WINDSOR VILLAGE VANGUARD MAGNET

STUDENT / PARENT HANDBOOK

WHAT YOU SHOULD KNOW

*FROM **A** TO **Z***

2025 - 2026

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It is the policy of the Houston Independent School District not to discriminate based on age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

This handbook is designed to familiarize parents and students with the policies, people, and programs at Windsor Village Elementary School (WVE). Please take time to read through the material printed here and discuss it with your child. We hope that you will keep it in a convenient place and use it as a reference when questions arise. If you have questions which are not answered in this booklet, feel free to call the school office at (713) 726-3642 for further information.

WINDSOR VILLAGE ELEMENTARY SCHOOL
A TO Z

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ATTENDANCE

It is each parent's duty to monitor the students' attendance and request a conference with school officials to discuss any attendance concerns. In HISD schools, a student must attend at least 95 percent of the days the course meets during the school year in order to receive credit for a course. Students with excessive absences will automatically be referred to the principal or Attendance Committee of the school to determine whether credit may be awarded.

State law provides that if a student is absent from school without excuses for any portion of the school day for three days in a four-week period or for ten or more days in a six-month period, the student and the student's parent or legal guardian are subject to prosecution by the Harris County Justice of the Peace Courts or Municipal Courts.

Attendance is checked each day at **9:30 a.m. Students arriving after 9:30 a.m. will be counted absent**. Students who become ill at school and are sent home will be counted absent if they arrive at the clinic before 9:30 a.m. Students who have medical appointments are not counted absent if they return to school with a statement from the doctor.

Parents can help their children and our personnel by sending a note each and every time that a child returns to school after an absence. The note should have the following information:

- Date
- Teacher's Name
- Child's first and last name
- Date of the absence(s)
- Reason for the absence

According to Board Policy, student absences are considered "excused absences" for the following reasons:

- Personal illness
- Sickness or death in the family
- Quarantine
- Weather or road conditions make travel hazardous (not just rainy or cold)
- Participation in school activities with permission of the principal
- Emergencies or unusual circumstances recognized by the principal

Students should bring an excuse in writing on the day they return to school. In order for an absence to be excused, the written excuse must be brought within three (3) school days.

Please support your child by ensuring that any absences and tardies that are unavoidable and should be followed with a written excuse when he/she returns to school.

AFTER SCHOOL ACTIVITIES

Parents, please be reminded you should not leave your children unattended while attending school events such as Meet and Greet, Book Fair, Math and Science Night, etc. Parents are asked to supervise their children when visiting the campus for any and all after school events. There is a program at Windsor Village Park for parents who are not available to provide on-time transportation. You may call Windsor Village Park, (713) 726-7113, for further information.

BACKPACKS

Students may bring traditional book satchels or backpacks to school to carry books, lunches and other necessary school related items. Students are not allowed to bring rolling backpacks, rolling suitcases, and/or rolling carts since they are a safety hazard. Rolling backpacks, rolling suitcases and/or rolling carts will not be permitted in halls and/or walkways.

BIRTHDAY CELEBRATIONS

The Texas Department of Agriculture's Food and Nutrition Division has decreed that the "cupcake" law is back in effect. Parents may bring individually wrapped cupcakes, cake, brownies, or cookies and leave them at the front desk. The staff will deliver them to the classroom. Teachers will distribute to students the last 10 minutes of the day.

Please do not plan to have a birthday party in the cafeteria or in the classroom. Party hats, favors, decorations, balloons, etc. should be reserved for off-campus parties. Parents are not allowed to help to distribute birthday treats to students.

Invitations to off-campus birthday parties are not to be distributed at school.

Please do not have flowers, balloons or gift baskets delivered to school for individual students. Such items will not be delivered to the classroom.

For health reasons, treats must not contain peanut butter or nut products on the ingredient label. We do have students that are allergic to these ingredients.
Parents may pay $5 to have their child's name displayed on the electronic marquee on their birthday. Money and form must be turned in **one week** prior to the day that you are

requesting with the child's full name and birth date (**NO EXCEPTIONS**). Forms are available at the front desk.

BREAKFAST

HISD provides free breakfast for all Windsor Village Elementary students.

HISD Superintendent of Schools has approved a plan to implement First Class Breakfast in all elementary and middle schools. The First-Class Breakfast program is a nutritious morning breakfast meal during the first few minutes of the students' first class. With this program in place, the cafeteria will no longer offer traditional breakfast before school. Breakfast is still free to all students.

Any breakfast not coming from the Windsor Village cafeteria must be consumed off campus.

BULLYING

Our goal at Windsor Village Elementary School is to create a safe, healthy, and happy environment that is conducive to learning. Every student deserves to be treated with kindness and respect. Therefore, we do not allow bullying behavior at our school. Bullying behavior is when one or more students intentionally do something mean or hurtful to another student. When a person feels bullied, he or she may feel very scared, very hurt, or not feel well at school.

The following behaviors are considered Bullying Behavior at Windsor Village Elementary School and must be reported immediately:

- Saying things that hurt feelings
- Teasing or making fun of someone
- Laughing at someone in a disrespectful way
- Trying to force someone to do something she or he does not want to do
- Sending mean notes, texts, emails, social media messages
- Telling or making up stories about someone (verbal or written)
- Scaring others
- Threatening to hurt someone
- Breaking or taking something that belongs to someone else
- Physically hurting others

The following consequences will be put in place if bullying occurs:

(The behavior will be substantiated through evidence of reliable witnesses. If behavior is hearsay, it will be dealt with in the classroom through class meetings and discussions.)

First Incident: A note will be sent home to parents and record of incident is kept with the teacher.

Second Incident: Referral to assistant principal and parents will be notified and will be documented on student's record.

Third Incident: Parent/teacher/principal/student conference and in or out of school suspension depending on the nature of the offense.

BUSES

The Houston Independent School District provides buses for students who live **over** two miles from the school to which they are zoned. Students must live in the eligible zone in order to ride the bus. Each bus rider should catch the bus and be delivered to the bus stop closest to his/her home. Students may not ride the bus to a babysitter's house or to visit friends. Students may not invite other non-eligible students to ride on the bus. Students may not ride on another bus route without a prior approved change in route. Students in the Vanguard Program at Windsor Village are eligible for transportation.

It is important that we work closely with our children so that they understand the importance of good bus conduct. The rules and procedures are reprinted here for reference. Please read and discuss them with your child.

Bus Rules and Procedures

1. Bus riders should be at their assigned bus stop five minutes before the bus is scheduled to arrive.
2. Students should respect the property of others.
3. Students should board and exit the bus in a quiet and orderly manner (no pushing, shoving, shouting, etc.)
4. Students should stay seated and wear seat belts until the bus driver dismisses them.
5. When buses arrive in the morning, students go to their designated areas.
6. Bus riders are to assemble in the bus loading zone and board the bus as a group.
7. If a bus is late in the afternoon, students will remain in the bus loading zone where supervision is provided until the bus arrives.
8. Students are to treat drivers with respect and courtesy.
9. No fighting, horse playing or obscene language will be allowed on buses, at the bus stops or in route to and from the bus stop.
10. Students must stay seated when the bus is in motion.
11. Students must not shout out the windows or throw objects out the windows.

