

THE WINDSOR FOREST KNIGHTS



**STUDENT AGENDA HANDBOOK
2015 - 2016**

WINDSOR FOREST HIGH SCHOOL

**12419 LARGO DRIVE
SAVANNAH, GEORGIA 31419
PHONE: 912-395-3400
FAX: 912-395-3422**

Principal: Derrick L. Butler

Assistant Principals:

Keith Groeper
James Platts
Yolanda Coaxum

Windsor Forest High School is accredited by the Southern Association of Colleges and Schools and is a Georgia School of Excellence.

Earn Your S.H.I.E.L.D.

SCHOOL HISTORY

Windsor Forest High School opened its doors at 12419 Largo Drive in September, 1967.

RECOGNITIONS:

Governor's Cup 2006

AP Access and Support School 2008

Platinum Award for Greatest Gains 2009

Bronze Award for Highest Performance 2009

AYP 2006-2011

IB Indorsement 2011

2014 SCCPSS Teacher of the Year

2016 Georgia State Teacher of the Year

Industry Certified Business and Computer Science Program

VISION

"From school to the world: All students prepared for productive futures."

ALMA MATER

Lyrics by Rebecca Westfall, Music by Dorinda Duggan

VERSE I

In praise of
Windsor
Our voices we raise
Enduring shrine of
Wisdom
And in our hearts
Your motto stays
We lead and all will
follow.

CHORUS

Into the battle
Our proud banners
fly.
Forest green and
white
May ever they wave
'neath Georgia's
blue sky
The emblem of the
Knight.

VERSE II

In quest of Truth
And Justice
You've shown us
the way.
The knowledge that
we've
Learned from you
Will build a better
day.

SCHOOL COLORS

Forest Green and
White

SCHOOL MOTTO

Ducimus et omnes
equentur.
(We lead and all will
follow.)

SCHOOL MASCOT

The Knight

BELIEFS

1. Every individual deserves to be treated with dignity and respect.
2. Everyone has rights with responsibilities.
3. Every action we take or fail to take has consequences.
4. Every student deserves the opportunity to learn in a challenging academic environment.
5. Learning includes academic, social and emotional growth.
6. In order to adapt to an ever-changing world, we view learning as a continuous process.
7. We value diversity.

8. Education is an investment in the future with school, family, and community contributing.

IMPORTANT PHONE NUMBERS

Athletics	395-3413
Cafeteria	395-3400
Guidance Office	395-3409
Information Specialist	395-3433
JROTC	395-3426
Main Office	395-3400
Media Center	395-3412
School Nurse	395-3407
School Social Worker	395-3408

STANDARD DAY BELL SCHEDULE

7:35	Warning Bell
7:45 – 8:45	First Period (YR)
8:50 – 10:15	Second Period
10:20 – 11:45	Third Period
11:45 – 1:40	Fourth Period
11:45 – 12:10	A LUNCH
12:15 – 12:40	B LUNCH
12:45 – 1:10	C LUNCH
1:15 – 1:40	D LUNCH
1:45 – 3:10	Fifth Period

NOTE: Woodville-Tompkins students will receive their departure and arrival times from an administrator.

