Student Handbook
2026 - 2027



Windsor Academy
4150 Jones Road
Macon, GA 31216
(478) 781-1621
Head of School: Jimmy Watts

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Windsor Academy's Vision and Mission Statement

Vision

To provide students of Windsor Academy with the highest quality of education that generates a sense of pride in accomplishment and encourages a desire to exceed expectations.

Mission

To consistently enhance the educational process of Windsor Academy, recognizing the importance of quality academics, yet ensuring the social and athletic activities, and create an environment of excellence toward a valued success of individuals.

Accreditation and Membership

Windsor Academy meets all the necessary standards in grades K3 - 12 and is fully accredited by the Southern Association of Independent Schools (SAIS). Windsor Academy is a member of the Georgia Independent School Association (GISA).

Notice of Student Nondiscriminatory Policy

Windsor Academy admits students of any race, color, religion and national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Philosophy and Statement of Academic Goals

We believe that education is important to any modern society. In a society such as ours, it should be dedicated to the worth of the individual and committed to nurturing free, responsible men and women. We wish all our youth to be worthy of this free society which is ours and to be capable of contributing to and strengthening it, for the value of all our lives depends upon educated men and women at every level of society.

It is our desire to develop a program in which each student can achieve his or her potential. This is essential to our national life as well as to the individual fulfillment of those students for whom we are responsible.

We believe our responsibility as educators at Windsor Academy is to provide developmental curriculum experiences for all ages in all areas of learning. Our developmental goals for students include helping them to do the following:

1. Acquire basic academic skills in the educational process.
2. Develop and maintain good physical, mental and emotional health
3. Grow in their understanding, love and appreciation of their rights and duties as citizens of a free, democratic society.
4. Know what is conducive to a good family life and develop attitudes and skills needed to create better family living.
5. Understand the methods of science regarding man and his universe.
6. To evaluate, purchase and use goods and services intelligently with understanding for economic values.
7. To use leisure time wisely and to balance work with pleasure.
8. Develop a respect for all people, to gain a solid moral and ethical foundation, and to live cooperatively with others.
9. To think rationally, express thoughts clearly, and to read and listen with understanding.

Our instructional methods and approaches must reflect the changing dynamics and realities of society so that our students can become functioning individuals in a democratic society.

Right to Amend

Windsor Academy reserves the right to modify, amend, or update the policies and procedures outlined in this Student Handbook at any time as deemed necessary by the administration.

Alma Mater

By Mrs. Linda Moore

In the heart of Middle Georgia
Stands a dream come true,
A school whose founders had a purpose,
Learning to pursue.

Alma Mater, now and ever,
Independent, free.
Hail to thee, our Alma Mater
Windsor Academy.

Hearts and minds united ever,
Stand for truth and right.
Hail to thee, our Alma Mater
Hail the Blue and White.

Alma Mater, now and ever,
Independent, free.
Hail to thee, our Alma Mater
Windsor Academy.

Absences and Attendance

Parents should notify the school office by 9:00 a.m. to report their child's absence. The school phone number is 478-781-1621. Student attendance is critical to the attainment of high academic expectations and efficient use of time. School attendance is the responsibility of both parents and students. It is the responsibility of the student to make up any schoolwork missed. All missed work must be made up within the timeframe allotted by the teacher for excused absences only. Students with unexcused absences will not be allowed to make up missed assignments, including tests and quizzes.

Both excused absences and unexcused absences are counted and will be reported as absences on the report card. Written notice from parent/guardian or physician should be brought to the office for an excused absence within two school days after being absent. Parents should keep a copy of excused absences in case an appeal needs to be made for excessive absences.

Excused absences are for the following reasons only:

1. Personal illness
2. Doctor's appointment
3. Family emergency
4. Hazardous weather conditions which could endanger a student's health or safety
5. Other circumstances individually approved by the administration

For personal illnesses or family emergencies, it is the parent's responsibility to inform the school upon the return of the student. For doctor's appointments, the student or parent must provide a note from the physician excusing the student's absence.

Unexcused absences are defined as absences that do not meet Windsor Academy's definition of a valid reason for the child not to attend school.

Students are not counted absent while attending school functions or when they are on a college visit. It is the responsibility of the student to make up any work missed due to any school activity and will be due at the individual teacher's discretion.

The school year consists of 170 school days. The maximum number of days a student may miss in any class is 19 days. 20 or more absences in a regular class/subject will result in failure for that class.

Each teacher reports student absences in their individual classes. These absences will show up on the report card every nine weeks. It is the parent's responsibility to take note of their child's absences.

A student striving for perfect attendance will be allowed two excused tardies for the year and must attend school for four classes each school day.

Test Exemptions

Every student is required to take midterm exams at the end of the first semester. However, students may exempt their final exam at the end of the second semester if they meet the following conditions:

1. Have a 90 average in their 3rd and 4th term grades
2. Have less than 20 absences for the school year

Check-Out Procedures

Any student leaving school early must check out through the office by any one of the following procedures:

1. A written notice, with reason for the early dismissal, from a parent/guardian must be presented to the office before 9 a.m. to receive an early dismissal slip. Checking out of school must meet the same criteria of absences to be excused.
2. Parents may come to the front office and check-out students.