Disciplining of students who do not obey bus rules will be handled in the Vanguard Office in accordance with HISD Board Policy and the Code of Student Conduct.

Misbehavior on the bus or at the bus stop will result in suspension from the bus. Repeated misbehavior can result in exclusion from riding the bus.

Each bus rider must be responsible for his/her own behavior at the bus stop, in bus lines, on the bus, and traveling to and from the bus stop. Misbehavior and rowdiness jeopardize the safety of all riders and cannot be tolerated.

Note all provisions of the HISD Code of Student Conduct apply to students when being transported by HISD transportation services. Violations of the HISD Code of Student Conduct while on a HISD school bus will be referred to the appropriate campus administrator for disciplinary action.

BUS ELIGIBILITY

Students must live **over** two (2) miles from their zone school in order to be eligible for school bus transportation. All routes and eligible zones are established by the HISD Routing and Scheduling Department. Drivers must run the route and pick up at the locations determined by Routing and Scheduling. Please do not ask drivers to make changes to the route.

Non-eligible students may not ride the bus to visit friends, attend birthday parties, sleepovers, etc.

Eligible bus students must ride the bus route that comes nearest to their residence. Students must ride the same route in the morning and in the afternoon.

BUS ZONE / HANDICAPPED PICKUP

Special education students who ride buses will be delivered and picked up in the designated bus loading zone. Parents of special education students who drive their children to school will be issued a parent “pick up” car tag. PARENTS MUST REMAIN IN THEIR CARS WHEN USING THE BUS LANE. Handicapped “PARKING” is provided in the parent’s (circle drive) parking lot.

BUS LOADING ZONE

The bus loading zone is a **“NO PARKING”** and **“NO DROP OFF**” zone for passenger cars.

CARPOOLS

Windsor Village has a drop-off and pick-up system which places student safety first! Please adhere to the following guidelines to ensure the safety of all children during morning drop-off and dismissal times.

Do not "cut" in line

Do not park in the bus zone.

Do not leave your car in the front of the building unattended between the hours of 7:00 a.m. - 8:45 a.m. and 2:30 p.m. – 3:30 p.m.

Do not double-park.

Do not drive into the faculty parking lot.

Cell phones may not be used while dropping off or picking up your child and in school zones.

Day Care vans and HISD buses pick up on Polo Street in the afternoon. Please do not park on the Polo Street side of the school in the afternoon due to the day care van and HISD bus pick-up.

DROP OFF students on the curb side on **Newquay Street** in front of the school or in the circle drive located on Newquary Street. Do not ask your child to cross in the middle of the block on Polo Street. This endangers the child **and** blocks the flow of traffic.

PICK UP your child(ren) at these designated areas at dismissal time.

For the safety of the children, please follow instructions given by the crossing guards, faculty, and staff members. Remember to be polite, we are trying to ensure the safe arrival and dismissal of all Windsor's Eagles. Remember that adults serve as a role model for our children.

Please be sure that your child knows how he/she gets home each day. Any changes in the usual routine should be discussed in the morning before the student leaves for school. Students will not be allowed to make phone calls in the office. Any calls received at 2:30 p.m. or after may or may not be received by your child.

CELL PHONE – HB1481 Policy

To ensure a safe, respectful, and academically focused school environment, the use of cell phones and similar electronic devices (cell phones, tablet, smartwatch, or any other electronic device capable of digital communication) is strictly prohibited during the school day on all HISD campuses.

Students may not:

- Use cell phones for any reason (calls, texts, photos, social media, internet access, etc.)
- Display or visibly carry phones.
- Use smartwatches or other wearable communication devices
- Have phones visible or audible at any time from arrival to dismissal, including during lunch and passing periods.

Our expectations are that:

- Students must leave their phones at home or store them, powered off, in their backpacks upon arrival.
- Phones must remain out of sight and unused throughout the school day, including during transitions and lunch, until the student leaves campus.
- Phones may not be carried in clothing or worn visibly at any time.

If a phone is seen, heard, or used during the school day:

1. The device will be confiscated by staff.
2. The student's name will be clearly labeled on the device.
3. The phone will be delivered to the main office.

Consequences:

- 1st Offense: Parents/guardians may retrieve the phone from the office after school and review the law and HISD cell phone policy.
- 2nd Offense: Parents/guardians may pick up the phone in the office after our full school day.
- 3rd Offense: Parents/guardians may pick up the phone in the office after two full school days.

Further offenses shall result in elevated formal disciplinary action following the HISD Student Code of Conduct.

CLASSROOM OBSERVATION

Windsor Village parents are always welcome at school. If a parent or legal guardian wishes to observe in a classroom, please stop by the office to get approval prior to the day of visit from the principal. Also, parents must have completed and been approved with a **background** check. One parent/legal guardian is allowed to observe a class at a time to limit the distraction to the educational process. Parents or guardians shall not video or audio tape the class observation session. During the observation, you may not chat with the teacher, your child, or any other child. This distracts the teacher and interrupts the instructional time for students. Observations should last no longer than 15 minutes.

COMPUTERS

The Windsor Village computer labs are equipped with computer workstations. In addition, students are given individual devices. Students in grades PreK-5 are scheduled for instructional periods in the lab. Students are asked to bring their own

headsets/earphones to work on the computer. This will allow them to focus as they work on digital educational programs.

CONFERENCES

Parent/Teacher conferences are a valuable tool to be used in helping children to be happy and successful at school. Be sure to take advantage of this tool! Because it is so important, please follow these guidelines to ensure that you have the best possible conference with your child's teacher.
To arrange for a conference:

1. **Make an appointment** – call the office at 713-726-3642,
   Write a note to the teacher, use class Dojo messaging or email the teacher to arrange an appointment time. You should expect a response from the teacher within **48 hours**.

2. Plan to come to school. Teachers can share work samples, clarify assignments, etc. when personal rather than telephone conferences are held.

3. Be "tuned in" to your child so you know when to request a conference.

4. Check grades on HISD Connect, monitor Report Cards, Progress Reports, etc. that signal trouble areas.

5. **Please do not drop in for just a minute at the beginning or end of the day.** These are especially crucial times when the class needs and deserves the teacher's full attention.

6. Please do not ask to have teachers called out of class for a conference. Instructional time belongs to the students.

7. Your child's teacher should be your **first** point of contact for any concerns you have about your child.

COMMUNICATION DAY

Thursday is Communication Day at Windsor Village. We will make every effort to send all notices, calendars, newsletters, etc. home on Thursdays. Please check your child's backpack each Thursday, there will be at least one important note!

Windsor Village students use a grade level colored folder to carry communications. Be sure to look for it and to use it when sending notes to the teacher.

The newsletter, *Eagle Express,* is published weekly and sent home in the communication folder. It contains important dates and information regarding events and issues at Windsor Village Elementary!

COMPULSORY ATTENDANCE LAW

The Texas Legislature has passed laws stating that a student shall be required to attend school for the entire instructional period (school year). If a student is absent from school without excuse for any portion of the school day for three (3) days in a four-week period or for ten (10) or more days in a six-month period, the student and the student's parent or legal guardian are subject to prosecution by the Harris County Justice of the Peace Courts. The student may also be referred to a juvenile court.

