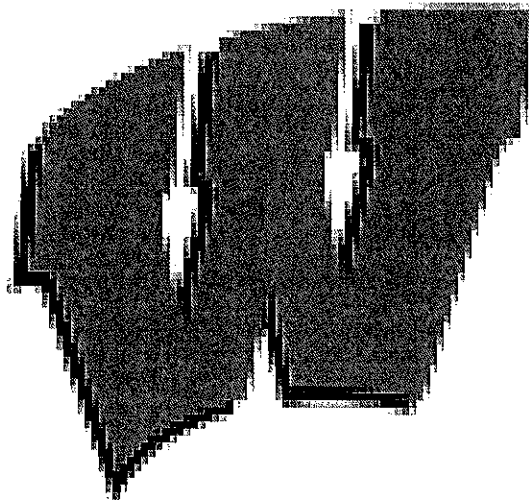


# **Student Handbook**

## **2022 - 2023**



**Head of School: Jimmy Watts**

**Windsor Academy**

**4150 Jones Road**

**Macon, Georgia 31216**

**(478)- 781- 1621**

# TABLE OF CONTENTS

<b>Vision and Mission Statements</b> .....	3
<input type="checkbox"/> Philosophy and statement of Academic Goals .....	4
<b>Advice to Students and Alma Mater</b> .....	4 - 5
<b>Absences and Attendance</b> .....	5 - 7
<input type="checkbox"/> Attendance and Test Exemption .....	7
<input type="checkbox"/> Check-out Procedures .....	7
<input type="checkbox"/> Tardiness .....	7
<b>Academic Information</b> .....	8 - 11
<input type="checkbox"/> Grades, Exams, and Graduation Requirements .....	8
<input type="checkbox"/> GPA, Class Rank, and Honor Graduates .....	9 - 10
o Awarding Class Credit .....	9
o Grade Point Average Calculation .....	9
<input type="checkbox"/> Valedictorian and Salutatorian .....	9
<input type="checkbox"/> Honor Graduates .....	10
<input type="checkbox"/> Academic Probation .....	10
<input type="checkbox"/> Auditing, Dropping, or Adding a class .....	10
<input type="checkbox"/> Community Service Hours .....	10 - 11
<input type="checkbox"/> Graduation Requirements .....	10 - 11
<b>Athletics</b> .....	11
<input type="checkbox"/> School Spirit .....	11
<b>Discipline</b> .....	12 – 15
<input type="checkbox"/> Demerit System .....	15
<input type="checkbox"/> Detention, Suspension .....	16
<input type="checkbox"/> Discredit Clause .....	16
<input type="checkbox"/> Cell Phone Use Policy .....	16 - 17
<input type="checkbox"/> Conduct At School Events .....	17
<input type="checkbox"/> Drug Testing Policy .....	18
<input type="checkbox"/> Sexual Harassment Policy .....	19
<b>Dress Code</b> .....	20 – 21
<b>Student Services: Academic Teams, Clubs, and Organizations</b> .....	22
<b>Notification of Sickness, Medical Emergencies, and Accidents</b> .....	23
<b>Other Information</b> .....	23 - 27

# **Windsor Academy's Vision and Mission Statements**

## **Vision**

To provide the 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 through 12 and is fully-accredited by SAIS. Windsor Academy is a member of the Georgia Independent School Association

### **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.

## **ADVICE TO STUDENTS**

1. It is easier to keep grades up than to pull them up. Be prepared.
2. Be friendly and you will make friends. Please help our new students to feel welcome here.
3. Participate in school functions and activities.
4. Be punctual to school and classes.
5. Don't waste valuable time.

6. Avoid absences. You must arrange to make up work missed at your teacher's convenience.
7. Remember to take books, pencils or pens, and paper to all classes.
8. Adjust to all teaching situations. Don't be influenced by opinions of others; form your own.
9. Help keep your books, building, and campus clean.
10. DRESS NEATLY; FOLLOW THE DRESS CODE.

