



STRENGTH

TRUST

ACCOUNTABILITY

RESPECT

Show **your** STAR qualities everyday!

GO WIZARDS!

STRENGTH

CHARACTERISTICS: PHYSICAL ENDURANCE WITH STRENGTH OF CHARACTER AND THE COURAGE TO ACHIEVE.

Show your strength by meeting these expectations.

In the classroom	Produce quality products, develop positive mental attitude, challenge yourself to do your best work, encourage peers
In the hallways, restrooms and common areas	Follow the dress code, consistently value yourself, leave an area better than you found it
In the cafeteria	Value others and their personal property, leave the area better than you found it
In the parking lot	
In using technology	Know and follow technology rules at all times
During activities	Encourage school spirit, support each other, attend school events, be involved
Off campus	School is your job; be on time, show STAR qualities, put WE before ME

STRONG ACADEMICS

Grading

The high school uses the following grading scale

A	89.5 and above	D	59.5 – 69.4
B	79.5 – 89.4	F	Below 59.5
C	69.5 – 79.4		

If a student receives an Incomplete (I) grade, they have two weeks after the semester ends to complete the missing work. After two weeks, the grade will be finalized and entered into the permanent record.

Honor Roll

Students who earn a 3.5 Grade Point Average and have taken six graded classes in the grading period will be listed on the Honor Roll for each semester.

Academic Lettering

A student is eligible for an academic letter when he or she has met all of the following conditions:

- Has qualified for honor roll for two consecutive semesters (Spring and Fall)
- Was enrolled in at least 3 core classes (Math, English, Science, Social Studies) for each of the qualifying semesters
- Has exhibited appropriate behavior and proper attendance
- Must be a current full-time Windsor High School student



TRUST

CHARACTERISTICS: CONFIDENCE AND ASSURANCE IN OTHERS WHILE BEING RELIABLE

Show your trustworthiness by meeting these expectations.

In the classroom	Create authentic work, cooperate and work well with others, ask for help appropriately
In the hallways, restrooms and common areas, cafeteria, parking lot	Report harassment and bullying, preserve WHS property and equipment, encourage others to pick up after themselves
In using technology	Stay on task, use technology for educational purposes, report misuse
During activities	Encourage others to get involved and act responsibly
Off campus	Promote WHS to others in the community and model STAR behavior

ACADEMIC CHEATING POLICY

Academic cheating can exist in many forms and is considered a serious offense. Below are examples of academic cheating. Plagiarism is a form of literary theft. Cheating may include but is not limited to the following:

- Turning in an assignment, project, test, or other academic product which is the result of copying someone else's work and which is considered an individual assignment or task.
- Being observed copying from another student during the course of an assignment, project, test or other academic product, which is considered an individual assignment or task.
- Handing in another individual's work as the student's own.
- Dividing and copying one another's work on assignments, when the assignments are intended to be done by each individual.
- Using a crib sheet, sharing answers, or otherwise seeking answers from another individual or source of information when taking a test or a quiz.
- Copying sentences, phrases, paragraphs, or pages from print medium or other sources without providing documentation or credits.
- Using plots, characters, theories, opinions, concepts, designs, or other forms of print or non-print medium and presenting them as original work without properly attributing them to the source, or providing documentation or credits.

Consequences for a first offense of academic cheating may include a zero on the assignment, project, test, or other academic product. Parents/guardians shall be notified of the offense. The appropriate building administrator and counselor shall also be notified of this action. Consequences for a second or further instance of cheating may include the student being dropped from the course and receiving an "F" for the course. Such action shall require a recommendation to and the approval of the building principal or his or her designee.

LOST AND FOUND

Students are responsible for their personal property and all school district property issued to them for their use. Do not leave books, electronics, purses, backpacks or other valuables unattended. Do not carry large sums of money to school. Be sure to securely lock your items in your school and gym lockers. Should you find or lose an item, go to the lost and found located in the main office. The school and district are not responsible for lost or damaged property.



ACCOUNTABILITY

CHARACTERISTICS: PROACTIVE AND RESPONSIBLE FOR ALL ACTIONS AND CHOICES

Show how accountable you are by meeting these expectations.