2015 – 2016 SCHOOL CALENDAR

Governor's Honors.....	June 22-July 18
Independence Day (Holiday for All)	July 3
Teachers Return / Pre-Planning	Aug 3 - 5
Students Return (Beginning 1 st 9-Week Period)	Aug 6
Labor Day (Holiday for All)	Sep7
Progress Reports Issued	Sep 9
Staff Planning/ Student Holiday.....	Sep 14
End of 1 st 9-Week Period	Oct 9
Beginning of 2 nd 9-Week Period	Oct 13
Report Cards Issued	Oct 16
Veterans Day (Holiday for All)	Nov 11
Progress Reports Issued	Nov 12
Thanksgiving Holiday Break (School Staff/Students)	Nov 25-27
Thanksgiving Holiday (Holiday for All)	Nov 26-27
End of 2 nd 9-Week Period/First Semester	Dec 18
Winter Break (School Staff/Students)	Dec 21- 31
Winter Holiday (Holiday for All)	Dec 24-25
New Year's (Holiday for All)	Jan 1
Staff /Student Holiday.....	Jan 4
Beginning of 3 rd 9-Week Period/Second Semester	Jan 5
Report Cards Issued	Jan 8
Martin Luther King, Jr. Day (Holiday for All)	Jan 18
Progress Reports Issued	Feb 3
President Day (Holiday for all).....	Feb 15
End of 3 rd 9-Week Period	Mar 11
Spring Break (School Staff/Students).....	Mar 14 -- 18
Beginning of 4 th 9-Week Period	Mar 21
Report Cards Issued	Mar 23
School Staff/ Student Holiday.....	Mar 28
Progress Reports Issued.....	Apr 20
Last Day of School.....	May 20
District Planning Day.....	May 23
Staff Planning/Post-Planning	May 23-26
High School Graduations.....	May 27
Report Cards Issued	May 29
Memorial Day (Holiday for All)	May 30

ADDRESS OR PHONE CHANGES

Inform your advisor immediately if there is a change of address or phone number. Students who are found to have purposely given false addresses will be immediately transferred to the correct school. Students who give adults false information will receive discipline consequences.

ADVANCED PLACEMENT (AP)

The AP program consists of college-level courses and exams, offering high school students the opportunity to receive an AP or college credits.

AP courses are available in the following subjects:

- Language
- Literature
- Calculus
- Statistics
- Biology
- Art
- Psychology
- World History

ADVISEMENT

All students participate in an advisement program which is coordinated by the counselors and implemented by the advisors.

Grade Level Area of Emphasis and PBIS

9.....Self-awareness, study skills, introduction to high school, conflict resolution

10.....Career awareness and GCIS

11.....Career planning and postsecondary education planning

12.....Preparing for life after Windsor Forest High School

ANNOUNCEMENTS

STUDENTS MUST NOT TALK DURING ANNOUNCEMENTS, Pledge of Allegiance, or the Moment of Silence. WFHS conducts a Moment of Silence and the Pledge of Allegiance each morning preceding the announcements. Students are expected to stand during the "Pledge of Allegiance" and remain **absolutely quiet** during the Moment of Silence.

ARRIVAL/DEPARTURE

Students should arrive for school not later than 7:35. Once students arrive on campus, they are to remain on campus until 3:15 dismissal, unless they have proper authorization or permission to leave and are signed out from the Attendance Office/Main Office or the Nurse.

ATHLETICS AND SPORTS

The following sports are offered at Windsor. Students should watch for announced tryouts and should see Coach John Sanders (Athletic Director) for further information.

Baseball	Golf	Tennis
Basketball	Riflery	Track
Cheerleading	Soccer	Volleyball
Cross-Country	Softball	Wrestling
Football	Swimming	

ATTENDANCE/ABSENCE VERIFICATION

In order to receive course credit or be promoted, students may not accumulate more than seven (7) absences per semester in any class for any reason. To be counted present for the school day, a student must be present in at least 4 periods of the school day. To be counted present for any class, a student must be present for at least 1/2 of the class period. Attendance waivers are required for students missing more than 14 class periods in any course.

Students must be in attendance during the school day in order to participate in any school sponsored function on that same day or during the weekend following the school day.

Following an absence(s), students are required to present a written excuse from a parent/guardian the first day back to the Attendance Clerk. The note must include the following:

1. Name of student
2. Date(s) absent
3. Reason for absence
4. Phone number
5. Parent/guardian signature.

Permitted Reasons:

1. School Activities
2. Personal illness
3. Medical requirements
4. Death of family member
5. Religious holiday
6. Orders of government agencies
7. Out -of-school suspension

BOOK BAGS

The SCCPS Board requires that all book bags, tote bags, backpacks, and other similar items used by students while on any property of the BOE, attending school-sponsored events or activities, riding on Board-operated vehicles, or within a safety zone, must have the contents clearly visible (clear plastic or mesh). Purses, handbags, pocketbooks and similar items do not have to be transparent or made of mesh, but must be within these size limitations: 14 x 17. **No gym bags are allowed in the classroom.**

BREAKFAST AND LUNCH

Breakfast is available for all students until 7:35 a.m. **Breakfast must be consumed in the cafeteria before time to go to class at 7:35 a.m.** In order to be served in the cafeteria, students must wear their student ID badges visible to others. **NO ID GO TO THE END OF THE LINE.** **Delivery of food and/or drink to students from outside establishments (e.g., fast foods or restaurants) is prohibited.** Students may bring a lunch and consume it in the cafeteria or other authorized eating areas.