## **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.

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.

**TAKE PRIDE IN WINDSOR ACADEMY, YOUR SCHOOL.**

## **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 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 ORIGINAL DUE DATE UNLESS OTHER ARRANGEMENTS ARE MADE.**  
Assignments can be found on the lesson plans tab of parent/student portal on Ren Web.

***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 pass upon returning to school after being absent. Teachers will not allow you to attend class without a pass from the front office to return to school. 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:

- A. Personal illness
- B. Doctor's appointment (must have written note from doctor in order to be excused)
- C. Family emergency
- D. Hazardous weather conditions which could endanger a student's health or safety
- E. Other circumstances individually approved by the administration

Unexcused absences are defined as absences when a student is absent from school without permission or for reasons other than those excused by the 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. This work will be due the day the student returns to school.

The school year consists of 178 school days. **The maximum number of days a student may miss in any class is 20 days. Any absences beyond 20 days in a regular class/subject WILL result in failure for that class.**

**Each Period Teacher reports student absences which show up on the report card every nine weeks. It is the parent's responsibility to take note of their child's absences.**

A parent may request a waiver by filing an appeal to the Head of School. The Head of School will arrange a meeting of the Attendance Committee and notify the parents when to appear. A satisfactory explanation of each absence will be required at the Attendance Committee meeting. After all evidence is presented, if, in the judgement of the committee, every absence is justified, a waiver may be granted upon whatever conditions are deemed appropriate. **The student and parents have the responsibility to request the attendance hearing as soon after the twentieth absence as possible.**

**A STUDENT STRIVING FOR PERFECT ATTENDANCE WILL BE ALLOWED TWO (2) EXCUSED TARDIES FOR THE YEAR AND MUST ATTEND SCHOOL FOR 4 CLASSES FOR EACH SCHOOL DAY.**

## **ATTENDANCE and TEST EXEMPTION**

There are two ways a student may exempt from taking a final exam DURING THE 2<sup>ND</sup> SEMESTER in a class:

- 1- Have a 90 average in the class and less than 20 absences; or
- 2- Have an 85 average in the class, less than 10 absences (0-9) and having a note from the parent stating that the student may be exempt.

**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 8:20 a.m. to receive an early dismissal slip. Checking out of school must meet the same criteria of absences to be excused.
2. Other excuses must be confirmed by a phone call from the parent, or the parent may come to the office and check out a student.

Students leaving school before 12:00 will be counted absent. Students will be counted absent from only the classes missed if he/she leaves after 12:00.

When the student is ready to leave school, he/she must show the teacher the early dismissal slips, and he/she will be excused from class. The student must then go and check out through the office by signing out.

If a student becomes ill at school, he/she must go to the 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 NAME AND PHONE NUMBER FOR SOMEONE ELSE TO CHECK HIS OR HER CHILD OUT.**

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

## **TARDINESS**

A student is considered tardy if he/she is not in class when the tardy bell rings. Students must sign in at the office, and then wait to be admitted to the next period class. ***Three unexcused tardies will result in detention. Students who are habitually tardy are subject to suspension in accordance with the school policy.***

**THREE (3) TARDIES IS AN ABSENCE IN THAT CLASS FOR THAT DAY.**

## ACADEMIC GRADES, EXAMS, AND GRADUATION REQUIREMENTS

### Academic Grades:

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

### Conduct Grades:

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

In order 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 through 12 will take mid-term examinations. The school day will be from 8:30 a.m. to 12:30 p.m. on four consecutive days with the following schedule for testing:

- 1st day -- 7<sup>th</sup> period followed by a full day schedule
- 2<sup>nd</sup> day -- 1st and 3rd period
- 3<sup>rd</sup> day -- 2nd and 4th period
- 4<sup>th</sup> 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. In order to receive a diploma in the Graduation or Commencement Exercise, students must have earned 23 credits prior to graduation.

