



Windle
School for Young Children

Pre-K/ECSE Parent Handbook 2026-2027

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Mission:

Our mission is to grow independent lifelong learners in a supportive environment.

Vision:

In partnership with our families and community, our focus is to develop the whole child so they reach their fullest potential.

Values:

Serve:

- We will build trust and relationships with our children, families and community.
- We will provide comprehensive services and resources for families and children, age 3 through age 5.
- We will offer quality family engagement opportunities.

Nurture:

- We will build connections and foster positive relationships.
- We will empower children with life skills.
- We will foster a sense of purpose and accomplishment.

Grow:

- We will implement developmentally appropriate practices to promote learning in a safe, supportive environment.
- We will provide high quality individualized instruction.
- We will foster a love of learning through purposeful play.

As a Windle Parent, I Can Expect:

1. To be welcomed in the classroom with an approved background check.
2. To always be treated with respect and dignity.
3. To be given opportunities to volunteer at my child's school.
4. To be regularly informed about my child's progress.
5. To receive guidance for my child from teachers and staff, as this will help my child's total development.
6. To be informed about community resources concerned with health, education, and improvement of family life.
7. To collaborate on educational decisions that are in the best interest of my child.

The Windle School

Parent Code of Conduct

In an effort to make our school the best place to be, we ask that you read the rules below and sign acknowledging your agreement to follow them.

As a parent of The Windle School for Young Children I will:

- Be respectful of all staff, students, and other parents.
- Turn in all paperwork that is required on time (immunizations, etc.)
- Bring my child to school on time and pick them up on time.
- Call the school immediately if I am running late, or if I need to make a change for who is picking my child up from school in my absence.
- Discuss only the information related to my child's needs in communications.
- Comply with required DISD protocols regarding student health, attendance/truancy, etc.
- Keep my child at home when ill and provide/submit a note the day my child returns to school.
- Keep pick-up information (phone numbers and addresses) updated with the office and with my child's teacher.
- Understand and comply with campus protocols established in the interest of student safety (signing in, showing ID, etc.)
- Avoid sending my child to school with candy, toys, or money unless otherwise requested.
- Honor all conferences with faculty and staff unless otherwise rescheduled in advance.
- Assist my child with home learning activities.
- Sign up and stay connected to *Seesaw*.
- Reinforce and practice appropriate behaviors with my child at home and at school (no hitting, kicking, screaming, biting, pinching, talking back, etc. to peers and adults.) Provide support to the school if or when my child acts in this manner.
- Address concerns/grievances in a professional manner while following the proper chain of command.
- Respect confidentiality.

Because of student confidentiality issues, all volunteers are expected to refrain from posting on Facebook or other social media any stories, photos, comments, etc., related to the event they are volunteering for. Volunteers are expected to report any concerns during the event to the teacher or administrator in charge. Campuses must follow strict guidelines in maintaining student privacy and confidentiality. Your cooperation is appreciated.

Absences and Attendance

Windle is a DISD campus, and all enrolled students are held to Compulsory Attendance Law. Parents may access the DISD Attendance page throughout the year at this link -

<https://www.dentonisd.org/our-district/departments-services/student-support-services/attendance-matters>. All information below remains accurate per the DISD Parent Handbook - <https://www.dentonisd.org/documents>.

Attendance is taken at 9:30 a.m. If your child is not in class at this time, he/she is counted absent for that day.

Compulsory Attendance

It is important to note that all enrolled students (ages three, four, and five) are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled. Once your child is enrolled with DISD, he/she falls under the Compulsory Attendance Law. It is in your child's best interest to maintain regular daily attendance.

Documentation After an Absence

When a student is absent from school, the reason for that absence must be provided within 3 days after the student's return to the school in order to make appropriate documentation. All absence notes must be submitted through the Windle webpage -

<https://www.dentonisd.org/annwindles4yc> (Submit Absence Box).

Phone calls and emails are appreciated for absences, but will not be accepted as documentation.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

Doctor's Note after an Absence for Illness

Upon return to school, a student who is absent for five or more consecutive days because of a personal illness, must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

In order for an absence to be coded MED (Medical Absence), the student must begin classes or return to school on the same day of the appointment. The appointment should be supported by a document, such as a note or fax from a healthcare professional.

