



WINDSOR

U P P E R S C H O O L

Student Handbook

2023 - 2024

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Mission

The Windsor School at Albany prepares students for college and life by building academic, artistic, and athletic skills with a focus on developing their passions. We believe in a rigorous education with an emphasis on enriching Centers of Excellence that are both practical and challenging, and in developing students into strong leaders and citizens committed to improving their communities.

The Albany Campus serves day and boarding students in grades 6-12, as well as postgraduate students. We provide a well-rounded academic program while offering opportunities to pursue excellence through the Albany Academies in Golf and Tennis, as well as in Marine Biology, Rowing, STEM, Business, and Music. Under the supervision of our dedicated faculty, Windsor School equips global citizens to excel in all areas of life. As they matriculate to colleges and universities around the world, Windsor students are prepared to lead with confidence and grace.

From the moment students enroll in Windsor School, you have agreed to set and accept a higher standard for your child and their future. Windsor's Student Handbook provides a written form of these standards and expectations. Windsor School students agree to adhere to and exceed these standards. Thank you for becoming a part of the Windsor community.

**** This is a live document. The standards outlined in this document are regularly reviewed and updated. In this way you are assured that the Windsor community is one that is safe, nurturing, socially responsible, and academically progressive.***

▶▶▶ General Information

School Hours

Windsor School at Albany is open Monday through Friday. The class day begins at 8:00 a.m. and ends at 3:30 p.m. After-school activities run from 3:30 to 6:00 p.m., depending on the program.

Arrival and Dismissal

Students should arrive at school between 7:30 and 7:55 a.m. so as to be on time for the beginning of classes at 8:00 a.m.

Upper School Students may leave school beginning at 3:15 p.m. Middle School students may leave school following the conclusion of the class day at 3:30 p.m. Unless they are in a supervised activity, all students should depart no later than 4:15 p.m.

Students should always enter and depart the school from the front entrance on the north side of The Hub. Students are not allowed to leave campus for lunch at any time, and they in general cannot leave campus prior to dismissal without parental approval.

Transportation

Transportation to and from school is the responsibility of parents, who should have their child at school on time in the morning and collect their child in a timely fashion in the afternoon.

Cars

Students may not drive motor vehicles to school unless they have been issued a Bahamian Driver's License or International Driver's License. Windsor School must have a copy of a student's proof of current insurance, a signed release, and valid driver's license on file. Students who drive vehicles should exercise caution and courtesy when on school and Albany premises. Students are not permitted to loiter in parking or driving areas.

Golf Carts

Students may not operate golf carts on campus until they are 16 years of age and have provided the school with a signed release and proof of current insurance coverage.

Vehicles should be parked only in designated spaces.

Students may not ride with other students without written permission from all parents/guardians concerned.

Closed Campus

Students are required to remain on campus during the school day unless they have written permission from a parent/guardian to leave campus. If a parent/guardian/coach takes a student off campus during the school day, the student must sign out at the Front Desk. Upon return, the student must sign in at the Front Desk.

Students may not leave campus for lunch.

Guests and Visitors

All visitors to the school should report to the Front Desk upon arrival.

Lockers

All students have lockers to keep their belongings safe. In most cases, student lockers are located in the student's homeroom. Students should access their lockers between classes and should not attempt to access their lockers when a classroom is in use.

▶▶▶ Attendance Policy and Procedures

We at Windsor School value the communities and experiences that are created when we are together in the classroom. If your child cannot be present in class, please make every effort to notify the school by emailing assistance@windsorschoolbahamas.com or calling the Front Desk at 242-603-0180 prior to or on the day of the absence.

Consistent attendance is the responsibility of both the parent/guardian and the student. If a student must miss school, it is their responsibility to collect, complete and submit all assignments occurring during their absence.

Please be advised that persistent unexcused absences will jeopardize a student's standing in their class.

Tardiness

Students are expected to be in class on time. A student who enters class unexcused after the first five minutes will be considered tardy. Teachers will address tardiness and set appropriate classroom consequences. Excessive tardiness may result in a meeting between parent/guardian and the appropriate administrator.

