

WINDSOR HIGH SCHOOL MISSION STATEMENT

The mission of Windsor High School is to develop life-long learners and thoughtful, productive citizens who will contribute to our global community.

Jaguar Core Values

We believe that:

passionate expression is a cornerstone of our high school. Students and staff value creativity, imagination, and honest communication, and seek to inspire these qualities throughout the school and its surrounding community.

students and staff attain high standards by challenging and encouraging themselves and one another. All members of the school community participate in shaping and establishing these high standards.

students and staff are valued and respected. Their achievements are essential to the success of the school.

learning takes place when students and staff are actively engaged in the learning process. Students learn best when given roles of responsibility which require complex thinking skills and opportunities to demonstrate what they have learned.

individuals contribute in their own way to a rich learning environment. Divergence of thought, experience, and vision is appreciated and encouraged from all members of the school community.

the classroom experience fosters a joy for learning. Extracurricular activities, school spirit, good times, and fun are important elements of a balanced high school experience.

open minds and open hearts, in an atmosphere of mutual respect, promote a vibrant and diverse school culture. Meaningful relationships build a school community which is understanding and compassionate.

collaboration and communication lead to enriched exchanges between members of the school community. The educational process is enhanced when all members of the community have a voice in shaping the future of Windsor High School.

the best teachers are passionate about their curriculum and care deeply about their students' well being. Teachers inspire students to learn about their world and about themselves. Our ability to successfully coach and motivate students lies in our mutually-agreed-upon core values that ultimately provide the best role models for our students.

BELL SCHEDULES

	<u>Regular Schedule</u> (M/T/Th/Fri)	<u>Common Planning</u> (Wednesdays)
<i>Faculty Planning</i>		8:00 - 9:15
1st Block	8:00 - 9:35	9:20 – 10:40
Break	9:40 - 9:50	10:40 - 10:50
2nd Block	9:55 - 11:35	10:55 - 12:15
Lunch	11:40 - 12:10	12:15 - 12:45
3rd Block	12:15 - 1:50	12:50 - 2:10
Passing	1:50 - 2:00	2:10 - 2:15
4th Block	2:00 - 3:35	2:15 - 3:35

Activity Schedule

1st Block	8:00 - 9:35
Break	9:35 - 9:45
2nd Block	9:50 - 11:50
<i>Activity #1</i>	<i>9:55-10:30 (1st half of student body)</i>
<i>Activity #2</i>	<i>11:15-11:50(2nd half of student body)</i>
Lunch	11:55 - 12:30
3rd Block	12:35 – 2:00
Passing	2:00 – 2:10
4th Block	2:10 - 3:35

FINAL EXAM SCHEDULES

See website under

“Academics”

Grading Periods

**See website under
“Academics”**

Student Support

- **Parent/Student/Teacher Meetings (PST):** Contact your counselor in the Career Center when grades (i.e., any D's or F's) or behavior are a concern to meet with teachers, counselor, student and his/her parent/guardian.
- **Tutoring:** A list of individual tutors is available in the counseling office.
- **Counselors:** Windsor High School offers academic guidance counseling, college/career counseling, and personal counseling. Students may meet with school counselors to help them choose courses at their school that will meet college admission requirements or enroll in CTE, or both. Students can meet with their counselor by visiting the College and Career Guidance Center located above the library. 837-7767, x2110.
- **Health Services:** The Windsor Unified School District employs a nurse to assist students during selected school hours. The nurse also conducts health screenings as required by law.
- **Special Education:** The Sonoma County Office of Education and the Windsor Unified School District provide a variety of programs to serve the many different needs of the special education community, from the mildly learning disabled to the severely handicapped. For more information about special education programs, contact the Windsor Unified School District Office at (707) 837-7704.
- **Student Advisor/Campus Supervisors/School Resource Officer** is available in the main office. 837-7767, x2116 or x2147.

Resource Phone Numbers:

- **Alliance Medical Center.** Bilingual family health services including pediatric, WIC clinic, family planning, counseling. Dental care and HIV Testing. Sliding scale fees. 433-5494.
- **Boys & Girls Club of Windsor.** Safe place for students to go after school, evenings, and weekends. 838-1959.
- **Boys Town National Hotline.** For boys and girls. English/Spanish assistance. Crisis counseling for children and their parents, particularly in the areas of parent-child conflicts. 1-800-448-3000
- **Drug Abuse Alternative Center (DAAC).** Individual and group counseling for drug-abusing teens and for parents who are concerned about their children's drug use. 544-3295
- **Family Advocate, Youth and Family Services.** Provides advocacy, support and referrals for families of children with behavioral/emotional difficulties. 565-5158
- **Family Connections.** Referrals made through shelters to connect homeless families to a community volunteer program that provides case management and assistance to families in need for relocation. 579-3630
- **Marijuana Anonymous.** 1-800-766-6779.
- **Narcotics Anonymous Hotline.** 24-hour support and counseling. 575-7837
- **North Bay Regional Center.** Resources, services for children with developmental disabilities. 569-2000
- **Orenda Center.** Sonoma County Department of Health Services/Alcohol, Drug & Tobacco Services Division outpatient counseling and education. 521-2115
- **Positive Images.** Sonoma County's Gay, Lesbian, Bisexual, Transgender and Questioning Youth Group. 568-5830
- **Pregnancy Counseling Center.** 24-hour crisis line, pregnancy tests, support and referral. No fee. 575-9000
- **Social Advocates for Youth (SAY).** Short-term shelter and crisis intervention center and 24-hour Crisis Line. 546-3432 or 1-800-544-3299
- **Sonoma County Associates for Youth Development (SCAYD).** Youth and family counseling, prevention activities, education and awareness about alternatives to drug, alcohol and gang involvement. 793-9030

- **Suicide Prevention.** 24-hour suicide counseling.
1-800-273-8255
- **YMCA Domestic Violence Hotline.** 546-1234

ATTENDANCE

Students are required to attend classes in accordance with compulsory full-time education laws (E.C. 48200). Categories for attendance accountability include the following:

A. Windsor Attendance Procedures:

1. Custodial Parent, Caregiver, Legal Guardian and/or Adult Age Student*, may clear absences by phone or note.
2. Students who have been absent must have their absence(s) cleared within **two days** of their return.
3. Absences not cleared within two days will be recorded as unexcused. Parents are therefore urged to call the attendance office (837-7767, ext. 2102 – available 24 hours a day) every day of the student's absence so absences are accurately cleared. This also enables teachers to issue make-up work and support students who are legitimately absent.
4. If a student becomes ill or injured while at school, he/she is to report to the attendance secretary, who will attempt to notify his/her parent or guardian. Failure to check out with the attendance secretary will result in an unexcused absence.
5. Students are expected to make routine medical appointments after school hours. In the event this is not possible, parents or guardians must phone or send a note to the Attendance Office *before* students may leave the school grounds. If a student leaves campus without checking out with the Attendance Clerk, the absence is unexcused.
6. Any student who leaves campus for *any* reason *must* sign out in the main office and have written parent permission. Failure to check out will result in an unexcused absence.

B. Excused: An excused absence is defined under Board Policy. The teacher is to allow a student to make up the work missed during absences, to the degree it is possible for such work to be

* A letter of acknowledgement from the parent of an *adult age student* should be on file in the Attendance Office, if that said student will be acting on his or her own behalf regarding attendance.

completed. An excused absence shall be granted for the following reasons:

1. Medical, dental, optometrical, or chiropractic appointments (E.C. 48205)*
2. Personal illness (E.C. 48205)*
3. Quarantine under the direction of a county or city health officer (E.C. 48205)
4. Attendance at funeral services for a member of the immediate family (E.C. 48205)
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (E.C. 48205)
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (E.C. 48205)
5. Jury duty in the manner provided by law (E.C. 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (E.C. 48205)

C. Warranted: A warranted absence shall be excused if the absence is **requested in writing prior to the absence and is approved by a school administrator**. The teacher of any class from which the student is absent shall determine, pursuant to the regulations of the Board of the school district, what assignments the student shall make up and in what period of time the student shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. A warranted absence may be requested for justifiable personal reasons, including but not limited to, the following:

1. Appearance in court

*When a student has excessive absences in the school year, the Attendance Office may require verification by a physician of further absences due to illness/attendance.

* School authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian.

2. Attendance at a funeral service other than an immediate family member
3. Observation of a holiday or ceremony of his/her religion
4. Attendance at an employment conference
5. Junior and senior students attendance for college visitations (maximum 3 days)
6. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (E.C. 48205)
7. Participation in religious instruction or exercises in accordance with district policy (E.C. 46014) if all of the following conditions are met:
 - a. the student shall attend at least the minimum school day, and
 - b. the student shall be excused for this purpose on no more than four days per school month.
8. The successful completion of a Short Term Independent Study Contract. Information available through the attendance office.