Failure to Comply with Compulsory Attendance

Denton ISD will implement the following truancy prevention measures:

Truancy Prevention Measure	When Initiated
Student & Parent Handbook for DISD; Attendance Guidelines (Parents acknowledge receipt with digital signature)	Provided to ALL Parents During Enrollment (InfoSnap)
Compulsory Attendance Law; It's the Law Flyer; TASB's Attendance Requirement Flyer (Parents acknowledge receipt with digital signature)	Provided to ALL Parents During Enrollment (InfoSnap)
Automated Phone Call and Email With <u>Every</u> Absence	Every time Student Is Marked Absent (includes Parts of Days)
Warning Letter Emailed Home	<u>3rd Absence</u> in 4 Week Period OR <u>4th Absence</u> in a Semester
Parent Contact from Windle Attendance Committee	<u>5th Absence</u> in 1 Year
Behavior Plan Implemented	<u>6th Absence</u> in 1 Year
Counselor Outreach	<u>7th Absence</u> in 1 Year
Campus Assigned Intervention or Consequence	<u>8th Absence</u> in 1 Year
Refer Student To Attendance Officer	<u>10 (+) Absence</u> in 1 Year

For any questions about student absences, parents should contact Ms. Karina Rangel in the Windle front office at 940.369.3900.

Tardiness

Prompt arrival at school is expected of all students. Late arrival causes a loss of instructional time for our students. All students are expected to be on time: if not, they are tardy. By definition, tardiness occurs when the student is not in the classroom upon the bell ringing to start the day and the first 15 minutes after class starts. When more than 50 minutes of instruction is missed, this is considered a Part of Day (POD). If a student is late, the parent will need to ring the front doorbell, let the office know your child's name and teacher, and wait for front office staff to let you in.

Please remember that the District Code of Conduct states that, "excessive absences or tardiness will be reviewed by Windle Campus Attendance Committee" or the DISD Truant Officer.

Arrival and Dismissal Procedures

Arrival Procedures (there are 2 options for families):

- Student drop-off is at the back of the school (entrance off of Mulkey Lane) beginning at 7:15 a.m. each morning.

Students dropped off by car between 7:15 a.m. – 7:40 a.m. are to enter through the activity center doors at the back entrance of the school. Do NOT leave your students at the door if there is no staff outside.

- Parking for parents walking students into the building is only in the front of the school (entrance off of Audra Lane).

Parents who choose to park and walk their student to class will be able to do so. There is parking in the front of the building and at the Virginia Gallian Center. (Please do not park in the front of their center or in the driveway as that is reserved strictly for the center's families.)

All families may walk students into class using the front entrance of the school beginning at 7:25 a.m. each morning.

- Under no circumstances should a student be dropped off in the fire lane, handicapped parking spots, or in the parking lot and allowed to walk across to the front entrance of the building.
- Under no circumstances are vehicles allowed to park in the fire lane, handicapped parking spot (unless authorized), or in an area of the parking lot that is not designated as a parking spot for handling daily needs within the school building or for walking in.

All classes begin at 7:40 a.m. in alignment with the elementary campuses in DISD.

Dismissal Procedures

We utilize a car tag system at Windle for dismissal. Staff will be available to take your child directly to the car. Families will receive 2 car tags. **Please do not park your car in the driveway or in the parking lot and come to get your child.** Students will **only be released** to those in vehicles and with visible car tags that are hanging from the rear view mirror. In addition, parents will not be permitted to obtain their children via the front office in order to avoid the car tag procedures. Should this occur, the driver will be asked to return to the vehicle and follow dismissal procedures set in place for the campus. It is extremely important to note that during the first 2 weeks of school, car tag dismissal will take several minutes due to the high volume of car riders and students learning the procedures. This time frame will decrease significantly as we move beyond the first 2-week period.

The East Wing will be dismissed from the front of the school (entrance off of Audra Lane) and the West Wing will be dismissed from the back of the school (entrance off of Mulkey Lane). Specific instructions for arrival and dismissal procedures will be sent out via email in early August as well as be provided via hard copy at Meet the Teacher Night.