Principals may excuse the absences for personal illness, death in the family, or other legitimate reasons. Vacations and trips out of the country during the time school is still in session are not considered excused absences.
It is a parent's duty to require the student to attend school, monitor the student's attendance, and request a conference with school officials to discuss any concerns about attendance.

Students that have eight (8) or more unexcused absences during the school year will automatically be retained. The student will have to attend summer school daily before a decision is made by the Grade Placement Committee to be promoted.

Recent legislation requires school districts to file truancy complaints with an appropriate court within seven school days of a student's tenth (10th) unexcused absence when all of the ten (10) unexcused absences occurred within a six-month period during the same school year.

CROSSING GUARDS

Windsor Village Elementary is very fortunate to have three crossing guards assigned to the streets close to school. Only cross the streets where the crossing guards are stationed. Drivers must be extremely careful when driving around Windsor Village and follow the directions from the crossing guards. Crossing guards have a very important and difficult job. Practice and teach your child safe habits by using the crossing guards to cross streets.

DISCIPLINE

Each school in HISD has a discipline management plan. The plan includes a set of rules and responsibilities for all students. Consequences for misbehavior are outlined in the plan.

DISCIPLINE PLAN

The Windsor Village Discipline Management Plan is based on the recognition that behavior can be modified, controlled, and improved through instruction and the adoption of well-communicated guidelines.

The Windsor Village staff enlists the participation and support of parents in upholding high standards for student behavior.

The Windsor Village Discipline Plan includes four simple rules:

- I am respectful.
- I am responsible.
- I am safe.
- I am prepared.

Students will also adhere to the following hallway and lunchroom rules:

- 4S Line (Still, Straight, Silent, Smile)
- Use quiet voices.
- Raise my hand for permission to leave seat.
- Enter and exit in a quiet and orderly manner.
- Always practice silence in the hall.
- Respect the rights of others.
- Utilizing a learning tool

To successfully implement the Windsor Village discipline plan, teachers may

- Develop additional classroom rules may be formulated with assistance of the students
- Frequently review of expectations and consequences.
- Communicate daily or weekly with parents regarding student behavior.
- Refer students to the office for repetitive disruptions or serious infractions.
- Use of the HISD Code of Student Conduct.
- Develop Parent, Student and Teacher Contracts

Corporal punishment will not be used as part of the discipline plan.

Students are required to report any incident (threats, name calling, bullying, hitting, etc.) to the teacher and/or the administrators. Students are encouraged not to “Hit Back”. It’s the responsibility of the student who did not initiate the problem to address it in a **non-violent manner**. In an altercation, both students will receive a disciplinary action. All students are required to follow school rules and comply with school and district policy as outlined in the Student Code of Conduct.

DISMISSAL

All children should be familiar with their afternoon dismissal routine. Try to establish a routine that your child understands and can follow. If you must alter the pattern due to a doctor's appointment etc., be sure your child knows the changes before he/she leaves home in the morning.

School (1st – 5th) is dismissed at 3:00 p.m. No student will be checked out after 2:25 p.m. Only in the event of an emergency will a student be allowed to be checked out after 2:25 p.m.

PK and **Kindergarten** will be dismissed at 2:45 at the front of the school. You must remain in your vehicle and use the car tag given to you.

All bus riders will be dismissed at the front of the school on Polo Street.

All walkers will meet siblings at the designated gate and exit the campus no later than 3:05 p.m.

Day Care Van riders will report to and dismissed from room 43 exiting on Newquay Street.

All Car Riders will be dismissed from the intermediate hallway to the circle drive. Students will not be allowed to cross the street for pick up. Students may not be picked up by car in front of the intermediate hallway during dismissal.

If your child does not walk home or ride the bus, please make arrangements to have him/her picked up by 3:00 p.m. HISD's policy is to have HISD police officers transport students to CPS if they are not picked within a reasonable time period after dismissal time. Telephone numbers that you may be helpful include:

HISD Police	713-892-7777
CPS (Murworth St.)	713-394-4000

DRESS GUIDELINES

We at Windsor Village Elementary School feel that attending school is the most important job our children will ever have. We feel that the way our children dress influences their attitude towards school.

In an effort to provide the best possible learning environment, the Windsor Village SDMC approved an official uniform for Windsor Village Students.

WINDSOR VILLAGE UNIFORM POLICY

Clothing Item	Styles	Colors	Special Comments
Tops	Long or short sleeve polo-style shirt	Solid Red, White, Black	Oversized shirts are **not** permitted. **NO** tank tops, spaghetti straps, or backless tops will be permitted. No other logos.
	Official Windsor Village Logo T-shirts	Red, White or Black	**Only** official Windsor Village logo T-shirts are permitted. **(Friday only)**
ALL SHIRTS MUST REMAIN TUCKED IN.			
Bottoms	Pants or Capri pants	Solid Khaki or Black	Must fit at the waist. **NO** decorated, baggy/oversized jeans will be permitted. **No** holes in jeans.
	Walking shorts, shorts	Solid Khaki or Black	Must be fingertip length or longer to knee. Must fit at the waist. **NO** short shorts will be permitted.
Jumpers	Uniform-type jumpers	Solid Khaki or Black	Must be Uniform type.
Sweaters may be worn in the classroom	Sweaters with no HOODS or LOGOS	Solid Red, White or Black	Official Windsor Village Logo Sweaters are permitted. **Hoods are not permitted on sweaters or light jackets at any time.**
Outdoor Jackets	Jackets or coats worn outdoors only	Any color	Jackets worn to and from school and at recess only. Will be removed when in building. Language appropriate.
Shoes	Closed toe and closed heel shoes (flat heels only) No Crocs No more than 1 inch heel	Any color	Laces must be a proper length Socks must be worn with shoes. No flip flops or roller skate shoes allowed.

Uniform items may be purchased at many area stores including Target, Academy, Wal-Mart and Amazon.

General Guidelines

- On days that the students attend P.E., girls wearing a skirt or jumper should wear modesty shorts underneath these items.

- No caps, hats, hoodies, or bandanas are allowed inside the building.
- No large earrings for girls, or no nose rings will be permitted.
- Only regular undecorated blue jeans and spirit/uniform shirt may be worn on Spirit Day (Friday). **Jeans may not have holes.**
- Students may wear scout uniforms on meeting days.
- Traditional haircuts only; students will not be allowed to use their heads for "messages" and designs. Unspiked Mo-Hawk haircuts no longer than 2 inches will be allowed.
- Boys must wear belts daily; no sagging allowed.
- No tattoos of any sort whether real or washable.

Items considered inappropriate for school:
Cosmetics
Oversized clothing
Bicycle pants/shorts, compression shorts, gym-type shorts

The following procedures will be followed when a child is not dressed in compliance with dress guidelines.

1. Classroom teacher will allow the student to call the parent to bring the student his/her uniform clothing.
2. Chronic and repeated dress code infractions may result in a Discipline Referral to the office.

Note: HISD Code of Student Conduct states: Violation of a school's mandatory school uniform policy is a level II Act of Misconduct.

A teacher and/or administrator shall have the authority to determine the appropriateness of any attire. In making such a determination, the teacher and/or administrator should be governed by whether the attire is offensive, disruptive, or distracting to the educational environment.

We appreciate the cooperation of the Windsor Village parents in supporting the uniform policy and dress guidelines.

