



Show your **STAR** qualities every day!

GO WIZARDS!

All rules and recommendations listed in student handbook are subject to change based on circumstances related to the school's and district's response to COVID-19.

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.

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|---|---|
| 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. This includes lunch and after school activities. |

ACADEMIC INTEGRITY POLICY

Windsor High School expects all students to abide by ethical academic standards. The faculty and staff are committed to assisting students in avoiding accidental plagiarism and promoting ethical academic scholarship.

Students who cheat on assignments, tests, quizzes, and projects deny themselves the true opportunity of education – the opportunity to learn and think. Knowing how to learn and think critically are essential skills in a world beyond high school. Those who cheat risk damaging trust with their parents, teachers, and peers. Windsor High School faculty and staff encourages students to earn their grades through their own hard work and demonstration of skills in a world beyond high school.

Teachers expect students to research and find credible sources to support classroom learning and understanding. Ethical academic behavior demands students give credit to the original authors and ideas. Many assignments encourage students to work collaboratively to reach a deeper understanding of the skill and task at hand. Ethical academic behavior demands students know and respect the times in which assignments are individual in nature and thus individually demonstrate the skills and knowledge being assessed.

Plagiarism is a form of literary theft through stealing and passing off someone else's ideas and words as one's own. To avoid plagiarism, be sure to use quotation marks around phrases and sentences that are copied word for word from another source. When using someone else's ideas, credit should also be given to the original source material.

Cheating includes, but is not limited to, turning in an assignment, project, test, or other academic product which is the result of copying someone else's work so that person can

copy from you. To avoid this, do not copy another student's work, or lend your work to someone else either in hard copy or digitally.

Unethical Academic Conduct includes situations in which students take a picture of another student's answers or a picture of an answer key. This is especially harmful if that picture is distributed to other students in an effort to assist others in gaining answers to questions.

Prevention: In addition to faculty and staff, students may want to use online resources to help prevent accidental plagiarism. Resources include the Online Writing Lab (OWL) at Purdue University and services such as "Citation Machine" when used with a critical lens to ensure accuracy.

Violations of ethical academic behavior are serious. A teacher suspecting a violation of this policy should consult with administration to determine next steps. Consequences could include, but are not limited to, being asked to redo the assignment, receiving reduced or no credit for a portion or all of the assignment and parent/guardian contact. Continued violations, regardless in which class the violation occurs, could include a suspension from class/school or a student being dropped from a course with a failing grade. Violations may also result in a student being denied admission or admission being revoked from academic honors, including National Honor Society, academic lettering and graduation honors. All academic and disciplinary actions will result after consultation and final administration approval and an opportunity for the student to have due process, and documentation in the student's discipline record.

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 academic building and the activities building. The school and district are not responsible for lost or damaged property.

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. Spaces are limited and are available on a first come first serve basis. **Students should not park in the areas reserved for staff and visitors or at the district office.**

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.

ACCOUNTABILITY

CHARACTERISTICS: PROACTIVE AND RESPONSIBLE FOR ALL ACTIONS AND CHOICES

Show how accountable you are by meeting these expectations.

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| 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; This is <u>your</u> school, clean up after yourself <u>and others</u> . |
| 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 your ID and keep it on your phone - \$5 replacement fee.

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. Students are responsible to check with teachers and check the teacher's website for assignments.

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.

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.
- If you need to take your child out of school for an appointment during the day, call the attendance line and a pass will be delivered to them and they will be released from class.
- 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/active participation are some of the most important factors in determining student achievement.

TECHNOLOGY ETIQUETTE

- ❖ If you wouldn’t say something to someone’s face, you shouldn’t text it, IM it or post it on social media. Anything posted on social media could potentially be used in a disciplinary situation or have legal implications.
- ❖ Frequently check your social networks’ privacy setting so only your friends can see what you post.
- ❖ 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.

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| 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 (based on race, color, religion, national origin, sex, sexual orientation, gender identity or disability) 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.
3. Displaying visual or written material or defacing school property.
4. Damaging, defacing, or destroying private property of any person.

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.