All children must be picked up on time. If a pattern forms for failing to pick up your child on time, it falls under neglect. Please stay in communication with the school and make prior arrangements for your child to be picked up at the designated times. In addition, students will not be released from school after 2:20 p.m. unless there is an appointment or extenuating circumstance. Our students will be all over the building in their dismissal spots by this time, and we will not be able to retrieve them in a timely manner for you after 2:20 p.m. Individuals who wish to pick-up their child after 2:20 p.m. will have to wait in the front lobby area until all car tag dismissal has concluded and he/she will be brought to the front area for you. This is also why it is best practice to utilize the campus car tag system for dismissal instead of attempting to retrieve students from the front office.

Any changes in dismissal procedures for a student must come via a phone call or note from the parent or guardian. It is best to send a note to the child's teacher and make a phone call to the front office. **Calls for changing dismissal must come into the front office by 2:00 p.m. to ensure that the child's classroom can be notified before students begin their dismissal procedures.** As a safety precaution, school personnel will NOT take a child's word for dismissal changes. Without notification from you, your child will go home via their "normal" mode.

Early Pick-Up – Parents picking up students during the day will ring the front doorbell and wait for the door to be opened. Once in the foyer, you will let the receptionist know who you need and why you must take the student early. If a student is leaving early for an appointment, parents or guardians must provide a note from the doctor or dentist verifying the appointment upon their return to school. Office staff members have the obligation of asking for the reason why a child is being picked up due to the fact that attendance policies apply to students who consistently leave early without any medical documentation.

For students in elementary school, a parent or otherwise authorized adult (as designated on the emergency contact list) must come to the office and sign the student out. **Please be prepared to show identification.** Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. **Both parents/legal guardians** will have the right to pick up their children unless the school has legal documentation that designates otherwise.

Transportation Information

Denton ISD does provide transportation for students who are enrolled as 4-year-old students, and reside more than 2 miles away from the Ann Windle campus. Our bus stops are "community stops" and information regarding stop locations and times will be communicated to you through the transportation department. If you have questions about bus eligibility, the transportation web page is -

<https://www.dentonisd.org/our-district/departments-services/operations/transportation>.

Child Care Services - The Denton ISD Pre-K program is not a child care program and does not provide child care before or after class hours. Children need to be picked up on time. Parents need to personally inform the front office and the classroom teacher when enrolling their children into a local child care program, especially if that child care is providing transportation to and from Ann Windle.

Paisley Street Preschool and Denton ISD have a partnership that allows the Denton ISD Transportation Department to bus students to/from the Paisley Street Preschool. Parents are responsible for enrolling their child(ren) into the preschool and personally contacting the Windle front office and the classroom teacher to inform them they are registered there. Paisley Street tuition is at a discounted price. They offer early morning care before class as well as care after school for a set number of available slots.

Please contact Ms. Starks in the front office at 940.369.3902 if your child will receive transportation service from Ann Windle to a childcare agency after school.

Behavior/Discipline

We use Positive Behavior Intervention & Supports (PBIS) for classroom management. Usually, young children can be guided in a consistent, positive manner when in an environment where:

1. Their needs are being met.
2. They have a consistent daily schedule designated so they know what will happen next.
3. They have materials and equipment that are age appropriate and will stimulate growth.
4. Children can plan their day, make choices and initiate their own work/play.

5. Teachers can redirect a child to another activity when necessary.
6. Problem solving will be encouraged between children with adult assistance.

In cases where the child is continually using inappropriate behavior, a teacher/parent conference may be called.

Behavioral Concerns (Children Who Struggle to Adjust)

Per the DISD Student Code of Conduct, General Conduct Violations include, but are not limited to:

- Failure to comply with directives given by school personnel (arguing, yelling, ignoring, leaving class)
- Using profanity or vulgar language
- Making obscene gestures
- Fighting
- Defacing or damaging school property
- Stealing

Each child will benefit from:

- Showing readiness for the type of group experiences that our school offers.
- Being able to adhere to classroom rules and interact without endangering him/herself, other children, or teachers.

Children who exhibit overly aggressive behaviors that cause bodily harm to self or others require immediate intervention, such as:

- Problem solving solutions between the teacher and child.
- Parent-Teacher conference.
- Parent-Teacher-Administrator conference.
- Response to Intervention Process (DMTSS – Denton Multi-Tiered System of Supports)
- CPI (Crisis Prevention Intervention)

(DMTSS) Denton Multi-Tiered Student Support members would then make appropriate referrals and recommendations.

