



WINDSOR  
SCHOOL

STUDENT  
HANDBOOK

2022 - 2023

TABLE OF  
CONTENTS

<b>3</b>	MISSION
<b>4</b>	GENERAL INFORMATION
<b>5</b>	ATTENDANCE POLICY
<b>6</b>	VALUES AND BEHAVIOUR
<b>11</b>	DRESS CODE
<b>12</b>	HEALTH
<b>13</b>	ACADEMICS
<b>15</b>	EMERGENCY PROCEDURES



## Mission

---

The Windsor School at Albany prepares students for college and life by building their academic, athletic, and artistic skills with a focused dedication to pursuing excellence in an area of passion. We believe in a rigorous, foundational education with an emphasis on enriching Centers of Excellence that are both practical and challenging, thereby developing students into strong leaders and citizens committed to improving the communities in which they live.

The Albany Campus serves day and boarding students in grades 6 through 12 providing a rigorous academic program while offering opportunities to pursue excellence through the Albany Academies: Golf, Tennis, Marine Biology, and Music. Under the supervision of our dedicated faculty, Windsor School prepares global citizens to excel in all areas of life on their continued journey. As they matriculate to colleges and universities around the globe, Windsor students are prepared to lead with confidence and grace.

From the moment of enrollment into Windsor School, you have agreed to set and accept a higher standard for your child and their future. Windsor's Student Handbook provides you with a written form of these standards and expectations. As a Windsor School student, your child agrees to adhere to and exceed these standards. We 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 am and ends at 2:35 pm. After-school activities run from 2:45 to 4:30 pm.

### Arrival and Dismissal

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

Students may leave school following the conclusion of the class day at 2:35 pm, and no later than 4:30 pm.

Students should always enter and depart the school from the front entrance on the north side of the Hub.

### Transportation

Transportation to and from school is the responsibility of parents, who should have their child at school on time in the morning and to 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 issued by a government agency. Windsor School must have on file a copy of a student's proof of current insurance, a signed release, and valid driver's license. Students who drive vehicles should exercise utmost 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 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.

## Guests and Visitors

During COVID, the school is generally closed to visitors. All visitors to the school should report to the Front Desk upon arrival.

## Lockers

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

# Attendance Policy

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](mailto: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 his/her responsibility to collect, complete and submit all assignments occurring during his/her absence.

Please be advised that persistent unexcused absences will jeopardize a student's standing in his/her 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 (being tardy more than five [5] times) 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 email/notify the Front Desk via [assistance@windsorschoolbahamas.com](mailto:assistance@windsorschoolbahamas.com) or call 603.0180 to pre-arrange or excuse absences. Notification should be made as soon as possible or prior to 8:00 am 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 he/she 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.

[Please review our COVID-19 policy here.](#)

### Illnesses Occurring at School

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

### Unexcused Absences

Excessive absences (four in a month or 10% of class meetings) may jeopardize a student's standing. In such cases, the appropriate administrator and the student's teacher(s) or advisor will meet with the student and family to review the student's attendance record and academic progress.

## ▶▶▶ Values And Behaviour

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

Behavioural 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 behavioural 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/or Windsor School staff. Students should report any behavioural misconduct or faulty equipment or facility issues to the teacher and/or Windsor School staff immediately. If rules are broken, one of the supervising teachers will set appropriate consequences [See Merit/Demerit Table later in this section].

## Windsor School Student Attributes

Windsor School promotes seven effective learning attributes.

### Responsibility

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

### Respect

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

### Confidence

- Students individually and collaboratively work with information and ideas.
- Students rely on self-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 learns from mistakes.
- Students use constructive feedback to improve self and work.

### Tolerance

- Students accept differences and respect the viewpoints of others.

## **Merit System**

We also want to highlight and celebrate positive behaviours. To that end, we employ a merit system. Teachers and administrators may award merit tickets at their discretion for good behaviour, 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 to emphasise and reinforce where our heart lies as a community.