ELECTRONIC DEVICES

Electronic devices (iPad, digital cameras, game devices, air pods, wireless headphones, etc.) are not to be used during the instructional day. Misuse of such devices will be confiscated and turned into the office. The parents will have to pick up the device and pay fees according to HISD Code of Student Code.

Note: Windsor Village Elementary is not responsible for lost, stolen, or damaged electronic communication devices or any charges incurred as a result.

EMERGENCY PROCEDURES

It is imperative that all information on each child's enrollment card be complete and kept current. **If phone numbers (home, work, emergency, or doctor) change, please notify the school office immediately. You can never be certain when an emergency may occur.**

Be sure that you have a plan for picking your child up during the day should he/she get sick at school.
Students should not be picked up from school early except in emergency situations or for appointments that cannot be scheduled at other times. Please provide the office with a note for appointments prior to student leaving.

Be sure that changes in "pick-up procedures" are clearly communicated and discussed **before** the child leaves home. Notify the teacher in writing when such changes occur.

Students will not be called out of class to talk on the phone or speak to the parents. In emergency cases, messages will be relayed to students. This will not be done for messages that are of a routine nature. **Plan ahead!** Your child's instructional time is important. **Please do not call your child on their cell phone during instructional time**.

FIELD TRIPS

Field trips are scheduled during the school year to support classroom activities. Some trips are sponsored by HISD while other field trips are planned by the teachers.

For any field trip, permission slips will be sent home by the teacher to be signed and returned. **No student will be allowed to go on a trip without written permission on the appropriate Field Trip Form. A Student Medical Emergency Treatment form must be filed with the nurse.**

Reservations, bus arrangements, and prior approval must be obtained for all student trips. It is necessary for our office to complete these arrangements, and prior approval must be obtained for all student trips.

Be sure to adhere to the timelines for return of permission slips to ensure that your child has a reserved space and can participate.

Some field trips are considered extracurricular activities; therefore, they are optional. Students who choose not to participate will receive instruction at school.

Students must have a passing average (70%) in all major subject areas and satisfactory conduct in order to be eligible to participate in extracurricular activities.

A high standard of conduct is expected of students who participate in field trip activities. Any student who exhibits poor conduct in the classroom as reflected on his/her report card **may be excluded** from participating in a scheduled field trip. Exclusion from a field trip(s) may be used as a consequence for specific acts of misconduct determined by the principal. Any student whose behavior is unacceptable on a field trip will be excluded from field trips for the remainder of the school year. Parents will be notified of this decision.

FIELD TRIP CHAPERONE POLICY

CHAPERONE POLICY: *Parents must complete a background check and be approved prior to chaperoning a field trip. You can go online and complete the background check form. This is done every year. Teachers will only be notified as to who has been approved. We will not reimburse money in the event that parents, voluntary or involuntary, withdraw from the field trip.

FIELD TRIP CHAPERONES – If a parent is invited to chaperone a field trip, please do not bring non school-aged or school-aged siblings. Supervision is critical and the chaperone must be solely concerned with watching the students on the field trip.

GIFTED AND TALENTED (VANGUARD PROGRAM)

The Houston Independent School District provides a program for Gifted and Talented students. The Vanguard G/T program is designed to meet the needs of G/T students in grades K-12 by providing a homogeneous environment for students to work with their cognitive peers. Windsor Village offers the Vanguard/Magnet program to students in grades kindergarten through fifth. All students enter the Vanguard program once identified and receive service on the first day of school. Eligibility for the program is determined by classroom performance, standardized test scores, teacher recommendations, and specialized testing. Parents/teachers submit a complete application in the winter. Parents are notified, during the spring if the students do or do not qualify for the program.

HISD CONNECT

All 1st – 5th grade teachers' record student grades on the online gradebook called HISD Connect. Parents have access to their child's grades by registering in the parent section of the HISD portal at www.houstonisd.org. In order to set up an account you must have your child's HISD ID number.

GRADING

Students will receive report cards at the end of each grading period. The academic grades will reflect the class work, homework, projects, and tests done for that period.

All grades will be numerical averages rather than letter grades. Please use the following scale for interpretation of grades:

90 - 100	Excellent quality of work – thorough mastery of subject matter.
80 - 89	Good quality of work – above average with consistent effort
75 – 79	Satisfactory quality of work, average achievement
70 – 74	Below quality of work expected – below average achievement
Below 70	Unsatisfactory quality of work – poor work, failing

Conduct will be marked with one of four letter grades to be interpreted as follows:

E	Excellent quality of behavior – totally self-disciplined.
S	Satisfactory quality of behavior – cooperates readily.
P	Poor quality of behavior – below average.
U	Unsatisfactory quality of behavior – needs drastic improvement.

For promotion requirements, see the section entitled "Promotion Standards".

Students must also meet HISD requirements on various standardized tests in order to be unconditionally promoted to the next grade level. Students who have excessive absences will have an * after their grades and must be reviewed by the attendance committee in order to be placed in the next grade level.

GRADING POLICY

Number of grades in each subject area

Minimum of 12 grades per grading period per subject: Reading Language Arts and Math. Minimum of 6 for Science and Social Studies

Categories and Weights of assignments

Grading category assignments and weighting of categories must be consistent within each grade level's subject areas (Reading Language Arts, Math, Science, and Social Studies) for the entire school year.

Reassessment plan

A student shall be allowed **one** opportunity to redo a quiz or exam for which the student received a failing grade (69 or below). An average score of the original grade and the redo grade will be recorded. If the student continues to make a failing grade, the teacher will develop and implement an intervention plan for the student.

Late work policy to support the mastery of designated District objectives or TEKS

Teachers shall take no more than 10 points off the first day for late assignments. Each subsequent late day will result in up to a 5-point daily deduction. Late assignments will not be accepted after **3 days**.

The number of grades that have been recorded can be dropped

No grades will be dropped from HISD Connect.

Penalties for academic dishonesty

Paper will be picked up and students will be given an opportunity to redo the assignment.

HOMEWORK

Homework is an extension of what has been taught in class. All students (grades 2-5) will have homework every night, Monday through Thursday. Homework will be assigned on Fridays if the assigned teacher deems it necessary for your child's academic progress. Grades 3-5 will use their school agendas to record homework/project assignments daily.

Students will be assigned some long-term activities such as outside reading, projects, etc. These assignments assist students in learning to budget their time and to take advantage of learning opportunities outside of the classroom.

Routines are a key in ensuring success. Work with your child to schedule time each day to complete homework assignments and check to see that homework is done each day. Help your child to organize his/her materials so that they can get to school each day with all the things they need (including homework) for a successful day.

HOURS

School hours are **7:30 a.m. – 3:00 p.m.** each day. It is important to develop good habits that all students arrive at school on time. Establish a daily plan for each child so that he or she can arrive at school on time each day.

Daily Schedule

7:15 a.m.	**Teacher's Bell**
7:30 a.m.	**First Bell**
7:45 a.m.	**Tardy Bell**
3:00 p.m.	**Dismissal (students)**

Students who walk or carpool should not arrive at school before 7:15 a.m. Students in grades PreK-2 report to the cafeteria and remain there until their teachers get them at 7:25 a.m. Grades 3-5 wait in the intermediate hallway until their teachers escort them to the classrooms at 7:25 a.m.