Teachers will follow the steps in their classroom management systems and if the behaviors are severe, will consult with the school counselor for advice about social-emotional supports (ex: play therapy referral, small group /individual counseling sessions, etc.)

Change of Address, Telephone Numbers or Emergency Contacts

It is very important that every student maintain an up-to-date address, telephone number and emergency contact list in the front office. The names provided during registration are the ones who are authorized to pick up children from school. If that information changes, **the front office and your child's teacher must be notified within 48-hours** so that the appropriate items can be updated to reflect that change. The phone numbers that are provided are the only means of contacting you in case of an emergency. It is your responsibility to make sure that the school has the most current information.

Home Access Center (HAC) is the district's parent portal that can be logged into at any time, through the Denton ISD homepage, or by using the mobile app. You, as the parent, can follow your student's attendance, update emergency contacts, update phone numbers and email addresses. If you do not have access to Home Access Center, bring your ID to the campus and you will be given a log in and temporary password. You will be prompted to change the password the first time you log in.

Child Nutrition

All students at Ann Windle will receive free breakfast and lunch via a new approved federal program. If you have older DISD students in your home who would qualify for free/reduced meals, an application must still be completed each year for those children. If you did not complete this form during online registration, it can be accessed through the DISD Child Nutrition page - <https://www.dentonisd.org/childnutrition>. If your child has special dietary needs, allergies etc., we must have notes from the doctor. There are forms that you will need to have filled out. Please contact Nurse Rushing at brushing2@dentonisd.org.

Child Protective Services (CPS)

The Texas Department of Family and Protective Services (DFPS) is responsible for investigating and protecting the safety of children. If a report is made on a child alleging a safety concern in the home, CPS has the right to come and visit with the child in the school setting. If this should occur, the campus is not required to call a parent or guardian. Additionally, school officials or other persons related to the school setting may not interfere with an investigation conducted by DFPS. All communication regarding an investigation or school visit will come directly through a DFPS caseworker.

Court Documents

Any court documents pertaining to educational rights, custody or visitation rights of a child must be provided to the front office. Without official signed documentation on file (CPS, Court Orders, Restraining Orders, etc), the school will not be able to enforce any aspect of a decision made by a local/state agency.

Counseling/Mental Health/Social Services

Counseling

As a professional, our counselor, Ms. Sarah Muller, works with students on an individual basis, in small groups, and in the classroom setting. The focus of the counseling program is on personal/social skills, career awareness, and meeting your child's academic and emotional needs. If there are special circumstances about your child that you think are important for the school to know, please contact our counselor. Some examples might be a recent divorce, death in the family, etc. We want to do everything we can to support your child at Windle.

Mental Health/Wellness support can also be provided to students through Ms. Muller. Social-Emotional learning is a vital part of our program. The counselor on campus helps provide the needed support for our students. If you have concerns about your child, please notify the counselor via email smuller@dentonisd.org or via phone at 940.369.3941, and/or the campus diagnostician.

Disabilities

If you have concerns about your child's development, our diagnostician is available to speak with you. Parents have the right to ask for their child to be evaluated. Let the front office know that you would like to speak to the campus diagnostician.

Social Services

Social workers assist families with emergency crisis referrals to local community agencies. Ms. Lisa Sutton is our social worker and can be reached via email at lsutton@dentonisd.org or via phone at 940.369.3913.

While we rely on community resources, our campus is a resource for our families and the community. Our campus works in conjunction with the Tarrant Area Food Bank to help provide food and snacks for children over the weekend. This program is based on family needs and snacks will be passed out on Thursdays for students to bring home for the weekend.

General Campus Information/Class Procedures

Daily Schedule for Students

- All Classes at Windle 7:40 a.m. - 3:00 p.m. (breakfast, lunch, & snacks served)

Calendar for DISD

The approved DISD Calendar for the 2026-2027 school year may be accessed using this link - https://resources.finalseite.net/images/v1776959992/dentonisdorg/hv86fkxylyq5wls37749/dentonsd-calendar-english_04172026.pdf

Basic Classroom Procedures

Each student will have a place in which to put their backpacks and other belongings upon classroom arrival. When everything is put away, students will begin the classroom schedule for that day. Classes will follow a daily schedule and students will be taught, as well as practice, the daily routines and what is expected of them. Procedures will be taught by explaining and modeling what procedures look like, practicing routines with direction and supervision, and reinforcing procedures until they become student habit.

