

# ***Windsor Elementary***

***Principal Craig Jensen***

1315 North Main Street

Orem, Utah 84057

801-610-8124

***Prepare-Inspire-Empower Lifelong Learners***

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## **WELCOME**

Welcome to Windsor Elementary School. This booklet has been prepared to give your family information to make this school year a positive and fun experience. We are eager to provide your child with a rewarding and enriching educational experience.

The faculty and staff extend to you a warm welcome and an invitation to visit our school. We hope you will become an active member in the PTA and the volunteer programs of the school. We are excited to have you and your child with us at Windsor Elementary School.

## **SCHEDULES**

**Track I – Grades 1-6**      8:15 am – 2:30 pm (**Tuesday – Friday**)  
8:15 am – 1:30 pm (**Monday**)

**Track II – Grades 1-6**      9:30 am – 3:45 pm (**Tuesday – Friday**)  
9:30 am – 2:45 pm (**Monday**)

**Track I – Kindergarten/  
Title I Pre-School**      9:30 am – 12:15 pm (**Tuesday-Friday**)  
9:30 am – 12:15 am (**Monday**)

**Track II – Kindergarten/  
Title I Pre-school**      12:50 pm – 3:45 pm (**Tuesday-Friday**)  
12:50 pm – 2:45 pm (**Monday**)

## **FOOD PROGRAM**

### **Breakfast Program**

Track 1      7:45 a.m. - 8:10 a.m.

Track 2      9:00 a.m. - 9:25 a.m.

### **Lunch Program**

Classes will be staggered from 11:25 a.m. to 12:35 p.m. Each class will receive 30 minutes for lunch and recess. Lunch money should be taken to the Lunch Manager before school to be deposited in your student's account.

### **Free or Reduced Lunches**

To apply for free or reduced price meals, households should complete the applications online through Alpine School District ASD. Families who were on free or reduced lunch at the end of school last year at Windsor School will remain on the program for 30 days. Reapplication must be made for families to remain qualified. We encourage you to participate in this program as it not only may help your family, but benefits the entire school through Title I Funding.

## **POLICIES AND PROCEDURES**

### **Arrival Times**

Students are asked not to arrive at school prior to 8:00 a.m. and 9:15 a.m. (15 minutes before school starts), unless involved with our breakfast program and should return home as soon as school is dismissed. The crossing guards are on duty only fifteen minutes before and after school, as well as playground supervision prior to school starting. By observing these times, teachers are able to prepare for their students.

### **Absences and Tardies**

A written excuse or phone call from a parent is required for all tardiness or after any absence. We encourage you to make sure that your student is here on time and attending school regularly. If situations arise with severe health problems, we would invite you to contact us so we can assist you.

### **Bicycles**

Bike racks are provided on the Northeast and Southeast side of the school. All bicycles should be placed in the bike racks and left there until students leave for home. **Please use a lock and chain to ensure the safety of your bike.**

### **Classroom/Lunch Visits**

Parents are encouraged to visit their child's classroom. Please send a note with your child stating the day and time you plan to visit. We would ask that you please check in with the Main Office before visiting the classroom or lunchroom. **We require all adults visiting our lunchroom to have a visitors tag.** In order to not interrupt the ongoing school program, we ask that you not bring children with you.

### **Closed Campus**

It is critical that parents who check out their student(s) from school during the day, sign their student out at the front office before withdrawing their child. A parent's note to the teacher is not sufficient. Parents requesting that their child be released to go home for lunch may do so with a one-time written note to the office.

## **Student Management**

Windsor Elementary School's faculty and staff are committed to a positive student management program. Our School Wide Management Program focuses on the positive rather than the negative, and building responsibility of students for their own behavior. Rules of self-discipline are developed to help ensure the establishment of an orderly, healthy, productive environment in the school and the classroom. They are designed and administered to promote self-discipline, civility, and respect for self and others. The Philosophy at Windsor is to praise the positive while placing the responsibility for unacceptable behavior upon the student. Children are taught they have control over their own behavior, and as such, they have responsibility for their actions. The school uses natural consequences for inappropriate behavior. Students are asked to identify their behavior, make a value judgment on the behavior and formulate a plan to correct the problem.

Students are to follow the following standards of behavior as set by the Alpine Board of Education:

1. Students will not cause or attempt to cause damage to private property or steal private property.
2. Students will not cause, attempt to cause, or threaten to cause physical injury to another person.
3. Students will not have in their possession, sell, or otherwise furnish any firearm, knife, explosive, or other dangerous object.
4. Students will not have in their possession, sell, or otherwise furnish, or be under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
5. Students will not be in possession or use of tobacco.
6. Students will not commit an obscene act or engage in habitual profanity or vulgarity.
7. Students will not cause disruption to school activities, instructional programs or other aspects of the school day.
8. Students will not willfully defy the valid authority of school personnel.
9. Students will not be truant from school.

## **Dress and Grooming**

The Alpine School District Board of Education requires all of the District's students to conform to standards that avoid extremes in dress and exemplify personal cleanliness and modesty.

## **Hair/Clothing**

1. Hair should be clean and well groomed. Hairstyles distracting in appearance or needing constant attention are not acceptable.
2. All students are required to wear appropriate footwear.
3. Clothing which is ragged, tattered, or deliberately distracting in appearance is not acceptable.
4. Head wear (hats), will not be worn in the building.

5. Clothing should be modest. Tank tops, shorts, bare midriff, or other clothing that would be considered immodest is not acceptable.

### **Emergency**

In the event of an emergency, the policy at Windsor School is to retain the students as long as the building and conditions are safe. Should there be a major disaster, all teachers and staff members will remain at the school to care for the students. Students may only be released to parents or guardian.

### **Homework**

The responsibility for educating a child is shared between the school and the home. To this end it is the policy of Windsor School to encourage student effort outside of the school day. The following guidelines have been developed by the Alpine School District:

1. Homework should be purposeful, reasonable in amount, and designed specifically to meet the needs of the learner.
2. Homework assigned by an educator should be carefully explained so the student has an understanding of expectations.
3. Assigned homework should be corrected and/or evaluated within a reasonable amount of time and returned to the student.
4. Students should be held accountable for completion of assigned homework. The average student in grades 3rd-6th can be expected to spend approximately two to three hours per week in home study types of assignments.

### **Illness**

Please do not send your child to school if he/she has symptoms of an illness. Whenever your child becomes ill at school, you will be notified. Your child will rest and be supervised in the health room until you are able to check them out of school.

### **Immunizations**

All children in public schools must have documented evidence of at least the following:

Diphtheria, Pertussis, Tetanus (DPT)		5 doses
Polio		4 doses
Measles, Mumps, Rubella		2 doses
Hepatitis A	Kindergarten only	2 doses
Hepatitis B		3 doses
Chicken Pox	Kindergarten only	1 dose

\*Four doses only of DPT are required if the 4th one was given after the child's 4th birthday.

All new kindergarten students must have all their immunizations before the first day of school. Immunizations (and records) are available from your private physician or from the City-County Health Department of Utah County (801-370-8700).

**HAVE A GREAT SCHOOL YEAR!**

**WINDSOR  
ELEMENTARY  
SCHOOL**

**Wildcat  
Parent Booklet  
2013-2014**