Family trips and vacations will not be warranted under this policy. Parents/guardians are encouraged to plan family trips and vacations outside of the school year. Notify attendance clerk if unavoidable. Any absence under this section, which was not requested in advance and in writing, will be considered unexcused, and work may be made up only at the teacher's discretion.

D. Unexcused: Students may not make up work missed during an unexcused absence. Unexcused absences include, but are not limited to, the following:

1. Oversleeping.
2. Cut.
3. Class suspensions.
4. Vacation
5. Any absence that is not cleared within **two days** after the student returns to school.
6. Being more than 10 minutes late to class.

E. Loss of Credit for Excessive Unexcused Absences: The staff and business community of Windsor are sending out a clear message about attendance expectations. The underlying philosophy behind the attendance policy is that maximum learning and achievement can occur only when students establish regular attendance and participation in their classes. The California E.C. and Windsor High School attendance policy grant credits for time and participation in class. All classes at Windsor High School will “offer” partial credit with **the loss of one semester unit/credit for those students with four unexcused absences per class.**

In certain cases with extenuating circumstances or new evidence, a student may wish to appeal the decision to issue partial credit by submitting a written letter with documentation for appealed absences to the Attendance and Welfare Supervisor. An appeals panel shall convene a committee in order to determine a judgment on the appeal. For more information regarding appeals see www.windsorhs.com.

F. Tardies:

1. A student is considered tardy when he/she is not in the classroom ready to work when the tardy bell rings. Students may be warned, assigned detentions, or suspended for excessive tardies.

G. Suspensions: The teacher of any class from which a student is suspended may require the suspended student to complete any assignments and tests missed during the suspension (E.C. 48913). The teacher shall provide the missed assignments and tests if requested by the student or parent/guardian. Suspension days are considered unexcused absences though do not accumulate in accordance with the partial credit policy.

H. Attendance Review Board: According to E.C. Code 48260, a student is considered truant “who is absent from school without a valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days.” The formal procedure for addressing truancy includes an automated call the day after absence, notification letters to parents of truant students, referring students to student support programs, notifying the Windsor Police Department school resource officer and/or district attorney’s office, and finally to the Student Attendance Review Board for further action. The SARB is a

committee consisting of school administrators, counselor, and various community agencies. During regularly held formal hearings, members of the SARB recommend interventions, legal avenues or change of placement for certain students with poor attendance patterns or patterns of inappropriate behaviors.

I. Closed Campus: There are no off-campus privileges, including visits to the parking lot and student automobiles. Students are not permitted to loiter in cars or in the parking lot. The Board of Trustees has established a closed campus at Windsor High School. Students may not leave campus without a signed campus pass. Students are required to show their schedule and/or off-campus pass to any school employee requesting them to do so. Students may not leave the campus during the school day until they have completed their daily schedule. Students who have a shortened day must have a copy of their schedule with them at all times.

RESPONSIBILITIES AND EXPECTATIONS OF STUDENT BEHAVIOR

The Windsor Unified School District shares three common rules in regards to student behavior:

- Be safe
- Be responsible
- Be respectful

The Windsor High School staff is committed to providing an orderly and caring environment in which students feel comfortable, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. Attitudes and behaviors that promote mutual respect and harmonious relations will be continuously encouraged. Windsor High School shall promote nonviolent conflict resolution techniques and provide students opportunities to voice their concerns about school policies and practices. School officials recognize the need to take appropriate action whenever the safety and order of the campus are threatened. In accordance with E.C. 35291.5, the school discipline plan includes sanctions, which are imposed when a student violates school rules. Sanctions include:

- Warning/Class Suspension
- Campus Clean-up/School Service
- Parent Notification/Conference
- Counseling/Education
- Detention
- Suspension
- Behavior Contract
- Referral to Student Attendance Review Board (SARB) for attendance or persistent misbehavior
- Expulsion/Referral to another school

School Safety – Member of Community Reports

It is the expectation of Windsor High School that all students, staff, and community members work together to preserve the safety of the high school by reporting knowledge of dangerous objects, behaviors, or other “school designated serious acts” relating to the health and safety of students on campus. This includes:

- Possessing, selling or otherwise furnishing a firearm
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing or attempting to commit a sexual assault or committing a sexual battery

Reports should be made to teachers, school administrators, campus supervisors, school officials or through the school resource officer’s 24-hour voicemail phone line at 837-7767, x2143. All reports will be kept confidential and every reasonable safeguard necessary to protect those who disclose information will be made.

A. Grounds for Suspension or Expulsion

According to Board Policy and E.C. 48900, administrators may suspend students and, in some cases, recommend them for expulsion. The California E.C. limits the grounds of suspension to:

- a) (1) caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of objects of this type, the student has obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- c) unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- d) unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

- e) committed or attempted to commit robbery or extortion.
- f) caused or attempted to cause damage to school property or private property.
- g) stolen or attempted to steal school property or private property.
- h) possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- i) committed an obscene act or engaged in habitual profanity or vulgarity.
- j) had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k) disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l) knowingly received stolen school property or private property.
- m) possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault or sexual battery.
- o) Harassed, threatened, or intimidated a pupil who is complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p) caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Section 330325.
- q) engaged in, or attempted to engage in, hazing.
- r) intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of that pupil or group of pupils by creating an intimidating or hostile education environment (E.C. 48900.4).
- The school also considers the following offenses as acts of willful defiance and, as such, may be grounds for suspension or

expulsion: 1) instigating or transmitting information between students to promote injury; 2) forgery or falsification of school documents; 3) cheating; 4) violation of conditions for appropriate use of school computer, Internet or other technological equipment, to include breach of privacy or security, transmission of copyrighted materials, threatening, harassing or obscene material, altering or removing of computer files not belonging to the user, disconnecting equipment or vandalism of any kind. Students sign a Terms and Conditions of Computer Use upon entry to the high school.

- A student may be suspended or expelled for acts enumerated above, 1) while on school grounds, 2) while going to and from school, 3) during lunch, whether on or off campus, or 4) during or while going to or coming from a school-sponsored activity, including athletic events, whether on or off this or other school district's campus.
- If a student commits a crime during time other than the hours mentioned above, and a connection is made between the crime, its planning, its aftermath and the school, the student may be subject to school/District disciplinary measures.
- Suspension days are considered unexcused absences though do not accumulate in accordance with the partial credit policy. In-office or class suspensions when a student is sent out of a class are also unexcused absences; however, because students have the option to behave and remain in class, in office/class suspensions will be marked as unexcused and will accumulate toward other unexcused absences that may affect a student's course credit.
- During a suspension, the suspended student is not to be on or around 1,000 feet of the campus. This includes Keiser Park.
- A student who commits an action enumerated in Board Policy or E.C. 48900, or who has been habitually truant or irregular in attendance through instruction upon which he or she is lawfully required to attend may be involuntarily transferred to an alternative program or community school.

Expulsion (E.C. 48915)

For non-handicapped students:

1. The principal, superintendent or designee shall immediately suspend and shall recommend to the Board to expel a student who knowingly possesses a firearm at school or at a school activity off school grounds.
2. The principal or superintendent shall recommend a student's expulsion for any of the following acts, unless the principal or superintendent finds and so reports to the Board, the expulsion is inappropriate, due to the particular circumstance:
 - a. Causing serious physical injury to another person.
 - b. Possessing any knife, explosive, or other dangerous object of no reasonable use to the student.
 - c. Unlawful sale of any controlled substance.
 - d. Robbery or extortion.

For handicapped students, refer to Board Policy and E.C. 48915.5

B. Removal of a Suspension Record

A student (or parent/guardian thereof) with senior standing, with a record of one prior suspension, may submit a written request to the superintendent or designee to remove from that student's official school file the record of that suspension, unless that student was suspended for any of the following acts:

- possession of a firearm.
- causing serious physical injury to another person, except in self-defense.
- possession of any knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds.
- unlawful sale of any controlled substance, as defined in the Health and Safety Code, except for the first offense of the sale of not more than one ounce of marijuana, other than concentrated cannabis.
- robbery or extortion.

C. Classroom Exclusion-Teacher's Right to Suspend Students from Class

A teacher may exclude a student from class for acts such as defiance or disruption to the classroom environment on the day of the infraction and the day following. The teacher shall inform the student of what he/she is accused of doing. The student will be given the opportunity to explain his/her version of the facts. The teacher will send the student to a school administrator and call the parent/guardian to discuss the infraction or schedule a conference to do so.

D. Attendance of Suspended Student's Parent for Portion of School Day

A teacher who suspends a student for committing an obscene act, engaging in habitual profanity, disrupting school activities or otherwise willfully defying the valid authority of the teacher or other school personnel, may require the parent to attend the portion of a school day in his or her child's classroom. The attendance of the parent shall be limited to the class from which the student was suspended.

