

Windsor Schools K-12+

Parent & Student Handbook

A Message from School Leadership

Dear Parents:

Welcome to Windsor Schools!

Our learning community fosters a supportive environment where students learn, grow, and succeed. Your support is essential in assuring your child meets their individually established goals while attending Windsor Schools. To ensure your involvement in your child's education, we have prepared the Parent & Student Handbook for your review and reference. The parent & student handbook provides general information about our school's mission and instructional philosophy.

Windsor Schools are focused on both educational and emotional growth. Our classroom team's structured approach and social skills counseling programming allow our students to see success and find their voice. Inspiration happens here for our students.

Parental support and engagement are paramount in ensuring your child's success. Your homeroom teacher will be providing a daily point summary in the backpack and reaching out to you weekly via phone to discuss your child's progress and collaborate with you. The school will also be routinely sending you emails and updating our website at windsorschoolsnj.com for your convenience. If you ever have any questions or have suggestions for the Parent & Student Handbook please reach out to me directly.

Sincerely,

Pete McCullough
Principal

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Tel: 973-839-4050
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Contents:

School Mission	3
Instructional Design	3
Grading	3
New Jersey State Mandated Assessments	4
Textbooks and School Supplies	4
Technology Overview	4
Student Records & Confidentiality	6
Extended School Year (ESY)	6
School Day	6
Emergency Closing	7
Attendance	7
Absences	7
Late Arrival / Early Departure	8
School Dress Code	8
Cell Phone and Electronic Devices	8
Health & Safety	9
Student Code of Conduct	11
De Escalation	11
Harassment, Intimidation and/or Bullying	12
Child Abuse Law - Mandatory Reporting	12

Note: Windsor Schools Parent & Student Handbook is subject to change

School Mission

Windsor Schools are committed to creating a collaborative educational environment that nurtures each student's academic, social, emotional, and behavioral potential.

Instructional Design

Windsor Schools provide each student with an appropriate education based upon their Individualized Education Plan (IEP) developed by their school district in accordance with N.J.A.C. 6A:14. The integration of the New Jersey Learning Standards is applied to individual students as is appropriate within each IEP. It is the goal of Windsor Schools that students work within and complete these standards.

We believe in a highly structured environment that encourages and allows students to take an active role in their own learning. Classrooms are student-centered, learner-active environments with state-of-the-art technology in all content areas. Our goal is to provide a meaningful application for students to learn the skills needed to become lifelong learners. These skills include self-assessment—both academic and emotional—goal setting, developing and implementing action plans, and utilizing resource materials. We give students and teachers the opportunity to learn in a supportive environment that encourages academic risk-taking, collaboration, and reflection in pursuit of goals that reflect high academic standards.

Grading

Grading System & Marking Period Terms

Windsor Schools grading system is designed to measure the level of student attainment of our curriculum objectives. The school year is divided into four marking terms. Students receive grades each term for every course taken. Grades represent the following level of achievement:

Grade Meaning:

90-100 Demonstrated **Advanced Mastery** of the Curriculum

80-89 Demonstrated **Mastery/Proficiency** of the Curriculum

70-79 Demonstrated **Understanding** of the Curriculum

60-69 Demonstrated **Partial Understanding** of the Curriculum

50-59 Did Not Demonstrate an Understanding of the Curriculum

Advanced Mastery – At this level, students can apply the curriculum objectives and provide sophisticated solutions to complex problems.

Mastery/Proficiency – Students demonstrated a solid understanding of the curriculum objectives and can use them to solve a wide variety of problems.

Understanding – Students demonstrated a basic understanding of the course objectives and were able to use them to solve simple problems.

Partial Understanding – At this level, students have demonstrated a partial understanding of the objectives and are beginning to use them to solve problems.

Failing – Students failed to demonstrate an understanding of the course objectives and cannot use them to solve simple problems.

New Jersey State Mandated Assessments

Windsor Schools students participate in all state-mandated assessments required via our students' individualized education plans.

