



**WINDSOR ELEMENTARY SCHOOL**  
**2024-2025 STUDENT AND FAMILY HANDBOOK**

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**At Windsor we value shared leadership, and we are dedicated to building relationships that encourage open-minded and confident learners. We will solve problems, strive for equity, and celebrate growth.**

<b>Windsor Hours</b>	
Office Hours	7:00 AM – 3:00 PM
Building Opens to Students	7:30 AM
School Day	7:40 AM – 2:35 PM
Students come to classrooms	7:30 -7:40 AM (Tardy is 7:41)
Breakfast in the Classroom	7:30 AM – 7:45 AM

<b>OFFICE STAFF AND CONTACT INFORMATION</b>		
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## **Arrival/Dismissal Procedures**

### **Arrival**

When dropping off your student(s) there are two options:

1) follow the traffic flow from 59th street around Dagle and into the school parking lot where staff will greet students arriving

2) park across the street in the St. Theresa's Church parking lot where families may walk students to the front doors or students will be assisted across the street by a crossing guard.

**No parking or drop off is allowed on 59th as this causes traffic flow and safety concerns from University Avenue and on 59<sup>th</sup> Street.**

Upon arrival, students will pick up breakfast (optional) or go directly to their classrooms. The time before 7:30 is teacher planning and meeting time and student supervision will not be provided.

The **tardy bell** rings at **7:40 a.m.** Students arriving after this bell will be counted tardy unless there are bus delays. **Students arriving late or leaving early must be signed in/out by their parent/guardian in the office.**

### **Dismissal**

Please use the designated parent drop-off and pick-up areas (St. Theresa's parking lot or parking lot on west side of building). Please do not park in the drop-off/pick-up lane if you are meeting your child at the door. There is no parking or pick-up on 59th Street.

Students will be dismissed from their classrooms to designated areas and will proceed to the gym for pick up from the parking lot, or to the front doors for pick up. Students who ride the bus will be escorted by school staff from the auditorium.

If your child's dismissal plan is going to change on a particular day, please call the office to let them know the specific plan. Teachers aren't always able to check their email during the day.

Please do not park or drive in BUS LOADING ZONES when dropping off or picking up students. It is critical that parents do not stop, park or wait in the bus loading areas during dismissal and arrival times. These areas are very congested; any other traffic poses a safety concern.

### **Attendance Procedures**

Senate File 2435, signed into law May 2024 to take effect July 1, 2024, outlines new requirements for schools related to attendance and chronic absenteeism. You can find information on that Senate File [HERE](#). DMPS has created guidance for families and will be communicating that via SNAP Connect.

Regular attendance is very important for each child's school success. Both the home and the school share a joint responsibility for attendance as well as ensuring the safety and well-being of your child. To best accomplish this, it is essential to maintain good home/school communications.

Occasionally, it becomes necessary for a child to be absent from school; therefore, we are requesting your continued help and full cooperation with our attendance policy. If a child is absent or tardy, the school will require the following:

1. Call the school to leave a message each day your child is absent or tardy. If calling **earlier than 7:00**, please leave a message indicating the following:
  - a. Your Name
  - b. Your Child's Name
  - c. Classroom Teacher's Name
  - d. Reason for Absence or Tardiness
2. Parents and guardians can use the Absence Request tool in Infinite Campus to submit a request that informs the office in advance when their student(s) is not going to be in school. After the request is processed by the school, Campus creates an attendance record for the student.
  - a. Submit a New Absence Request
  - b. Check the box next to the student(s) for whom you are submitting the absence request
  - c. Select the reason the student(s) will be absent from the Excuse dropdown list.
  - d. If there are different reasons, you will need to submit a separate request.
  - e. Select the Absence Type (Full day, Arrive Late, Leave Early).
  - f. Full days will require the first and last day absent. This can be the same day for a single day absent.
  - g. Arrive late requires a date and approximate time of arrival.
  - h. Leave Early requires a date and time you will be picking up the student.
  - i. All types require comments – more information on the absence.**
  - j. Click Submit when finished.
3. If your child's teacher reports them absent or tardy and the school has not received prior information or a phone call, an attempt will be made to contact you to verify the reason

for the absence. If parents/guardians do not call and we cannot verify the absence, the student will be marked “unexcused”.