E. Questioning and Apprehension

- Peace officers have the right to interview students on school premises as suspects or witnesses. When such an interview is requested, the principal or designee shall accommodate the questioning in a way that causes the least disruption to the school process, gives the student appropriate privacy, and models exemplary cooperation with community law enforcement authorities.
- The principal or designee shall make reasonable effort to immediately notify the student's parent/guardian when a peace officer requests an interview on school premises of a student suspected of committing a crime, except in cases of child abuse or neglect or other situations in which the principal or designee determines that notification would be inappropriate.
- Students who are suspects shall be informed by the peace officer of their constitutional rights to remain silent and to confer with counsel.

- A peace officer may interview a student who is not suspected of committing a crime without the principal or designee attempting to contact parents.
- If the peace officer finds it necessary to remove the student from school, the principal or designee shall first ascertain the reason for such action. Upon releasing the student, the principal or designee shall immediately inform the student's parent/guardian.

F. Gangs

The Board of Trustees desires to keep District schools and students free from the threats or harmful influence of any groups or gangs that advocate drug use, violence, or disruptive behavior. For the purpose of this policy, a gang is two or more people who form an allegiance for a common purpose to engage in acts which are threatening or criminal, and which include such behavior as intimidation, threats or violence. The Windsor High School administration works with parents, the community, and local law enforcement agencies to share information and prevent gang activity.

G. Recognition of School Authority

Students are responsible for identifying themselves when requested by school personnel and for abiding by directives of staff members, including teachers, administrators, custodians, grounds supervisors, teachers' aides, secretaries, parent volunteers and clerks. Failure to do so will be considered defiance.

H. Search and Seizure

School officials may conduct searches when there are reasonable grounds for suspicion that the search will uncover evidence that the student may have violated the law or school rules, or placed the health and safety of students or school employees in jeopardy. In all such cases of search, the search must be within the school personnel's regular scope of duties, and any property seized must be reported to the student immediately.

I. Vandalism

Vandalism includes negligent, willful, or unlawful damaging or taking of any District-owned real or personal property, including the writing of graffiti. The parents/guardian having custody or control of a minor

who commits an act of vandalism against the school or District will be held financially liable.

J. Possession of Personal Cellular Phones and Other Electronic Devices

The personal use of CD/tape players will be allowed on the Windsor High School Campus within the following parameters:

- All music/listening materials are **appropriate** to an academic environment for all school functions.
- Students understand that administrators/staff members have the right to request students put away their electronic devices and/or review listening materials at any time. Students are expected to promptly and respectfully comply.
- Outside the classroom, electronic devices will only be used when they will not compromise personal safety, school unity, etc.
- Windsor High School accepts no responsibility in the theft of electronic devices and listening materials.
- Students may possess or use electronic devices, including but not limited to cellular/digital telephones, iPods, MP3 players, CD players, etc., provided that such devices do not disrupt the education program or school activity. Electronic signaling devices shall be turned off during class time and at any other time directed by a district employee. If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the class period, school day or activity (Board Policy 5131 (c)).
- Because these devices are frequently stolen, students are advised that school administration may not conduct investigations into their loss. Students bring them at their own risk.
- No Student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

K. Laser Pointers

- Pen-like laser pointers which aim a red dot at their target and which are intended as long-range pointers for presentations can be

hazardous and disruptive to school operations. Penal Code 417.27 prohibits students from possessing laser pointers on school premises, unless the pointer is used for valid instructional or other school-related purposes, including employment. Penal Code 417.25 states that exhibiting a laser scope which projects a laser light on objects at a distance, whether or not attached to a firearm, may be a misdemeanor if intended to cause a person fear of harm.

- Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose (Board Policy 5131(b)).

L. Alcohol and other Drugs

The Board of Trustees of the Windsor Unified School District is strongly and vigorously opposed to the use, sale, or possession of illegal drugs and alcohol by students on the campuses of the schools of the District and during off campus school sponsored events. Rules and regulations covering possession or consumption of drugs or alcohol shall be widely promulgated to the students, parents and the general community. It is the intent of these regulations to discourage and eradicate drug and alcohol activities on the campuses of the District.

Rules and regulations concerning drug activities shall encompass and implement the laws of the state to their fullest extent to achieve the Board's goal of eradication of drug and alcohol activity.

It is the policy of the Board to work with and utilize appropriate law enforcement agencies in active cooperation to identify and deal with student drug and alcohol offenders. Procedures implementing this policy shall be in accordance with state law and due process.

The Board believes in the value of education about drugs, alcohol and substance abuse for the students of the District. Appropriate health instruction shall be offered in order to ensure broad student participation in drug and alcohol education. It will include substance abuse education, health education and sex education.

Procedures for Possession or Use of Alcohol and other Illegal Drugs, Drug Paraphernalia, or Being Under the Influence:

These procedures implement the policy of the Board of Trustees of the Windsor Unified School District, which is intended to insure that there is no possession, use, or sale of alcohol and illegal drugs by students on the campuses of the schools of the District.

- Staff members who suspect a student possessing or using alcohol or other drugs while in school, on school grounds or during school sponsored activities, shall refer the student to an administrator.
- Students exhibiting symptoms of being under the influence of alcohol or other drugs shall be referred to an administrator and shall be subject to discipline.

First Offense

- 1) The following actions shall be taken by the principal or designee:
 - a. Parent/guardian notification, including appropriate letter mailed home.
 - b. Three to five day suspension.
 - c. Law enforcement authority contacted within one school day of the suspension.
 - d. Conference with parent/guardian.

- 2) In addition, the following actions may be taken:
 - a. Development of a written intervention plan.
 - b. School service contract.
 - c. Referral to appropriate community counseling program.
 - d. Transfer/alternative placement.
 - e. Recommendation for expulsion.
 - f. Police citation issued.
 - g. Up to one week (five consecutive school days including weekends and holidays) restriction from school extracurricular and athletic activities.
 - h. Restriction from school activities.

Second Offense

- 1) The following actions shall be taken by the principal or designee:
 - a. Parent/guardian notification.

- b. Law enforcement authority contact within one school day.
 - c. Conference with parent/guardian.
 - d. Five day suspension.
 - e. Recommendation for the student's expulsion.
- 2) The following activities/measures may be appropriate components of an intervention plan in lieu of expulsion:
- a. Referral for assessment of alcohol/drug behavior.
 - b. Referral to an appropriate community counseling program for family counseling.
 - c. Attendance to a 12-Step or other substance abuse program.
 - d. Community service.
 - e. Behavioral/academic contract.
 - f. Restriction from school activities.
 - g. Transfer to another school or county program.

Third Offense

- 1) The following actions shall be taken by the principal or designee:
- a. Parent/guardian notification.
 - b. Law enforcement authority contact.
 - c. Five day suspension.
 - d. Recommendation for expulsion, unless the principal finds, and so reports in writing to the superintendent or designee, that an expulsion is inappropriate due to the particular circumstances, which shall be described in the written report.

Sale or Provision of Controlled Substances

When a student sells or provides alcohol or illegal drugs at school or while under school jurisdiction, the following shall result in:

- a. Parent/guardian contact.
- b. Suspension with recommendation of expulsion, unless the principal or superintendent finds, and so reports in writing to the Board, that the expulsion is

inappropriate due to the particular circumstance, which shall be set out in the report of the incident (E.C. 48915).

- c. Law enforcement notification; request for citation.

Rules and Regulations Governing the Relations of the School to Law Enforcement Agencies:

- Staff shall notify the principal or designee immediately upon suspecting a student is selling or providing alcohol or other drugs. The principal or designee may notify law enforcement prior to confronting or searching the student.
- A search for drugs may be made in accordance with the provisions of law, Board policy and Administrative Regulations.
- When there is evidence that a student has sold or provided alcohol or other drugs or drug paraphernalia on or about the school premises or at school-sponsored functions, law enforcement must be notified.

Drug Counseling

The District's drug and alcohol policy and procedures will be widely disseminated to students and parents/guardians through school publications, informational letters to parents/guardians, and other effective means. School administrators will work with, and make appropriate student referrals to, agencies which specialize in counseling young people in dealing with substance abuse.

M. Tobacco Use

Smoking presents a health hazard that can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew or possess tobacco or nicotine on school property or during school hours, on the way to or from school, at school-sponsored events, or under the supervision of District employees. Students who violate this policy shall be subject to disciplinary procedures. Consequences for smoking and/or chewing tobacco on campus may include the following:

- *First time*-Police citation, contract signed by student, tobacco confiscated, campus clean up, suspension and/or mandatory attendance of a tobacco education program.

- *Second time*-Police citation, parent/guardian contacted, suspension one day from school for defiance of school rules, and/or mandatory attendance at a tobacco education seminar.

N. Dress and Grooming

We expect that all students will use common sense and good taste in their conservative dress for school. Even though the community norms have become more relaxed in terms of clothing and increased levels of body exposure, these standards will be enforced to maintain an appropriate and focused educational setting. Student dress should reflect the notion that school is a place of business where students are learning both academic and social skills.

