means, instruments or procedures as the following:

- 1) In-depth family case studies, psychological, speech, psychiatric, occupational therapy and physical therapy evaluations.
- 2) Referrals to professionals outside the agency.
- 3) Evaluations completed outside the agency (neurological, psychiatric, medical, etc.).

In accordance with Section 10-15b of Connecticut General Statutes (P.L. 93-380, P.L. 94-142, and Confidentiality of Records Protection of Children’s Rights Guidelines, published by the State Department of Education, the Family Educational Rights and Privacy Act of 1974) the Windsor Board of Education has established policies regarding Confidentiality of Student Records (AR-5125.1) available in its entirety upon request.

SUPPORT SERVICES

GUIDANCE DIRECTOR: Eileen Blair (X381)

GUIDANCE COUNSELORS:

Ross Burba (X372):
Grade 9 K-N; Grade 10 K-M; Grade 11 KF-NE; Grade 12 LB-NE

Beverly Dorsey (X376):
Grade 9 G-J; Grade 10 G-J; Grade 11 G-KE; Grade 12 Gas-Law

Tany Douangta (X373):
Grade 9 A-Ch; Grade 10 A-CH; Grade 11 A-CH; Grade 12 A-CAP

Carol Leacock (X377):
Grade 9 O-Si; Grade 10 N-R; Grade 11 NF-SC; Grade 12 NF-SK

Erin Gentile (X324):
Grade 9 Sj-Z; Grade 10 S-Z; Grade 11 SD-Z; Grade 12 SL-Z

Jan Sousa (X378):
Grade 9 Ci-F; Grade 10 CI-F; Grade 11 CI-F; Grade 12 CAQ-GAR

SOCIAL WORKERS:	Leonard Vann	(X379)
	Lynn Obomalayat	(X382)
	Meryl Fields	(X382)

SCHOOL PSYCHOLOGISTS:	Catherine Ernst	(X380)
	Karen Williams	(X320)

GENERAL INFORMATION

Counselors will help students with their educational, vocational, personal and social concerns. Classroom visits are used to deliver a developmental guidance curriculum to all students.

Scheduled interviews are held with students to assist them in making decisions regarding their educational programs. This is generally done during the winter term after all students have received their curriculum booklets. Choices of subjects for the following year are made with the approval of parent/guardian and counselor. Parent conferences may be held at this time, especially if a change in program is warranted.

Students are encouraged to use the occupational and educational material available in the Career Resource Center. Up-to-date material on a variety of occupations is on file, as well as a large number of catalogs of colleges, schools of nursing, business and technical schools. Books, videos and pamphlets may be borrowed for school or home use. Students planning to attend college and/or further career education are urged to familiarize themselves with specific information pertaining to their needs early in their high school years.

Various aptitude, intelligence and vocational interest inventories are available to provide students with more information about themselves. The more students understand themselves, the better able they are to determine whether their aspirations are realistic.

Counselors assist in placing seniors who want to obtain permanent positions in jobs consistent with their interests, abilities and training.

In addition, social services in Windsor High School are provided by professionally qualified social workers who are members of the school staff. Responsibilities include assisting the student with emotional or social difficulties to function more successfully within the school environment through individual and/or group counseling. Referrals for more intensive counseling and/or psychiatric intervention to other social service agencies within and outside the school district are recommended as needed. Services are provided through self-referral by the student or by referral from staff, administration, or parent, or through the Planning and Placement Team (PPT) process. The school social workers may be contacted in the guidance office.

TEXTBOOK CARE AND OBLIGATIONS

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the items, such as textbooks, library books and all other educational materials. Other restrictions may also occur.

TRANSPORTATION

Board of Education Policy states that transportation will be granted to those pupils living one and one half (1-1/2) miles or more from the school by public highway.