In the classroom	Follow the dress code, be on task, be mindful of others, manage time well, come to class prepared and on time, produce quality and timely work
In the hallways, restrooms, common areas, and parking lot	Follow the dress code; School is your job, clean up after yourself <u>and others</u> . Leave no trace
In using technology	Take care of tools/equipment, use technology when appropriate to do so, avoid unethical use of technology
During activities	Make a commitment and follow through, act responsibly
Off campus	Represent WHS at community events, be considerate of the world and community, model STAR behavior

STUDENTS MUST CARRY THEIR SCHOOL ISSUED ID AT ALL TIMES!

Take a picture of you ID and keep in on your phone.

MAKE-UP WORK AND TESTS

It is the student's responsibility to contact the teacher to receive missed work. A student shall be allowed to make-up all work missed during excused absences. Students will be given the same number of class days (maroon or gold) they were absent, plus one additional class day (maroon or gold), to make-up those assignments which were assigned on the day of the absence (not to exceed one week).

Example: If the student is gone on Monday (maroon), returns on Tuesday (gold), and gets Monday assignments on Wednesday (maroon), then his/her homework is due on Friday (maroon). Individual teachers may grant extra time for make-up work.

ELO – EXTENDED LEARNING OPPORTUNITY

Windsor High School offers an Extended Learning Opportunity (ELO), Tuesday through Friday, following 2nd block. Teachers are available to assist students who are struggling and to provide make-up work to students who have been absent. Students who are failing

classes are required to attend the ELO period until they raise their grade to a passing mark. All students are encouraged to take advantage of this extra help.

PARKING/DRIVING REGULATIONS



Students at Windsor High School have their own parking lot to the north of the school property. Students can apply for a parking permit in the main office and should display their parking tag while at school by hanging it on their rearview mirror. **Students should not park in the areas reserved for staff and visitors or at the district office.**

REPORTING ABSENCES

- A parent/guardian must call Windsor High School at **686-8105** (24-hour attendance line) within 24-hours of the absence with the reason for the absence.
- Absences that are unverified become unexcused absences the next school day.
- An 18-year-old student, who lives at home, does not have the privilege of excusing his or her own absences. The parent/guardian must excuse absences.
- Students who live on their own need to clear absences through a designated administrator.

PREARRANGED ABSENCES

If a student is knowingly going to be absent, the parent/guardian is responsible for notifying the school before the student misses class. The parent/guardian must report the absence in writing or by telephone, as listed above, or the absence will be considered “unexcused.”

The parent/guardian and student should consider carefully before deciding to participate in an activity, which necessitates the student being absent from school. However, when an absence is necessary, we strongly advise the student to:

1. Obtain a **Prearranged Absence Form** from the office and have a parent/guardian sign their permission.
2. Present the form to each teacher for a signature and assignments.
3. Obtain an administrator’s signature for approval.
4. Return the **Prearranged Absence Form** to the attendance office before leaving.

Many classroom experiences, such as films, special presentations, lab experiences, etc., cannot be duplicated. Make up work will never completely reconstruct missed experiences and interactions. School attendance is clearly the single most important determining factor in student achievement.

TECHNOLOGY ETIQUETTE

- ❖ If you wouldn’t say something to someone’s face, you shouldn’t text it, IM it or post it.
- ❖ Use social networks’ privacy setting so only your friends can see your stuff.
- ❖ Do not open an email from a stranger – it may contain viruses that can harm a computer.
- ❖ Do not send pictures to strangers or view pictures that strangers send to you.
- ❖ Passwords should be kept private.
- ❖ People aren’t necessarily who they say they are in cyberspace.
- ❖ Do not agree to meet a stranger anywhere.

- ❖ There is no such thing as “private” online. Anything posted can be seen by or forwarded to strangers, college admissions officers, and potential employers.
- ❖ Do not send embarrassing or cruel posts, no hate speech or groups, no compromising pictures that you would not want the whole world to see.
- ❖ Online cheating is still cheating. Flagging inappropriate content is not tattling – it’s keeping the Web a place where people want to hang out and where they can feel safe.
- ❖ When looking at information online, ask yourself “Who posted this, and why?” You should also think critically about your own posts. “Why am I posting this? Who will see it? Could it be misunderstood?”
- ❖ Just as you learn not to walk down dark alleys alone at night you need to know how to avoid creepy places online. And if you do venture there, unpleasant content or talk should get trashed immediately.



RESPECT

CHARACTERISTICS: REGARD AND EMPATHY FOR SELF, OTHERS AND LEARNING

Show how respectful you are by meeting these expectations.