In order to participate in the Graduation or Commencement Exercise, students must meet the following requirements:

1. Must be able to acquire 23 units in summer school to complete and meet the requirements.
2. Complete the required 40 hours of community service
3. 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.
4. All athletic uniforms must be returned.
5. Senior clearance forms must be returned to the counselor's office.

## GPA & CLASS RANK

### Grade Point Average Calculations, Class Rank, and More

#### 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 ("F" – any grade below 70). The grading scale is as follows:

A – 90 – 100

B – 80 – 89

C – 70 – 79

F – 69 and below

#### Grade Point Average Calculation

The Windsor Academy Grade Point Average System reports two different types of GPA's: Weighted Cumulative GPA and Un-weighted Cumulative GPA. Both GPAs are calculated by assigning each letter grade a number value. The total sum of grade points is then divided by the number of classes taken. The grade weighting policy assigns different grade points for classes labeled as "Honors," "Advanced Placement," or "College Dual-Enrollment." Honors classes receive an extra .5 grade point and Advanced Placement, and College courses receive 1 extra point. Weighted grade points are assigned to the letter grades of 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. Weightlifting, which is considered a PE class, is not included in the class ranking GPA. 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	Un-Weighted 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

**Honors Classes Offered:** Humanities, Calculus

**AP Classes Offered:** AP English

AP Biology

## **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 course work through the progress reports of the final nine weeks of the senior year.

## **ACADEMIC PROBATION**

At the end of each Progress Reporting period and at the end of each Grade Reporting Period, teachers are required to notify the Head of School of any student who is currently failing their class.

If a student is failing 2 or more courses at the end of the 1<sup>st</sup> semester of the school year, he/she and their parents will meet with the Head of School and 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 GIAA sport or event, during the next semester.

**AUDITING:** Students will not be allowed to audit courses. Students who wish to drop a course must request a schedule change within the first fifteen days of the course.

**DROPPING/ADDING COURSES:** A student who wishes to drop or add a course must request a schedule change within the first ten class days of the course.

## **COMMUNITY SERVICE**

Community Service is required for Juniors and Seniors. A minimum of 20 hours of volunteer service per year will be required for graduation (40 total). The volunteer service must be in accordance with the following guidelines:

1. Must serve a non-profit organization
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. Student will not graduate until all hours have been approved and completed
6. Student may begin volunteer work during the summer prior to the student's 9<sup>th</sup> grade school year and shall have 40 hours completed by April 30 of their Senior school year.
7. **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

Our school colors are white, gray, and royal blue. The school mascot name is "The Knights". Windsor Academy provides a full athletic program with qualified coaches. The school is a member of the GIAA and participates in football, baseball, softball, basketball, girls' soccer, golf, track, and cheerleading on the varsity level. The school sponsors junior-high (B-team) football, B-team basketball, B-team baseball, B-team softball, B-team cheerleading, and C-team basketball, C-team baseball and C-team cheerleading programs. All athletic practice is conducted after the completion of six periods of academic instruction.

Eligibility for participation in 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 extra-curricular activities and events, a student must have passed five-unit subjects or their equivalent the previous semester or quarter. Previous means semester or quarter immediately preceding participation. Two units must be in the following subject areas: English, Science, Social Studies, Mathematics or Business Education.

Excluded for any credits are the following: teacher aides, office aides, or their equivalent. A student must pass four-unit subjects or their equivalent for the year to be eligible for the first semester of the following year.

READ THE ATHLETIC HANDBOOK UNDER THE ATHLETICS DROP -DOWN MENU.

**Student Eligibility: A student who is enrolled at one GIAA Interscholastic School cannot participate on a competitive team at another GIAA Interscholastic School.**  
**Note: Head of Schools, 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 a 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.