Parents, NOT students, will be responsible for calling in the absence. In addition, to make this system work efficiently, it will be necessary that all information in Infinite Campus is current at all times including phone numbers, email addresses and emergency contact information. This information will need to be updated throughout the school year if there are any phone number, contact or address changes.

Throughout the school year, student vacation and recess days are scheduled. Parents are encouraged to use only these scheduled days for opportunities to take trips or plan special events. It is important that our students attend school every day, outside of absences or illnesses or emergencies. Students who are absent and/or tardy five or more times from school will be contacted by the classroom teacher to discuss the attendance concerns. When a student is absent 10 days, support staff will contact the parent/guardian to discuss the attendance concerns. Exceptions are only for a critical illness/injury.

We are happy to accommodate requests for work to be sent home with at least one day advance notice (if possible). Please keep in mind that much of the school experience today involves class discussion, group activities which are hard to replicate, yet teachers will do their best to find work that addresses work that will be missed due to necessary absences.

Students planning to leave school early, arrive late, miss any portion of the school day, or miss entire days of school for any reason must notify the office by email, phone call or written note. The notification should state the reason for the change to the student’s routine and be directed to the homeroom teacher and/or office. Without proper notification, regular procedures will be followed.

Each day of school, including the first and last weeks of school, the days prior to and following conferences, winter recess and spring break are essential learning days. Please help your child understand the importance of school and regular attendance habits by making daily school attendance a top priority. We want all our students in school everyday, but they should not attend if they are ill.

### **Communication**

Families can expect communication that is both one and two-way from the building including:

- All building communications will be sent via both SNAP Connect and Infinite Campus.
- Family Newsletter “The Windsor Way” first Friday of every month
- You will have the opportunity to meet school staff at Back to School and Meet the Teach Nights in August/September.
- Windsor’s Website: [Home - Windsor Elementary School \(dmschools.org\)](http://dmschools.org)
- Conferences are held in the fall and spring. While in-person is desired, accommodations can be made for electronic or phone conferences when necessary. Students are welcome and encouraged to attend conferences with parents/guardians. Due to time constraints, in general one time slot will be offered to families unless there are extenuating circumstances, in which case we ask you contact your child’s teacher for consideration of an additional time slot.

- Report Cards are available in Infinite Campus at the end of each quarter. These are not mailed home unless requested.

From staff:

- Teachers will send home electronic newsletters at least once each quarter using both IC and SNAP Connect. **Please let your child(ren's) teacher know if you need communication to go to multiple addresses.**
- Individual progress reports can be accessed through Infinite Campus at the end of each 45-day quarter. These are not mailed home. Questions regarding progress reports should be directed to the classroom teacher.

## 21st Century

Windsor's 21st Century Program provides academic assistance to help students become successful, independent learners. Science, Technology, Engineering, and Math (STEM) activities are also offered, necessary for students to gain 21st century workforce skills. Other activities may include: cooking around the world, financial education, jewelry making, movie making, gardening, physical fitness activities, and personal development building healthy self-esteem and positive relationships. Programming occurs quarterly with family and community partners. This year Windsor's 21<sup>st</sup> Century Program will be run by the YMCA. All students are eligible for 21st Century. Registration will occur quarterly, and students selected on a first-come, first-served basis, although priority for each subsequent session will be given to those who have not yet participated. A registration needs to be completed for each child in a family.

## Field Trips

Trips to places in the community enhance the curriculum with hands-on experiences. For students to attend field trips they must have a signed permission form created by teachers and sent home for parents to sign. Parents/family do not typically attend field trips unless requested by staff.