In the classroom	Treat others the way you want to be treated, listen respectfully, be courteous and polite, use appropriate, positive language and volume
In the hallways, restrooms, cafeteria and common areas	Use appropriate language, maintain personal boundaries, accept differences and value diversity in others, use good manners, be courteous
In the parking lot	Park in designated areas, follow traffic/school laws and speed limits, be courteous
In using technology	Report any misuse of technology, accidental or intentional, accept consequences gracefully
During activities	Behave appropriately for the event you are attending, cheer positively for your school & peers, demonstrate good sportsmanship
Off campus	Foster & maintain good relationships with people from other schools, represent yourself positively while out in the community.

Students are expected to respect the rights of others and to conduct themselves in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process, and free from unnecessary disruptions.

All students should be able to come to Windsor High School with the feeling of being in a safe environment. Students should feel that they will not be harassed by other students and/or by employees of the school district.



Harassment is defined as:

1. Unwelcome touching, teasing, verbal, written or physical contacts of a sexual nature that may make a person feel uncomfortable, threatened, ridiculed or powerless.
2. Demeaning remarks made directly or indirectly, such as name-calling, racial slurs or “jokes”, or physically threatening or harming an individual on the basis of race, color, religion, national origin, sex, or disability.
3. Displaying visual or written material or defacing school property or materials to demean the race, color, religion, national origin, sex, or disability of an individual or group.
4. Damaging, defacing, or destroying private property of any person because of that person’s race, color, religion, national origin, sex, or disability.

STUDENT DRESS CODE

While in school and attending school sponsored events, your appearance should reflect good taste and decency. Clothing that is too revealing or contains references to alcohol or drugs can distract from or interfere with the instructional program or the image of Windsor High School.

- Students are not permitted to wear hats, bandanas or any other head covering, including having the hood up on a shirt or sweatshirt.
- Clothing must cover underwear, midriff, buttocks, lower back, and chest (covered when standing upright). Tank tops, spaghetti straps, or strapless tops are not allowed to be worn in school. Exposed back and low necklines are not acceptable for school.
- Clothing made of see through materials or torn clothing may not expose underwear, midriff, lower back, or chest.
- Short shorts and short skirts are not allowed in school during the school day. Skirts and shorts must be at least mid-thigh length.
- Clothing that displays profanity, gang references, sexual innuendoes, and drug, tobacco, or alcohol references will not be permitted.
- Any jewelry or accessories that could be used as a weapon will not be allowed (i.e. spikes, etc.).
- Clothing that is pre-approved for a school sport or organization will be allowed with administrative permission.



Students who choose to violate the dress code will be asked to turn their shirt inside out, put on other clothes, or take off the unacceptable item. If a student does not have a substitute item of clothing, one will be provided by Windsor High School. Failure to comply or multiple violations will result in disciplinary action.

ELECTRONIC DEVICES

Use of electronic devices in school is a privilege and will be allowed on a limited basis in the classroom at the discretion of the teacher. These devices can be disruptive and distracting in class. Electronic devices include cell phones, MP3 players, iPods, calculators used for gaming, etc. Violation of the district’s Acceptable Use Policy will result in the device being confiscated. Students may use these devices between classes and during lunch time.

EMAIL ETIQUETTE

- ❖ Always reread messages before sending them. Make sure the message says what you intend and cannot be misinterpreted.
- ❖ Grammar counts. Use correct spelling, grammar and punctuation in your emails. Always proofread and spell check
- ❖ Do not default to “Reply to All” unless your response pertains to the entire group. If your reply only pertains to the sender, click on “Reply.”
- ❖ When writing emails, spell everything correctly and fully; do not abbreviate. For example, do not use “lol”, “btw”, “jk”, or “rofl”.
- ❖ Do not forward hoaxes, funny emails or anything not related to school
- ❖ Make sure that your email message contains a subject line
- ❖ Do not write in CAPITALS as writing in all caps is viewed as yelling.
- ❖ Do not send emails containing gossip, racist, offensive or obscene remarks
- ❖ Flaming – sending an angry e-mail message – is always unacceptable
- ❖ Humor, sarcasm, or irony can easily be misinterpreted in an e-mail, where tone of voice is lost
- ❖ Mind your manners. Make requests politely. Say “please” and “thank you” when appropriate
- ❖ Never send anything by e-mail that you would not want made public. No e-mail is completely private and, even if you “delete” a message, a computer expert can probably retrieve it.



HOW DO I...

CHANGE MY ADDRESS?