Students who are not in their classrooms by 7:45 a.m. will be counted tardy. Children who are tardy must be escorted into the building by their parent/adult, be signed in and receive a tardy slip. Oversleeping, alarm clock trouble, no ride, etc. are considered unexcused tardies. Plans and back-up plans should be made to ensure that students arrive on time each day.

The policy of the Houston Independent School District does not provide for supervision of students before or after school hours. The policy reads as follows:

THE PRINCIPAL, TEACHERS, AND STAFF ARE NOT RESPONSIBLE FOR THE SUPERVISION OF STUDENTS WHO ARRIVE AT SCHOOL BEFORE 7:15 A.M. OR STAY AFTER 3:10 P.M.

Repeated late arrival or late pick-ups can result in loss of privileges and an attendance referral to the HISD Attendance Specialist.

NOTE: HISD Code of Student Conduct states: Unexcused tardiness to class is a Level I Act of Misconduct.

INCLEMENT WEATHER

Make a plan for rainy or "bad" days. Be sure that your child is familiar with your plan and is able to follow it. **Please do not call the school office with instructions and messages. This should be handled in advance.**

If it is necessary to close the school for the day because of weather conditions, this information will be carried out by all local radio and television stations. Please do not

telephone the school, the Police Department or local stations. This will tie up needed communication lines. Whenever possible, the decision will be made before 6:30 a.m.

Occasionally it is necessary to dismiss school during the school day. Please have a plan for your child to follow in such a case. HISD buses will run in these instances and information is carried on all local radio and television stations as well as social media outlets. Please **do not** plan to call the school with last-minute instructions; this will be impossible with the number of students we have enrolled. If school is closed during the day, parents should come as quickly as possible to pick up their students.

If Houston has severe weather conditions, watch the TV, check website and social media or listen to the radio; HISD will inform the media when schools are closed.

The principal does not have the authority to cancel or close school. HISD's superintendent has the authority to cancel or close schools. **Please listen to the news for any decisions made by the superintendent.**

JUST IN CASE

We depend upon our patrons and nearby residents to "keep an eye on" the school especially on weekends and holidays.

If you suspect vandalism or notice any unusual occurrences at the school, please call HISD Police at 713-892-7777 or the Harris County Constable at 281-463-6666.

KINDERGARTEN

Kindergarten at Windsor Village is a full day program. Students attend from 7:30 a.m. – 3:00 p.m. daily. Kindergartners participate in all school activities including ancillary classes, lunch, recess, field trips, assembly programs etc.

Kindergarten is a time of discovery and development of independence and self-reliance. We feel that our program at Windsor Village is designed to help young students make a successful transition from home to school.

LEAVING EARLY

Students who need to leave school for an appointment must be checked out at the front desk. Parents should plan to pick students up by 2:25 p.m. or plan to wait for them to be dismissed at 3:00 p.m. Students will not be called after 2:25 p.m. unless it is an emergency and approved by the principal or designee. Parents must provide a note from doctor prior to child leaving early. This plan is in place for the safety of all students. Students will not be allowed to leave school early after a program or field trip.

LICE

It is important that all parents check their own children for lice. The process is not pleasant, but it is simple!

Separate and examine portions of hair, especially at the nape of the neck, over the ears, and at the crown of the head. The nits are waxy looking and elliptical in shape. They adhere tightly to the hair shaft. Unlike dandruff or other flaking, the lice cannot be brushed or flicked off the hair.

If your child does have lice, treat him/her immediately and please notify us. Your child's doctor can recommend a course of action or use over the counter shampoos available at your pharmacy. Remember that shampooing is not enough; all eggs must be removed from the hair shaft. Household items such as pillows, bedspreads, sheets, plush toys, etc. should also be washed, treated, or put in plastic bags.

It is important that all parents take an active role in checking and treating head lice. If a child has been infested, he/she should be treated quickly so that minimal instructional time is lost. One day is usually enough.

LOST AND FOUND

Windsor Village students are asked not to bring toys, electronics or other valuable items to school. The school will not be held responsible for toys or valuable items if they are lost on school property. Please see that your child brings only the necessary clothing and supplies to school.

Jewelry, clothing, and other personal items may not be loaned, sold, bought, traded, or given away at school. Lunch items may not be bought, sold, or traded.

All removable articles of clothing as well as other belongings should be clearly and securely **labeled** with the child's first and last name to prevent loss.

Lost and found articles will be in a designated area so that students can claim these items. Encourage your child to check for his/her things.

LUNCH

Plate lunches, including milk, are provided for all students free of charge. However, items outside of the regular school meal such as snacks must be paid for.

There will not be a snack line for students who want to buy chips, cookies, etc. These purchases can be made in the regular service line.

Parents are highly discouraged from bringing lunch from outside vendors (i.e., McDonald's, Burger King, Wendy's etc.) during their lunch period. Due to student food allergies, students are not allowed to share food. Please assess the Texas Administrative Code/Texas Department of Agriculture for more information.

Parents must provide a letter from physician to school nurse and cafeteria manager of all food allergies or special diet for students.

Special Note: Lunches will not be delivered to students beginning at 8:00am. So please ensure that your student has his/her lunch.

Lunchroom Rules:

1. Students will be quiet in the serving line.
2. Students will be polite to the Food Service Personnel.
3. Students may bring thermos bottles and non-carbonated drinks in cans (**NO Coke, Dr. Pepper, etc.).**
4. Students may talk in quiet voices during lunch.
5. Students will stay seated during the lunch period unless they receive permission from the personnel on duty.
6. Students will be responsible for leaving the tabletops clear and picking up paper and food from under the tables.
7. Lunch items may not be bought, sold, or traded.

MEDICAL INFORMATION

For the safety and protection of all students, medication (prescription or over the counter) may not be brought and kept by students to be taken during the school day.

School nurses may administer medication during the school day if a medication has been prescribed for a chronic or ongoing condition.

A school nurse cannot give medication without express orders from a physician. In order for such medication to be dispensed, the physician must complete a form stating the need for the medication and at least one parent must request in writing that the medication be administered during school hours.

Medication must be in the original pharmacy container that shows the child's name and the type of medication.

Students who become ill at school will:

- be sent home if fever is 100 or above
- be sent home if vomiting occurs

For attendance purposes, students who are sent home due to illness will be counted absent for the day if they come to the clinic **before** 9:40 a.m.

Students must be free of fever without a fever, reducing medication (Tylenol, etc.) and/or vomiting for 24 hours before they may return to school.

If necessary, the HISD medication permission form may be requested from the nurse.

Certain communicable diseases require special handling and/or restrictions in conjunction with the school setting. The HISD policy regarding communicable disease control measures is included herein for your information.

Communicable disease control measures for all pupils and personnel in the Houston Public Schools

Acquired Immune Deficiency Syndrome (AIDS)	May remain in school unless medical advisor determines that open sores or skin eruptions, behavior, or toilet training poses a risk to others.
Chicken Pox	May return to school on seventh day after appearance of eruptions if temperature normal and no complications, no moist lesions.
COVID-19	Quarantine for 5 days after testing positive.
Diphtheria	Exclude case and/or close contacts until released by City of Houston Health Department
Hepatitis (Infectious A)	Exclude until no fever and no jaundice, or statement of physician that person is non-infectious.
Impetigo	Exclude until treatment begun. Keep covered while in school.