Textbooks and School Supplies

Windsor School furnishes all textbooks and instructional materials, and they remain school property. Parents may be required to reimburse the school for lost or damaged books before new books are issued. Students may choose to bring their own pencils/pens; however, the school will supply all necessary materials as needed.

Technology Overview

Windsor Schools use Google as the technology platform for all student learning and communication. All students will receive an email account and access to Google Drive.

Devices are utilized routinely for instructional purposes across all classes. Students are expected to follow teachers' instructions and utilize the computers to complete class assignments. If a student misuses this privilege by engaging in inappropriate or malicious behavior, they will only receive a warning for the initial offense. Subsequent offenses will result in parental contact to discuss potential consequences.

In the event of intentional damage to a device by a student, parents will be responsible for covering the repair costs. For students without access to a device at home, Windsor Schools will provide a school device when necessary to complete assignments.

Windsor Schools provide students with supplemental learning experiences through various password-protected instructional subscriptions. Many subscriptions monitor student progress, so teachers can utilize the data to make decisions regarding classroom instruction.

Devices, which are the property of Windsor Schools, are routinely issued to your child. These devices are on loan to the student and must be used in accordance with the school's Acceptable Use Policy found on our website, as well as any applicable laws. Use of Windsor devices, as well as access to the Windsor network, the Internet, and email, is a privilege and not a right. These items are provided for educational purposes only and are intended to support the learning objectives of Windsor Schools.

Devices are available in each classroom for our students to utilize. Please understand that your child has no expectation of privacy. Windsor Schools have the ability to monitor any and all activities on our devices and network.

Using Windsor Devices for Internet and Email

- Windsor Schools make every attempt to block access to inappropriate material while the student is at school. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home using their Windsor Schools Account.
- Students should never share personal information about themselves or others while using the Internet or Email. This includes a student's name, age, address, phone number, or school name. The student windsorschoolnj.com (9-12+), windsorlearningcenter.com (K-8) email account should never be used for personal internet and email use and must only be used for school-related activity.
- Students should be aware that Internet access, email and other media that are accessed, created, or stored on their devices are the sole property of Windsor Schools. Windsor Schools have the right to review these items for appropriateness and to limit or revoke a student's access to them at any time and for any reason.

General Use and Care of Windsor Devices

- Students are NOT to take Windsor devices home. Windsor devices must remain in the school building.
- Windsor devices are the property of Windsor Schools and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving, or otherwise defacing the device is not allowed and will result in loss of privileges and/or restitution.
- Students are encouraged to help each other in learning to operate their devices. However, such help should be provided with voices and not hands. Students should operate their own devices at all times.
- Devices should never be used while walking. Devices should only be used while they are on a flat, stable surface such as a table.
- Windsor devices should be protected from water, liquids, and foods. Students should never eat or drink while using their Windsor device or use their device near others who are eating and drinking.

Consequences of Inappropriate Use

Violations of school rules or *Windsor Schools Acceptable Use Policy* or any applicable laws may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Windsor Schools' Code of Conduct, up to and including suspension or expulsion, depending on the degree and severity of the violation.

The information provided in this section is a summary of Windsor Schools' Acceptable Use Policy, which can be found in its entirety at windsorschoolsnj.com.

Student Records and Confidentiality

Windsor Schools is dedicated to complying with all confidentiality laws protecting the privacy of the students and their families. Information regarding a student's progress will be shared only with parents, appropriate members of the school staff, and the sending school district.

Extended School Year (ESY)

Windsor Schools provide an Extended School Year Program (ESY) for our students who are eligible through your local school district. Windsor Schools ESY Program is taught by our highly skilled educators and should not be thought of as a summer camp. This program allows us to work on students' social skills while maintaining academic readiness. To be eligible for ESY, it must be agreed upon by the IEP Team, which includes you, your school district case manager, and Windsor Schools. The determination is made at the annual IEP meeting.

School Day

School Hours of Operation:

The school day at Windsor Schools begins promptly at 8:00 AM and ends at 2:50 PM. Students will not be admitted into the school building before 8:00 AM. Half-day dismissal is at 12:45 PM.