Failure to adhere to the following guidelines will result in a warning (first time), lunch detention, Saturday School or suspension. In extreme cases, students may be sent home to change. Decisions regarding the appropriateness of clothing, footwear and accessories will be made by administration and student advisors.

The following dress code will be in effect at Windsor High. Students in all grades will be prohibited from wearing:

1. Clothing and accessories that promote alcohol, tobacco, drug usage or which display weapons or violence and which cause or are likely to cause a disruption within the school environment.
2. Clothing and accessories that contain vulgar, derogatory or suggestive diagrams, pictures, slogans or words that may be interpreted as racially, religiously, ethnically, or sexually offensive and which cause or are likely to cause a disruption within the school environment.
4. Low-cut tank tops, tube tops, mesh tops, sheer tops, halters, or bare midriff tops. Shirts cannot have necklines that are lower than the straight line from top of underarm across to opposite underarm. Display of cleavage is not permitted. Tops may not expose the midriff, and clothing must cover undergarments at all times.
5. Shorts or skirts that extend higher than four (4) inches above the knee. Short shorts, tight shorts, and revealing shorts may not be worn.
6. Clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment or discrimination and which cause or are likely to cause a disruption within the school environment.

7. Sagging pants, pants worn low on the hip so as to reveal underwear or skin. Clothing must cover undergarments at all times.
8. Red shirts, tops, coats, belts, shoelaces, lanyards/key chains, hair bands/braids, ribbons, or bracelets. Items with reference to North, South, West or East Side. Clothing stressing a "blue" theme is also prohibited. All bandannas, regardless of color. Belt buckles with any letters or numbers.

O. Student Parking and Driving

Driving to and parking on school grounds is a privilege. Students are expected to park appropriately in North (large) parking lot (i.e. not on the circle drive or on the street) and to use vehicles for transportation only. The South (small) lot is for staff only. All cars are subject to search at any time. Failure to follow these guidelines will result in loss of driving and parking privileges and are subject to citation by local police. Students are not to loiter in or around their cars at any time. Cars must display a WHS parking permit.

P. Litter

Maintaining an attractive campus requires the help of all persons, particularly students, in depositing litter into trash cans.

Q. Skateboards and Roller Blades

Skateboarding is not permitted on campus. Skateboards may be used as a means of transportation to school. Skateboards can be checked into the Student Advisor's office during the school day. They may not be ridden or carried to and from class or in the corridors or the paths on campus. Violators will have their skateboards confiscated and retained in the office until the end of the school day. Repeat violators will have skateboards returned only to a parent or guardian. The school does not assume responsibility for lost or stolen skateboards/rollerblades.

R. Academic Honor Code

Windsor High School is committed to encouraging students to value an atmosphere of trust and respect and assume responsibility for their own ethical behavior. WHS staff supports the belief that academic honesty is a shared responsibility among students, parents, and school staff; that the many students who uphold their ethics are under

pressure to achieve high grades; that the teachers must create conditions that encourage respectable behavior; and that there is a need for students to experience rewards for ethical behavior.

All students have a **RESPONSIBILITY** to maintain integrity through adherence to the Academic Honor Code. Such information and expectations are outlined in a contract that all students and parents are required to sign in order to register at Windsor High School.

Violations of the Academic Honor Code include but are not limited to:

- Claiming credit for work which is not your own. Examples include copying others' work on assignments, and/or plagiarizing published materials, including the Internet.
- Allowing others to claim credit for your work.
- Using unauthorized notes or other aids (i.e. writing on hand, cheat notes, etc.)
- Fraudulently submitting work for one assignment that has been submitted in another class.
- Fabricating or falsifying information.
- Aiding another student in any academically dishonest way.

Consequences for students who violate the Academic Honor Code may include but are not limited to:

- A zero or failing grade on submitted work.
- Report (by teacher) of incident to discipline office/recorded in discipline file.
- Conference with counselor, student, and teacher, principal or principal's designee, and/or parents/guardians.
- Suspension.

S. Public Displays of Affection (PDA):

Students should remember that the school campus is a public environment and a public facility. Students and staff members may be offended when exposed to certain behaviors. Students are to refrain from any public display of affection that could offend others. Consequences of displaying such actions on campus may result in disciplinary actions including parent contact, campus beautification, and/or suspension from school.

T. Cyber Bullying

Cyber bullying is nothing new. What is new is that cyberspace creates a 24-hrs-a-day 7-days-a-week opportunity to harass! Instant messaging, Web Journals, cell phones and e-mail allow the bully to victimize anonymously. What is cyber bullying?

- Threatening emails
- Nasty instant messaging sessions
- Repeated text messages to cell phone
- Websites that mock others
- Texting or emailing using another's identity

Reminders for student online users:

- Never give out passwords or PINs to friends
- Don't send messages when you are angry
- Never say something in an e-mail that you wouldn't say to somebody's face
- Don't believe everything you see or read
- Online conversations are not private. Be careful!

Strategies for targets of cyber bullying:

- Do not open, forward, read or respond to messages from cyber bullies
- Save all messages as evidence
- Tell a trusted adult about the problem
- If you are threatened with harm, call the police

Sources: isafe.org, novabucks.org, cyberbullying.org, and
Leslie A. Pappas – Philadelphia Inquirer

GRADING

A. Grading Practices: The purpose of grading is to communicate the level of achievement and progress in the educational program to the students, the parents, and institutions of higher learning, prospective employers, counselors, and other schools the student might attend. According to Board Policy, symbols used and the meaning of such symbols are as follows:

A	Excellent achievement
B	Good achievement
C	Satisfactory achievement
D	Poor, in danger of failing
F	Failing to meet minimum standard of achievement
INC	Incomplete - The teacher may assign a grade of incomplete when a student's work is not finished due to illness or other excused absence. Incompletes not cleared within two weeks will revert to "F's" unless approved by the principal or designee. <i>Note: For Athletic Eligibility, an "INC" is calculated as an "F" until made up.</i>
NM	NM (no mark) - used only for a student who, for reasons beyond his/her control, could not fulfill the requirements of a course (enrolled at Windsor High School less than three weeks).

B. Grading Policy and Procedures:

- If a student fails a course and in a subsequent semester repeats the same course, the student earns both the credit and the grade achieved during that subsequent semester. If the student repeats the course in order to earn a higher grade, the student cannot be given duplicate credit for that course. Since the student's transcript is a legal document reflecting all student work, all courses and grades will be recorded, including repeated courses.
- Partial credit will be given for excessive unexcused absences.
- *Progress reports are issued at the end of each six-week grading period and will serve as formal notification of student progress or lack of progress.* Whenever it becomes evident that a student is in danger of failing a course, e.g. receives a D/F, either the teacher

or parent are encouraged to request a conference involving the student.

- Semester grade reports are final grades, which are assigned twice a year. These grades are recorded on the student's official transcript/permanent record.
- When school property has been damaged or not returned, the parent will be informed that reparation is due. The school may withhold grades, diploma or transcripts until reparation is made, in accordance with California E.C. and Board Policy.
- Grade Point Average (GPA) is based on all courses attempted within the semester unless dropped prior to the 8th week of the semester and is computed as follows:

A	=	4 points	D	=	1 point
B	=	3 points	F	=	0 points
C	=	2 points			

- Honor points are awarded to students who successfully complete advanced placement courses or honors courses with a grade of "C" or higher. These honor points will be computed into the students' grade point average (GPA).
- Students are encouraged to take college or university courses while attending Windsor High School. Students must receive prior approval from a high school administrator or counselor to enroll in a college or university course. Students may elect to count college credits toward high school graduation by transferring, in writing, college credits to their high school transcripts. Santa Rosa JC classes with course numbers *49 or below* are awarded honor grade points. See a counselor for more information.

Valedictorian/Salutatorian Selection:

The following procedure is used by Windsor High School to academically rank students with senior status in order to determine Valedictorian and Salutatorian honors. To the extent possible, these rankings will also be used to report to parents/guardians and appropriate institutions such as universities and perspective employers.

Valedictorian is an honor bestowed upon the graduating senior with the highest grade point average. In case of a tie, the GPA will be taken to three decimal places.

Salutatorian is an honor bestowed upon the graduation senior with the next highest grade point average.

Seniors with a GPA of 3.82 or higher, not including the two highest GPA's, will be honored with Academic Excellence.

A rating system will be on a 4-point scale, except for "Honors" and "Advanced Placement" courses, which will be on a 5-point scale. Rankings for senior-level students will be based on grades for exactly 200 credits earned through the 1st semester of the senior year (7 academic semesters), *with a minimum of 100 credits completed at Windsor High School*. Based on the 200 credits calculated, grades of "B" or lower will be included in the calculation. Plus (+) and minus (-) grades will not be used. Courses taken for "pass/not pass" will not be included. Junior college, university, or other post-secondary courses shall be limited to a maximum of 20 high school credits.

The Valedictorian of each graduating class will have the option to speak at the graduation ceremony. Valedictorian must maintain excellence during his/her final semester of his/her senior year as defined by an overall grade point average exceeding 3.5.

