



**2016 - 2017**  
**Student Policy Manual**

**Chemical Use Policy**

All Windells Academy members must read, understand, sign, and return this form:

Any use or possession of a controlled substance (I.e. Marijuana, Steroids, Cocaine, Meth Amphetamines, or the like), Alcohol, Tobacco, or Paraphernalia by a member of Windells Academy is grounds for expulsion from all Windells Academy activities without refund. Should Windells Academy determine, at their sole discretion, the offense and circumstances warrant a suspension plan the student’s suspension will be designated as either “on campus” or “off campus”. All additional fees for supervision and special programming are the responsibility of the student’s parent or guardian. Following any suspension students will be required to be tested and checked weekly at their parent or guardian’s expense. Failure to test negative or any secondary violation will result in expulsion with no refund. Included may also be a 21-day suspension from all USASA/USSA/FIS competitions, which is the maximum suspension, allowed without any additional appeal for longer suspension. Windells Academy may pursue a full six-month suspension from USASA/USSA/FIS in all instances of violation.

Windells Academy members at all times must abide by the Chemical Use Policy.

I, the undersigned, as a parent and/or legal guardian of \_\_\_\_\_ understand and agree to the above Chemical Use Policy.  
(student name)

\_\_\_\_\_ Date \_\_\_\_\_  
Parent and/or Legal Guardian Signature

I, \_\_\_\_\_, undersigned as student of Windells Academy  
(student name)  
understand and agree to the above Chemical Use Policy.

\_\_\_\_\_ Date \_\_\_\_\_  
Windells Academy Student Signature

### ***Code of Conduct Policy***

All Windells Academy members must read, understand, sign, and return this form:

1. Respect yourself and all other athletes, Students, coaches, officials, teachers, life coaches, parents and their belongings.
2. Respect and care for the campus facilities and property
3. Maintain a clean sanitary living environment
4. Maintain healthy personal Hygiene
5. Be courteous and well mannered.
6. Bullying of ANY kind will not be tolerated
7. No unacceptable language or derogatory comments toward others at any time.
8. Support your peers.
9. Be respectful of others age, gender, ability, and individual beliefs.
10. No unannounced guests
11. Boys and girls are not allowed in each others cabins or rooms with out permission from the Life Coach on duty
12. Students must remain under the supervision of the Windells Academy staff at all times while on campus or travelling.
13. Understand and adhere to all living policies (i.e. Curfew, cleaning schedule, lights out, noise, etc)
14. Show up on time and ready to go for all scheduled activites (this means wake yourself up on time, have your equipment on and ready, bring your study tools and materials with you for class)
15. Always behave in a respectful manner while traveling in Windells Academy vehicles
16. Be respectful of all Staff and guests on campus during your stay

Windells Academy members who fail to abide by the Code of Conduct will not be able to train or compete on the given day. parents will be notified as needed to address the concern. If a rider continues to fail to abide by the Code of Conduct, parents will be notified and expulsion may ensue without refund.

Windells Academy members at all times must abide by the Code of Conduct Policy.

I, the undersigned, as a parent and/or legal guardian of  
\_\_\_\_\_ understand and agree to the above Code of Conduct Policy.  
(student name)

\_\_\_\_\_  
Parent and/or Legal Guardian Signature

Date \_\_\_\_\_

I, \_\_\_\_\_, undersigned as a member of Windells Academy  
(student name)  
understand and agree to the above Code of Conduct Policy.

\_\_\_\_\_ Date \_\_\_\_\_  
Windells Academy Student Signature

### ***Helmet Policy***

All Windells Academy members must read, understand, sign, and return this form:

1. Helmets are required and must be worn at all times during on-snow practice, competitions, camps, skateboarding and while riding anything that rolls.
2. Windells Academy members who fail to bring a helmet will not be able to practice/compete on that given day.
3. If a Windells Academy member fails to bring or wear a helmet a second time, parents will be notified to address the concern. If a rider continues to fail to bring or wear a helmet, parents will be notified and expulsion may ensue without refund.

Windells Academy members at all times must abide by the Helmet Policy.

I, the undersigned, as a parent and/or legal guardian of  
\_\_\_\_\_ understand and agree to the above Helmet Policy.  
(student name)

\_\_\_\_\_ Date \_\_\_\_\_  
Parent and/or Legal Guardian Signature

I, \_\_\_\_\_, undersigned as a member of Windells Academy  
(student name)  
understand and agree to the above Helmet Policy.