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 behavioural records through Sycamore. 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. 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 phones will result in a demerit for unauthorised electronic usage.

Break and lunch should also be a device free time. Students should use this time to get exercise and/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**

The social media platform is considered a digital extension of the classroom. Windsor School behavioural 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, unauthorised posting of pictures or information, etc.) students will face school disciplinary action.

Parents/guardians are also encouraged to monitor the at-home 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.

I understand that 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.

The consistent inability to adhere to the student handbook at large suggests that Windsor School is not the appropriate fit for a student.

## The Demerit System

Most behavioural 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
Behaviour	Disturbs Class	n/a	1 pt.
Behaviour	"Eating in classrooms, non designated areas of The Lodge, and/or Gym"	n/a	1 pt.
Behaviour	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.

Category (and related reflection exercise)	Disciplinary Matter	Further Description	Points
Appearance	Improper/out of uniform	"Includes improper skirt length and/or rolled up sleeve (Applies on campus and while travelling and representing Windsor School) "	1 pt.
Appearance	Uniform in disrepair	Uniform in unkempt condition	1 pt.
Littering	Littering	Applies across campus	1 pt.
Behaviour	"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 authorised "	2 pts.
Behaviour	Disrespectful to others	n/a	2 pts.
inappropriate Language	Unacceptable language	n/a	3 pts.
Behaviour	Inappropriate behaviour	Includes any incorrect act towards self, other learners, teachers, and Windsor School staff or school property	3 pts.
<b>Serious Alerts, meriting Disciplinary Conference and Probation</b>	"Damaging/defacing school property"	n/a	5 pts.
	Damaging/defacing another learner's property	n/a	5 pts.
	Leaving campus unauthorised	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.
<b>Major Infractions, meriting Suspension</b>	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.

### Point System Benchmarks

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

Students will discuss their behaviour 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 regards to the behaviour 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 of School, parent/guardian, and student may be held to address behavioural 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 of School 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 behaviours 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, grey 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 grey skirt with dark grey bike shorts, dark grey Bermuda shorts or trousers; classic predominantly white sneakers/trainers (optional), and white athletic socks.

Skirts hemlines must be no higher than two (2) inches above the knee with skirt at the natural waist.

**P.E. Uniform** - Windsor School house-coloured PE shirt, Windsor School shorts/skort, athletic white socks, athletic shoes (of any colour), Windsor School logo swimsuit/swim trunk, swim cap, goggles, and optional rash guard.

**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 are allowed as long as they are a length and style appropriate for school. ("Appropriateness" is determined at the discretion of faculty and staff.) All clothing should be in good condition (not ripped or torn) and free from inappropriate language or slogans. Students should ensure that undergarments and midriffs are covered. Students arriving at school in violation of these guidelines will be sent home.

## Health

Windsor School strives to promote the health and well-being of all 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 enrolment 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

Windsor School promotes healthy eating habits. Also, owing to the allergies of our students 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 the Director of Boarding if a student needs medication administered while in school and/or 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 labelled with the name and type of medication, the student'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 to the subject teacher upon his/her 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. GPA is indicated only on the Upper School report cards. 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 assessment enrollment in the Learner Development Programme.

Indicators of a need for 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](mailto:info@windsorschoolbahamas.com).

## Online Learning

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 Requirement

A component of Windsor's Global Education Initiative is the promotion of local community awareness and involvement. In support of facilitating a social consciousness amongst our students, community service projects have been an important part of curriculum. However, the requirement has been suspended during the COVID-19 pandemic.

## Standardized Testing

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

## 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 aged 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.**

## 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 Windsor School 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 in the main parking lot, 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 main parking lot at the front 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 parking lot at the front 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 of time in which to safely plan for the impending storm and varying conditions 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](http://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](mailto:INFO@WINDSORSCHOOLBAHAMAS.COM)

[WINDSORSCHOOLBAHAMAS.COM](http://WINDSORSCHOOLBAHAMAS.COM)