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excellence during their final semester of the senior year as defined by an overall grade point average exceeding 3.5.

C. Program Changes

- Student-initiated changes after the start of school may be made *only under unusual circumstances*. **Teacher or time preference is not considered an unusual circumstance.**
- Staff-initiated course or section changes which transfers a student from one class to another may be made at any time for academic reasons.
- Students who change classes mid-semester will carry their absences and “grade to date” to the new class, and it will be included in the final grade computation.
- Students may be required to obtain parent and/or teacher permission to drop a class. Any class dropped after the 6th week of the fall semester and the 2nd week of the spring semester will result in a failing grade reflected on the student’s official transcript.

D. Athletic/Activity Participation Eligibility Requirements

- According to Board Policy, in order to participate in extra/co-curricular activities, students must demonstrate satisfactory educational progress in meeting the requirements for graduation.
- To encourage and support academic excellence, the California Interscholastic Federation (CIF), Article 2, Section 204c, and the Board require that students earn a minimum 2.0 or C grade point average on a 4.0 scale in order to participate (defined as “eligible to play” and being identified on a team roster) in interscholastic athletics and also maintain minimum progress towards graduation by completing at least twenty credits per semester in order to meet eligibility requirements.
- Academic eligibility is generally determined 5 working days after grades are due. Those students falling below a 2.0 grade point average will be ineligible for the subsequent grading period, and will remain ineligible until five days after grades are due for the next grading period.

- Students must attend at least two academic blocks the day of a game to be eligible to compete in interscholastic competition.
- Students not meeting the 2.0 GPA requirement to participate in extra curricular activities may be eligible for a one-time Academic Probation Waiver (see the Athletic Director or the Administrator in charge of activities for more information).
- The superintendent or designee may exempt from eligibility requirements extra/co-curricular activities or programs, which are offered primarily for the student's academic or educational achievement.
- The principal or designee may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege. The principal or designee shall determine the duration of the revocation. Appeals may be made to the superintendent's office.
- Students must also satisfy all California Interscholastic Federation (CIF) eligibility requirements to participate in CIF athletic programs (see the Athletic Director for more details).
- Transferring from one school to another school may affect a student's athletic eligibility under North Coast Section and/or State CIF rules. It is the student's responsibility to see the school's Athletic Director for a copy of the rules.
- Students applying for Athletic Scholarships are strongly advised to work closely with their counselor and coach to meet NCAA requirements. It should be noted that Independent Study classes do not meet NCAA requirements.

E. "Dead Week"--which includes the weekend prior to Final Exams--is defined as a time during which **no school-sponsored extracurricular activities or events are scheduled**; students are expected to concentrate on their classes and to prepare for exams. Students may participate in required activities and events scheduled by leagues and other agencies outside the control of Windsor High School. Curriculum and classroom activities are at the discretion of the individual teacher.

GRADUATION REQUIREMENTS

The California E.C. and the Rules & Regulations of the State Board of Education require instruction in certain specific fields in all California public schools. According to Board Policy, students shall receive diplomas of graduation from Windsor High School only after completing the required course of study and meeting the standards of proficiency established by the District. To qualify for graduation and to participate in the ceremonies, a student must successfully meet these requirements.

	Credits
English	40
Mathematics <i>competency</i> demonstrated by passing both Algebra and Geometry	20
Integrated Science	
Life	10
Physical	10
World History/Global Studies	10
U. S. History	10
Economics and Government	10
Visual or performing arts, foreign language or American Sign Language	10
Physical education, unless the student has been exempted pursuant to E.C. provisions.	20
Health	5
Electives	75

All students shall earn a minimum of 220 credits.

Students may earn a maximum of 40 credits each semester.

Additional Requirements:

Completion of a senior project, portfolio & presentation

Students may earn a maximum of 20 credits towards graduation for teacher's assistant, office assistant or an internship course.

Most students complete their high school requirements in 4 years (8 semesters) although we recognize that individual differences in student progress may lead to early graduation or may require additional time to complete all graduation requirements.

The Windsor High School *Course Catalog* describes specific courses and is available in the Counseling Office.

- According to Board Policy, students shall receive diplomas of graduation from high school only after completing the required course of study and meeting the standards of proficiency established by the District and the state of California.
- A special education student who meets the differential standards and assessment procedures included in his/her special education I.E.P. (Individualized Education Plan) will have satisfied the minimum standards of competency required for graduation.

The Graduation Ceremony

The “Seniors in Good Standing” Policy:

This policy holds semester seniors to both academic and behavioral expectations commensurate with Windsor's high standards. Participation in the graduation ceremony is voluntary and considered a privilege. In order for a senior to participate in the graduation ceremony, s/he must have completed all requirements and be a senior in good standing. The WUSD Board recognizes the need for Windsor High School to maintain high standards of student conduct and behavior, and therefore supports the practice of providing the traditional graduation ceremony only for students in good standing. Under the policy, a student may qualify to earn a graduation diploma, yet still be restricted from participation in the ceremony. Eligibility to participate in the graduation ceremony will be determined by the principal and includes:

- Meeting District graduation requirements.
- Behaving appropriately. Suspensions as a result of serious offenses such as vandalism of school property, fighting, or being under the influence of a controlled substance at a school sponsored activity are examples of incidences that are likely to exclude a senior's participation in the ceremony.

- Commitment to academic achievement during the senior year. Purposeful non-performance resulting in a grade of F or Incomplete will prevent students from participating in the graduation ceremony.
- Paying all outstanding bills.

Seniors in good standing must have 140 credits by the start of their senior year and 180 credits by the start of the 2nd semester of the senior year. Students who are deficient in credits will be considered members of the junior class until the deficiency in credits is remedied and will not be eligible to participate in senior class activities.

A graduation list of qualified students will be available to students and their parents beginning with the first progress report of the second semester and will be updated at each subsequent progress report period. The list will exclude students with progress reports of F or Incomplete, until such grades are reconciled. Seniors losing a credit in a spring semester class cannot make up that credit!

Important Note to Parents and Students:

The Windsor High School staff and administration do not encourage or condone cutting classes at any time for any reason. Any attempt to legitimize cutting class as a senior privilege is unacceptable and will jeopardize a student's good standing at school.

College Entrance Requirements:

Any student who anticipates college attendance should plan a program of study beginning the first day of entrance into high school. While high school grades remain one of the best predictors of success in college, a new trend is evident that admission bodies are taking a closer look at the *rigor* of academic preparation, i.e. the difficulty of courses a student takes. Major colleges and universities want students to take challenging course work throughout their high school careers. Universities are looking for students with a well-rounded experiential base. Internships, leadership positions in the community, and involvements with community service are highly valued experiences. *Some colleges also ask counselors to report if students have been suspended from school for any reason. Colleges sometimes alert students to last minute rejections, based on a drop in final semester*

grades and/or attendance problems. Students should understand that counselors must respond honestly to all such requests.

University of California (U.C.)

University of California (U.C.) Subject Requirements: A student applying for admission as a freshman to the University of California must have completed a minimum of 160 credits of high school credit during grades 9 through 12. 150 of these required credits must have been earned in academic or college preparatory courses, as specified and defined below. Also, at least 70 of the 150 units must have been earned in courses taken *during the last two years of high school*.

University of California Admission Requirements

- A. History (2 years): Two years required, including one year of world history, cultures, and geography and one year of U.S. history or one-half year of U.S. History and one-half year of civics or American Government.
- B. English (4 years): Four years of college preparatory English that includes frequent and regular writing, and reading of classic and modern literature.
- C. Mathematics (3 years, 4 recommended): Three years of college preparatory mathematics that includes the topics covered in elementary and advanced algebra and two and three dimensional geometry.
- D. Laboratory Science (2 years, 3 recommended): Two years of lab science providing basic knowledge in at least two of the fundamental disciplines of biology, chemistry, and physics. Integrated Science C/D at WHS meets 1 year of this requirement. Integrated Science A/B does **not** meet this requirement.
- E. Foreign Language (2 years): Two years of the same language other than English. Completion of three years recommended. May be waived for students

who have demonstrated competency. Sign language for the deaf is also acceptable.

- F. Visual and Performing Arts (1 year): One year, in the same discipline area. Areas may include dance, drama/theater, music or visual art.
- G. College Preparatory Elective (1 year) Two semesters in addition to those required in A through F above, to be chosen from at least one of the following subject areas, advanced visual and performing arts, history, social science, and a language other than English.

Windsor High School courses meeting the "A-G" requirements are on the next page. Students must earn a "C" grade or better in all courses meeting "A-G" requirements. The U.C. grade point average is computed from grades in classes used to fulfill "A-G" pattern required for admission in grades 10 through 12. Grades in AP courses and Honors courses approved by the university as Honors (i.e. underlined on the following page) are given extra weight: A = 5 points, B = 4, C = 3 (*Note: D=1*). *U.C. accepts a maximum of 8 semester courses for GPA enhancement, only 2 can be from 10th grade. Students are still encouraged to take the most rigorous schedule of classes.*

Freshman applicants are required to submit scores from 3 SAT Reasoning Tests **and** 2 SAT Subject Tests (if applying to a U.C. Campus) or 5 American College Tests. See a counselor for more detailed information.