Windsor maintains a movie license purchased by PAWS (Partners at Windsor School) to enable staff to show educational and occasional fun movies. **At times, curriculum connections are made to movies that are beyond G (rating for general audiences). In this case, parent/guardian communication will be made with the option to have a student opt out from the viewing.**

## Lost and Found

There is a lost and found area outside of the gym and library. To reduce the amount of lost items please label your students clothing. Each quarter, all unclaimed items will be donated to the Green Bin outside from which Windsor receives a percentage of the profits.

## Metro After-School Daycare

Metro Kids is a safe, fun environment where children can learn to express themselves, grow new skills, meet new friends and make many memories. We are a fee based after school program that offers care year-round, besides holidays and some days for professional development. We offer many fun and enriching activities like science experiments, crafts, drama club, Rosie reader, hockey, physical education, etc. During some breaks and summer, we take

fieldtrips to many great places around the state such as the science center, zoo, play places, parks, swimming pools, bowling, arcades, etc. A snack is also provided. Metro Kids rates are \$24 a day or \$85 a week during the school year. Spots are first come first served, if we are full, you will be placed on a waitlist and approved as spots become available. Metro hours are 2:35-5:30PM. Registration is available at: [https://schoolcareworks.com/registration/dmschools/start\\_registration.jsp](https://schoolcareworks.com/registration/dmschools/start_registration.jsp).

## **Nurse**

### **Hearing Screening**

DMPS has district audiologists who conduct screening assessments annually. Each year it varies which grade level is assessed. If you have hearing concerns about your student and would like them tested, please notify the school nurse.

Students who do not pass this screening receive a repeat screening and may receive individual hearing testing by the audiologist and other follow up care as advised by the audiologist. Parents will be notified about the results of the year tests **ONLY if their child does not pass the test**. This is a screening process only and does not identify all hearing or ear problems. If your child has had hearing or ear problems recently, please send this information to the school nurse for the audiologist.

If you do not want your child to participate in the screening program please notify the school nurse. If there are any questions about the hearing testing program, please contact the school nurse.

### **Vision Screening**

Vision Screening will begin each fall for students in grades K and 3. Please notify the nurse if you do not wish your child to participate. Students who do **NOT** pass this screening will be re-checked and you will be notified **ONLY if they do not pass** the screening. This is a screening process only and does not identify all vision or eye problems. If you have concerns about your student's vision and wish for them to be screened, please notify the school nurse.

### **Administering Medicine**

If students require medication at school, parent consent **AND** a doctor's order are necessary, regardless of if it is prescription medication or over the counter. Prescription medication must be in a medical container with a label and over-the-counter medication must be in original packaging with a note from the doctor with dosage and frequency. The medication must be stored and dispensed from the nurse's office.

### **Parent-Teacher Conferences**

Conferences to discuss student progress are scheduled twice during the school year in the fall and spring semesters. Parents/Guardians are offered the opportunity to meet with the teachers at these times, as well as to request other conferences throughout the school year. Please feel

free to contact teachers for a conference at any time. Communication between the home and school is an essential element in making your child's school experience successful and we value families as partners. While in-person conferences are preferable, when necessary, phone or computer-facilitated conferences can be scheduled.

### **Parent-Teacher Organization (PAWS)**

A volunteer Parent Teacher Organization enhances the educational program of our school. Activities include Fall and Spring-sponsored Family Nights and Staff Appreciation Week as well as fund-raising events, which support a variety of projects in the school. The PAWS meets monthly. This outstanding organization deserves your active support and involvement. If you would like to be added to the email you may contact the PAWS boards at [dmwindsorpaws@gmail.com](mailto:dmwindsorpaws@gmail.com). You may also follow PAWS on Facebook and their page on Windsor's website: [P.A.W.S. \(Partners at Windsor School\) - Windsor Elementary School \(dmschools.org\)](http://P.A.W.S. (Partners at Windsor School) - Windsor Elementary School (dmschools.org)).