In all cases, the student must check-in and check-out through the front office.

If a student signs out early, they may not be readmitted to the school building without a written doctor's note or prior approval from administration.

If a student becomes ill at school, they must go to the front office and a phone call will be made to the parents to obtain permission for the student to leave school. No one other than a parent may give permission for a student to leave school unless a note is on file in the office from the parents giving permission for someone else to check their child out. Identification may be requested from the front office from anyone signing a student out of school.

Students must attend a minimum of one-half of their classes of the day to participate in that day's extracurricular activities.

Tardiness

A student is considered tardy if they are not in class when the class begins according to the bell schedule. Students must sign in at the front office if arriving at school tardy. For every three tardies a student receives, an absence will be awarded for that class. In addition, a student will receive detention for every three unexcused tardies. Students who are habitually tardy are subject to suspension in accordance with the school policy.

Daily Bell Schedule

Class	Standard	Morning	Afternoon
1st Period	8:00 - 8:50	8:00 - 8:45	8:00 - 8:45
Homeroom	8:55 - 9:05	8:50 - 9:00	8:50 - 9:00
Middle School Break	9:05 - 9:15	9:00 - 9:10	9:00 - 9:10
2nd Period (8 - 12)	9:10 - 10:00	9:05 - 9:50	9:05 - 9:50
2nd Period (M.S.)	9:20 - 10:10	9:15 - 10:00	9:15 - 10:00
High School Break	10:00 - 10:10	9:50 - 10:00	9:50 - 10:00
Morning Activity Period	N/A	10:05 - 10:35	N/A
3rd Period	10:15 - 11:05	10:40 - 11:25	10:05 - 10:50
4th Period	11:10 - 12:00	11:30 - 12:15	10:55 - 11:40
1st Lunch	12:00 - 12:25	12:15 - 12:40	11:40 - 12:05
5th Period (2nd Lunch)	12:05 - 12:55	12:20 - 1:05	11:45 - 12:30
5th Period (1st Lunch)	12:30 - 1:20	12:45 - 1:30	12:10 - 12:55
2nd Lunch	12:55 - 1:20	1:05 - 1:30	12:30 - 12:55
6th Period	1:25 - 2:15	1:35 - 2:20	1:00 - 1:45
7th Period	2:20 - 3:10	2:25 - 3:10	1:50 - 2:35
Afternoon Activity Period	N/A	N/A	2:35 - 3:10

Academic and Conduct Grades

Academic Grades:

A: 90 - 100 B: 80 - 89
C: 70 - 79 F: Below 70

Conduct Grades

E - Excellent G - Good S - Satisfactory U - Unsatisfactory

To be promoted to the next grade, a student must have the following credits:

Sophomore - 5
Junior - 11
Senior - 17

Exam Schedule

All students in grades 5 - 12 will take mid-term examinations. For mid-term and final exams, the school day will be from 8:30 am - 12:00 pm (excluding the 1st Day). The schedule will be as follows:

1st Day - 7th period followed by a full day schedule
2nd Day - 1st and 3rd period
3rd Day - 2nd and 4th period
4th Day - 5th and 6th period

Middle and high school students report only for their required test periods except the first day which will be a full day of school.

Graduation Requirements

All candidates for graduation may participate in the Baccalaureate Service. To receive a diploma, in the Graduation or Commencement Exercise, students must have earned 23 credits prior to graduation.

To participate in the Graduation or Commencement Exercise, students must meet the following requirements:

1. Complete the required 40 hours of community service.
2. All debts must be paid prior to graduation. These may include tuition, class dues, book fees, damaged or lost books, lunchroom debts, transcript fees and library fines.
3. All athletic uniforms must be returned.
4. Senior clearance forms must be returned to the counselor's office.

Grade Point Average (GPA) Calculations and Class Rank

Awarding Class Credit

Class credit is awarded for classes that meet the requirements set forth by the Board of Regents of the University System of Georgia. Credits are based on the Carnegie Unit. One Carnegie Unit represents one full-year class. One-half (.5) Carnegie Unit represents one semester's work in a subject. Credit is not awarded for classes in which a student earns a failing grade. The grading scale is as follows:

A: 90 - 100
B: 80 - 89
C: 70 - 79
F: Below 70

Grade Point Average Calculation

The Windsor Academy Grade Point Average System reports two different types of GPA's: Weighted Cumulative GPA and Unweighted Cumulative GPA. Both GPAs are calculated by assigning each letter grade a number value. The total sum of grade points is divided by the number of classes taken. The grade weighting policy assigns different grade points for classes labeled as Honors or College Dual-Enrollment. Honors classes receive an extra .5 grade point and college/AP courses receive 1 extra point. Weighted grade points are assigned to the letter grades A, B, or C only. This practice results in what is known as a weighted GPA. All classes

during the student's high school career, starting in the ninth-grade classes, are included. The student's cumulative GPA is what is used to determine Valedictorian and Salutatorian.