Student Arrival and Departure:

Students arrive at Windsor Schools on the bus service provided by their local school district. School begins promptly at 8:00 AM. Dismissal is promptly at 2:50 PM. Buses are expected to be on time for student pickup. If a bus is habitually late for dismissal, parents, as well as the sending school district, will be notified.

Traveling to and from school is considered an extension of school grounds; therefore, all rules and regulations governing student behavior apply. These rules also apply at all school functions, whether on or off school grounds.

Emergency Closing

In the event Windsor Schools is closed because of inclement weather or unforeseen circumstances, parents will be notified by telephone, text, and email via our automated system. School closing announcements will also be posted on the school website at windsorschoolsnj.com.

If the emergency closing, early dismissal, or delayed opening is due to inclement weather, the following procedures occur:

- Windsor Schools will contact all bus companies to make them aware of our schedule.
- If your home school district is closed, delayed, or has an early dismissal due to weather and Windsor is open, the bus company can follow your district's schedule. You will need to contact your bus company to determine transportation for that day.
- If Windsor is open and your home district is closed or transportation is not provided, you are welcome to bring your child to school as long as you can provide transportation both to and from school.
- If Windsor has an Early Dismissal, students will be dismissed at 12:45 PM. Windsor will notify families and bus companies.
- If Windsor has a Delayed Opening, our automated system will provide school start time.

Attendance

Attendance is a critical factor in students' school success. Consistent and punctual attendance promotes a greater chance of achievement in the academic world and in the student's future employment.

School attendance is both a right and a responsibility in New Jersey. Students have the right to attend school between the ages of five and 21 and are required to attend between the ages of six and 16. Windsor Schools believes that it is the shared responsibility of the school and the home to develop desirable habits of punctuality and attendance to help students meet the state learning standards for graduation from high school. Parents are both responsible and legally obligated to ensure that their child attends school regularly.

If your child is going to be absent or late to school, please call the school at 973-839-4050.

Absences

After five consecutive days of absence, a letter is sent to your child's school district to make them aware of your child's absences and the reason for them. In the event that extraordinary circumstances require that the student be absent from school for a length of time, the school principal and teacher will collaborate with the parent to determine how the student will make up the work. The school district will also be notified.

Late Arrival/Early Departure

Parents must communicate with the school regarding an early pickup or late arrival by either calling 973-839-4050 or emailing ws@windsorschoolsnj.com. For late arrivals, parents should contact the Main Office by 8:00 AM with the estimated arrival time and lunch order. Students arriving late to school must check in at the reception area before proceeding to class. If tardiness is habitual, the school principal will contact the student's parents to discuss the situation.

For parent pickup, the student cannot relay the message that their parent is picking them up instead of them riding the bus. Parents **must** notify the Main Office by 12:00 noon if they, or someone else, is picking up at the end of the day. Otherwise, their child will travel home on the assigned bus.

School Dress Code

Windsor Schools are dedicated to fostering a positive learning environment that supports academic success. In pursuit of this goal, we have implemented a dress code aimed at cultivating a respectful and focused environment. Students are required to dress in attire that fits properly, including pants, shorts (at a modest length), skirts, shirts, and blouses. Undergarments should not be visible, and clothing that is transparent or revealing is not permitted. Additionally, hoods must be worn down, and students are not permitted to wear hats or coats inside the building.

Windsor Schools prohibit the wearing or display of clothing that features messages related to gangs, alcohol, drugs, tobacco, or illegal substances. Additionally, attire with sexual innuendos, indecent content, or discriminatory imagery based on various factors such as age, disability, ethnicity, marital status, race, religion, sexual orientation, or gender is also prohibited. This includes symbols or items associated with hate groups or any imagery promoting racism, bigotry, or discrimination. Such clothing is strictly forbidden on school grounds or at any school-sponsored events. Any violation of this policy will lead to disciplinary measures.

Windsor Schools School Leadership Team reserves the right to determine the appropriateness of dress. In the event a student's clothing or accessories do not adhere to the dress code, they will be requested to change into more appropriate attire. Repeated violations of the dress code will necessitate parental notification. We appreciate your cooperation in maintaining a professional learning environment at Windsor.