### **Personal Items**

Video games, toys, any and all electronic devices are not appropriate in school as they frequently interrupt the learning environment. Personal property should be left at home unless specifically requested by the classroom teacher. The school is not responsible for loss or damage to personal items.

Cell phones and smartwatches should not be used during school hours. **If students must bring a cell phone or smart watch to school, it will need to be in silent mode and left in the office.** Electronic devices may be taken from a student for inappropriate use.

### **Recess**

Students need the opportunity to be outside for fresh air and exercise each day, weather and health permitting. Students will be expected to go outside for recess each day unless there are individually approved circumstances or inclement weather conditions. If the student has returned after a lengthy illness, they will be held in from recess for no more than two days without a doctor's note. District-wide guidelines for recess are shown in the chart below:

### Understand the Weather

**Wind-Chill**

- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- -15° to 0° is *bitter cold* with significant risk of *frostbite*
- -15° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

**Heat Index**

- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

\*\*\*All temperatures are in degrees Fahrenheit

## Child Care Weather Watch

Changing weather make it necessary for child care providers to monitor those changes throughout the day. Planning for daily playtime or field trips, weather safety is an important part of child care provider's daily routine. Monitoring the weather is an essential part of addressing the health and safety needs of children in child care.

Use this chart and the helpful links below to help plan for safe daily outdoor time.

**Wind-Chill Factor Chart (in Fahrenheit)**

		Wind Speed in mph									
		Calm	5	10	15	20	25	30	35	40	
Air Temperature	40	40	36	34	32	30	29	28	28	27	
	30	30	25	21	19	17	16	15	14	13	
	20	20	13	9	6	4	3	1	0	-1	
	10	10	1	-4	-7	-9	-11	-12	-14	-15	
	0	0	-11	-16	-19	-22	-24	-26	-27	-29	
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43	

Comfortable for outdoor play
 Caution
 Danger

**Heat Index Chart (in Fahrenheit %)**

		Relative Humidity (Percent)													
		40	45	50	55	60	65	70	75	80	85	90	95	100	
Air Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87	
	84	83	84	85	86	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132	
	94	97	100	103	106	110	114	119	124	129	135				
	100	109	114	118	124	129	130								
	104	119	124	131	137										

**Websites:**  
 Air Now Air Quality (check by zip code) <https://www.airnow.gov>  
 National Weather Service Wind Chill/Heat Index <https://www.weather.gov/ctp/ChillHeat>  
 Caring for Our Children National Resource Center for Health and Safety in Child Care and Early Education 4<sup>th</sup> Ed.

To maintain safety, if a student is responsible for aggression resulting in injury to person or property, they may be asked to take a time out on the wall, have an alternative, structured recess, or take a break from an activity for a period of time.

**Bicycles/Skateboard/Bats/Balls/Scooters/Skate Shoes**

Please consider carefully your child’s ability to handle and maneuver a bicycle before allowing your child to ride to school. Bicycle racks are provided, however, the school district is not responsible for students riding to and from school and assumes no responsibility for bicycles on the school grounds. Students are encouraged to wear helmets and lock their bicycles as the school is not responsible for monitoring the cycles during the school day.

Students are not permitted to bring scooters, skateboards, rollerblades, or skate shoes into the school building.

**School Parties and Birthday Parties**

- Classroom parties are held twice a year—one in the fall and one in the spring. Any food treats brought to the building for the students must be commercially prepared & prepackaged—and are encouraged to be “healthy” in nature.
- Please refrain from sending out birthday invitations at school UNLESS all students in a class are invited.
- Birthday balloons and flowers sent to school will be delivered at the end of the school day.



## Food and Drink from Home

### Windsor Breakfast and Lunch Menus

**Breakfast/Lunch:** Free breakfast is offered every day. Please consider having your student either eat breakfast at home or eat the school breakfast, providing only simple and/or dietary-based foods for an alternate to school breakfast. For lunch, your student will have daily choices, and you may also choose to send a sack lunch with your student. Students may not bring extra items such as Takis, chips, or candy to eat with a school lunch. There is no sharing/trading of food in the cafeteria.