\_\_\_\_\_ Date \_\_\_\_\_  
Windells Academy Student Signature

***Student Sexual Harassment Policy***

All Windells Academy members must read, understand, sign, and return this form:

1. Windells Academy, through its policies and procedures, seeks to provide an environment that is free from sexual harassment and misconduct. Such conduct seriously undermines the atmosphere of trust and respect that is essential to a healthy academic environment.
2. All students must refrain from sexual propositions, invitations, solicitations, and flirtations, including unwelcome verbal expressions of a sexual nature.
3. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion without refund.

I, the undersigned, as a parent and/or legal guardian of  
\_\_\_\_\_ understand and agree to the above Sexual Harassment Policy.  
(student name)

\_\_\_\_\_ Date \_\_\_\_\_  
Parent and/or Legal Guardian Signature

I, \_\_\_\_\_, undersigned as a member of Windells Academy  
(student name)  
understand and agree to the above Sexual Harassment Policy.

\_\_\_\_\_ Date \_\_\_\_\_  
Windells Academy Student Signature

### ***Classroom Etiquette Policy***

All Windells Academy members must read, understand, sign, and return this form:

Students must know and follow all rules outlined in this Classroom Etiquette Policy, in addition to classroom rules mandated by the instructors.

1. Students will attend school in Classroom G while present on campus
2. Students will complete the said number of required daily assignments
3. Students will complete their classes in the required time frame
4. Follow directions the first time given
5. No disrupting the class
6. Respect the rights and property of others
7. Be respectful to staff and classmates
8. Bullying of ANY kind will not be tolerated
9. BE ON TIME! For every minute late you will be required to stay an extra minute after class
10. STAY ON TASK- absolutely no use of websites other than those that are school related during class time. Facebook ,YouTube, etc. can be used during free time only. Being caught using any non-school related website may result in a loss of riding privileges for the day.
11. Inability to respect and abide by any these rules may result in disciplinary action and a loss of riding privileges. If a rider continues to fail to follow the Classroom Etiquette Policy, parents will be notified and expulsion may ensue without refund.

I, the undersigned, as a parent and/or legal guardian of  
\_\_\_\_\_ understand and agree to the above Classroom Etiquette Policy.  
(student name)

\_\_\_\_\_  
Parent and/or Legal Guardian Signature

Date \_\_\_\_\_

I, \_\_\_\_\_, undersigned as a member of Windells Academy  
(student name)  
understand and agree to the above Classroom Etiquette Policy.

\_\_\_\_\_ Date \_\_\_\_\_  
Windells Academy Student Signature

### ***Standards of Living Policy***

All Windells Academy members must read, understand, sign, and return this form:

1. Above all, remember to always be respectful, kind and considerate of your classmates & roommates. Treat others as you wish to be treated. Requests for quiet or cleaning are not personal attacks, but simply requests.
2. Should maintenance problems arise with the dormitory facilities (e.g., light bulbs burning out, toilets backing up, etc.), alert your Life Coach and they will work with the staff to resolve the issue as quickly as possible.
3. It should go without saying, but drugs, violence, harassment, and other illegal activities will not be tolerated.
4. Fighting, unruly behavior, harassment of any kind including disturbing noise is NOT allowed.
5. Respect your roommates' belongings. Theft of any kind or possession of stolen property is strictly prohibited.
6. Student residents are responsible for keeping their rooms in a sanitary condition daily and must maintain an organized living environment.
7. Students must respect the curfew. "Sneaking out" after the curfew can lead to disciplinary action up to and including expulsion without refund.
8. Destruction of property is a serious offense and can lead to disciplinary action up to and including charges for repair and expulsion.
9. Inability to respect and abide by any of these rules may result in disciplinary action and a loss of riding privileges. If a rider continues to fail to follow the Standards of Living Policy, parents will be notified and expulsion may ensue without refund.

I, the undersigned, as a parent and/or legal guardian of  
\_\_\_\_\_ understand and agree to the above Standards of Living Policy.  
(student name)

\_\_\_\_\_ Date \_\_\_\_\_  
Parent and/or Legal Guardian Signature

I, \_\_\_\_\_, undersigned as a member of Windells Academy  
(student name)  
understand and agree to the above Standards of Living Policy.

