

Windsor Farm Elementary School



2023-2024 Family Handbook

Windsor Farm Elementary
591 Broadneck Rd.
Annapolis, MD 21409

410-626-8547 Office
410-626-8681 Fax
www.aacps.org/Page/5198

Communication

Staff Email: Each employee of the school system is provided an email account which is used as the primary means of school-home communication.

Blackboard Connect: This is an AACPS System that sends out voice, email, and text messages informing you of:

- School/Community related information
- Delayed openings and Emergency Closures
- Student Absences or tardiness
- Low balances in Lunch Accounts



For this system to be most effective, our records need to have the most current phone numbers and email addresses. Please provide any updated information when verifying your student's emergency card information at the beginning of the school year. For School/Community communications, the system can call, email, and text the primary phone number depending on your preferences. For delayed openings and emergency closures, the system will send communications to all linked numbers and email accounts for both parent/guardian contacts in our student database. If your contact information should change throughout the school year, please notify the main office so we can update our records.

School Webpage: Windsor Farm's webpage may be a resource for information such as calendar events, monthly publications, and other valuable information. You may access our webpage at <https://www.aacps.org/Page/5198>

Windsor's Weekly Updates: A weekly update will be shared which will outline upcoming events, school news, AACPS news, and PTO news. A link for *Windsor's Weekly Updates* will be emailed/texted to families each Sunday but can be viewed from our school's webpage, where it will be posted, the preceding Friday.

Twitter: Follow us on Twitter- @WindsorFarmES

Meal Menus: The meal menus are posted at <https://aACPSSchools.org/nutrition/>

PTO Meeting Dates: PTO meets quarterly and will hold these meetings on Monday evenings beginning 7:00pm. All are welcome and have in-person and virtual participation options. Exact dates will be shared in our school communications.

The School Day

School Day Schedule

7:45 Doors open for student arrival
8:00 Instruction begins
2:20 Closing Procedures
2:25 Student Dismissal begins

Lunch Schedule

Kindergarten: 10:15-10:40
Pre-K & 1st Grade: 10:45-11:10
2nd Grade: 11:15-11:40
5th Grade: 11:45-12:10
4th Grade: 12:15-12:40
3rd Grade: 12:45-1:10



Recess: Students have recess for 30 minutes per day. Please send your child prepared to go outside each day; if temperatures are below 32 degrees or there is inclement weather, recess will be held indoors.

Instruction: All elementary students receive instruction following the Common Core Curriculum in Language Arts (reading, writing, listening, spelling, and speaking), Math, Science, Social Sciences, and STEM. Students also receive instruction in Art, Music, Physical Education, and Media. Please send a note to say your child cannot participate in P.E. If they can't participate for more than two consecutive sessions, a physician's note must be provided.

Instrumental Music and Chorus: Students in grades 3-5 will have the opportunity to participate in an instrumental program or chorus. The following programs are offered at the listed grade levels.

- Strings – Grades 3, 4, and 5
- Band – Grades 4 and 5
- Chorus – Grades 4 and 5



Other School information

Attendance: Be an Attendance H.E.R.O. – Here in school, Every day, Ready to learn, On time. Attendance is important to your child's success. It is expected children will attend school each day except when a lawful absence is necessary: student is sick, religious observance, or a death in the family are considered excused absences. When your child is absent, please send in a written note or use *the eCollect Digital Absence Reporting System* through your Parent Portal account, alerting us of the date and reason of your child's absence.

When is sick too sick for school? A child is too sick for school when he/she has a temperature higher than 100.4 degrees, is vomiting or has diarrhea, or has eyes that are pink and crusty.

Family Vacations: It is discouraged to take vacations during the school year due to the fast-paced curriculums. Any days missed will be considered an unlawful absence. However, if your family chooses to take a vacation during the school year, it will be the student's responsibility to make up any missed work upon returning to school. In most cases, teachers are not able to prepare work in advance.

Make-up Work Policy: If a student is absent, he/she will have the opportunity to make up any missed work.

Early Dismissal: Students may be picked up before the dismissal bell for an appointment or other family reasons. When a student is picked up early, he/she will be marked as having an early dismissal. Parents/guardians wishing to pick up their child(ren) early must do so before 2:10pm.

Cell Phones & Other Electronic Devices: Students are encouraged not to bring personal electronic devices (cell phones, iPods, iPads, tablets, etc.) to school as the school is not responsible for the loss or damage of these devices. If students bring a cell phone or similar device to school, it must be turned off and located in the student's school bag. If a student is observed using an electronic device inappropriately during the school day, it will be confiscated, and a parent will need to retrieve it from the school office during business hours.

Custody: If there is a custody agreement involving your child(ren), please provide the most updated court documents to the school. The school will only operate with the information provided through court documents.

Illnesses and Accidents in School: If your child should become ill during the school day, they will be sent to the health room for evaluation. Parents will be contacted for vomiting, diarrhea, or a fever. If it is determined a student is not vomiting or showing a temperature, they will return to class.

When a child becomes injured at school, first aid will be administered. If the injury is more than superficial, parents will be notified by the end of the school day so follow-up can be completed when the child returns home. If more urgent care is needed, a parent/guardian or another person listed on the emergency card will be called as well as 911 when necessary. It is imperative your emergency card is accurate and updated as needed.

Medications: If your child requires medication of any kind (prescribed or over-the-counter medications) during the school day, an 'Authorization to Administer Medication' form must be completed and signed by a doctor authorizing the health room staff to administer medication. Forms are available in the health room or under the [Families section](#) on the AACPS website.