BUS STUDENTS

Bus students must ride the bus that they are assigned. Missing the bus is not considered an excuse for tardiness or absence. Students riding on school buses or BOE related transportation are to follow and adhere to all BOE policies and the Student Code of Conduct.

CERTIFICATE OF ATTENDANCE

Certificates of Attendance for drivers' licenses are available in the Main Office. Students should complete the form and return it to the Main Office and allow two days for processing. Completed forms may be picked up in the Main Office during lunch or after school. A fee of \$5.00 must be paid at the time the certificate is picked up.

CLASS RANK

Students will be assigned a class rank based on the numerical average of all course grades. Students transferring from other schools will have their class rank computed based on all course grades earned elsewhere. Letter grades earned in other high schools will be converted to numerical grades.

Only graduating seniors who have earned at least 4 units in honors, AP or IB courses and who have attended SCCPSS high school for at least 4 consecutive semesters preceding the student's graduation date will be considered for designation as valedictorian or salutatorian of their class. Only students who have attained an overall 90 cumulative average or above will be considered for designation as honor graduates. (Refer to IHDA- R(1).

CLUBS, ORGANIZATIONS AND ACTIVITIES

Adulthood Groups	Junior Class
Annual Staff	Key Club
Art Honor Society	Math Team
Band	National Honor Society
Chatelaines	Okia Megas (Step Team)
Cheerleaders	Principal's Advisory
Chorus	Rifle Team
DECA	S.A.D.D.
Drama Club	Science Club
FBLA	Senior Class
FFA	Spanish Honor Society
Flag Corps	Student Council
Future GA Educators	Youth Apprenticeship

COMMUNITY SERVICE

All students **must** complete at least twenty (20) hours of community service by the end of their junior year. Proper documentation, in the form of an essay must be submitted to the advisement teacher by March 5th (Feb 1st if not completed before senior year). Validation forms are available in the Guidance Office. A list of participating agencies is also available in the Guidance Office.

DETENTION

Students will be given 24 hours notice when a detention is to be served. Detention will be given for minor offenses (e.g., tardy, minor class disruption). The school does not provide transportation afterwards. Students must be picked up by 4:30.

EARLY DISMISSAL

Early dismissal is strongly discouraged. To be granted early release the student must bring a note from a parent/guardian and include the daytime phone number of the parent/guardian. If the note is not brought in the day before the requested early release, the parent/guardian must come to the school to sign out. **Students must be signed out in the Attendance Office and leave campus immediately after receiving a dismissal. Students must abide by school rules until off campus.**

ELECTRONIC COMMUNICATION DEVICES

Students may have an electronic communication device (i.e., cell phone) in their possession during the school day. Use of electronic devices is restricted to use during lunch in the eating areas and hallways during the change of classes. Devices are **NOT** to be used in the halls or restrooms during class. Devices may be used in the classroom in conjunction with the academics **only** as authorized by the teacher.

FIREARMS, EXPLOSIVES AND WEAPONS

The possession, use, or threat of use of firearms, explosives, or weapons on campus will result in expulsion from school. In addition, students found in possession of a firearm, explosive, or weapon will be arrested. A student **must** report all knowledge of a weapon or explosive possession by another to an administrator. Students failing to report such information will receive disciplinary action. **Anonymity is given to each reporting student.**

GIFTS

Balloons, flowers and other gifts **may not** be delivered to the school or the classrooms, nor should they be brought into the school. The school office staff will not accept deliveries of these types.