Lice	Exclude until the hair is free of live organisms and nits.
German Measles (Rubella)	May return to school seven days after appearance of rash.
Measles (Rubeola)	Return to school 4 or 5 days after a rash appears, if other symptoms are gone. Family contacts, no restrictions. Optional notification
Meningitis Meningococcal (epidemic-type)	Exclude until a statement from physician that person is non-infectious. No restrictions on contacts.
Mononucleosis (Infectious)	Exclude until recovered or released by physician. Contacts no restrictions.
Mumps	Exclude for 9 days or until all swelling is gone and temperature normal. Contacts, no restrictions.
Conjunctivitis (Pink eye)	Exclude until recovered, or the physician's statement that person is non-infectious.
Poliomyelitis	Exclude until release by physician. Contacts, no restrictions.
Ringworm of scalp	May attend school provided under treatment by a physician. Contacts, no restrictions.
Ringworm of skin	May attend school provided the areas are covered. Contacts, not restrictions (Treatment recommended)
Scabies	Exclude until released by physician. All in household should be treated at same time. School contacts, not restrictions.
Streptococcal Infections: Scarlet fever Scarlatina "Strep" sore throat	Exclude until released by the physician. Contacts no restrictions. (Usually, 24 hours from date antibiotic treatment began).
Tuberculosis	Exclude until released by a physician. Household contacts must be released from physician.
Pertussis (Whooping Cough)	Exclude until free of cough or until released by physician. Contacts, no restrictions.

MORNING ARRIVAL (STUDENTS)

Parents who walk with their child(ren) to the front of the school in the mornings will not be allowed to enter the building. We do not have a waiting area and parents congregating in the reception area is unsafe for our students. It is difficult for school personnel on duty to monitor the students coming into the building.

Parents with Prekindergarten students will be allowed to walk their children to the classroom **ONLY** the first 2 days of school. After the first 2 days, prekindergarten students will walk into the building by themselves and go into the cafeteria to wait for their teacher to pick them up.

NURSE

A school nurse <u>cannot</u> give medication without orders from a physician. In order for such medication to be dispensed, the physician must complete a form stating the need for the medication and at least <u>one</u> parent must request in writing that the medication be administered during school hours.

For further information or questions regarding this matter you may contact our school nurse at 713-726-3642 ext. 304 or fax 713-726-3647.

ORGANIZATIONS

<u>PARENT ORGANIZATIONS</u>

<u>The Parent Teacher Organization (PTO)</u> – The PTO invites you to become an active member. All parents are encouraged to join the PTO. Membership dues are $10.00 per family. The yearly membership drive begins in September. An election of officers will be held in September. Membership dues must be current to run for office.
Through participation in the PTO's activities, parents assist in providing additional teaching aids and materials for our school. There also is great value and satisfaction in the friendships fostered through participation in school endeavors.

PTO meetings are scheduled for every second Tuesday of each month at 6:30 p.m., in the cafeteria, unless otherwise notified. Advanced notice will be sent home with the students.

Shared Decision-making Committee – Parents, teachers, and community members work together to plan and make decisions for the school. The SDMC minutes are posted on the school's website.

Volunteers in Public Schools (VIPS) - Our VIPS give regularly of their time and talents. All volunteers must register with Houston ISD and complete a background check. Their projects include assisting in festivals, programs, and field trips.

Room Parents – Room parents coordinate volunteer activities at the classroom level. These include parties, field trips, and activities geared to the specific grade levels. They also assist the teacher in any way possible when help is requested. All room parents must pass a background check.

STUDENT ORGANIZATIONS

The Safety Patrols are fourth and fifth grade students who can accept added responsibility and assist the staff in providing for the safety of the other students. Faculty sponsors and the administrators work closely with these patrols.

Other student activities include:

Spelling Bee
Name that Book Club
Choir
MLK Speech (Black History)
Robotics

PARKING

Safety above all else is a core HISD value. Follow all no parking signs and guidelines around Windsor Village Elementary. The visitor parking lot driveway and the entrance and exit lane are painted yellow and called "No Parking / Fire Zone" areas. Do not park your car and leave it unattended in this zone. Cars may line up in this zone at dismissal time as long as the driver stays in the car. The faculty and staff parking lot has been equipped with an electronic gate. Only faculty and staff members have access to the parking lot. It is reserved for Windsor Village Elementary faculty and staff members **ONLY**. **Parents are not to use the faculty and staff parking lot as a turnaround or drop off point for students.**

PARTIES

Students at Windsor Village have two class parties each year. These occur prior to the **winter holidays** and **on the last day of school**. On other holidays, teachers devise classroom activities in lieu of parties.

Parents may bring cupcakes or prepackaged cookies to the front desk and the staff will deliver the items to the child's classroom. Please be sure to include the same treats for all members of the class. (See Birthdays herein for additional information.) **Birthday parties are not permitted in the classroom or lunchroom.**

For health reasons, treats must not contain peanut butter or nut products on the ingredient label. We do have students that are allergic to these ingredients.

PESTICIDES

As required by law, the school district is providing notification that the district periodically applies pesticides at school sites. Information concerning these applications may be obtained from the district's Integrated Pest Management (IPM) Coordinator at 713-867-0818.

PHYSICAL EDUCATION

State law requires all elementary school students to receive at least 135 minutes of physical education activities per week. Windsor Village students meet this requirement by attending PE classes during ancillary, and activities at recess.

PREKINDERGARTEN

Prekindergarten at Windsor Village is a full day program. (7:30 a.m. – 3:00 p.m.) In order to be eligible for Prekindergarten, children must be four (4) years old on or before September 1st of the present school year. There are no exceptions to this age rule.

Prekindergarten Application – Must meet at least one of the following conditions:

1) Unable to speak and comprehend the English language *
2) Homeless
3) Economically disadvantaged
4) Child of an active-duty member of the armed forces, or the child of an armed forces member who was injured, killed, or missing in action while serving on active duty. (Refer to Article 6 of House Bill 1.)

*Limited English Proficiency (LEP) – Students who have a home language other than English, are tested to determine if they need extra support in understanding and comprehending spoken English.

PROGRESS REPORTS

The parent or a legal guardian must be notified during the third week of a six-week grading period, in writing, if a student's progress in any one of the foundation areas is unsatisfactory. HISD requires that the parent or a legal guardian must be notified if a student's grade is below 70 in any course. This notice must provide for the signature of the parent or legal guardian and must be returned to the school. There is no longer a requirement to mail notice of progress reports that are not signed and returned. Current grades contained in the notice should be based on the student's academic achievement on the first three weeks of the six-week grading period. The notice will provide for a conference between the appropriate teacher and the parent.

PROMOTION POLICY

The Houston Independent School District uses two different academic measures to decide if a student will be unconditionally promoted to the next grade. They are course grades, and attendance. Please note that student attendance may also affect a student's promotion to the next grade level, since there is a limit of eight unexcused absences during the school year.

Grades 1 – 2 **Grade 3** **Grades 4 – 5**

A. Course Grades: Overall yearly average of 70 or above and an average of 70 or above in Reading, Language Arts, Mathematics, and Science or Social Studies.