\_\_\_\_\_ Date \_\_\_\_\_  
Windells Academy Student Signature

***Media Consent Form***

Windells Academy requests permission to include student names, photographs, and artistic expressions on our web site and in publications as the situation warrants. This is most often manifested through the inclusion of:

- Up-to-date comp results, photographs, and video highlights, sound recordings
  - Information photographs depicting campus life
  - Examples of student riding or other activities
  - Recognition of student achievement such as academic or athletic honors
- Student names, photographs, and artistic expressions will be presented on our web site and in publications in a manner befitting the image of Windells Academy and the dignity of our students:
- No personal information will accompany a student's name or picture
  - The use of a student's name or photograph on our web site or in publications will be directly related to the Windells Academy student experience

Student name (please print):  
\_\_\_\_\_

As the parent/legal guardian of the student named above:  
 I DO CONSENT to the use of his/her name, photo, or artistic expression on the school web site and in publications. By consenting to the use of my child's name/photo, I grant to WAI unrestricted rights to use the above mentioned sound, still or moving images in any medium, including posting on the internet and world wide web, for educational, promotional, advertising, or other purposes without limitation consistent



with the mission of WAI. I further agree that all intellectual property rights to the sound still, or moving images belong to WAI and I voluntarily waive the right to inspect or approve such images and waive any right to royalties, proceeds or other benefits derived from such photographs or recordings.

I DO NOT CONSENT to the use of his/her name, photo, or artistic expression on the school web site and in publications.

Parent/Guardian name (please print):

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Parent/Guardian signature:

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\*This consent/non-consent will remain in effect for the duration of the student's tenure at Windells Academy unless otherwise indicated in writing by the parent or guardian.

### ***Anti-Bullying Policy***

All Windells Academy members must read, understand, sign, and return this form:

Students must understand that bullying of any kind will not be tolerated and can lead to disciplinary action up to and including expulsion. Bullying is defined to be unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. There are three main types of bullying:

Verbal Bullying (Saying or writing mean things):

- Teasing or name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

Social Bullying (Hurting someone's reputation or relationships):

- Excluding someone on purpose
- Cursing other students not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public
- Using social media to attack, hurt, or embarrass

Physical Bullying (Hurting a persons body or possessions)

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing

- Damaging a person’s belongings
- Making mean or rude hand gestures

I, the undersigned, as a parent and/or legal guardian of \_\_\_\_\_  
 (student name)  
 understand and agree to the above Anti-Bullying Policy.

\_\_\_\_\_  
 (Parent and/or Legal Guardian Signature) Date \_\_\_\_\_

I, \_\_\_\_\_,  
 (student name)  
 undersigned as a member of Windells Academy  
 understand and agree to the above Anti-Bullying Policy.

\_\_\_\_\_  
 (Windells Academy Student Signature) Date \_\_\_\_\_

***CO-ED Policy***

**Expectations:** If students of different genders would like to hang out in the same cabin the following rules must be followed:

1. There must be *at least* three people present (One-on-one will not be allowed)
2. Students may only visit during established visiting hours
3. All Life Coaches on duty must be notified via text or verbally
4. Students must get confirmation from staff first
5. Students may only be in the common areas of the cabin, such as the living room or kitchen. Bedrooms are PROHIBITED
6. All curtains must be open so that staff can easily see into the cabin

**Visiting Hours:** Visiting hours will be as follows. These hours may change in case of travel, double days or any unusual academy schedule.

Monday – Thursday, Sunday: 7:00PM – 10:00 PM  
 Friday – Saturday: 7:00PM – 11:00PM

**Consequences:** In the event that any of the above rules are not followed or are broken, the following disciplinary action will be taken:

- 1<sup>st</sup> Offense – Student will receive a warning and will be required perform extra cleaning or work duties. Parents will be notified.

- 2<sup>nd</sup> Offense - Student will be on probation and lose visiting privileges for one week. They will be required to do kitchen dish duty or other hard work details for that week. Parents will be notified.
- 3<sup>rd</sup> Offense - Student will be on probation for the rest of the school semester and lose visiting privileges indefinitely. Student could face disciplinary action up to and including expulsion without refund.

I, the undersigned, as a parent and/or legal guardian of \_\_\_\_\_  
 (student name)

understand and agree to the above Co-Ed Policy.

\_\_\_\_\_  
 (Parent and/or Legal Guardian Signature) Date \_\_\_\_\_

I, \_\_\_\_\_,  
 (student name) undersigned as a member of Windells Academy

understand and agree to the above Co-Ed Policy.

\_\_\_\_\_  
 (Windells Academy Student Signature) Date \_\_\_\_\_