You or your guardian can go online to change your address, phone number and other information within your Infinite Campus account.

REQUEST A CHANGE IN MY SCHEDULE?

Procedures:

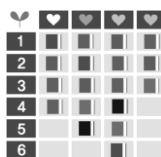
- Complete request form for schedule change (in Counseling Office)
- Return to your originally scheduled class
- You will be notified by the Counseling Office if your schedule change request was approved

Factors that will preclude schedule changes:

- You cannot move from a small class to a large class
- You cannot make requests to change teachers
- The change must be directly related to an educational or career decision

Factors that may warrant a schedule change:

- A schedule conflict (classes are offered at the same time)
- Missing a graduation requirement
- Necessary prerequisites are not satisfied
- The schedule is incomplete or there is an error in scheduling
- Adding an advanced course



The period for the processing of schedule changes at the beginning of a semester is limited to three (3) attendance days on the block schedule. After this period, students who choose to drop a class will receive a permanent failing grade on their transcript; however, the Principal or designee reserves the right to review extenuating circumstances when assigning this failing grade. When appropriate, a conference with an administrator, counselor, student, parent and teacher involved can be held prior to a schedule change.


PUT MONEY IN MY LUNCH ROOM ACCOUNT?

You can prepay money into your lunch room account by going to <https://www.mymealtime.com/signin.aspx>. You can also deposit money in the cafeteria. Any questions about cafeteria services can be answered by the food services staff at 686-8109.

Our school can offer meals free or at reduced price. Free and reduced-price meal applications are available in the school office, cafeteria, or the Nutrition Services Department. Only one application is required per family. Every district family is encouraged to complete and return an application.

GET INVOLVED IN CLUBS OR ATHLETICS?

Research shows that students who are involved in extracurricular activities have greater success in their academic endeavors. Here at WHS we offer a variety of school sponsored activities, clubs, and athletic programs. Student-led clubs may also be available.

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Cross Country	Basketball, Boys	Baseball
Football	Basketball, Girls	Golf, Girls
Golf, Boys	Swimming, Girls	Lacrosse, Boys
Soccer, Boys	Wrestling	Soccer, Girls
Softball		Swimming, Boys
Tennis, Boys		Tennis, Girls
Volleyball		Track

Cheerleading – Ms. Seaman

Drama Club – Ms. Estrada

Family, Career and Community Leaders of America (FCCLA) – Ms. Gleason, Ms. Clarke, or Ms. Francis

FFA – Ms. Spaur and Mr. Bessire

Future Business Leaders – Ms. Smith

Knowledge Bowl – Mr. Peterson and Ms. Pennington

National Honor Society – Ms. Rummel and Ms. Berry

Robotics Club – Mr. Kliever

Spanish Club – Ms. Cumings

Spirit/Dance – Ms. Liberty

Student Council - Ms. James and Ms. Aschliman

W-Club – Mr. Hilim and Ms. Cumings

Yearbook – Ms. Sutton

To join a club, contact the sponsor of that club and listen for announcements about meetings. Also ask about other student led organizations.

To participate in athletics, complete an athletic participation packet (available in the main office) and listen for announcements about meetings and tryouts.

GET A PARKING PERMIT?

Students can apply for a permit to park in the student parking lot by completing an application, which parents must sign, and returning the application to the main office. You must bring your current license and the registration for the vehicle you will be driving to the office as well.

TAKE PRESCRIPTION OR OVER-THE-COUNTER MEDICATIONS WHILE AT SCHOOL?

Students taking medication, prescribed or over the counter, during school hours must have a written order from their physician. All medications must be kept in the Health Room. Students who are ill must report to the Health Room **before** being excused to go home.

OFFICE HOURS - 7:30 a.m. to 4:00 p.m.

TELEPHONE NUMBERS

	Main Office	686-8100
Attendance	686-8105	
	Health Room	686-8112
	Counseling	686-8121

SOME IMPORTANT DATES

Aug. 14 ~ 1st Day of School

Dec. 19 ~ End of 1st Semester

May 21 ~ Last Day of School

May 24 ~ Graduation

School Song

“VICTORY”

Victory for Windsor High!

Victory for Corn and Wine!

Shout her praises ever,

Spirits daunted never;

Keep all standards high

Will be our cry!

Victory, for Wizards so bold!

To sportsmanship we'll ever hold!

So let us fight for right

To keep our record bright.

Three cheers for Windsor High!

Rah! Rah! Rah!