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

If paddling (Corporal Punishment) is advisable, this will be done by the Head or other designated school personnel. **Any parent who objects to corporal punishment must send a letter to be kept on file.** Windsor Academy reserves the right to ask for immediate withdrawal of any student with repeated offenses whose parent(s) refuses the school permission to paddle. The following guidelines will be used if corporal punishment is necessary:

1. The administrator or teacher may administer corporal punishment. It must be done in the presence of an administrator.
2. Parents will be contacted by phone prior to administering corporal punishment.
3. A witness will always be present when corporal punishment is administered. If possible, at least one witness will be the same sex as the student being punished.
4. Students who receive corporal punishment will be given a maximum of 3 firm strokes.
5. A record or disciplinary report will be kept on file when a student receives corporal punishment. All details will be recorded.

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.

**The following constitute MINOR infractions of discipline and will result in the assignment of detention hall:**

**1. DRIVING TO AND FROM SCHOOL:** Automobiles and motorcycles 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. Reckless driving and riding on the hood of cars 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 the 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 very 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. If a student is caught in the parking lot, there will be a warning issued and on the second offense, a detention will be assigned. Any misbehavior with a car or motorcycle may result in the suspension of a student's right to drive on campus.

**2. GUM AND EATING IN THE CLASSROOM:** No eating or drinking by students is allowed in the classroom. No food or drinks are allowed outside the lunchroom. Students will be assigned to detention hall for chewing gum. Repeat violators are subject to suspension.

**3. HATS:** Hats are not to be worn by either boys or girls at school. Students who bring hats to school to wear before or after school should keep them in their book bags or in their lockers. Any hats seen may be subject to being confiscated and remaining school property until the end of the school year.

**4. SHOW OF AFFECTION:** There shall be no physical contact (handholding, hugging, kissing, arms around each other) between any two students at any time on the school campus during the school day.

**5. TARDINESS TO CLASS:** A student is considered tardy if he/she is not in class when the tardy bell rings. Students must sign in at the office and receive a pass to be admitted to class. Any unexcused tardy will result in detention. Students who are habitually tardy are subject to suspension in accordance with school policy.

**6. LANGUAGE:** The use of profanity in any form could result in detention or suspension.

## **The following constitute MAJOR infractions of discipline and will result in automatic suspension or expulsion from school:**

**1. ALCOHOL:** 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. The use of alcohol away from school reflects negatively on the school. Any off-campus activity involving the use of drugs or alcohol, and which brings discredit to the school can be grounds for dismissal from school.

The use, possession, or sale of alcohol or being under the influence of alcohol on campus or during any school function is prohibited. The use of alcohol away from school reflects negatively on the school. Any off-campus activity involving the use of alcohol, and which brings discredit to the school can be grounds for dismissal from school.

If a student is in possession of alcohol, regardless of whether using it or not using it, he or she will receive up to a five-day suspension (depending on the discretion of the Head of School, for the first offense; the second offense will result in permanent expulsion.

### **2. Bullying, Threatening Remarks, or Hazing**

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 unwanted touching, pushing, tripping, or restraining others, 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.

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 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. CHEATING:** Any student giving or receiving any unauthorized help on any assignment (homework, class work, test, quiz, paper, exam, or project) will receive a "0" on the work or test and an automatic one (1) day suspension. A second offense will result in a "0" and a three (3) day suspension. The third offense will result in expulsion. In addition, the student will be barred from school honors for the year.

**4. CLASSROOM DISTURBANCES:** Disruption of learning for other members of the class will result in the student's immediate removal from that class and the student will receive a "0" for the day. Continued disruption of class or threatening the safety of other students and/or teacher will result in a 3-day suspension. The use of profanity, vulgar or obscene gestures, or inappropriate language will result in corporal punishment and expulsion if repeated.

**5. DEFIANCE AND DISRESPECT:** Any student willfully demonstrating defiance or disrespect to any school employee will be suspended.

**6. FORGERY:** Forging (changing or altering) grades on report cards, progress reports, weekly progress reports, school assignments, or other documents will result in an automatic one (1) day suspension for the first offense; three (3) day suspension for second offense; 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 (1) day suspension for the first offense; three (3) day suspension for second offense; expulsion for the third offense.