Reporting and Excusing Absences

At Windsor School we understand and appreciate the fluidity of life. Parents/guardians/lodgers are expected to notify the Front Desk at assistance@windsorschoolbahamas.com or by calling 242-603-0180 to prearrange or excuse absences. Notification should be made either as soon as possible or prior to 8:00 a.m. on the day of the absence. Lodgers will need to inform and receive permission from their Boarding Director(s) or RA if they need to miss school.

If a parent/guardian wishes to take their child off campus during the school day they must sign their child out at the Front Desk.

Absences Due to Illness

In order to maintain a healthy learning environment, parents/guardians are requested to use good judgment to decide whether or not they should keep their child home if they are displaying signs of illness.

Illnesses Occurring at School

If a student becomes ill while in school, they will be excused to the Front Desk so that their guardian or emergency contact can be notified.

Unexcused Absences

Excessive absences (four in a month or 10% of class meetings during the year) that are not approved in advance will jeopardize a student's standing in their class. In such cases, the Head of School and the student's teacher(s) or advisor will meet to review the effect on the student's academic performance and notify parents/guardians accordingly.

Values And Behaviour

In order to support our maintain high standards at Windsor School, we expect students to adhere to the following set of behavioral standards during all school events, including during participation in an academy and while boarding at The Lodge.

Behavioral Expectations include:

- Be respectful: Respecting one another, staff, equipment, and facilities.
- Be responsible: Gather and study in designated areas only, manage your own behaviors, arrive to classes on time and prepared.
- Be safe: Make safe choices and follow the behavioral expectations.
- Show effort: Complete and submit work on time to the best of your ability.

Lunch, breaks, and school activities will always be supervised by appointed teachers and Windsor School staff. Students should report any behavioral misconduct, faulty equipment or facility issues to a teacher or member of Windsor School staff immediately. If rules are broken, one of the supervising teachers will set appropriate consequences [See Merit/Demerit Table below].

Windsor School Student Attributes

Windsor School promotes seven effective learning attributes:

Responsibility

- Students are on time, organized, and prepared for class.
- Students follow the standards outlined in the Student Handbook.
- Students are accountable and self-manage emotions and behavior.
- Students complete and submit class work on time, every time.

Respect

- Students hold high standards for themselves.
- Students treat others appropriately and with dignity.
- Students care about the environment and show initiative toward safety and cleanliness.

Confidence

- Students work individually and collaboratively with a variety of information and ideas.
- Students rely on their own knowledge and complete their own work.

Engagement

- Students participate with a positive attitude in class and in school activities. Students remain focused and on task.
- Students demonstrate initiative.
- Students ask questions and seek answers.

Innovation

- Students develop their own ideas and perspectives.
- Students apply critical and creative thinking to overcome barriers.
- Students seek new ways to learn and master content.

Reflection

- Students manage setbacks and learn from mistakes.
- Students use constructive feedback to improve themselves and their work.

Tolerance

- Students accept differences and respect the viewpoints of others.

Merit System

We also want to highlight and celebrate positive behaviors. To that end, we employ a merit system. Teachers and administrators may award merit tickets at their discretion for good behavior, kind and helpful acts, and classroom achievements.

Merits are tracked by class Merit Captains and count toward House Points for various activities and competitions throughout the year.

We are proud of our value-focused ethos at Windsor, and we feel that celebrating learners doing well in all areas of their academic, sporting, and social life will help emphasize and reinforce our community values.

We encourage parents and guardians to have regular conversations with their students about their school days, friendships and academics while also keeping up-to-date with their student's academic progress and behavioral records. Our staff and teachers have an open-door policy to discuss concerns with both students and parents.

Use of Electronics

Devices are to be used for educational purposes only. Communication home should be made from the Front Desk. Cell phones, tablets and personal computers should not be used for gaming, social media, non-educational videos, messaging and/or recording during school hours.