Parent-Teacher Conferences: All AACPS schools have dedicated November 20th and 21st as Parent/Teacher Conference Days. Conferences will be by appointment.

In addition to the days listed above, parents of Pre-K and Kindergarten students will have the opportunity to meet with their child's teacher on the following dates: August 28th or 29th and May 23rd or 24th.

A parent/guardian or teacher may request a conference to discuss a student's progress at any time.

Lunch Accounts: Each child is given a lunch account. You may add funds to your child's account by sending a check (made payable to Windsor Farm Cafeteria) or cash into school or online at <http://aacpsschools.org/nutrition/>. Families who are eligible for free or reduced-price meals must apply annually at <http://aacpsschools.org/nutrition/>.

Birthdays: Due to the increasing prevalence of food allergies and intolerances, we are no longer able to accept food items for birthday celebrations. Please feel free to provide a non-edible alternative such as pencils, stickers, or other trinket-type items. Your child's birthday will be recognized on the morning announcements on his or her special day.

Party Invitations: Children are discouraged from handing out party invitations in school. The exception is when all students in the class receive an invitation.

Classroom Holiday Parties: Each classroom will have two holiday parties during the school year – Halloween and Valentine's Day. Class parties are coordinated by the classroom teacher and Room Parent and are to include some healthy snack options.

Field Trips: Each grade level is permitted to plan two field trips per year to extend classroom learning. Chaperones are an important part of the success of a field trip but must complete some steps to ensure the safety of all students. Chaperones/volunteers will need to submit an online Background Check or be Fingerprinted through AACPS. Please allow three weeks for processing time prior to the trip. More information on background checks and fingerprinting may be found here- <https://www.aacps.org/Page/1869>.

Phone Numbers & Addresses: The school is not permitted to give out phone numbers or addresses of other students. All information given to us about students is confidential and will not be shared with others.

Lost and Found: To minimize lost items, please label belongings such as coats, hats, and lunch boxes with your child's name. A Lost and Found rack is located outside the Media Center.

Toys and Games: It is requested students leave toys, games, and other similar personal items at home to eliminate the risk of items being lost or damaged or interfering in the teaching and learning process.



Volunteers: Volunteers are always needed and welcomed to promote the success of instruction in the classroom, helping with teacher clerical tasks, at special events, and on field trips. All volunteers will need a background check - <https://www.aacps.org/Page/1869>.

Visiting the School: For the safety of students and staff, all visitors must report to the office immediately upon entering the school. Visitors must present a driver's license or other form of a government issued ID and must disclose the reason for their visit. Visitors will be issued a Visitor's Badge which must be worn while you are in the building and returned to the office staff upon leaving. If you need to go to another part of the building, please stop by the office to let the secretaries know. Wandering the building is not allowed.

Arrival and Dismissal Procedures

Student arrival is 7:45-8:00 AM and student dismissal is 2:25-2:35 PM. To promote the safety of all, we request you follow the Arrival/Dismissal Procedures as outlined below.

Car Riders: If you are choosing to transport your child to and from school as a car rider, you will be assigned a 'Family Car Number.' Car traffic will enter the property and use the appropriate loop (upper loop for morning drop-off and lower loop for afternoon pick-up) and follow any staff member's directions. If you need to park during the arrival or dismissal windows, please use the designated parking spaces and not along the bus and car loop areas.

Walkers: Students are considered walkers if they leave school property on foot. For their own safety, all walkers are encouraged to use any available sidewalks and crosswalks. Please note, a crossing guard is not stationed at the entrance of Windsor Farm Elementary – please use extreme caution.

Bus Riders: Students who use the school system's bus services will be transported daily on their assigned buses. Students will have a colored band attached to their backpacks which is unique to their assigned bus.

We request you provide your teacher with a note if there is a change in your child's dismissal plans for the afternoon.

If a student needs to be picked up from school early for a doctor's appointment or other reason, we ask you to provide the request in writing in the form of a note. Only parents or guardians will be able to pick up a student unless a written note from the parent is received giving permission for another person to pick up your child. The receiving adult must provide a valid ID. All early dismissals must occur before 2:10pm.

Bullying

Bullying is:

- Intentional
- Repeated over time
- Intended to harm
- Involves a power differential (the victim is scared)
- Creates a hostile educational environment

How to Tell If Your Child/Student Is Being Bullied

Some signs **might** include a change in school performance, absenteeism, truancy/drop out, peer rejection, fear of social situations, alienation and loneliness, poor self-esteem, or chronic illness.

If at any time your child feels he or she is being bullied, there is a bullying incident form on the AACPS website at www.aacps.org/site/Default.aspx?PageID=1053. Once the form has been submitted, a full investigation will occur. If you have any questions or concerns about bullying or need a paper copy of the form, please contact the School Counselor, Principal, or Assistant Principal at 410-626-8547.

Video Cameras

Windsor Farm Elementary School is equipped with a video camera system. It covers selected interior and exterior public portions of the building and grounds. It is not monitored constantly, but it is monitored during emergency situations. During certain events, when the safety or security of students may be in question, authorized personnel from local, state, or federal police or fire emergency units may be given access to view images projected on the camera system.





School Colors: Red and Khaki
School Mascot: Windsor the Eagle

School Hours

8:00 AM – 2:25 PM

The Windsor Farm Pledge

“At Windsor Farm, I show **Respect**. I care for others and show kindness.
I am **Responsible**. I show safe behaviors towards myself and others.
I am **Ready** for success!”



President	Charlotte Byrd
Vice President	Abbie Finamore
Treasurer	Maggie Odigie
Secretary	Lucy Harris