**7. GAMBLING:** Gambling at school will not be tolerated. On the first infraction, the student will receive one day of suspension. On the second offense, the student will receive a three-day suspension. Repeated violations will result in expulsion.

**8. PROFANITY DIRECTED AT FACULTY/STAFF MEMBER** – will not be tolerated for any reason and will carry an automatic 3-day suspension on the 1<sup>st</sup> offense.

**9. 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 a minimum of five days suspension and expulsion. Remittance back to school must be approved by the school Board.

**10. TOBACCO:** The use and/or possession of tobacco of any kind are not allowed at any school activity. If caught during school hours, the punishment is as follows:

1st violation – 3-day suspension out of school

2nd violation – 5-day suspension out of school

3rd violation -- permanent expulsion from Windsor Academy

During other school activities, a warning will be issued for the first occurrence, a second violation will result in a 3-day suspension, and a third violation will result in permanent dismissal.

**11. TRUANCY:** Students who are truant will be given an automatic three-day suspension, as will students leaving the campus without permission.

**12. 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 a three-day suspension and expulsion.

**13. 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 suspension(s). Repeated violations will result in expulsion.

**14. VIOLATION OF SCHOOL RULES:** The willful refusal to carry out instructions of faculty or the repeated violation of school rules will first receive a three-day suspension, followed by expulsion on the subsequent offense.

## DEMERIT SYSTEM GUIDELINES

DETENTION – also includes 1 Demerit per day of detention.

In-School Suspension – also includes 3 Demerits per day of ISS

Out of School Suspension – also includes 5 Demerits per day of OSS (Does not apply to failed drug screening OSS. SEE BELOW.)

5th – 8th	9th – 12th	
25	20	in any semester will be OSS for the remainder of the semester
35	30	in a school year will be permanent expulsion from Windsor Academy
75	70	during this grade range period will also result in permanent expulsion

Students should be showing more maturity each year, and a decline in the number of demerits will reflect that increased maturity.

**Demerits will be issued for violations of dress code and cell phone use policy.**

**DETENTION:** Detention will be one hour after school on Tuesday and/or Thursday. Students will receive one day's notice. The first time a student refuses/fails to accept/attend detention for disciplinary action will result in 2 days of Detention. If it happens again, they will be assigned ISS, or worse. After a student has received a 3rd detention, a parent conference will be scheduled to discuss further violations and more serious punishment.

**DETENTION** can be for:

- Dress code violation
- Not following directions
- 3 tardies to a class

When a student reaches the 5<sup>th</sup> day of detention, he/she will be suspended for 1 day ISS. The student will have accumulated 8 points.

When a student reaches the 10<sup>th</sup> day of detention, he/she will be suspended for 2 days OSS. The student will have accumulated 23 points.

Parents will be notified after a student receives detention, and upon excessive number of disciplinary points.

**SUSPENSION:** A student who is suspended may receive a grade of "50" for all completed assignments submitted by the teacher for the student to complete during the period of suspension, unless it is an Out of School Suspension (OSS), in which case the grade will be 0. The student will also be allowed to make up any test missed while he or she served the In School Suspension. **STUDENTS WHO ARE SUSPENDED OUT OF SCHOOL WILL NOT BE ALLOWED TO MAKE UP ANY TESTS, MID-TERM EXAMS, or FINAL EXAMS.**

The student's class assignments during In-School Suspension 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. The student will receive a grade of "50" for all completed assignments submitted by the teacher for the student to complete and turn in the first day he or she returns to school. The student will also be allowed to make up any test missed while he or she served the suspension. The teacher is to grade the test and take off a letter grade (10 points).

**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 will be dismissed from Windsor Academy.**

## **CELL PHONE USE POLICY**

Students are not allowed to use their cell phones during the instructional day (8am-3:06pm) unless the teacher has obtained prior approval from the administration. Failure to use the phone appropriately in class will not only be subject to the consequences listed below, but will also require the materials that the phone was being used in place of to be purchased by the parents.