Fulfilling all these requirements does not guarantee university or college acceptance. If your grade-point average is 3.3 or higher in the A-G subjects taken after the ninth grade, you will be eligible for admission to the University, regardless of the scores you earn on the standardized tests used for the Examination Requirement. If your grade-point average is below 3.3 but above 2.81, you will be eligible for admission if you achieve the composite or total test score specified on the Eligibility Index. You must also have completed all A-G subjects with satisfactory grades. Check regularly with your counselor regarding your subject and grade point average qualifications.

California State Universities Subject Requirements:

English: 4 years required (Composition, literature, etc.)

Mathematics: 3 years required (Algebra I, geometry, and advanced algebra)

U.S. History/Government: 2 years required

Lab. Science: 2 years required (1 Year of life science, 1 year of physical science)

Foreign Language: 2 years of the same language is required. (Spanish, French, etc.) May be waived for students who have demonstrated competency.

Visual and Performing Arts: 1 year required (Arts, dance, music, theater)

College Prep Electives: 1 year required (English, math, social studies, science, foreign language, visual & performing arts)

Current UC and CSU Web sites that help pupils and their families learn about college admission requirements are:

College Information www.collegeboard.org

California College Search & Database www.californiacolleges.edu

University of California www.ucop.edu

Santa Rosa Junior College www.Santarosa.edu

California Community Colleges www.ccccoedu

Community College Requirements:

- a. Open admission to all high school graduates.
- b. Non-grads 18 or older are admitted on probation.
- c. Non-grads who have passed the California State Proficiency Examination are admitted.
- d. Testing is required in certain courses for placement purposes.

College Entrance Exams:

The California State University and University of California College systems require that a student take either the SAT Reasoning or ACT. A student needs to check which tests their college of choice requires. Some private colleges require various combinations of SAT Reasoning/SAT Subject Tests.

- **SAT Reasoning Tests - Verbal, Writing & Mathematics Aptitude Tests:** Scores on these three tests are used by colleges to determine a student's probable success in college.
- **SAT Subject Tests:** Available in foreign language, social science, English composition, literature, science, and mathematics.
- **ACT-American College Test-** Five sub-tests in English, mathematics, social studies and natural sciences. The ACT is accepted by some colleges in lieu of the SAT Subject tests.
- **PSAT-Preliminary Scholastic Aptitude Test-** Taken normally by sophomores and juniors as a "warm up" for the SAT. For juniors, scores on this test are used to determine eligibility for the National Merit Scholar competition.
- **AP Exams-Advanced Placement Exams-** Available for students who have exceptional achievement in particular areas in which they may earn college credits. Students generally take a related advanced placement course before taking the exam, although students may take the exams without having taken the course. Colleges vary in the credit they give for scores on AP exams.
- **CLEP-College Level Examination Program-** A testing program similar to the AP program, that some colleges use to grant credit or advanced placement.
- **Community College Tests**
Some community colleges require that students take placement tests in English and mathematics.

E. Scholarships and Financial Aid:

- Most colleges and universities offer scholarships of varying amounts to deserving high school seniors. If you are interested in obtaining scholarship assistance, ask the College and Career Advisor. Most scholarships are awarded on the basis of financial need and scholastic standing, but many are available for students with special qualities or interests.
- Financial assistance is available for vocational/certificated programs as well as colleges and universities. It is crucial that students follow application deadlines. There are many different sources offering various kinds of scholarships. See the counselors for assistance and forms.
- In December of each year, a Financial Aid evening is held for parents and students at Windsor High School.

F. Alternative Programs/Alternatives to the High School Diploma

- **Adult Education:** The Windsor Unified School District provides programs for adults and concurrently enrolled high school students. More information about this program is available in the school and District offices.
- **Gifted and Talented Education:** This program is designed to serve those students with exceptional needs and abilities. Information about the program is available in the office and from the program's lead teacher.
- **Home/Hospital Study:** This program is designed for students who are expected to be out of school for a period of not less than three weeks due to illness or injury. It serves grade K-12 students who are temporarily disabled either at home or in the hospital and cannot attend classes. Parents of students requiring a home/hospital teacher need to secure a physician's note and submit it to their counselor.
- **Regional Occupational Program (ROP):** ROP offers tuition-free occupational training to Sonoma County residents 16 years of age and over. Courses are offered at Windsor High School and at other schools throughout the county. Information about the program may be obtained from the Sonoma County Office of

Education (524-2720) or a school counselor. Credits count toward graduation as elective credits unless otherwise noted.

- **Career Technical Education (CTE):** A brief description of what CTE is, as defined by the California Department of Education can be found at <http://www.cde.ca.gov/ci/ct>.
- **Windsor Independent Study @ Home (WISH):** The Windsor Unified School District's independent study program is for students in grades K-12. This program serves students who are seeking an alternative that individualizes their educational plan and whose needs may best be met through study outside the regular classroom setting. A brochure explaining this option and the entrance requirements is available in the office or by calling his/her counselor.
- **California High School Proficiency Test:** This test is offered twice a year to students who have finished their sophomore year or are sixteen years of age and are seeking an alternative to the standard high school diploma. Students who pass the test are awarded a proficiency certificate by the California State Department of Education. Applications and more information may be obtained from the school counselor. Parent permission to leave school upon passing is required.
- **Graduation Equivalency Diploma (GED):** Students who are 17-1/2 or older may take the Graduation Equivalency Exam. See a counselor for more details.

STUDENT SERVICES

A. Clubs

Students with special interests are encouraged to form a club. Each club must have a school advisor, a constitution, a budget, and must be approved by the Associated Student Body Executive Council and Administration. All financial activities must channel through the ASB account.

B. Athletics

Windsor High School competes in the Sonoma County League (SCL) of the California Interscholastic Federation (CIF). League regulations specify that students must pass twenty credits of work at the last grading period and must maintain a “C” average in order to participate in interscholastic athletics (eligibility of first semester ninth graders is based on eighth grade final semester grades). Participation is defined as being “eligible to play” and identified on a team roster. Students must attend at least two academic blocks the day of a competition to be eligible to compete. *Students who do not achieve a 2.0 grade point average (GPA) may request a waiver to the 2.0 eligibility requirement for **one grading period** during the four years in high school.* Contact the Athletic Director for more information.

C. Food Service

Food service and the snack carts are open for students during break and lunch. A variety of sandwiches, beverages, and other packaged goods are available. Free and reduced lunches are available for low-income families. Applications are available in the office. Students are urged to help keep the school clean.

D. Dances

Windsor High School dances are intended for the enjoyment of Windsor High School students, and are to be safe, fun and healthy social interactions for youth in our community.

All Windsor High School students who wish to bring a guest (limited to one) from another school must submit a completed WHS Dance Clearance Contract to a school administrator at least **five days** prior to

the dance. Dance contracts for guests are available in the front office and on the school website. The Windsor High School administrator may confer with an administrator from the guest's school prior to the guest's admission to the dance. Guests in "poor standing" will not be admitted to Windsor High School dances. Once students have entered a dance, they may not leave unless they plan not to return.

E. Student Government

The Executive Council is made up of elected officers and commissioners. The Council oversees all functions of the Associated Student Body. Elected officers and commissioners of the Associated Student Body Executive Council are President, Vice-President, Secretary, Treasurer and Commissioners.

Any Windsor High School student may run for an ASB or Class Officer position provided they meet the requirements outlined in the Associated Student Body Constitution including a 2.0 GPA.

Each class (grade level) elects its own class officers. Freshman officers may be elected in September. Sophomore, junior, and senior class officers are elected in May for the following school year. Class officers include President, Vice-President, Secretary and Treasurer.

Class officers organize and execute all class activities, which range from fundraising to special events (e.g. Prom). Any person who has leadership ability or who wants to become involved should run for a class office. All students are encouraged to attend ASB meetings.

E. Student Body Card

Students are expected to carry their ASB card at all times. The cards are used to check-out library books, provide access to Internet, and to provide identification for entrance to extra-curricular activities.

F. Messages and Phones

To avoid unnecessary classroom disruptions, the school will not deliver messages to students except in the case of emergencies. The nature of all such emergencies must be established prior to the delivery. School phones are intended to facilitate the conducting of school, not personal, business. Except in the case of an emergency and school business, students may not use school phones.