B. Attendance: Adequate attendance required.

QUESTIONS

1. What time should students be at school?
   Answer: The first bell rings at 7:25 a.m. and the last bell rings at 7:45 a.m. Students may be dropped off beginning at 7:15 a.m. There is NO supervision for students before 7:15 am. Instruction begins at 7:30 a.m. daily

2. When are students counted tardy?
   Answer: Students must be in the classrooms no later than 7:45 a.m. If they are not in the classrooms at that time, they will be counted tardy.

3. What time is school dismissed?
   Answer: School is dismissed at 2:45 for PK/K and 3:00 p.m. for all others. There is no supervision after 3:10 p.m.

4. Does Windsor Village have bus service to school?
   Answer: Yes, HISD provides buses for students who live over two miles from the school and are Vanguard/Magnet students. Please refer to Bus Eligibility.

5. Do we have dress guidelines?
   Answer: Yes, we do. Please refer to Dress Guidelines in this booklet.

6. Are students allowed to bring carbonated drinks to school (Coke, Dr. Pepper, etc.)?
   Answer: No, students are not allowed to bring carbonated drinks to school. Non-carbonated drinks are allowed.

7. How do students get into the Vanguard (Gifted and Talented) program?
   Answer: 1) Parents apply online on the HISD School Choice site.
   2) Parents submit a completed application.
   3) Students will be tested at the next HISD testing window.
   4) Parents will be notified of results after the Windsor Village Vanguard Committee has completed and reviewed the Vanguard Scoring Matrix.

RECESS

State law requires all elementary school students to receive at least 30 minutes of physical education activities per day.

RECORDS

Directory-type information is considered part of the public record. If parents do not wish to have such information released, they sign the Privacy Notice which is sent home at the beginning of the year or submit such a request to the principal in writing. Parents requesting records should report to the front desk to complete a form and must allow 24 hours for their request to be processed.

REPORT CARDS

Report cards are given to students by their teachers after completion of each six-weeks grading cycle.

One copy is sent home with the student to be signed by the parent/guardian. This copy should be returned to the teacher and retained in the student's classroom folder. **Another** copy is then sent to the parent. If the copy given to the student is **not returned** signed by the parent/guardian, **the second copy is filed in the student's classroom folder.**

REPORT CARD DATES

(Pre-K – 5th grade 6 cycles)

September 26, 2025	**February 27, 2026**
November 10, 2025	**April 24, 2026**
January 9, 2026	**June 4, 2026**

Grading Period Cycles
August 12th – September 19th
September 22nd – October 31st
November 3rd – December 19th
January 6th – February 20th
February 23rd – April 17th
April 20th – June 4th

RESIDENCY

Students must reside in the Windsor Village attendance zone in order to attend school at Windsor Village. Because Windsor Village is a large school and must accommodate its own zoned students, general education transfers are granted on a limited basis approved by the principal. Special Education transfers are granted when the ARD committee recommends a program that is not offered at the child's home school.

If a student moves out of the Windsor Village zone during the school year, the student must enroll in his/her "new" zoned school. Students may not remain at Windsor Village after moving from the zone.

REGISTRATION FOR NEW STUDENTS

The following items are required to register in an HISD school. **All documents** must be presented at the time of registration.

Proof of birth date (original/official copy of Birth Certificate or passport)
Students must be five on or before September 1 to enter Kindergarten or six on or before September 1 to enter first grade.
(Prekindergarten must be four on or before September 1.)

Social Security Number (preferred, but not required)

Proof of Immunizations: (must be in English and signed by a physician licensed to practice medicine in the United States)
Diphtheria and **Tetanus** (Total of **FOUR** immunizations; booster on or after the fourth birthday.)
Polio (Total of **THREE** immunizations; booster on or after fourth birthday.)
MMR (Total of **TWO** immunizations on or after first birthday.)
Hepatitis A – **TWO** doses required for students 5 years and younger.
Hepatitis B – THREE doses required for all students.
Varicella (chicken pox) – **TWO** doses on or after the 1st birthday or a reliable history of the disease.
Pneumococcal Conjugate Vaccine (PCV7) – 1 dose on or after 24 months or a completed series and booster by 23 months required for students between the ages of 24 and 59 months.

Proof of residency in Windsor Village attendance zone (**TWO** items required)
Current utility/phone bill, lease agreement with parent's name and address.

Proof of income – for new Prekindergarten students

Check out papers and report cards from previous school, if applicable.

Parent's or legal guardian's driver's license.

All registration documents must be **complete** before a child is considered "enrolled." Classroom slots cannot be reserved until all documents are completed.

SAFETY PATROL'S POLICIES AND PROCEDURES

Patrol Selection
Students must meet all the following criteria in order to apply for the program. Selected patrols must continue to meet all these qualifications to stay in the program.
Grades, conduct, and attendance will be analyzed periodically.

- Grades
  70s or higher in all subjects as listed for a 6-weeks grading period's report card

- Conduct
  "E or S" as listed for a 6-weeks grading period's report card

- Attendance
  Good attendance
  No more than 2 tardies per 6-weeks grading period

- Teacher Recommendation
  For initial selection, the fourth and fifth grade teachers may make an exception to one of the above listed criteria for a recommendation to the program. (Example: Student receives an "S" for conduct but has teacher recommendation.) During the 5th grade year, 5th grade teachers may make a recommendation for a patrol if a student does not meet one of the previously listed criteria.

Patrol Application Process

- Students who meet the following requirements: grades, conduct, and attendance, and are interested in being a patrol, may request an application from the patrol sponsors, Title I Coordinator.
- Students will complete the application and return it to the patrol sponsors.
- Completing and submitting an application does not guarantee selection as a patrol.
- Applications will be reviewed, and patrols will be selected based on the number of available positions.

Patrol Selection and Training

Students selected to be patrols will receive written notification. New patrols will be trained by the sponsors.

Patrols' Daily Schedule

7:15 a.m.	Arrive at school
7:40 a.m.	Report to classrooms
2:45 p.m.	Report to cafeteria for afterschool duty
3:00 p.m.	Dismissed to go home

SCHOOL FUNCTIONS/ACTIVITIES

Parents are invited and welcome to join us at several school activities that are held during the instructional (Literacy on the Lawn, field trips, class celebrations, awards day, field day, etc.) day. However, **parents will not be allowed to take their children home at the end of the activity. Students must remain at school until the end of the instructional day, 3:00 p.m.** Transportation problems are not an excuse to take the student home early. Please make other arrangements to have someone pick up your child at the end of the school day.

Non school-aged or school-aged siblings will not be allowed to attend school activities during the school's instructional day.

SCHOOL SUPPLIES

Students received a list of school supplies with their report cards at the end of the school year. A copy will also be available from the teachers during the first week of school. School supplies are essential to your child's learning, please make sure that your child has his/her supplies daily.

SECURITY

Security patrolmen in radio-equipped automobiles are assigned to night and weekend patrol. They patrol school areas and monitor alarm systems. These patrolmen are armed. This is for the purpose of controlling vandalism in schools. Fortunately, our pupils take pride in our school, and we have very few instances of vandalism. It is important to know that the parents of children who destroy school property are responsible for payment for that damage.

We urge parents who are in the vicinity to drive by the school on weekends and holidays. If any suspicious activity is observed, it should be reported to HISD Security at 713-892-7777 or Harris County Constable at 281-463-6666.