- Due to safety and security students are not permitted to wear hats or bandanas, including having the hood up on a shirt or sweatshirt.
- Clothing must cover underwear, midriff, buttocks, lower back, and chest (covered when standing upright). 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. Skirts and shorts must be at least mid-thigh length.
- Clothing that displays profanity, gang references, sexual innuendos, 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.
- Shoes must be worn at all times.

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, otherwise students must call parents to bring clothing to the school or be sent home. Failure to comply or multiple violations may result in disciplinary action.

ELECTRONIC DEVICES

Use of personal electronic devices is often encouraged in classrooms to enhance the learning process. Electronic devices will be used at the discretion of the teacher and must not be disruptive to the class. Appropriate use is imperative, violation of the district's Acceptable Use Policy will result in the device being confiscated by a teacher/administrator.

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.

- ❖ 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:

- Check with the Counseling Office at the beginning of each semester for the process and procedure of obtaining a schedule change.

Factors which 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 a college course (juniors and seniors).
- The change is directly related to an educational or career decision, and be in line with your plan of study on your ICAP (Individual Career and Academic Plan).

The period for the processing of schedule changes at the beginning of a semester is limited to one week. 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 the administration, counselor, student, parent and teacher involved may be held prior to a schedule change.

PUT MONEY IN MY LUNCH ACCOUNT?

You can prepay money into your lunch account by going to <https://www.myschoolbucks.com>. 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 a 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 | Unified Basketball | Swimming, Boys |
| Tennis, Boys | | Tennis, Girls |
| Volleyball | | Track |

YEAR ROUND

Cheerleading
Spirit/Dance

CLUBS

| | | | |
|---|------------------------------------|------------------------|--------------------|
| Bio Club | FFA | Knowledge Bowl | Student Council |
| Calm Mind Club | Future Business Leaders of America | National Honor Society | Weightlifting Club |
| Drama Club | Interact Club | Robotics Club | Winter Guard |
| Family, Career and Community Leaders of America (FCCLA) | Key Club | Spanish Club | Yearbook |

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 athletics office) and listen for announcements about meetings and tryouts.

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

Students may carry and self-administer any over the counter medication and most medications prescribed to them by a physician.

- Students may only carry a single day's dose of their medication (Multi dose inhalers or insulin pumps are the only exceptions)
- Medications must be in the original packaging or prescription bottle
- Students may not share medications with their peers
- Students must come to the health office if they have any questions or problems with their medications or health concerns
- Parents must complete the medication section in the Online Registration Process, "Annual Family Check-in", through the Parent Portal for either over the counter or prescription medications routinely taken by the student OR notify the health office directly.

Students with a prescription for an ADHD medication or a controlled substance, those medications will need to be kept in the health office, and be administered by staff. Please call your school's health office for the appropriate paperwork for these types of prescription medications.

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
Transportation 686-8060
School Website www.whs.weldre4.org

SOME IMPORTANT DATES

Aug. 12 ~ 1st Day of School
Dec. 18 ~ End of 1st Semester
May 20 ~ Last Day of School
May 23 ~ 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 the right
To keep our record bright.
Three cheers for Windsor High!**



Weld County School District RE-4 is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and disability in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973. Any person who has a question, concern or complaint related to the District's non-discrimination policies and/or its efforts to ensure equal educational opportunities should contact one of the District's designated non-discrimination/equal opportunity compliance officers. For student related inquires, including complaints of discrimination or harassment in violation of the ADA, Section 504 and/or Title IX, please contact: Director of Exceptional Student Services, 1020 Main Street, Windsor, CO 80550, [970-686-8000](tel:970-686-8000), jonpaul.burden@weldre4.org. For employment-related inquires, including complaints of discrimination or harassment in violation of the ADA, Section 504 and/or Title IX, please contact: Director of Employee and Business Services, 1020 Main Street, Windsor, CO 80550, [970-686-8000](tel:970-686-8000), nikki.schmidt@weldre4.org or the Office of Civil Rights, U.S. Department of Education, Region VIII, Federal Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado, [\(303\) 844-5695](tel:303-844-5695).