1<sup>st</sup> Offense -1 day of Detention, 1 Demerit, and get phone back after school

2<sup>nd</sup> Offense -3 days of Detention, 3 Demerits, and get phone back after school

3<sup>rd</sup> Offense -1 day of ISS, 3 Demerits, and phone locked up at school for 1 day

4<sup>th</sup> Offense -3 days of ISS, 9 Demerits, and phone locked up at school for 3 days.

5<sup>th</sup> Offense -5 days of ISS, 15 Demerits, and phone locked up at school for 5 days

**STUDENTS MAY NOT HAVE EARBUDS AT SCHOOL FOR ANY REASON. IF A STUDENT IS CAUGHT WITH EARBUDS, EVEN IF NOT IN USE, THE EARBUDS WILL BE CONFISCATED FOR THE REMAINDER OF THE YEAR. IF A STUDENT IS CAUGHT WITH EARBUDS A 2<sup>nd</sup> TIME, THE STUDENT WILL NOT BE ALLOWED TO BRING THEIR PHONE TO SCHOOL FOR THE REMAINDER OF THE SCHOOL YEAR.**

### **Conduct at School Events**

As member of the Georgia Independent Athletic Association (GIAA), Windsor Academy must adhere to their rules and regulations. One such rule is the following GISA 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. Profanity, racial, ethnic, or sexist comments, or intimidating actions will not be tolerated and are 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 is not permitted on campus at any time and anyone under the influence of alcohol or any other drug will be asked to leave the campus immediately. The use of profanity, alcohol or any other drug may result in the person being banned from attending any future Windsor Academy event at home or away.

## **Drug Testing Policy**

Windsor Academy employs random drug testing for illegal substances for students in grades 9-12. Also, random drug searches may be conducted at any time to include student clothing, book bags, gym bags, purses, lockers, or any other personal belongings, and vehicles. The use, possession, or sale of any illegal drug such as marijuana, cocaine, crack, heroin, steroids, ecstasy, or any chemical substance on campus or during any school function is prohibited.

If a student who is chosen for random drug testing tests positive on the test, he or she 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 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 5-day suspension; the second offense will result in permanent expulsion. If the student indeed does fail a drug test, besides being given 5 days OSS, he/she 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 the expense of the parents or guardian of the student.

If a student voluntarily comes to the Head of School and admits that he or she has a drug problem, he or she will be tested. If the student indeed does fail this drug test, he/she be required to enroll in a drug counseling/therapy program, and upon completion of the program he/she will be tested for the next three consecutive months 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 school ground, he/she will have their parents contacted by the Windsor Academy administration and asked to come to the school 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, he/she will be removed from Windsor Academy for the remainder of the school year and will have to go and pass the first three random drug tests of the next school year. If this student fails any of the three tests, or any test, 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; but if the

results are positive, then the parent/guardian will be responsible for the cost. If the test comes back positive, then the steps mentioned above for a failed voluntary drug test will apply.

## SEXUAL HARASSMENT POLICY

Every student and every staff member has the right to be treated with respect and 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 harassment is about power; using sexual intimidation, whether 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 several options available:

- A. The recipient may confront the harasser directly. Often, such direct confrontation is an effective way of managing the manner.
- B. If the recipient is uncomfortable with confronting a harasser directly; he or she may go to any Windsor faculty member to report the harassment. In such instances the faculty member must report the matter to an appropriate administrator.
- C. The recipient may go directly to the school's counselor.
- D. The recipient may go directly to the Head of School at any time.