An example of the GPA calculation is as follows:

Grades	Performance	Unweighted Grade Points	Weighted Honors Grade Points	Weighted AP Grade Points	Weighted College Course Grade Points/Dual Enrollment
A	Excellent	4	4.5	5	5
B	Above Average	3	3.5	4	4
C	Average	2	2.5	3	3
F	Failing	0	0	0	0

Honor Graduates

Honor graduates are not determined by GPA, but by the student's overall average for all four years of high school. Students with a cumulative average of 90 or higher will be recognized as honor graduates. Please note that the calculation for valedictorian, salutatorian, and honor graduates includes all core subjects through the progress reports of the final nine weeks of the senior year.

Academic

At the end of the progress reporting period and at the end of each grade reporting period, teachers are required to notify the Head of School if any student is currently failing their class.

If a student is failing 2 or more courses at the end of the first semester of the school year, they will be placed on academic probation. There will also be a mandatory conference between the counselor, teachers of subjects failed, parents and the student to determine a plan of action.

It should be noted that failing a class will jeopardize a student's ability to participate in a Georgia Independent Athletic Association (GIAA) sport or event during the next semester.

Dropping/Adding Courses

A student who wishes to drop or add a course must request a schedule change within the first five class days of the course. In all cases, administration approval is required.

Community Service

A total of 40 hours of community service is required for graduation (up to 10 hours may be earned volunteering on Windsor Academy's campus). The volunteer service must be in accordance with the following guidelines:

1. Must serve a non-profit organization with written proof.
2. May not volunteer services in connection with family employment or business.
3. Each student is responsible for planning his or her services and contacting potential agencies to serve.
4. Hours of service must be verified by someone in the agency that the student is volunteering for.
5. Students will not graduate until all hours have been approved and completed.
6. Students may begin volunteer work during the summer prior to the beginning of their 9th grade year.
7. Each student shall have 40 hours completed by the end of the third nine weeks of their senior year.
8. Students are expected to report when scheduled. Failure to do so reflects on our school. If you cannot report on a particular day, you must find someone to work at the scheduled time.

Athletics

Windsor Academy provides a full athletic program with qualified coaches. Our school colors are white, gray, and royal blue, and our school nickname is "The Knights." We are a member of the Georgia Independent Athletic Association (GIAA), and we participate in the following sports: baseball, basketball, cheerleading, football, golf, girls' soccer, softball, swim, tennis, and track. All athletic practice is conducted after the completion of six periods of academic instruction.

Eligibility for participation for grades 5 - 12 is based on parental permission for each sport, a physical examination each year, and successful completion with a passing grade of a minimum of four academic courses. For eligibility to participate in extracurricular activities and events, a student must have passed five-unit subjects or their equivalent the previous semester immediately preceding participation. Two units must be in the following subject areas: English, Science, Social Studies, Mathematics, or Business Education.

Student Eligibility: A student who is enrolled at one GIAA Interscholastic School cannot participate on a competitive team at another GIAA Interscholastic School. Note: Heads of School, believing an exception is justified, can appeal to the Appeals Board.

School Spirit

School spirit is a feeling of loyalty to our school. It accompanies every phase of school activities, whether it is sports, academic contests, or daily schoolwork. School spirit is a joint effort that unifies students and gives them a common sense of purpose. Being a student at Windsor Academy makes you part of the Windsor family that began in 1970 and will continue throughout your life. We are glad you are now a part of what makes us whole.

Discipline

Discipline will be administered primarily by the school administrators. Records will be kept online through RenWeb.

The total discipline history of a student will be considered when dealing with any discipline issue.

Disciplinary Procedures

In accordance with the disciplinary procedures of Windsor Academy, this listing of offenses and required or recommended disciplinary consequences is submitted for the information of school personnel, students, and parents. Disciplinary action will include appropriate hearings and reviews. In all cases, the rights of everyone will be insured and protected. In the case of multiple offenses, the disciplinary action taken will be for the most serious offense charged.

Minor Infractions

1. Driving To and From School – Vehicles are to be parked in the designated areas and operated in accordance with state and local laws, common rules of courtesy, and consideration for others. There is a 5 MPH limit in the parking lot. Students are encouraged to always drive carefully. Improper riding will not be tolerated. When students enter the parking lot or school grounds in the morning, they may not leave campus unless they have prior approval from administration. Students are not allowed to run errands or to leave school without permission from the office.

Loud blaring radios and racing car engines are extremely inconsiderate and will not be tolerated. Radio should be turned down to a low volume on campus. Students are not to sit in or on parked cars, nor congregate in the parking area during any part of the school day. Any misbehavior with a vehicle may result in the suspension of a student's right to drive on campus.

2. Hats and Hoods – Hats and hoods are not to be worn by students inside the school building. Students who bring hats to school to wear before or after school should keep them in their book bags, vehicles, or lockers.

3. Personal Displays of Affection – There shall be no physical contact (handholding, hugging, kissing, arms around each other) between students at any time on the school campus during the school day.

4. Tardiness – A student is considered tardy if they are not in class when the class begins according to the bell schedule.

5. Inappropriate Language – The use of inappropriate language may result in detention or suspension.

6. Classroom Disturbances – Disruption of learning for other members of the class will result in the student's immediate removal from that class and submission of disciplinary referral for administration review. Continued disruption of class or threatening the safety of other students and/or teachers will result in three days out-of-school suspension.