**Eating with students in the cafeteria:** We welcome family and friends to join students for lunch. All guests will be asked to sign in and out at the office. Please consider bringing a cold lunch or eating hot lunch (\$5.25 is the adult meal cost).

### **Dress Code**

We encourage students to express their individuality and dress in ways that make them feel comfortable, without the risk of making others feel uncomfortable (too short shorts or tops). Hats are allowed as long as they stay on the heads of wearers.

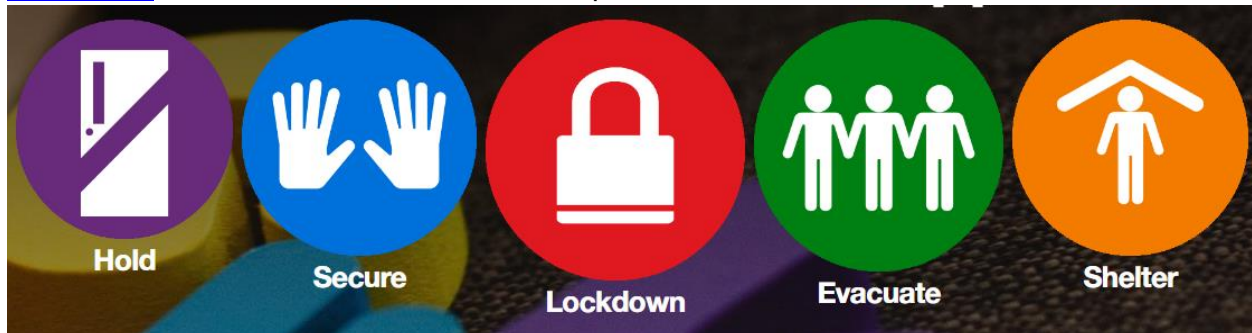
### **Teacher Requests**

Requests for a specific classroom teacher will be considered on a limited and case by case basis. Teacher requests are not guaranteed. Requests should be submitted by email to the Principal by August 1 of the upcoming school year. Please include the reason for your request in the email.

### **Safety**

DMPS has adopted a district-wide Standard Response Protocol (SRP) for implementation beginning in the 2024-25 school year. The SRP includes simple, clear language for teachers and staff. Students and staff will practice external and internal lockdowns in the fall and spring. Notice will be provided ahead of time. The school counselor will be teaching the protocol to all students along with classroom teachers and support staff.

Information about the SRP can be found at the website: [Home ♥ The "I Love U Guys" Foundation](#). District communication will also provide information to families.



### **Visitors to the Building**

We welcome you to visit your child(ren) at school. All visitors (including parents/guardians) should report to the main office to check in. If it is your first time in your child's school, provide the office staff with your valid state-issued ID (driver's license). All visitors will then be issued a visitor badge that must be worn while on school grounds. Minors that do not have a valid state-issued ID will be allowed to visit, as long as they are accompanied by an adult that has checked in following the procedures outlined. Once you have registered within our electronic sign-in procedures, you will not need to provide an ID each time you visit. However, you will still need to check-in at the office to receive a visitor badge containing your personal information. All visitors will be required to check-out through the main office when you leave the school. This helps staff and students identify adults in our environment. If you are in the building for just a few minutes for pick-up or drop-off and are remaining in the office, a visitor badge is not necessary.

### **Volunteering**

We welcome adults within our community to volunteer. A volunteer survey is sent out via Parent Square and Infinite Campus each fall, or parents/family/community may reach out to office staff to volunteer. All volunteers at DMPS schools are required to complete an online volunteer application form which can be found [HERE](#). Please email Jessi Bartello, Community in Schools Coordinator at [jessi.bartello@dmschools.org](mailto:jessi.bartello@dmschools.org) for support with registration.