GRADING

The following grading scale is used to report student achievement in subjects:

90 – 100 = A (4 points)

70 – 79 = C (2 points)

80 – 89 = B (3 points)

0 – 69 = F (0 points)

All approved AP/IB/Dual Enrollment courses will have five (5) bonus points added to the final semester numerical grade of 70 or higher. All approved honors courses will have three (3) bonus points added to the final semester numerical grade of 70 or higher.

GRADUATION REQUIREMENTS

Units required for graduation for students entering the ninth grade after June 2008: 24 for college pathway and career, technical and agricultural (CTAE) pathway. Both pathways require that students complete 20 hours of community service by the end of their junior year.

HALL PASSES

The agenda planner serves as the students' passes. **All passes must be authorized by a teacher or an administrator. Students are never to leave class without a pass. NO PLANNER, NO OFFICIAL SCHOOL OFFICE PASS, DON'T ASK**, except in case of an emergency. **Leaving class without a pass (walking out) will result in administrative consequences.**

HARASSMENT/BULLYING

Harassment OR bullying of students or adults will not be tolerated. If harassed or bullied, report it to the classroom teacher, counselor, or an administrator.

HONOR ROLL

To be considered for the **Honor Roll**, a student must have an average of **90 or better**. The student must also:

1. Be enrolled in 8 courses per year or 4 core courses per semester.
2. Meet all the guidelines of the attendance policy

3. Have no grade below 80
4. Have an overall conduct grade of E or S.

The principal may withhold a student's name from the honor roll if the student has chronic or unbecoming discipline referrals.

To be considered for the **High Honor Roll**, a student must have an average of 95 or better also with the other requisites for the honor roll.

IDENTIFICATION (ID) BADGES

The ID badge is to be in the student's possession every day and available as needed. Students are not to wear or use another student's ID. The initial ID will be supplied by the school at no cost to the student. Replacement ID's must be purchased. The cost for a replacement ID is \$5.00. If an ID is defaced in any manner, the student must purchase a replacement. Students without an ID must move to the end of the lunch line each time a student behind has an ID.

LOCKERS

A locker is assigned to each student. Students use lockers at their own risk. The school is not responsible for items left in the locker. Students must furnish their own locks. Lockers may be opened and or searched by school authorities at any time. "Going to my locker" is NOT an acceptable reason for tardiness to class.

LOST AND FOUND

When books, materials or equipment are not returned or returned damaged to the school, it is the responsibility of the student and parent/guardian to reimburse the SCCPSS BOE for the cost of replacement or repairs. Students who owe for lost or damaged textbooks, materials, and/or equipment shall have their report cards withheld by the school until payment is made. All books or personal items found are sent to the teachers' workroom. Keys, eyeglasses, or IDs should be sent to the Main Office.

MEDIA CENTER

The media center (library) is open from 7:45 a.m. to 3:45 p.m., Monday – Thursday; 7:45 a.m. to 3:15 p.m. on Fridays. Students may visit the media center before and after school or during lunch.

Books may be checked out for two weeks. Magazines may be checked out overnight. Students must obtain passes from their teachers in order to use the media center during class.

MISSED ASSIGNMENTS

Teachers will permit students to complete missed homework, tests or examinations within five school days after the student returns to school for excused absences. Teacher discretion may be used to extend the make-up time in extenuating circumstances. **It is the student's responsibility to make arrangements with the teacher to make up and complete missed assignments and/or tests.** Refer to IHA-R(1)

NURSE AND MEDICATION

Students are not permitted to bring nor have in their possession any medication (prescription or otherwise). The school nurse, in cooperation with the parent/guardian, will determine if an illness warrants early release from school. Parents should notify the school nurse of any chronic medical condition(s). **All medications must be turned in to the nurse's office by the student or parent/guardian.**

OPEN CONTAINERS

Open containers of food or drink are not allowed in the halls or in classrooms at any time. Consumption of bottled water is permitted in the classroom; no other food or drink is authorized for consumption in the halls or classroom. Glass containers are prohibited.