Cell phones should not be visible during school hours except with express permission from a teacher or administrator. Visible cell phone use will result in a demerit, and the phone will be turned in to the front desk for collection at the end of the school day.

Break and lunch should also be a device-free time. Students should use this time to get exercise or increase meaningful connections and communication with their peers.

Windsor School is not responsible for the loss or damage of mobile phones, computers, electronic devices, or other valuables brought on campus.

Social Media

Social media is considered a digital extension of the classroom. Windsor School behavioral rules apply online; there is no right to privacy when using social media affiliated with Windsor School.

In the event of misconduct using social media (cyber-bullying, unauthorized posting of pictures or information, etc.) students will face school disciplinary action.

Parents and guardians are also encouraged to monitor the social media and computer activity of their children.

The Serious Six

The following are considered serious infractions that may result in immediate dismissal from the school. The students are made aware of these rules at the start of every school year.

The following are prohibited:

1. Bullying. This includes engaging with fellow students in a manner inconsistent with school values, whether in person or online. Hate speech, threats of violence, and/or harassment will not be tolerated.
2. Copying, paraphrasing, or duplicating the work of another without citing the original creator of the content (or naming co-authors of a group project).
3. Lying to any member of the community—students, faculty, or administrators.
4. Stealing from members of the school community, including borrowing without express consent of the owner.
5. The possession, distribution, or use of alcohol or drugs on campus.
6. Public conduct inconsistent with school values online or in person that brings discredit to the school.

In general, a consistent inability to adhere to the student handbook may suggest that Windsor School is not the appropriate fit for a student.

The Demerit System

Most behavioral issues are smaller in nature and are managed through the demerit system, as outlined below.

Category (and related reflection exercise)	Disciplinary Matter	Further Description	Points
Behavior	Disturbs Class	n/a	1 pt.
Behavior	Eating in classrooms, non designated areas of The Lodge, and/or Gym	n/a	1 pt.
Behavior	Inattention in class, gatherings, or training	n/a	1 pt.
Lateness	Late for class or other school obligation	n/a	1 pt.
Preparedness	Unprepared for class and/or training	n/a	1 pt.
Homework	Missing homework/ assignments	n/a	1 pt.
Appearance	Improper/out of uniform	Includes improper skirt length and/or rolled up sleeve (Applies on campus and while traveling and representing WS)	1 pt.

Category (and related reflection exercise)	Disciplinary Matter	Further Description	Points	
Appearance	Uniform in disrepair	Uniform in unkempt condition	1 pt. ff	
Littering	Littering	Applies across campus	1 pt.	
Behavior	Disregarding classroom, Lodge, gym rules	n/a	2 pts.	
Appearance	Personal presentation	Includes excessive makeup, improper hair, and earrings	2 pts.	
Electronic Devices	Non-authorized electronic usage	Using tablets, computers, cell phones, and other media devices when not authorized	2 pts.	
Behavior	Disrespectful to others	n/a	2 pts.	
inappropriate Language	Unacceptable language	n/a	3 pts.	
Behavior	Inappropriate behavior	Includes any incorrect act towards self, other learners, teachers, and WS staff or school property	3 pts.	
Serious Alerts, meriting Disciplinary Conference and Probation	Damaging/defacing school property	n/a	5 pts.	
	Damaging/defacing another learner's property	n/a	5 pts.	
	Leaving campus unauthorized	n/a	5 pts.	
	Falsification	Dishonesty	5 pts.	
	Cheating	n/a	5 pts.	
	Plagiarism/academic dishonesty	n/a	5 pts.	
	Truancy	n/a	5 pts.	
	Major Infractions, meriting Suspension	Bullying	Cyber or in person	10 pts.
		Tobacco/alcohol/drugs	Any use or possession of Tobacco/alcohol/drugs and related paraphernalia	10 pts.
		Physical aggression	n/a	10 pts.
Stealing		n/a	10 pts.	
Physical aggression		n/a	10 pts.	
Stealing		n/a	10 pts.	