Classroom Celebrations

There will be various classroom celebrations during the year and they are always under the direction and discretion of the classroom teacher. Families are responsible for informing the classroom teacher of customs, traditions, and practices that they wish their child not to observe. For student birthdays, if students wish to provide treats for classmates as a birthday celebration, please clear it with the classroom teacher ahead of time. Pre-packaged treats only may be provided to students in the classroom. Balloon bouquets, birthday baskets, etc., will not be delivered to the classroom in order to not disrupt the learning environment.

Extra Clothing

Accidents do happen from time to time. We encourage parents to provide an extra set of clothing for your child in the event that he/she will need to change during the day, and pull-ups, if your child utilizes these. These may be sent in your child's backpack. We also encourage that this set of clothing correlates with the seasons (warm weather vs. cold weather clothing items).

Parent Communication

Regular communication between home and school is essential. The majority of school/district flyers will be sent electronically, but our standard day for sending any printed materials home from the campus is Tuesday. Electronic information is provided to parents through campus *Apptegy* text messages and alerts, teacher emails, our monthly campus newsletter, our school Facebook page <https://www.facebook.com/WindleSchool4YC>, and our Twitter Page @AnnWindleSchool. Parents may also access school information via the Windle School for Young Children Web Page <https://www.dentonisd.org/annwindles4yc> and district information via the Denton ISD Home Page www.dentonisd.org.

For you to be informed of upcoming events and your student progress, please make sure your contact information is updated with the teacher and the front office. It is vital for us to have your current phone number and email address on file.

Daily Home Folders - Students will take home a folder/envelope each day (Mon-Thurs) that will include a weekly newsletter with information pertaining to his/her class and school events. Please review these items and return the folder to your child's teacher the following day, keeping all the contents except for those that might require a signature.

Parent Conferences

Because we believe that frequent, positive communication is vital to the success of our students, parent/teacher conferences are encouraged! A parent may schedule a phone or virtual conference with their child's teacher at any time during the school year. You may call a teacher or provide a written request via note/e-mail. Conferences may be scheduled with a teacher either before/after school or during the teacher's daily conference period. Morning arrival and car dismissal are not time for conferences to occur. These are times where teachers are actively monitoring students for safety.

Parking

Visitors may park in any undesignated spot available in the large parking lot in front of the school. Parking is not permitted in the fire lane areas in front of the school, in the back of the school, or in the handicapped parking spaces (unless authorized). Visitors will not be able to enter the building from the back parking lot area or any other locked entrance. All visitors must come in the school via the front door only and ring the bell for assistance.

Progress Monitoring and Report Cards

Student report cards occur every 9-weeks. Students have electronic report cards in DISD that will be viewable via the district's Home Access Center (HAC). If you have older students within Denton ISD, it will be the same system of how you view their report cards.

CLI Engage is the tool our program uses to assess student progress three times a year. Parents will receive a progress report and teachers will use CLI to update progress on student goals after each of the assessments during the year. In addition, students with an IEP (Individual Education Plan) will also receive progress reports on goals each 9-weeks.

Safety Drills and Planning

The Windle School for Young Children follows the DISD Guidelines found in the district Emergency Management Plan that requires regular drills for student safety. Monthly drills include fire, weather, lockdown and evacuation. Due to the confidential nature of our drills, procedures are not publicly posted. However, parents are strongly encouraged to visit with your child and ask him/her to explain the specific drills we hold on the campus and their importance.

Should there ever be an emergency on the Windle campus, the DISD Communications department will provide updates to parents via the DISD Home Page www.dentonisd.org, press releases, and text/alert blasts. Campus staff members are not permitted to utilize social media during any safety drill or crisis situation to communicate to the public. In the event of a campus crisis, please do not attempt to phone the front office or come up to the campus. Please follow the procedures provided by campus or district personnel. Safety is a top priority for the Windle campus, as well as DISD, and following the appropriate procedures will help everyone involved during a crisis situation.

Health-Related Matters

Nurse Brooke Rushing is the campus nurse at Windle. Please notify Nurse Rushing of any health-related matters concerning your child. Nurse Rushing may be reached at 940.369.3906.