7. Dress Code – When a student has violated dress code policies, the following disciplinary actions will be taken:
    a. 1st Offense – Detention/Warning
    b. 2nd Offense – Two days of detention
    c. 3rd Offense – Three days of detention
    d. 4th Offense – One day of ISS
    e. Each additional violation following the 4th offense will result in an additional day of ISS

Major Infractions

1. Illegal Drugs – The use, possession, or sale of alcohol or being under the influence of alcohol or other illegal drugs or any chemical substance, including look-alike drugs, on campus or during any school function is prohibited. Any off-campus activities involving the use of drugs or alcohol that brings discredit to the school may be grounds for dismissal from Windsor Academy.

   If a student is in possession of alcohol, regardless of whether using it or not using it, they will receive up to a five day suspension for the first offense. The second offense will result in permanent expulsion.

2. Bullying, Threatening Remarks, Hazing, or Intentional Infliction of Extreme Emotional Harm – No one may interfere with another's emotional well-being as this affects an individual's ability to learn. Bullying is the act of intimidating or maliciously teasing another. Some examples of bullying include, but aren't limited to: unwanted touching, pushing, tripping, or restraining others. More examples include destroying, defacing, or hiding another person's property, or verbal abuse of any kind. Hazing is similar to bullying, but it normally involves two or more students placing a student in a humiliating position through verbal or physical intimidation.

   Cyberbullying is a form of bullying or harassment using electronic means and will not be tolerated. Cyberbullying that occurs off-campus may result in disciplinary action at school.

   Please note that the impact of the initiator's behavior, not the initiator's intent, determines whether a violation has occurred. Any bystander who encourages acts of bullying or hazing, including cyberbullying, may also be held accountable for those actions. Students should be aware that when one has an unequal relationship with others based upon age, status, or physical size, the importance of treating others with dignity and respect is even greater.

   Bullying at school will not be tolerated and could result in suspension or expulsion. Each incident will be investigated by the administration to decide on suspension(s). Repeated violations will result in expulsion.

3. Plagiarism and Academic Dishonesty – Any student giving or receiving any unauthorized help on any assignment (homework, classwork, test, quiz, essay, exam or project) will receive a "0" on the assignment. Each instance will be considered on a case-by-case basis, and may result in in-school suspension, out-of-school suspension, and possible expulsion.

   Unauthorized use of artificial intelligence (AI) tools, such as ChatGPT, is considered Academic Dishonesty and students will be subject to disciplinary action.

4. Defiance and Disrespect – Any student willfully demonstrating defiance or disrespect to any school employee may receive out-of-school suspension or expulsion. All incidents will be handled on a case-by-case basis.

5. Forgery – Forging grades on report cards, progress reports, weekly progress reports, school assignments, or other documents will result in an automatic one day suspension for the first offense, three day suspension for the second offense, and expulsion for the third offense. Forging a teacher's, administrator's, parent's or guardian's signature on any school or official document or student paper will also result in a one day suspension for the first offense, three day suspension for the second offense, and expulsion for the third offense.

6. Profanity Directed at Faculty or Staff Member – Any profanity or inappropriate language directed to a faculty or staff member of Windsor Academy will carry an automatic three day suspension on the first offense.

7. Theft or Vandalism – A student caught stealing or vandalizing school property or personal property of other students or teachers will be suspended and restitution will be made. The student will receive up to five days suspension or expulsion.

8. Tobacco and Vape Use – The use and/or possession of tobacco or vapes of any kind are not allowed at any school activity on or off campus. If a student violates this policy, the punishment is as follows:

   1st Violation – One day out-of-school suspension
   2nd Violation – Three days out-of-school suspension
   3rd Violation – Permanent expulsion from Windsor Academy

9. Skipping (Truancy) – Students who are caught skipping on campus will be given an automatic one day out-of-school suspension. Students who are truant off campus will be given a three day out-of-school suspension.

10. Weapons – Weapons are defined as any type of guns, knives, firecrackers, smoke bombs, lighters, matches, odor causing materials or substance, or any instrument capable of inflicting bodily injury. Possession or use of the aforementioned weapons and/or substances and materials will result in an automatic three day out-of-school suspension or expulsion.

11. Fighting – Fighting at school will not be tolerated and could result in suspension or expulsion. Each incident will be investigated by the administration to decide on punishment. Repeated violations will result in expulsion.

12. Racially Motivated Offenses - Any behavior or action that discriminates, harasses, intimidates, or targets an individual or group based on their race, ethnicity, or national origin will not be tolerated. Each incident will be investigated by the administration to decide on punishment. Repeated violations may result in expulsion.

Demerit System Guidelines

Detention – 1 demerit per day of detention
In-School Suspension (ISS) – 3 demerits per day of ISS
Out-of-School Suspension (OSS) – 5 demerits per day of OSS

For students in grades 5th - 8th

If a student receives 35 demerits in a single school year, they will be permanently expelled from Windsor Academy

If a student receives 75 demerits during this grade range period, they will be permanently expelled from Windsor Academy

For students in grades 9th - 12th

If a student receives 30 demerits in a single school year, they will be permanently expelled from Windsor Academy

If a student receives 70 demerits during this grade range period, they will be permanently expelled from Windsor Academy

Detention

Detention will be one hour after school on Tuesday and/or Thursday. Students will receive prior notice of at least one day when issued detention. The first time a student fails to attend detention for disciplinary action, they will receive an additional day of detention. Further offenses may result in in-school-suspension.