Point System Benchmarks

- **One/Two: Discussion with teacher/staff member**

Students will discuss their behavior and how to properly address a similar situation in the future with a teacher/member of staff.

- **Three: Student reflection sheet**

Students will be asked to complete a reflection sheet in regard to the behavior of concern. This will be sent home to be signed by a parent/guardian and returned to the school to be kept on file.

- **Five: Office Referral**

A conference with the Head, parent/guardian, and student may be held to address behavioral issues and discuss ways to improve these. School service hours can be assigned, and the student may be placed on disciplinary probation.

- **Ten: Suspension/Expulsion**

The student may be suspended from school and all school-related activities. Students and parents/guardians will meet with the head and administration. A formal letter of suspension will be issued and placed in the student's file. In cases of severe or repeated infractions, a suspension of several days may be issued. If concerning behaviors are severe or persistent, the student may be expelled from Windsor School.

Dress Code

Uniform Requirements

Students should arrive at school clean and neatly dressed in the correct Windsor School uniform. All uniform items are available for purchase through the [Windsor Uniform Shop](#) at TGS Print Shop.

Official Windsor School uniforms are as follows:

Formal Uniform - The formal uniform is used for formal occasions, as communicated by the school. The formal uniform consists of a light blue button front Windsor School logo shirt, Windsor School necktie, gray pants, shorts, or skirt with bike shorts, black belt, black dress shoes, and white socks.

Everyday Uniform - Polo-style dress OR Windsor white or blue polo, dark gray skirt with gray bike shorts, dark gray Bermuda shorts or trousers, black dress shoes or classic predominantly white sneakers, and white athletic socks.

Skirt hemlines must be no higher than two inches above the knee with the skirt at the natural waist.

P.E. Uniform - Windsor School house-colored PE shirt, WS shorts/skort, athletic white socks, athletic shoes (of any color), WS logo swimsuit/swim trunk, swim cap, goggles, and optional rash guard. Students may only arrive at school in their PE uniforms if they have PE for the first period of the day.

House Days- Windsor house shirts and sensible jeans (not torn or cut-offs). Dress shoes or classic predominantly white sneakers.

Philanthropic Fridays and other Dress-Down Days: Students may wear clothing of their choice. Shorts or skirts should be within two inches of the knee. All clothing should be in good condition (not ripped or torn) and free from inappropriate language or slogans. Students should avoid spaghetti straps and ensure that all undergarments are covered.

Health

Windsor School strives to promote the health and well-being of all its students. Health and physical education as well as daily outdoor opportunities are integral in our efforts towards promoting a healthy learning environment. Student health services for minor ailments are available at the Front Desk.

Illness and Accidents

The majority of the staff at Windsor School are certified in CPR and first aid. In the event of a medical emergency, a doctor and nurse are available on the Albany property.

As part of the enrollment process, all parents are asked to supply their child's medical condition history. Please contact the Director of Admissions in the event of changes in a child's medical information.

An ill child who cannot remain at school should be collected by a parent/guardian.

Prohibited Foods and Drink.

Windsor School promotes healthy eating habits. Owing to the allergies of our learners and educational team, please ensure that your child's snacks and lunches are peanut free. **Windsor School IS A PEANUT-FREE FACILITY.**

Medication

A parent/guardian must inform the Front Desk or Lodge Director if a student needs medication administered while in school and/or while boarding. All medication must be:

- brought to the Front Desk for storage at the beginning of the school day and collected at the end of the day;
- clearly labeled with the name and type of medication, the learner's name, and correct dosage; and
- accompanied by a signed and dated note from parent/guardian and/or physician providing clear instructions for administration.

Recurring allergies, illnesses and special instructions are to be noted in the student's file.

▶▶▶ Academics

Homework

Homework protocols are set by individual teachers.

Parents who have questions about their child's homework or other assignments should contact the teacher in question.

Parents are encouraged to ensure their child has access to a suitable study environment as well as sufficient time to complete their homework.

They should provide appropriate guidance and support to their child, and check Google Classroom and Sycamore frequently for assignment information, grades and progress updates.