The sole purpose of bus transportation is to bring pupils to school, and return them home if they reside an unreasonable distance from the school to which they are assigned. **ELIGIBLE PUPILS MAY ONLY RIDE THE BUS TO WHICH THEY ARE ASSIGNED, AND THEY MAY NOT LEAVE THE BUS ON THE WAY HOME FOR ANY REASON** (to go to work or to visit friends or to attend a club activity, etc.)

Students are expected to cooperate with the bus driver and follow his directions in case of an emergency. All school rules involving student behavior apply to school busses. Consequences for violation of bus rules are similar to the consequence for violation of school rules. Parents/guardians are responsible for student transportation to and from school if the bus riding privilege is suspended. Mr. David Dexter is the Transportation Specialist and can be reached at 687-2000, ext. 246.

Late buses are provided Monday, Wednesdays, and Thursdays. Depending on the school calendar, students should always check with their teacher regarding the availability of late buses before planning to stay after school. Students must have a late bus pass signed by teachers to ride the late bus.

VIDEO RECORDERS ON SCHOOL BUSES

The district has installed video recording equipment on school buses to monitor school transportation and discipline. Videotaping will be done randomly during the school year; students will not be notified when it has been installed or when it is in use. Students violating bus conduct rules will be notified and disciplinary action taken. Tapes will be treated as protected student records under the Family Educational Rights and Privacy Act.

Video/audio equipment will be used to monitor student behavior in common areas or campus. Student will not be told when the equipment is being used. The principal or his/her designee will review the tapes and document students' misconduct. Discipline will be in accordance with district policy.

VISITORS

We welcome visitors to our school. Visitors must register at the front lobby desk and have a photo ID available to leave with the receptionist. Those who wish to spend time in a particular classroom must make arrangements with the teacher at least 24 hours in advance. Arrangements for student visitors must be made through the appropriate vice principals.

TITLE IX
TITLE VI GRIEVANCE PROCEDURES
ADA AND SECION 504 of the
REHABILITATION ACT OF 1973
(DISCRIMINATION SEXUAL HARRASSMENT AND EQUAL
OPPORTUNITY)

Dr. Craig A. Cooke, 687-2000, ext. 229, is the school district's equity officer (includes Title VI, Title IX and ADA). Rosemary Morante, 687-2020 ext. 339 is the alternate Title IX Officer.

Ms. Jody S. Lefkowitz, 687-2000, ext. 234 is the school district's 504 officer. The Title IX and VI grievance procedures are published in all major school publications. The following is an outline of the grievance procedures for Title IX and Title VI:

- A. An employee with a complaint related to discrimination or sexual harassment may utilize the union grievance procedure if the matter involves a contractual issue.
- B. Students or staff may process a complaint through the chain of command: Teacher, Curriculum Supervisor (if available), Vice Principal (if available), Principal, Superintendent, Board of Education. Should the complaint not be resolved prior to reaching the Superintendent's level, the Superintendent will have the equity officer or alternate conduct an investigation that will assist with the resolution of the complaint.
- C. The third option, available to students or staff, is the Formal Discrimination Complaint Channel. All complaints should be addressed in writing to the designated compliance officer who will be responsible for investigating all complaints. Upon investigation, the compliance officer shall recommend to the Superintendent any changes deemed necessary to eliminate any discriminatory practices. The Superintendent shall inform the complainant in writing of his actions within ten (10) days of the receipt of such

If the complainant is not satisfied with the action of the compliance officer, within ten (10) days the complainant may appeal the action of the compliance officer in writing to the Board of Education. The Board of Education shall hold a hearing within fifteen (15) days of receipt of such written request and shall decide what, if any, remedies are necessary to eliminate the practices if deemed discriminatory. The Board shall notify the complainant in writing of its decision within ten (10) days.

Windsor High School
MILITARY OPT-OUT FORM FOR SECONDARY STUDENTS
School Year 2009-2010

Dear Parent, Guardian or Eligible Student:

On December 28, 2001 and January 8, 2002, respectively, President Bush signed into law the "National Defense Authorization Act" officially referred to as Public Law No. 107-107, and the "No Child Left Behind Act," officially referred to as Public Law No. 107-110.