PROMOTION CRITERIA

In order to graduate, a student must have at least 24 credits. To be promoted to the next higher grade, a student must have the following specified credits:

To be promoted from 9th to 10th Grade

- Successfully complete at least 5 units of credit
- Minimum of 1 unit in: English, Math, Science, Social Studies

To be promoted from 10th to 11th Grade

- Successfully complete at least 10 units of credit
- Minimum of 2 units in: English, Math, Science, Social Studies

To be promoted from 11th to 12th Grade

- Successfully complete at least 16 units of credit
- Min of 3 units in: English, Math, Science
- Min of 2.5 units in Social Studies
- Min of 1 unit in World Language
- Min of 1 unit in a CTAE course for CTAE pathway students
- Complete a total of at least 20 community service hours.

SCHOOL STORE

The school store will be open 30 minutes before and after school. School supplies, disks, etc. are available during lunch. The school store is located in the concession stand outside the old gym.

SCHOOL UNIFORMS

- **Shirts:** Polo or Oxford Style. Solid color – forest green or white.
- **Pants:** Standard uniform material (cotton and/or twill). Colors: khaki or black. Pants must be appropriate size and worn at the natural waist with a belt. Knit pants, leggings, tights, or jogging pants are not permitted.
- **Skirts/Shorts:** Color: khaki or black. May not be shorter than 2 inches above the knee. The student will be sent home if skirts, dresses or shorts do not extend below the finger tips extended.
- **Belts:** Must be worn with pants.
- **Shoes:** Shoes must be completely enclosed, fastened and may not have a heel over 2 inches.
- **Hosiery:** Panty hose must be free of designs and natural in color.
- **Jewelry:** Oversize jewelry, including large earrings, is not permitted. Earrings should be no larger than a quarter.
- **Outerwear:** If worn inside the building, the outer wear must be left open (unzipped). **Hats may not be worn inside the school building.**

SELLING ITEMS ON SCHOOL PROPERTY

Students are **NOT** to sell any items (consumable or non-consumable) while on school property without approval from the principal. Only

school-sponsored organizations have permission to conduct fund raising activities with the principal's approval. Items being sold without approval will be confiscated.

SEARCH & SEIZURE

Administrators may conduct searches of school property to maintain a safe school environment. These may include lockers, desks, cars parked on campus, and other property assigned to students and their personal possessions. Students may be searched if there is reasonable suspicion to believe that students have violated School Board Policy, state or federal laws, or local code. Additionally, administrators may conduct searches for any items or materials which may pose a danger to students or other school personnel or which may be used to disrupt the school environment. Searches may also include periodic school-wide searches conducted in agreement with local law enforcement agencies.

STUDENT PARKING

Students who are in the 10th, 11th and 12th grade are permitted to park at Windsor Forest High School with an authorized parking decal. All students' parking is in the area at the rear of the school designated "student parking". Students park at their own risk. Students are urged not to leave valuables visible in the vehicle. Vehicles are subject to search as directed by the principal or his designee. **The parking lot is off-limits during or between class time and lunch. Student drivers must have a parking decal. Students who choose not to comply with this directive may have their vehicle towed at their own risk. Parents will be notified of all unauthorized vehicles on campus. Decals are \$20.00.**

TRANSCRIPTS

Students needing to send official transcripts for college admission, scholarships or military consideration must complete a transcript request form in the Guidance Office. Allow at least 24 hours for requests to be fulfilled. The first two transcripts will be sent at no cost. Each additional transcript costs \$3.00.

VISITORS AND TRESPASSING

All visitors must report to the Main Office via the main entrance, otherwise the visitor is trespassing. Students not attending school are not authorized entry unless authorized by an administrator. **Students on campus, at any time, while suspended are trespassing.**

Parent Notification Letter: Right to Know

Professional Qualifications of Teachers and Paraprofessionals

In compliance with the requirements of the Elementary and Secondary Education Act **Windsor Forest High School** would like to inform you that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- 1) Whether the teacher has met the Georgia Professional Standards Commission's requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- 2) Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) The college major and any graduate certification or degree held by the teacher;
- 4) Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact **Mr. Derrick Butler, Interim Principal** at **912-395-3400** or derrick.butler@sccpss.com

Sincerely,
Derrick L. Butler
Interim Principal
Windsor Forest High School