Cell Phone and Electronic Devices

In adherence to the New Jersey "Bell to Bell" cellphone ban, we will be using a system called Yondr. The Yondr Program utilizes a simple, secure pouch that stores a phone. Every student will secure their phone in a personally assigned Yondr pouch when they arrive at school. Students will secure their phones in the pouch and not use them until their phones are opened until the end of the school day. Students are responsible for their pouch.

Students may not capture audio, photo, or video without explicit permission from school staff. Additionally, students are not allowed to share or post audio, photos, or video without explicit permission from school staff. Cellular phones and audio/video recording devices, including smart watches, can not be used at Windsor Schools. The use of this equipment must not violate anyone's right to privacy. School discipline will be determined based on the nature and severity of the incident. Sharing and/or posting of images/audio/video will be considered a violation of School Policy.

The Yondr pouch is property of Windsor Schools. If a student is caught on their phone or damages their pouch, the following will apply:

Policy Violations

- 1st Offense:
 - The phone and pouch are handed over to support staff, and the phone is returned directly to the student at the end of the school day.
- 2nd Offense:
 - The phone and pouch are handed over to support staff, and a parent or guardian must pick it up from the main office.
- Repeated Offenses:
 - May result in additional disciplinary actions at the discretion of administration.

Damage to Pouch

- 1st Offense:
 - Students will be charged a replacement fee in the form of School Store Points
- 2nd Offense:
 - Students will be charged a replacement fee in the form of School Store Points
 - The Parent will come to the school and pick up their child's phone
- 3rd Offense:
 - Loss of phone privilege

Note: *Damage consists of any signs that the physical integrity of the pouch has been compromised, whether intentional or unintentional, as determined by the school or Yondr staff*

Health & Safety

Student health and safety are our foremost responsibilities. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security needs, please inform the school so that appropriate accommodations can be made. We ask all parents to check in with their children to make sure they are feeling well before sending them to school. If they have a fever and other symptoms of illness, they should stay home and be evaluated by a physician if necessary.

School Nurse

An on-site nurse is available to assist students in taking medication and to assist students who are ill or injured. Staff, parents, or students may also consult the nurse on matters related to hygiene, nutrition, substance abuse, or child abuse and neglect. If the student becomes ill in

school, they must report to the nurse, who will decide the necessary response/course of treatment.

Medication

The principal and nurse must be informed of any prescription medication that a student is required to take at school. To dispense prescription medication at school, parents and the student's physician must complete the Medication Administration Form. All medication should be brought to the nurse in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage. All medication will be administered to the student by the nurse or designee. It is important to notify the nurse during the course of the school year of any medication changes that your student may have.

Students are not permitted to bring nonprescription medications to school. If you would like your student to be given over-the-counter medications (such as Tylenol) during the school day, you must complete that section in the Emergency Reference Form.

Additional Medical Forms

Additional Medical Forms are required on a yearly basis based on your child's medical conditions. These forms require both a parent's and a physician's signature. These include the Asthma Treatment Plan, Food Allergy and Anaphylaxis Emergency Care Plan, and Seizure Action Plan. All medications associated with these plans must adhere to the prescription medication guidelines discussed above.

School Safety

The safety and welfare of our students and staff are our highest priority at Windsor. As you entrust us with your child, please know the safety and security measures that are in place:

- **All school doors are locked, and the entranceways are equipped with cameras and a buzzer system.** All visitors to Windsor Schools must report to a staff member upon being let into the building.
- **Windows feature 3M Protection Ultra Security Film.**
- **Windsor practices all State-mandated drills, including fire, evacuation, and lockdown drills throughout the school year.** These drills help teach the right procedures and precautions to our staff and students for each situation.
- Windsor Schools employ **school safety personnel.**
- **Communication with parents during an emergency will be done through our automated system.** Our goal is to quickly and accurately communicate information to parents to ensure that their child's safety is maintained throughout any emergency. Parents should not attempt to come to the school during an emergency. Law enforcement personnel will maintain security over the property during an emergency, and parents will not be allowed on campus.