When a student reaches their fifth day of detention, they will receive one day in-school-suspension. When a student reaches their tenth day of detention, they will receive two days out-of-school-suspension. Parents will be notified after a student receives detention and upon an excessive number of disciplinary points.

Suspension

A student who has received in-school-suspension may receive full credit for all completed assignments given to them by their teacher during the time of their suspension so long as they meet the standards set forth by each teacher. The student's class assignments will be sent to ISS for the student to complete. Students will not be allowed to return to class until all assignments are completed to the satisfaction of the administration. Tests or quizzes administered during a student's time in ISS may be administered to the student at a time convenient to the teacher. All students who have to make up a test or quiz due to ISS will lose one letter grade (10 points).

A student who has received out-of-school suspension may receive a "0" on all assignments assigned during their suspension, including tests, mid-term exams and final exams.

Discredit Clause

Windsor Academy reserves the right to discipline or dismiss any student who is involved on or off campus in an activity that causes any negative reflection on the school. Any student found to be involved in any illegal activity can be dismissed from Windsor Academy.

Personal Electronics Use Policy

To maintain a focused and distraction-free learning environment, students are not permitted to use or wear personal electronic devices during the school day (8:00 am - 3:10 pm). This includes, but is not limited to, cell phones, smart watches, earbuds, headphones, tablets and gaming devices.

Cell Phone Policy

In order to promote a focused and distraction-free learning environment, Windsor Academy has adopted the following cell phone policy for all students in grades 5th - 12th:

Daily Collection

- All students are required to turn in their cell phones to their 1st period teacher at the start of each school day
- Teachers will secure phones in a designated area behind their desk to ensure safekeeping
- Students who leave school early for any reason must retrieve their phone between class periods prior to departure

Medical Exceptions

- Students who require the use of a phone for documented medical reasons (e.g., monitoring blood sugar for diabetes) must:
    - Inform school administration and provide medical documentation
    - Turn their phone in at the beginning of each class period to their teacher for safekeeping
    - Access their phone only under teacher supervision or as medically necessary

Violations and Consequences

- If a student is found in possession of a phone during the school day (outside of approved medical use), the phone will be confiscated and turned in to the front office
- A parent conference, either in-person or via phone, must occur before the phone is returned and to address the violation
- Subsequent violations will result in three (3) days of in-school-school suspension followed by three (3) days of out-of-school suspension

We appreciate the cooperation of students and families in helping maintain an environment that prioritizes academic focus and respectful use of technology.

Internet Intended Use Policy

Internet access at Windsor Academy is intended for educational purposes and school-approved activities. Students are expected to use the internet responsibly and follow all directions given by teachers and school administration. This policy applies to school-owned devices and to personal devices used on campus or during school functions, regardless of the internet connection used.

Students are not permitted to access websites, applications, or other online content that is inappropriate for the school setting. This includes, but is not limited to, obscene or sexually

explicit material; gambling websites or applications; content that promotes violence, self-harm, or illegal activity; content that threatens, harasses, or discriminates against others; and random or anonymous chat or video services that connect students with strangers. Access to such material for a legitimate instructional purpose requires prior approval from school administration. Noneducational activities may only be accessed with permission from a teacher or school administration. A website being accessible does not mean that students have permission to use it.

Students may not bypass or attempt to bypass the school's internet filters, firewall, or other technology restrictions without prior approval from school administration. This includes, but is not limited to, the use of virtual private networks (VPNs), proxy websites or servers, browser extensions, alternate network settings, or personal hotspots to access restricted content. Providing other students with tools, links, or instructions to bypass these restrictions is also prohibited. Students who need access to a blocked website for a class assignment must request assistance from their teacher.

Each incident will be investigated by the administration to decide on punishment. Consequences will be determined by the nature of the website or content accessed, the student's intent, the severity of the offense, any involvement of other students, and the student's total discipline history. Bypassing school restrictions is a violation of this policy regardless of the content accessed. Accessing obscene or sexually explicit material or engaging in unsafe communication may result in more serious consequences than other unauthorized internet use.

Violations may result in restriction or loss of technology privileges, detention, in-school suspension, out-of-school suspension, or expulsion, as determined by school administration. Demerits will be assigned in accordance with the Demerit System Guidelines.

Students who accidentally encounter inappropriate content are expected to close it immediately and notify a teacher or school administrator. Accidental exposure that is promptly reported will be distinguished from intentional access, continued viewing, or sharing of inappropriate content

Conduct at School Events

As a member of the Georgia Independent Athletic Association (GIAA), Windsor Academy must adhere to their rules and regulations. One such rule is the following GIAA Sportsmanship Statement:

"The GIAA encourages and promotes sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner.

Disruptive behavior of any kind, including but not limited to protests, demonstrations, profanity, racial, ethnic, or sexist comments, or other intimidating actions, will not be tolerated and may be grounds for removal from the event."