Students are responsible and accountable for the completion and timely submission of homework.

In cases where submission of homework on the due date is not possible due to an excused absence, a student should be prepared to submit homework upon their return to school.

Communication and Reporting

Parent-teacher conferences take place in the first and second terms. Report cards are issued at the completion of each term and include grades (numerical and letter) and narrative comments for each class. Grade-point average (GPA) is also indicated on the report card. Windsor School does not provide class rank.

Academic Support

Students who struggle with the curriculum may be recommended for academic support. It is expected that the student will re-establish a pattern of academic success within 30 days. Persistent difficulties may result in referral for enrollment in the Learner Development Program.

Indicators of the need for enhanced academic support may include:

- A grade below C.
- Persistent failure to complete homework and/or assignments on time.
- Difficulties in the understanding, management or prioritization of assigned schoolwork.

Sycamore

The school's management software is Sycamore. Login information is available from info@windsorschoolbahamas.com.

Online Learning

Google Classroom allows for a virtual extension of the physical classroom. Teachers use Google Classroom to communicate homework and assessment information to students and, indirectly, to parents/guardians. Students are provided a username (**firstnamelastname@windsorschoolbahamas.com**) and a password for access.

Students should use only their Windsor School email for school-related business, and should use it only for school-related business. A Windsor School email address should not be used for any other logins, nor for social media, clubs, forums, or other non-Windsor School activities.

Community Service

A component of Windsor's Global Education Initiative is the promotion of local community awareness and involvement. In support of facilitating a social consciousness among our students, community service projects are an important part of the curriculum. Opportunities for community service will be presented throughout the year.

Standardized Testing

Testing is an important part of assessing student learning and progress. In-house, local, and international examinations are often administered at Windsor School.

Local Examinations

- Many Bahamian students sit Grade-Level Assessment Tests (**GLAT**) which can be taken by grade 6 students. *
- Many Bahamian students sit the Bahamas Junior Certificate (**BJC**) at the end of grade 9.*
- Bahamian students age 16 or older may sit the Bahamas General Certificate of Education (**BGCSE**)

** Please note that there are fees associated with these examinations.*

Note that Windsor School does not teach to the curricula of the GLAT, BJC and BGCSE exams and does not always offer these tests to be administered at Windsor School.

International Examinations

Windsor School offers the College Board's Secondary School Aptitude Test (**SSAT**) for interested students in grades 6-8.

The College Board's Preliminary Scholastic Aptitude Test (PSAT) is typically sat by all students in grade 10.

The College Board's Scholastic Aptitude Test (**SAT**) is typically sat in grade 11 and/or grade 12, and is an important element of a student's university application portfolio.

▶▶▶ Emergency Procedures

Emergency Alarm and Lighting

Windsor Albany campus is equipped with an emergency alarm and lighting system. In the event of an emergency, the alarm will sound continuously. All students are to go directly to their homeroom's emergency meeting point on the soccer field, where further instructions will be given.

Students should:

- STOP what they are doing
- ALERT others in their immediate vicinity
- DO NOT collect book bags or belongings
- PROCEED to their homeroom's meeting point in the soccer field at the back of the school
- NOTIFY staff of any student not at the designated meeting point

Fire or Other Emergency

In the event of a fire or other emergency, the emergency bell will sound and students should go directly to the soccer field at the back of the school.

Hurricane Preparedness

Windsor School and Albany Management Team have a comprehensive internal Hurricane Readiness and Response Plan in the event of an approaching storm.

Depending on the magnitude of the storm, various measures may be taken to ensure the safety of our students, faculty, and staff. With approaching hurricanes we are afforded a warning period in which we can safely plan for the impending storm based on its path and intensity.

Parents and students can expect to be updated regularly on the status of the storm from Windsor School and may seek additional info online (www.noaa.gov). Windsor School buildings are constructed with hurricane-grade windows and doors. The hurricane season typically lasts from June 1 to December 1.



INFO@WINDSORSCHOOLBAHAMAS.COM

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