Windsor Schools will continue to update security procedures and implement best practices to ensure the safety of students and staff.

Student Code of Conduct

Windsor Schools recognizes the rights of all of its students to attend a safe program in an environment conducive to learning and in an atmosphere where helpfulness and common courtesy prevail.

The Windsor behavioral modification program is a model of positive reinforcement. Students are rewarded for good conduct and academic success with club and athletic privileges, luncheons, trips, and school store purchases, among other things.

This code is meant as a general guide since it is realized that no code could include all possible scenarios and behavioral issues.

It is the responsibility of Windsor students to conduct themselves in an appropriate fashion at all times. Behaviors such as gross insubordination, unprovoked physical aggression, threatening behavior, serious or continued use of profanity, and failure to follow basic rules and schedules will result in parental notification by the school principal, suspension, and/or termination from our program.

Termination from the program may occur if a student causes physical altercations with other students or staff, needs to be restrained on an ongoing basis, possesses weapons or any illegal substance in the school building, and/or has gross insubordination.

On-going poor attendance may also result in termination from the program.

It is also Windsor's policy that headwear not be worn. Prohibited clothing includes any clothing displaying profanity, drug-related items, offensive slogans, or clothing deemed by the principal to be too revealing.

Additionally, the threat of use of, use of, or possession of dangerous objects or weapons is strictly prohibited. Student belongings may be searched based on such scenarios.

Students shall be prohibited from possessing a remotely activated paging device on school grounds as per N.J.A.C.6A: 16-5.8.

Students who engage in harassment, intimidation, and bullying of peers and/or staff will be subject to prosecution by law enforcement and termination of placement by the school district of residence as per N.J.S.A. 18A:37-15 (3)(c).

De-Escalation

Windsor Schools must provide all students with a safe, nurturing learning environment. Parental support is an important component of our program for our students to achieve success.

Staff at Windsor utilize verbal de-escalation strategies and supports found in Ukeru Systems and Handle with Care Behavior Management System to assist with regulation techniques. The systems in place support other verbal, social, and emotional regulation systems used at Windsor, such as the Nurtured Heart Approach and the Zones of Regulation.

Ukeru is a trauma-informed approach to de-escalation that uses pads to receive the hits to expel energy in an appropriate manner and reduce the need for physical contact.

We employ certified trainers in Handle with Care (HWC), verbal de-escalation, physical restraint, and Ukeru. Staff members are trained to use HWC and Ukeru.

Harassment, Intimidation, and/or Bullying

Windsor Schools staff prohibits acts of harassment, intimidation, or bullying (HIB). A safe, civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, disrupt a student's ability to learn and Windsor Schools ability to educate students in that environment. Since students learn by example, all administrators, staff, and volunteers shall be accountable for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, and bullying. Further, all Windsor Schools personnel will be responsible for adhering to the following procedures, pursuant to N.J.S.A. 18A:37-15 (3)(b)(1).

Standard Windsor policy for investigating and reporting behavioral incidents will be followed in cases of harassment, intimidation, and bullying. Violations will be reported using the following form, which is available on our website:

Please use the HIB 338 Form Harassment, Intimidation, or Bullying (HIB) Reporting Form (Families/Caregivers)

An investigation of all reports will be conducted promptly. Reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying will be strictly prohibited.

Child Abuse Law – Mandatory Reporting

Every school employee is considered a mandatory reporter to the New Jersey Department of Children and Families under the law. Therefore, a staff member with "reasonable cause to believe that a child has been subjected to child abuse, including sexual abuse, or acts of child abuse" shall report the same immediately to the Division of Child Protection and Permanency by telephone or otherwise." The hotline number is 1-877-NJ-ABUSE (652-2873). Our employees have been trained to make reports before conducting investigations.

When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report. It is the duty of the police or human services to determine if abuse or neglect has occurred. It is not the responsibility of the school to make this determination.