**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. Any/all disciplinary matter(s) 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

### 1. Standard dress code shall include:

- A. Windsor polo style shirt with approved embroidery (royal, white, gray, or black)
- B. Khaki or Navy-Blue uniform style pants, shorts, or skorts. Pencil legged pants or denim style pants are not allowed. Garments must be uniform style!
- C. Closed toe shoes only (tennis shoes, boots, dress shoes, *or* dock shoes (such as Sperry's)
- D. Windsor Hoodie (optional, but must be worn with the polo shirt underneath and must be Windsor related)
- E. Solid color (black, navy, gray, royal, or white) sweater, fleece pullover, jackets.
- F. Windsor lettermen or Windsor issued athletic jackets/hoodies are allowed.
- G. Boys must wear a belt. (K3-K5 should wear elastic style pants with no belt/belt loops)
- H. Middle and high school boys must always have their shirt tucked in.
- I. Bottom garments should be worn at the top of the natural waistline. Sagging pants are not allowed!

### *Students may not wear:*

- J. Athletic pants/shorts, sweatpants, wind suits, pajama pants etc.
- K. Camouflage of any type
- L. Garments with holes/frays of any type
- M. Any design (pattern, writing, logo) other than solid sweaters, fleece, jackets etc.
- N. Crocs, sandals, flip flops etc.
- O. Sweatshirts/hoodies of any brand other than Windsor (does not include dress down days)
- P. Thermal shirts/material worn as outer wear

### 2. Boys Appearance:

- A. Should be neat and well groomed
- B. Must be clean shaven.
- C. Hair should be kept neat with the length to be above the collar, ears, and eyebrows.
- D. Sideburns may not be longer than the bottom of the ear lobe.
- E. Non-traditional hair color or unusual cuts like mohawks and spikes are not allowed.
- F. Piercing of any type is not allowed.

- G. Students who wear their hair braided will have to keep it professionally neat, ordered, and pulled back without touching the collar. Hair twists must be short and neat and no longer than one inch.
- H. No hats of any type are allowed, and hoods are not allowed to be worn in the building.
- I. The Windsor Academy Administrative team will have the final say on which hair styles are acceptable.

**1. Girls Appearance:**

- A. They should be neat and well groomed.
- B. Skirts, dresses, and jumpers must be worn no more than three inches above the top of the knee cap. No part of the garment may be rolled up for any reason. Failure to comply will result in the privilege of choice to be restricted to pants or shorts.
- C. Stockings or leggings must be solid and of solid colors of gray, navy, black, or white.
- D. Facial piercings (including tongue) are not allowed. Clear posts to keep a piercing from closing is not allowed. Girls CAN have earrings.
- E. Hair must be a traditional color and should present as a professional well-groomed style.
- F. No hats of any type are allowed, and hoods are not allowed to be worn in the building.
- G. The Windsor Academy Administrative team will have the final say on which hair styles are acceptable.

**2. Dress Down Days:**

- A. Students are permitted to dress down each Friday of the school year. Blue jeans, t-shirts, non- Windsor hoodies etc., are allowed. Students MAY NOT wear any garment listed in #2 of the school dress code. Garments that advertise alcohol, drugs, or profanity of any type are not allowed. Hats of any type are not allowed, and hoods are not to be worn inside the building.
- B. Students will be allowed to dress down during half day exams before Christmas break and at the end of the school year. Normal dress down rules apply.
- C. Girls that choose to wear leggings must have a top that covers the same area a dress would no higher than 3" above the top of the knee cap.
- D. Boys must wear a belt.

Windsor Academy reserves the right to make any changes it deems necessary to the school dress code at any time.

Students that choose not to follow the dress code will face the consequences listed in the discipline section of the student handbook and could be sent home until they choose to comply with the policy.

## **STUDENT SERVICES**

### **ACADEMIC TEAMS, CLUBS AND ORGANIZATIONS**

Windsor Academy supports competitive teams in literary teams, math teams, and academic teams in GISA competitions.

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

**Math teams** compete in tournaments held throughout the year.

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

**FCA** is open to all athletes/non-athletes grades 6<sup>th</sup> through 12.

**Bible Study Groups**, both faculty and student-led, for boys and girls 9<sup>th</sup> – 12<sup>th</sup> grades.

**Junior Beta Club** is open to sixth, seventh, and eighth 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.

**The National Honor Society** is open to 10<sup>th</sup> -12<sup>th</sup> grade students meeting the requirements.

**The Student Council** is composed of representatives from grades 9 through 12. These leaders discuss student policies and convey student opinions, suggestions, and ideas to the administration.