In addition to the above statement, Windsor Academy does not allow any profanity by student-athletes, coaches, parents, and spectators while on campus. Furthermore, alcohol and tobacco are not permitted on campus at any time. Anyone using these drugs, or any illegal drugs, on campus or under the influence of any drugs will be asked to leave the campus immediately. Violations of this policy may result in the person being banned from attending any future Windsor Academy event.

Drug Testing Policy

Windsor Academy employs random drug testing for illegal substances for students in grades 5th - 12th. Also, random searches may be conducted at any time to include student clothing, book bags, gym bags, purses, lockers, vehicles or any other personal belongings. The use, possession, or sale of any illegal drug on campus or during any school function is prohibited.

If a random drug test on a student results in a positive result, they will be suspended for five days (the student will be allowed to make up the work missed and not receive zeros). The student will be tested for the next three consecutive months at Macon Occupational at the expense of the parents or guardian of the student and the student must pass each test. If the student fails any of the three tests or any test within the next two years, the student will be expelled.

The first violation will result in a five day suspension; the second offense will result in permanent expulsion. In addition to the five day suspension, the student will be required to enroll in a drug counseling/therapy program at the expense of the parent/guardian. Upon completion of the program, the student will be tested for the next three consecutive months at Macon Occupational at the expense of the parents or guardian of the student.

If a student voluntarily comes to the Head of School and admits that they have a drug problem, they will be tested at Macon Occupational. If the student fails the drug test, they will be required to enroll in a drug counseling/therapy program, and, upon completion of the program, they will be tested for the next three consecutive months at Macon Occupational at the expense of the parents or guardian of the student. The student must pass each test. If the student fails any of the three subsequent drug tests, or any tests within the next two school years, the student will be expelled from Windsor Academy.

If a student is suspected of being under the influence of drugs because of uncharacteristic or erratic behavior while on the school grounds, their parents will be contacted by the Windsor

Academy administration and asked to come to the school immediately for a meeting. If the parents refuse to come to the meeting, the school will have the student taken to an approved testing facility for drug testing. If the student fails this drug test, they will be removed from Windsor Academy for the remainder of the school year. They will be required to pass three random drug tests during the next school year; if the student fails any of these drug tests or any tests within the next two years, the student will be permanently expelled from Windsor Academy.

For the parents who come to the meeting, they will be given the school's reasons for the concern or suspicion and asked to have a drug screen administered to their child by Macon Occupational. If the drug screen comes back negative, the school will pay for it; if the results are positive, the parent/guardian will be responsible for the cost. If the test comes back positive, the steps mentioned above for a failed voluntary drug test will apply.

Sexual Harassment Policy

Every student and staff member have the right to be treated with respect, and have the right to come to school each day without fear of sexual harassment or humiliation.

Sexual harassment refers to actions of a sexual nature, either physical or verbal, which are unwelcome and inappropriate, which have the effect of demeaning and degrading the person to whom the actions are directed, and which create for that person an atmosphere of anxiety and fear.

Sexual harassment is not about intimacy or even ultimately about sex; rather, sexual harasment is about power, using sexual intimidation (verbal or physical) to exert power over someone else, and it can have the effect of degrading and/or humiliating its victims.

The recipient of sexual harassment has options available:

A. The recipient may go to any Windsor Academy faculty member to report the harassment. In such instances, the faculty member must report the matter to an appropriate administrator.
B. The recipient may go directly to the school's administration.

At the discretion of the Head of School, students found guilty of sexual harassment would face a disciplinary consequence proportionate to the offense. Such consequences could range from counseling with the offending student to expulsion. All disciplinary matters involving a faculty/staff member shall be handled by the Head of School. Sexual harassment of a student by an adult is a serious matter and could result in the loss of employment and possible civil/criminal proceedings.

Windsor Academy Dress Code

Standard Dress Code shall include:

a. Windsor polo-style shirt with approved embroidery (royal blue, white, gray, or black)
b. Khaki or navy-blue uniform-style pants, shorts, or skorts
    i. Tight-fitting or denim-style pants are not allowed
    ii. All shorts and skirts must be no higher than three inches above the knee
c. Skirts may not have slits
d. All shoes must be closed-toe and have a back that covers the heel of the foot
e. All outerwear (excluding heavy jackets and raincoats that zip the full length) must have the Windsor Academy logo
f. Windsor lettermen jackets or Windsor-issued athletic jackets are permitted
g. Boys must wear a belt
    i. K3–K5 boys should wear elastic-style pants with no belt loops
h. Middle and high school boys must always have their shirts tucked in
i. Bottom garments must be worn at the top of the natural waistline
j. Student IDs must be displayed at all times
k. Tattoos:
    i. Visible tattoos are permitted only on the arms and legs
    ii. Tattoos on the face, neck, or other visible areas are not allowed and must remain covered at all times while on campus or at school-sponsored events
    iii. Inappropriate, offensive, or controversial tattoos may be required to be covered at the discretion of school administration

Students may not wear (including Dress Down Days):

a. Athletic pants/shorts, sweatpants, wind suits, pajama pants
b. Camouflage of any type
c. Garments with holes or frays
d. Crocs, sandals, or flip flops
e. Thermal shirts/material worn as outerwear
f. Clothing that advertises alcohol, drugs, guns or profanity

Boys' appearance:

a. Must be neat and well groomed
b. Must be clean-shaven
c. Hair must:
    i. Be kept neat and well groomed
    ii. Be off the shirt collar and out of the eyes
    iii. Be of traditional color (non-traditional colors not allowed)
    iv. Not have unusual or extreme cuts

d. Sideburns may not be longer than the bottom of the earlobe
e. Piercings of any type are not allowed
f. Braided hair must be professionally neat, ordered, and pulled back without touching the collar; hair twists must be short and neat
g. No hats or hoods are allowed to be worn inside school buildings

Students and parents will have three (3) school days from the time of notification to correct any violation of the hair policy. Failure to comply within this time frame may result in disciplinary action.