The effect of provisions in both laws is to require school districts "to provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings." The law also provides, consistent with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, that parents and eligible students eighteen (18) years of age or older, have the right to require their prior written consent before releasing student names, addresses and telephone listings to military recruiters or institutions of high education.

Therefore, the Windsor Public School District will release the above referenced directory of information unless you complete and sign the form on the following page refusing permission for release of directory information.

NOTE TO STUDENTS/PARENTS/GUARDIANS: This form must be submitted each school year. It can be signed either by a student or a parent. A student does not need parental consent to submit this certificate. Any secondary school student, regardless of age, can sign this certificate and is authorized by law to submit this request. Parents can also sign this certificate for any secondary student. No information about elementary students will be disclosed to military recruiters. When completed, submit this form to the school's counseling office.

**Windsor High School
MILITARY OPT-OUT FORM FOR SECONDARY STUDENTS
School Year 2009-2010**

I, _____, (parent/guardian/student) hereby exercise my federal right, granted to me by the Congress of the United States under Section 9528 of the Elementary and Secondary Education Act of 1965, as amended by the *No Child Left Behind Act of 2001* (and any other applicable state, federal or local law or any school policy), and hereby request that the name, address and telephone listing of _____ (name of student), a current student at Windsor High School **NOT** be released to military recruiters or an institution of higher learning.

Therefore, the Windsor Public School District will release the above directory information unless you complete, sign and return this form refusing permission for release of directory information.

Signed by: **Student** **Parent** **Guardian**
(check one)

Signature/date

Print Name

Address

City/State/Zip

APPENDIX I - BULLYING BEHAVIOR

In accordance with state law, it is the policy of the Windsor Board of Education that any form of bullying behavior, whether in the classroom, on school property, on a school bus or at school sponsored events, is expressly forbidden.

To implement this policy, the Board of Education directs the Superintendent to develop and implement regulations to address the existence of bullying in the schools. As provided by statute, such regulations shall:

- 1) enable students to anonymously report acts of bullying to teachers and school administrators and require that students be notified annually of the process by which they make such anonymous reports;
- 2) enable the parents or guardians of students to file written reports of suspected bullying;
- 3) require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators in writing;
- 4) require school administrators to investigate any written reports filed pursuant to subdivision (2) and to review any anonymous reports (except that no disciplinary action shall be taken solely on the basis of an anonymous report);
- 5) include a prevention and intervention strategy, as defined by this policy, for school staff to deal with bullying;
- 6) provide for the inclusion of language in student codes of conduct concerning bullying;
- 7) require school administrators of each school to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, and to invite them to attend at least one meeting;
- 8) require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and within available appropriations, report such number annually to the Department of Education, in such manner as prescribed by the Commissioner of Education;
- 9) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline; and
- 10) identify the appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint.

The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further

acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

For purposes of this policy, "**Bullying**" shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year.

For purposes of this policy, "**School Sponsored Activity**" shall mean activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

For the purposes of this policy, "Prevention and Intervention Strategy" may include, but shall not be limited to:

- 1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education;
- 2) a school survey to determine the prevalence of bullying;
- 3) establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy;
- 4) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
- 5) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
- 6) inclusion of grade-appropriate bullying prevention curricula in kindergarten through high school;
- 7) individual interventions with the bully, parents and school staff, and interventions with the bullied child, parents and school staff;
- 8) school-wide training related to safe school climate; and
- 9) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

Students who engage in bullying behavior shall be subject to school disciplines up to and including expulsion in accordance with the Board's policy on student discipline, suspension and expulsion.

Effective July 1, 2009, this policy and the applicable regulations shall be included in the school district's publication of the rules, procedures, and standards of conduct for schools and in all student handbooks.