G. Protection of Personal Property

Reports of Vandalism and Theft:

- The Windsor High School community would like to assume that all students will respect other people's property, but unfortunately, that is not always the case. Occasionally, property is stolen or vandalized. Students are responsible for protecting their personal property from theft and vandalism. While the campus is well supervised, school officials cannot be everywhere at all times. The school is not responsible for the security, or loss of personal property.
- Backpacks and personal belongings should not be left unattended. Bikes should be secured at all times. Students are responsible for providing their own locks for bicycles.
- Acts of theft or vandalism should be reported immediately to the school resource officer. Students are encouraged to file police reports if items of value have been stolen or vandalized. Recovered goods will be returned to their rightful owner.
- Students caught stealing or vandalizing school or personal property will be subject to the appropriate disciplinary consequences and restitution.

Lost and Found:

The Lost and Found is located in the Main Office. After providing proper identification, students may claim articles from the office personnel.

I. Windsor Publications

- The Windsor High School yearbook.
- *The Windsor High School Bulletin* – The administration and staff newsletter for parents, students, and the community.
- <http://www.windsorhs.com> - Windsor High School

H. Community and Parent Involvement

All Windsor High School parents and other interested adults are encouraged to get involved in our school community.

- Athletic Boosters – a group of parents and community members who support Windsor High School athletics and arts programs with fundraisers and donations.
- Volunteers – share their time and talents with students and staff by working in various support roles around the campus and as members of the School Site Council. Volunteers make significant contributions to the overall success of the total Windsor High School Program. Contact the Windsor High School Volunteer Coordinator at x147 for more information.

School Governance Bodies:

The *Windsor High School Leadership Team* and *School Site Council* are the major decision-making bodies for the school.

Their main purposes are to:

1. Provide direction and clarity with regard to Windsor High School policies
2. Act as an advisory board to the WUSD Board of Trustees for policy decisions made by the district
3. Develop and recommend to the Board of Trustees a plan for continuous school improvement
4. Review annually with the principal, teachers, other school personnel, and students, the implementation and effectiveness of the School Improvement Plan, recommend changes or modifications in response to changing needs or priorities and adjust the budget accordingly
5. Maintain and improve communications within the school and between the school and community
6. Communicate to the Superintendent and the Board of Trustees the School Improvement Plan, the progress of implementation of the plan, and the results of evaluation of the plan components
7. Perform other functions and duties as specified by the California E.C.

Meetings for each governance body are held monthly and are open to students, parents, and staff.

I. Textbooks

Textbooks are distributed and collected by classroom teachers or the school librarian. Students are responsible for returning these books to the staff member who issued them. Students are responsible for lost or damaged books. Damaged or lost book charges can be paid in the office. Semester report cards and transcripts will be issued only when all charges are cleared.

J. Visitors to School

Persons who are not students at Windsor High School, nor school employees, and who do not have official business at school, are not to be present on campus during school hours, including lunch and breaks. Visitors include guest speakers, volunteers and/or students shadowing Windsor High School students. There will be no visits permitted during finals week.

Adult Visitors: See the receptionist in the main office to sign in and get a Visitor's Badge. At the end of their visit, adult visitors return the badge. This includes Alumnae.

Student Visitors: Please call the main office at 837.7767 ext 2101 to arrange tours of the campus with an Assistant Principal.

STUDENT RIGHTS AND PROTECTIONS

This section of your Student Handbook is intended to provide students and parents with accurate information about students' rights and responsibilities. It reflects a portion of current laws and District policy that often affect high school education. The abridged version, which follows, includes only subjects deemed most crucial. For additional information on student rights and responsibilities, see a school or district administrator.

A. Constitutional Rights: A student's education in high school is more than just a responsibility. The California Supreme Court has held that both education and attendance at a public school are fundamental rights of all people in the state, and are both guaranteed and protected by the California Constitution. That document states that all students have the responsibility to "comply with the regulations, pursue the required course of study, and submit to the authority of the school," under the limitations of students' rights.

B. Compulsory Education: According to state law, it is the responsibility of parents to place their students in public or private day school during each school year while students are age six to eighteen. However, exemptions to day school attendance must be granted to students who:

- have a physical or mental condition which prevents or strongly discourages attendance at a school;
- are being instructed for at least three hours a day for 180 days each calendar year in subjects required by the E.C., by a private tutor holding a valid teaching credential;
- on the recommendation of the principal or the superintendent have been assigned to a vocational program in a place of employment, providing they are over fourteen and have a valid work permit;
- have a valid work permit and are so employed, while still attending part-time classes.

C. Access to Records: Mandatory access will be provided to the following persons or agencies:

1. Natural parents, adoptive parents, or legal guardians of students younger than age 18. Upon request, qualified certificated staff will be available to interpret records.
2. Adult students (age 18 or older) (E.C. 49061).
3. Those so authorized in compliance with a court order (E.C. 49077). If lawfully possible, the District shall first give the parent or adult student three days' notice, telling who is requesting what records (Title 5, Section 435).

The following persons or agencies shall have access to those particular records that are relevant to the legitimate educational interests of the requester:

1. Natural parents, adoptive parents, or legal guardians of a dependent student age 18 or older (E.C. 49076).
2. Students 16 or older or who have completed the 10th grade (E.C. 49076).
3. School officials and employees (E.C. 49076).
4. School Attendance and Review Board members and involved school officials and employees (E.C. 49076).
5. Officials or employees of other public schools or school systems where educational programs leading to high school education are provided (E.C. 49076).
6. Federal, state and local officials, as needed for program audits or compliance with law (E.C. 49076).
5. County child welfare services workers responsible for the case plan of a minor who is being placed in foster care (Welfare and Institutions Code 16010).
6. Representatives of agencies with whom the District has contracted for support services. Parental consent is not required when information is shared with other persons within educational institutions, agencies or organizations obtaining access, so long as those persons have legitimate interest in the information (E.C. 49076).
7. County child welfare services workers responsible for the case plan of a minor who is being placed in foster care (Welfare and Institutions Code 16010).

8. Representatives of agencies with whom the District has contracted for support services. Parental consent is not required when information is shared with other persons within educational institutions, agencies or organizations obtaining access, so long as those persons have legitimate interest in the information (E.C. 49076).

D. Child Abuse and Neglect: With the concern for the total well-being of each student, District employees shall report known or suspected instances of child abuse in accordance with state law and District regulations. Employees will cooperate with child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

E. Student Expression

- Free inquiry and exchange of ideas are essential parts of a democratic education. Windsor High School respects students' rights to express ideas and opinions, take stands, and support causes, whether controversial or not, through their speech, their writing, and the printed materials they choose to distribute.
- Student freedom of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health and safety of all members of the school community. Students shall not be disciplined solely on the basis of constitutionally protected speech or other communication.

F. Nondiscrimination in Employment and Title IX: The Board of Trustees designates the following person as Coordinator for Nondiscrimination in Employment and for Title IX:

Ms. Lisa Saxon, Director of Educational Services
Windsor Unified School District
707-837-7721

The full text of District procedures can be found in the District Office.

Discrimination: The Windsor Unified School District, in strict accordance with state and federal laws, does not discriminate against any person on the basis of race, sex, sexual preference, nationality, creed, religion, economic background, social background, disability, or because a student is married or pregnant.

Title IX: Discrimination on the basis of sex in any program or activity of this District is not to be permitted. All District employees are required to comply with all provisions of this policy and the Title IX amendments of 1972.

G. Complaints (versión en Español disponible en la oficina administrativa)

When a student has a problem...

If a student believes that he or she is not receiving the education to which the student is legally entitled, or if the student feels that he or she is not being treated with courtesy and respect, the student should first contact the person responsible (if known) and an administrator. Often a concern can be reconciled at this level. If this step brings no resolution, however, then the student is legally entitled to use the District complaint procedures. The District complaint procedure addresses issues around federal and state programs; there are specific procedures to follow that can be accessed through the Windsor Unified School District office.

Informal Complaints Concerning School Personnel

Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.

Formal Complaints Concerning School Personnel

1. If the complaint is not resolved at the informal level, the complainant may submit the complaint in writing to the school principal or immediate supervisor. School and District administrators can provide Board Policy/administrative regulations regarding complaint procedures. When necessary,

District administration shall assist in the preparation of the written complaint so as to meet the requirement of this regulation. The administrative staff shall inform the complainant that such assistance is available if he/she is unable to prepare the written complaint without help. A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of a prior attempt to discuss the complaint with the employee involved and the failure to resolve the matter. The principal or immediate supervisor is responsible for investigating complaints and will attempt to resolve the complaint to the satisfaction of the person(s) involved. If the complaint is resolved, the principal will so advise all concerned parties, including the superintendent or designee.

2. If the complaint remains unresolved after review by the principal or the immediate supervisor, the principal shall refer the written complaint, together with an analysis of the situation, to the superintendent or designee. Complainants should consider and accept the superintendent or designee's decision as final. However, the complainant, the employee, or the superintendent or designee may ask to address the Board of Trustees regarding the complaint.