The Windsor Academy administration reserves the right to determine what is considered neat, well groomed, or acceptable.

Girls' appearance:

a. Must be neat and well groomed
b. Skirts, dresses, and jumpers must be worn no higher than three (3) inches above the knee
    i. No part of the garment may be rolled up for any reason
    ii. Failure to comply will result in the privilege of choice being restricted to pants
c. Stockings must be solid and in one of the following solid colors: gray, navy, black, or white
d. Facial piercings, including tongue, are not allowed
    i. Clear posts to keep piercings from closing are also not allowed
    ii. Girls may wear earrings
e. Hair must:
    i. Be of traditional color
    ii. Be neat and well groomed
f. No hats or hoods are allowed to be worn inside school buildings

Dress Down Days:

a. Students may dress down on Fridays throughout the school year. Blue jeans, t-shirts, and non-Windsor hoodies are allowed. All other prohibited clothing still applies
b. Students may also dress down on half-days during exams before Christmas break and at the end of the school year
c. Boys must wear a belt
d. On prom dress down days, students must meet the qualifications to dress down; failure to do so will result in a dress code violation

Policy Enforcement:

Windsor Academy reserves the right to make changes to the dress code as deemed necessary. Students who fail to comply with the dress code may face consequences outlined in the Discipline Section of the Student Handbook and may be sent home until they return in compliance.

Student Services
Academic Teams, Clubs and Organizations

Windsor Academy supports competitive teams in literary teams, math teams, and academic teams in the Georgia Independent Schools Association (GISA).

Beta Club is open to all high school students who are of high moral character and have an average grade of 90 or better.

Bible Study Groups, both faculty and student-led, are for students in 9th - 12th grades.

Fellowship of Christian Athletes (FCA) is open to all athletes/non-athletes in 5th - 12th grades.

Junior Beta Club is open to 5th - 8th graders who are of high moral character and have an average grade of 90 or better.

Junior Civitan is a service organization and is open to all high school students.

Literary Teams compete in humanities, social studies, drama, debate, essay and other speaking areas.

Math Teams compete in tournaments held throughout the year.

The National Honor Society is open to 9th - 12th grade students who meet the requirements.

The Student Council is composed of representatives from 9th - 12th grades. These leaders discuss student policies and convey student opinions, suggestions, and ideas to the administration. Qualifications for Student Council will be posted prior to the voting period.

Notification of Sickness, Medical Emergency, and Accidents

School officials will make every attempt to reach a parent or guardian in the event of an emergency. If the parent or guardian cannot be reached, Windsor Academy will notify the person(s) designated on the Personal Record and Medical Information Forms.

Parents and guardians should always leave instructions for being reached in emergencies. The Personal Record and Medical Information Forms contain authorization and consent for the school, through a qualified person, to administer such first aid or other minor medical treatment as deemed best under the circumstances.

All physical injuries will be examined as soon as possible. In case of an emergency requiring immediate medical care, the school, if unable to notify the parents, is authorized to have the child treated by a qualified physician at the nearest emergency clinic.

Other Information

Afternoon Supervision – Students ages 3 through 5th grade who are on campus after 3:10 pm must report to after school care. Cost for appropriate supervision will be forwarded to the respective parent.

Assemblies – Assemblies are held during the activity period unless otherwise specified. Each class will report to the assembly as a group with the teacher.

Cafeteria – Windsor Academy operates a school cafeteria where hot, nutritious lunches may be purchased. Students who bring lunch from home are required to eat their lunch in the cafeteria with the other students. Students are not allowed to have food delivered to the school by another food institute. Students are responsible for cleaning up after themselves after they finish their lunch. Any failure to comply with this request will result in disciplinary action. Food and drinks are not to be taken out of the lunchroom during break or lunch.

Students are required to remain in the cafeteria during their lunchroom periods.

Care of the Building, Furnishings and Equipment – Windsor Academy reserves the right to dismiss at any time anyone found defacing, misusing, or destroying property of any type or description. Parents or guardians are to pay Windsor Academy a sum that is required to repair or replace the damage done by the student.

College Visits – Seniors are allowed two college visitation days. Visits must be pre-approved by obtaining permission from the parents and teachers of the senior. College visitation forms are

available in the counselor's office. Seniors must submit a note from the college to the counselor upon returning to school. No college visitation days can be taken during the month of May.

Cruises, Class Trips, and Parties – Windsor Academy does not sponsor senior cruises, class trips, parties, and other events that are held in the summer; therefore, the school will not be responsible for these events or any money required for these events.