First Aid/School Exclusion for Health Reasons

In case of serious illness or injury:

- A parent will be called at once. It is critical that school officials have the names and the current home, work, and cell phone numbers for all parents and guardians. Students must be excluded from school according to state law for signs and symptoms associated with certain contagious diseases. The campus registered nurse will make that decision based on his/her assessment and observation of those signs and symptoms.
- If neither parent can be reached, an emergency contact will be made. Please make sure the school has the phone number of your doctor and three other names and phone numbers of neighbors or relatives who have agreed to be contacted.
- If neither parent nor emergency contacts can be reached, the student will be taken by ambulance to the emergency room written on the health card. The nurse or someone designated by the principal will stay with the student until a responsible adult arrives to be with the student. The parent is responsible for incurred costs.

Food Allergies

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed by contacting your campus nurse.

Head Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return. More information on head lice can be obtained from the TDSHS and CDC websites at <https://www.dshs.state.tx.us/schoolhealth/lice.shtm> and https://www.cdc.gov/lice/treatment/?CDC_AAref_Val=https://www.cdc.gov/parasites/lice/head/treatment.html

Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, the district can honor only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347, or online at <https://www.dshs.texas.gov/immunize/school/exemptions.aspx>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The required immunizations for PK students may be found using this link - https://www.dshs.texas.gov/sites/default/files/LIDS-Immunizations/pdf/pdf_stock/6-15_2026-27.pdf

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

Student Illness

When your child is ill, please notify the school that he or she will not be in attendance. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must **stay out of school until fever free for 24 hours** without fever-reducing medications (Ibuprofen, Acetaminophen, etc).

In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse. If a student becomes ill during the school day, the teacher will escort him/her to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

Any student illness/exposure related to COVID-19 will be handled via the latest quarantine protocols established by DISD under the guidance of the local health department.

Medications at School

When a parent or guardian is unable to administer required medication, he or she may make arrangements with the nurse to administer the medication. The parent shall be responsible for bringing the medication to school and picking it up at the end of the school year. Medication not picked up by parents at the end of the school year shall be discarded after parent notification.

All medicines, including prescription, over-the-counter, self-administered, or those requiring administration by another party, brought to district campuses (including school activities) must be in the original, properly-labeled container, with the student's name, prescribed dosage, and dosing instructions. Any change in the medication prescription shall require a newly-labeled container that reflects the change.

All prescription medications administered at elementary school by school personnel shall be accompanied by a doctor's order. Medication shall not be administered at school unless it is essential to the health of the child and/or the student's ability to function successfully in the classroom.

Parents must come to the campus and fill out a medication form for the file in the nurse's office for any and all medications provided at school. If you have questions about a medication your child takes, please contact Nurse Rushing.

Visitors, Volunteers, and Parent Engagement

The Windle campus believes that families are the greatest influence on their child's development. We encourage parent participation at parent trainings, parent meetings, PTA, and as a volunteer in the classroom/school.

We offer virtual or small group parent education classes on campus. Watch for information about these opportunities.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Behavior including yelling, threatening, slander, and/or using profanity will not be tolerated by any visitor and could prevent further access to the Windle campus. The principal or her designee may refuse to allow persons with no legitimate business to enter school grounds and/or may eject any undesirable person(s) from school grounds if that person refuses to leave peacefully upon request.

Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property.
- Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.
- Interference with any school related matters involving other students while on campus. Interactions/Investigations with students about conduct or behavior related concerns are the responsibility of school personnel, without exception.

Social Events

Campus expectations apply to all social events during and after school hours. Guests attending these events are expected to observe the same behavior expectations as listed above.

PTA

Our PTA is a very involved and essential component of the Windle school community. They provide services and support to students, parents and staff. Each family is encouraged to become members of this organization. The PTA holds regular meetings throughout the school year so that parents can be active in decision making to benefit our school and student body.

Volunteer Forms/Background Checks

We are indebted to our Windle volunteers. If you would like to become a volunteer for your child's class or the campus, please visit with your child's teacher. As a safety precaution, background checks are to be completed **each** school year for any individual who wishes to volunteer in the building. Annual background checks are to be completed online and may be obtained via this link - <https://forms.dentonisd.org/Forms/volunteerapplication>.