**The Yearbook Staff** is composed of students who take Journalism. They meet as a class daily to plan, compose, and edit the Cavalier, the Windsor yearbook, and The Knight Life, the Windsor student newsletter.

**Parent Teacher Roundtable:** (PTR) supports the academic programs and the “extras” for teachers and students in the school. Membership is open to all parents of Windsor students and teachers. Dues are \$5.00 annually per family.

**Booster Club** primarily supports the athletic programs of the school and meets the 1st Monday of each month.

**Grandparent’s Club** also supports the “extras” for the school and presents an award each year to an elementary and high school student for being a well-rounded, enjoyable, well-mannered student.

## **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 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 12 who arrive before 8:00 a.m., or who are on campus after 3:30 p.m., must report to a designated area. Cost for appropriate supervision will be forwarded to the respective parent. We are under State Day Care Regulations for before and after school care; therefore, students must be supervised at all times.

**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 delivery 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 stay in the cafeteria during their lunchroom periods. This is for safety reasons.

**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 to Windsor Academy a sum that is required to repair or replace the damage done by the student.

**CLASS DUES:** Each student in grades 8 through 12 will have class dues that may vary in cost from year to year. All class dues must be paid by September 30 of the school year. Report cards will be held if students have not paid dues. This policy will be enforced starting with the first 9 weeks grading period.

**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. Except for the senior trip, no class trips may be taken during the month of May.

**DAILY ANNOUNCEMENTS:** are made over the intercom every morning to each classroom to inform students of the day's activities, absences, and other important information.

**DANCES:** Any student or students attending a school sponsored dance will be asked to leave the dance and the premises if dancing in any manner considered improper by the chaperones at the dance. **School dress code must be followed at school sponsored dances.**

**FIELD TRIPS:** Field trips are allowed for both fun and education in all grades, kindergarten through twelve. Students must have written permission from parents to go on each field trip. Fees may be charged to cover the expenses of the trip.

**FLAG SALUTE:** Windsor Academy will require each class in grammar school and each supervision period in high school 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 readings from other inspirational literature. Any student may be exempt from participating in the flag salute and/or inspirational thought with written permission from the Head of School obtained after a parent conference.

**FUND RAISING:** All students are expected to participate in the school-wide sponsored fundraiser. Fundraisers are usually limited to one school sponsored event per year; however, individual clubs and athletic teams may sponsor additional fundraisers, 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 him/her. 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.

**JOINT ENROLLMENT:** Students enrolled in college courses will be required to take at least three (3) academic courses on the Windsor Academy campus during the time of joint enrollment.

**LIBRARY MEDIA CENTER (L.M.C.)** The L.M.C. is open for use on a half-time basis.

Each student is responsible for all materials checked out in his or her name. They are to write first and last name, then grade number for elementary grades, or homeroom number for 7th through 12th grades. The lower grades (K4 through 4th) may check out books for one week and may renew as necessary. The middle and upper grades (5th through 12th) may check out books for 2 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.

Reference materials are generally not circulated. However, older editions of encyclopedias may be checked out overnight and weekends.

Students **MUST** present a pass from their teacher upon entering the L.M.C. and should have it signed by the media specialist before returning to that class. Up to 5 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 L.M.C. are welcomed, appreciated, and eligible as a tax deduction.

**LOCKERS:** High school students are furnished 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 his/her locker privilege and/or suspension. Periodic locker checks may be made by the administration and are subject to periodic searches.

**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 he or she is 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 appropriate office. **Please do not go to the classroom and interrupt the learning environment.**

**PARENT CONFERENCES:** Parent conferences are encouraged by Windsor 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:** Parents will be required to pick up student report cards during a scheduled meeting after every grading period. No report card will be mailed to parents or given to students.

**SCHOOL VANS OR BUS RULES:** 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 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.