Daily Announcements – Announcements are made over the intercom every morning to each classroom to inform students of the day's activities, absences, and other important information.

Field Trips – Field trips are allowed for both fun and education in all Windsor Academy classes. Students must have written permission from parents to attend each field trip. Fee may be charged to cover the expenses of the trip.

Flag Salute – Windsor Academy will require each class to start the day with the flag salute and an interdenominational, inspirational thought. This time should include the rules of flag etiquette and can include Bible readings or other readings from other inspirational literature.

Fund Raising – All students are expected to participate in the school-wide sponsored fundraiser. Fundraisers are usually limited to three school sponsored events per year; however, individual clubs and athletic teams may sponsor additional fundraisers with administration approval as necessary. Club members and team members are expected to participate.

Grievances – There are times when a parent may wish to seek assistance from the school in solving student problems. The first step is to call the school, set up an appointment with the teacher, and present the problem to them. If the parent and teacher are unable to resolve the problem, the parent may consult with the Head of School. The administration will have a meeting with all parties involved to work out a solution to the problem.

Honorary Titles – For a student to be eligible for an honorary title, which includes but is not limited to, Homecoming King and Queen, Prom King and Queen, and Lord and Lady, they must meet the following qualifications:

a. They must be enrolled into Windsor Academy on the first day of school during their sophomore year
b. They must have no more than 5 demerits in the last 12 months
c. They must not have any current failing grades
d. They must have an average of 80 or above for their entire high school career

Joint Enrollment – Students enrolled in college courses will be required to take at least three academic courses on the Windsor Academy campus during the time of joint enrollment.

Junior Class Responsibilities – Each year, the Junior class organizes the prom as a gift to the graduating Senior class. It is mandatory and crucial for each Junior to participate in and complete fundraising activities for the prom. Failure to help will result in the student being ineligible for both their Junior and Senior proms.

Fundraising efforts will be ongoing throughout the year. While some families prefer not to engage in fundraising, it is necessary for every Junior class member to raise a specific amount of money for the prom in order to stay within the budget. An alternative is to choose not to participate in the various fundraisers and instead contribute a designated amount (to be determined annually based on class size). Each family will have the autonomy to decide which option suits them best.

Library Media Center – Each student is responsible for all materials checked out in their name. They are to write first and last name and grade number for elementary grades or homeroom number for 7th - 12th grades. The lower grades (K4 - 4th) may check out books for one week and may renew as necessary. The middle and upper grades (5th - 12th) may check out books for two weeks with renewals made as necessary.

Lost or damaged books must be paid for at replacement cost. If the item is no longer available, the price at the last printing will be charged or $3.00 above the price in the library's accession book. Report cards are withheld until all books are returned, fines are paid, and lost or damaged books are paid for.

Up to five students from one classroom may come at a time without a teacher. Students should let the media specialist know what is needed, and every available resource will be used to find the required materials. Quiet reading of magazines and books is also encouraged.

Donations of books, magazines, and memorial gifts to the library media center are welcomed, appreciated, and eligible as a tax deduction.

Lockers – High school students are furnished with lockers for storing books and personal items. The school cannot be responsible for the loss of any items taken from a student's locker. Any abuse or defacing of any lockers will result in the student losing their locker privilege and are subject to suspension. Periodic locker checks may be made by the administration.

For students to use lockers, they must place a $20 deposit with their homeroom teacher. The homeroom teacher will then inform the student of their combination number. Students may receive their deposit back at the end of the year so long as their lockers are cleaned out.

Marriage/Pregnancy Regarding Students – Students who are married or have been married and students who are pregnant or have become a parent will not be enrolled at Windsor Academy. Windsor students who are married, pregnant, or have become a parent shall be dismissed from school at such time as they are determined to be in one or more of the aforementioned categories.

Memorials and Donations – Parents and friends of Windsor Academy who wish to remember loved ones or recognize special occasions by making a gift to the school will receive appropriate cards from the school to be sent to the family and to the donor. These are tax deductible and may be directed to any program of our school or to some special interest of the donor.

Parent/Child Communication – Parents who wish to communicate with their child during the school day must call or come to the front office. Please do not go to the classroom and interrupt the learning environment. We also ask that you please do not text your child throughout the school day.

Parent Conferences – Parent conferences are encouraged by Windsor Academy and may be requested by the teacher or a concerned parent. This should be the first step of communication. It is requested that the teacher or parent give 24 hours notice to schedule a conference. Conferences may be scheduled on Monday through Thursday and may be before or after school. An administrator can be requested by the teacher or parent to attend, if necessary.

Report Cards – Report cards will be sent home via the student following each grade report period. Parents may also request to pick up report cards themselves from school. No report card will be mailed to parents.

School Transportation – School vans and buses are the property of the school. All school rules pertaining to behavior, care of property, and safety will be applied to any violation committed on the vehicle.

Visitors – All visitors, including parents, must check in through the office and receive a visitor's pass. Students not enrolled in Windsor Academy are not allowed on campus without a pass from the front office.

Visitors of Windsor students must have prior approval from the administration. The parents of both the visiting student and the Windsor student must give written permission. We ask that only students considering future attendance at Windsor request permission to visit.