SECURITY CAMERAS AND DOORS

Windsor Village Elementary has several security cameras that are located inside and outside the building. These cameras are operational 24 hours a day. Air phones have been installed at the front entrance to acknowledge all visitors. Parents and visitors will need to press the buzzer located on the right wall for acknowledgement to enter the front door of the building. Once you have been acknowledged, the door will be opened with a click, allowing you access to the building. We are making every effort to maintain a safe environment for our students.

SIGNING IN AND OUT

All visitors to the building must sign in and wear a badge **each** time they visit Windsor Village Elementary.

SELLING/TRADING

Windsor Village students are not permitted to sell or trade toys or collective items on the campus or on buses. Items such as these distract students' attention, thereby interfering with instruction in the classroom.

SHARED DECISION-MAKING COMMITTEE (SDMC)

Windsor's SDMC consists of 12 members: 1 business partner, 2 community advisory members, 2 parents, 4 elected teachers, 1 paraprofessional, 2 elected professional and the principal who serves as chairperson. The SDMC meets monthly at 3:15 p.m. on the 3rd Thursday.

TARDIES

School begins at **7:30 a.m.** each day. We have a full schedule, and it is important that children are at school on time in order to take full advantage of their day.

Students who arrive tardy at 7:45 a.m. must be accompanied by their parents and sign in. Excused tardies are in the same category as excused absences (see Attendance). Oversleeping, alarm clock trouble, no ride, etc., are considered unexcused tardies. Plans and backup plans should be made to ensure that students arrive on time each day.

Remember, students who are tardy **must be signed in at the front desk.**

Students may be excluded from school activities to make up instructional time lost due to tardiness.

NOTE: HISD Code of Student Conduct states: Unexcused tardiness to class is a Level 1 Act of Misconduct.

TESTING

Students will be given several standardized tests during the school year. These are under the direction of the HISD Student Assessment.

Dibels – KN-1st
CoGAT – (2nd)
STAAR – 3rd Grade - Reading and Math
STAAR – 4th Grade – Reading, Math
STAAR – 5th Grade – Reading, Math, Science
NWEA Testing – KN – 5th
Circle - PK

These tests are given to assess student needs, monitor programs, and assist in planning instruction. Results of standardized tests are made available to parents.

Classroom teachers will access your child's knowledge level, understanding, and growth by administering weekly/ biweekly assessments and District benchmark tests.

On the STAAR test administration days, parents and visitors will not be allowed into the building until the "all clear" testing is over announcement is made. On these major test dates, we want the least number of distractions in the building to ensure the optimal testing environment.

TEXTBOOKS

It is important to teach our children to value and care for books. Textbooks are provided by the state when applicable.

If a textbook issued to the child is lost or damaged, the school must receive payment for the book before a new one is issued.

Textbooks are issued to us based on our student enrollment. We do not have extras to lend or sell for home use.

UNNECESSARY ITEMS

This term applies to things that do not directly relate to the child's instructional day. Toys, handheld video-type games, trading cards, and similar items should **not** be brought to school. The school will not be responsible if such items are lost. If "unnecessary" items are brought to school, the child may be subject to disciplinary action. Students who buy, sell, or trade such items will be subject to disciplinary action.

Please monitor your child's backpack and the items he/she brings to school so that distracting, non-essential items are left at home.

UNSATISFACTORY NOTICES

Progress reports will be sent during the 3rd week of each grading period. These reports are to notify parents that a child's work in a subject or subject is unsatisfactory. (See Progress Reports) Please sign the report and return it to school the next day. If you would like to talk with the teacher, indicate this on the slip and he/she will contact you to make an appointment.

RAPTOR SYSTEM

V-soft is our school system to help protect our children. V-soft helps track visitors, students, faculty, contractors, and volunteers at our school, thus providing a safer, more monitored environment for the students.

When visitors, volunteers, and contractor check-in, or parents come to pick up students, they **must present a valid state issued ID** / **Driver's License.** The system can provide alerts on people who may jeopardize the safety of the campus.

This system helps to keep our campus safe.

VISITATION / STUDENTS

Children who are not enrolled at Windsor Village may not "visit" in the classroom, attend school activities during the instructional day or spend the day at school. Children from out of town or children who have been dismissed early from other schools may not visit the school during instructional time.

VOLUNTEER OPPORTUNITIES

We want and need Windsor Village parents to be involved in our school and their own child's educational process. There are many volunteer opportunities available. Be sure to watch for the Volunteers in Public Schools (VIPS) form that will be sent home at the beginning of the school year. Parents interested in volunteering may also contact the VIPS coordinator, the front desk, or the child's teacher.

In accordance with HISD Board of Education policy, "Criminal history checks shall be conducted on volunteers engaged in direct and extended contact with students in volunteer activities, both during and after school hours, whether with or without direct monitoring by employees of the district." All volunteers must participate in a Volunteer Criminal History Background Check by completing the Volunteer Access to Police Records form (online) and attaching a copy of an official form of identification (Texas Driver's License, Texas Identification, or passport). If you plan to volunteer at more than one school, please list the schools when completing online form. **Background checks for volunteers are required every school year and are good for volunteer service at any HISD school.** Please allow up to three weeks for processing.

Parents may also register as volunteers online using the computers in the lab.

WAITING FOR STUDENTS

Please do not plan to meet your child at his/her room; this makes it difficult for our students to move down the halls to meet buses and carpools. For security purposes,

parents are not allowed to enter the building prior to dismissal and congregate in the halls.

CAR RIDERS

Parents of students in 1st – 5th may pick up their students in the circle drive located on Newquay Street. Parents of students in PreK and Kinder, along with their siblings, may be picked up in the front of the school located on Polo Street. **Please use the sidewalks and do not cross between cars in the carpool lane.**

WALKERS

Students who walk to and from school should obey the following rules:

- Cross streets only at corners.
- Follow the route planned by parents.
- Meet friends outside the building, not in the classroom.
- Meet siblings outside the building.
- Go straight to your own home.
- Have a plan for rainy days.

WEAPONS

Students caught with a weapon of any sort will automatically be suspended or expelled depending on the severity of the case. Weapons include guns, knives, bullets, fireworks, “poppers”, stink bombs, pepper spray/mace. Consequences will be assigned according to HISD’s Code of Conduct.

OTHER INFORMATION

School Mascot	Eagle
School Colors	Red, White, and Black

MISSION STATEMENT

The mission of Windsor Village Elementary School is to develop a positive learning community which provides a stimulating environment that fosters a love of learning, promotes independent learners, produces responsible citizens and interacts with the community to develop each child's potential, self-esteem and desire to "Soar to Exemplary Heights."

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Windsor Village Elementary
Student/Parent Handbook 2025-2026

The Windsor Village Elementary Student/Parent Handbook has been written to help your son or daughter understand what is expected during the time he/she is in school. Students and parents will be expected to follow the rules outlined in the handbook. Please read and discuss with your child, then sign this form and return it to your child's teacher. Signatures of the parent and student acknowledge that you received a copy of the Windsor Village Elementary Student/Parent Handbook and certify that you and your child have read it and understand the expectations.

_____ _____
Student Signature Date

_____ _____
Parent Signature Date

_____ _____
Parent Signature Date

Grade ____ Teacher's Name: _____