Complaints of Harassment:

Purpose of the Policy

The Governing Board affirms the right of every student to attend a school that is safe and secure. Therefore, the district, schools, students, parents/guardians and community have an obligation to promote mutual respect and safe, harmonious relations that support dignity and equality. To that end, the Board delegates to the Superintendent, in consultation with site principals, the authority and responsibility for developing and maintaining student behavior and conduct guidelines that support this policy as well as state education codes. These guidelines must be disseminated yearly to staff, students, and parents/guardians. In addition, parents/guardians and students may be provided information about early warning signs of harassing/intimidating behaviors as well as prevention and intervention strategies.

Definition

For the purposes of this policy, harassment or bullying is defined as unwanted and unwelcome behavior from staff or students that interferes with a student's education or well-being. In the school environment, harassment may mean repetitive teasing, slurs, epithets, verbal abuse, derogatory comments, degrading description, vandalism to personal property, and threats of force or force through outright actions or intimidation. This prohibition applies whether the act is deliberate, intentional or unintentional, or directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political, or religious ideology.

Reporting Procedures: Staff

The classroom teacher, through the principal, has the responsibility for maintaining appropriate behavior in the classroom as well as reporting observed incidents on campus. Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of bullying or harassing behavior, to immediately intervene, call for assistance, and report such incidents. The Board requires that staff follow school procedures for reporting and for disciplinary consequences of all observed incidents of bullying, harassment, intimidation, or other verbal or physical abuse, regardless of the perceived severity of such acts. Staff shall be alert and immediately responsive to student behavior that may interfere with another student's ability to benefit from her/his education or well-being. The principal or designee shall provide appropriate assistance, as necessary, for the victim and the offender to make appropriate referrals for assistance. Therefore, staff shall review yearly, the schools procedures relating to such incidents and be provided with suitable training to identify and appropriately respond to such incidents. This training may include discussion of the differences between freedom of expression/beliefs, and hurtful or hateful language/actions. School sites are encouraged to develop and share resources for maintaining a safe and hate-free school environment.

Reporting Procedures: Students

Students are encouraged to report all incidents of teasing, bullying, harassment, intimidation, or other verbal or physical abuse. Any

student who feels that she/he is a victim of such behavior should immediately contact a teacher, counselor, principal, or staff person. If the student believes the situation has not been remedied, she/he may file a complaint in accordance with district procedures.

Disciplinary Action

As detailed in Board policy 5145.3, students who commit such gestures, comments, threats, or actions, whether written, verbal, or physical, which cause or threaten to cause personal degradation or bodily harm, will be subject to suspension and/or expulsion or other disciplinary methods as deemed appropriate by the school site principal or designee, and as provided in Education Code 48900.

Confidentiality

An allegation of harassment and the results of the investigation shall be kept confidential to the extent reasonably possible under the investigation process.

Retaliation is Prohibited

The initiation of an allegation of harassment will not cause any reflection or undue impact on the person reporting the incident. Retaliation of any kind is a violation of this policy. Any acts of retaliation shall be considered as separate incidents, shall be investigated, and shall be subject to disciplinary action as defined by this policy.

Appeals Procedure

An individual may appeal the findings of an investigation to the Board. Appeals should be made within a reasonable time from the date of the finding.

Sexual Harassment Complaints:

1. Sexual harassment can interfere with a student's ability to develop and maintain self esteem, form relationships, and perform well in school. It is important that students feel safe and supported at school; sexual harassment can undermine this essential feeling of security.
2. The members of the Windsor community are united in the belief that sexual harassment (or any other kind of harassment) should not be tolerated in or out of school. In an effort to address the

problem of sexual harassment, the Windsor Unified School District has adopted a policy and procedures to deal with harassment when it occurs.

What exactly is sexual harassment?

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (E.C. 212.5)

- a. Submission to the conduct is explicitly or implicitly made a term or condition of a student's employment, academic status, or progress.
- b. Submission to or rejection of the conduct by the student is used as the basis for academic or employment decisions affecting the student.
- c. The conduct has the purpose or effect of having a negative impact on the student's academic work performance, or of creating an intimidating, hostile or offensive educational or work environment.
- d. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited and which may constitute sexual harassment include:

- a. Unwelcome leering, sexual flirtations or propositions.
- b. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- c. Graphic verbal comments about an individual's body, or overly personal conversation.
- d. Sexual jokes, stories, drawings, pictures or gestures.
- e. Spreading sexual rumors.
- f. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- g. Touching an individual's body or clothes in a sexual way.
- h. Purposely limiting a student's access to educational tools.
- i. Cornering or blocking of normal movements.

- j. Displaying sexually suggestive objects in the educational environment.
- k. Any act of retaliation against a student who reports a violation of the District's sexual harassment policy or who participates in the investigation of the sexual harassment complaint.

What can a student do when he or she feels sexually harassed?

Informal Resolution:

- The student is not required to do this, but he or she may directly inform the person engaged in such conduct that such conduct is offensive and must stop. The student may ask for help in representation to speak with the alleged harasser.
- The student may ask a teacher, counselor, or school administrator to mediate a resolution to the problem before attempting to engage in a formal process.

Formal Complaint:

- The student may file a written complaint with a school administrator regarding the harassment. The student may ask any school employee to assist him or her.
- A complaint policy procedure is available by asking a school administrator.
- The school administrator shall review the complaint, commence a thorough and complete investigation of the complaint, and make a written report available to the complainant and to the alleged harasser. Disposition of the complaint may include, but is not limited to, disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action.
- If a complainant or the alleged harasser is dissatisfied with the investigation and/or its disposition, he or she may file a written appeal to the Superintendent of Schools.

H. Infectious Diseases

- The Board of Trustees recognizes its dual responsibility to protect the health of students from risks posed by infectious diseases and

to uphold the right of students to a free and appropriate education. The District requires all staff to routinely observe universal precautions to prevent exposure to blood borne pathogens and prevent the spread of all infectious diseases.

- The admission of a student with a disease that is contagious within the school setting shall be determined by the superintendent or designee in accordance with standard procedures. The District shall exclude students only in accordance with law.
- The Board of Trustees created and adopted a comprehensive policy on infectious diseases. This policy applies in situations where a student or staff member may have the disease AIDS. It contains the following provisions:
 1. All students regardless of medical disability are entitled to an education in the least restrictive environment.
 2. Placement decisions for students will be based upon individual need, physical condition of the student and the expected type of interaction with others.
 3. Decisions will be made on an individual basis using a team approach and based upon current Center for Disease Control (CDC) recommendations.
 4. The District will maintain strict confidentiality of all individual student and/or employee records or medical histories.

A copy of the complete policy, Control of Infectious Diseases, is available in the District Office.

I. Legal Rights of Students and Parents

Under federal and state regulations, students and parents have rights, which could have an effect on the educational program. A complete explanation of these rights is attached to the enrollment form completed by parents or guardians; it is also sent home in a mailing. This information is available at the school or District Office. Included are provisions regarding:

- Exemption from sex education courses
- Excuse from health education
- Tests on personal beliefs

- Physical examination exemption
- Medical and hospital services
- Nondiscrimination on basis of sex
- Section 504 of the Rehabilitation Act
- Child Abuse
- Pupil discipline
- Review of pupil records
- Career counseling
- Private schooling for handicapped
- Immunization for communicable diseases
- Administration of prescribed medicine
- Notice to school for continuing education
- Individuals with Disabilities Education Act

SCHOOL EMERGENCY PLAN

A. Emergency Information

A District-wide Emergency Management Plan outlines the course of action in the event of an emergency. The objective of the plan is to provide effective action to minimize injuries and loss of life among students and school personnel in case of disaster during school hours. The school principal, or designee, working in cooperation with county disaster officials, will make decisions and determine actions within the framework of student and employee safety.

B. Emergency Plan

All students are to remain on campus until the environment is determined to be safe. Based on the nature of the emergency, students will be instructed to:

1. TAKE COVER
2. Stand by (stay where they are).
3. Evacuate buildings and assemble, with teachers, in prearranged areas. Evacuation routes are posted in each classroom. Under no circumstances will teachers release their students unless given directions to do so by the principal or designee. Any adult calling for a student will be required to identify him/herself to an assigned staff member before being allowed to take a student out of school.

C. Emergency Contacts

The nature of an emergency will have much to do with communications. In all possible situations, contact the main office first before contacting outside agencies. Some, or all, phone lines may be down. With this in mind, the following numbers are listed:

Windsor High School	837-7767
Windsor Police Department	838-1234
Windsor District Office	837-7700
Sheriff's Office (Dispatch)	565-2121
County Superintendent of Schools	524-2600

Windsor Fire Department	838-1170
Sonoma County Emergency Services	527-1152

If, however, telephone communication is ineffective, please tune in to one of the following radio stations or television channels for applicable emergency announcements:

- KSRO-AM 1350 is the official emergency radio station. In the event of severe weather, etc., information will be transmitted on this station.
- KGO-AM 810
- KCBS-AM 740
- KFTY-TV Channel 50
- KPIX-TV Channel 5
- KGO-TV Channel 7