



August 13, 2024

Dear Parents and Students,

Welcome to the 2024-2025 school year! We are looking forward to working with your student and watching them grow as individuals. Our school is always striving for excellence and in an effort to help make the year run smoothly, below are some reminders of procedures and behavioral expectations "The Windsor Way"!

Mornings (7:15-7:30 am)

- Students should not arrive before 7:15 am.
- Students in grades PK-2 report to the cafeteria and wait for their teacher to pick them up and escort them to class (PK students sit on the stage)
- Students in grades 3-5 report to the intermediate hallway and wait for their teacher to pick them up and escort them to class
- Students are tardy at 7:45 am and will need a parent/adult to sign them in.

Afternoon (2:50-3:10 pm)

- Walkers who live on Tiffany, Trafalgar, or Grapevine will be dismissed from the front of the school
- Walkers who report to Windsor Village Park or live near Newquay will be dismissed from the back gate located on Newquay (behind the school)
- Car riders/Car pool will be dismissed from classrooms to circle drive
- Students in grades PK/K will be dismissed at 2:45 pm (those in car pool lane).
- HISD bus riders will be escorted to the front of the school at 2:50 pm
- DayCare bus riders will be escorted to circle drive at 2:50 pm

Behavioral Expectations

- Students in uniform as specified in the Parent/Student Handbook
- All shirts must be tucked in daily
- Students must have a learning tool in the hallway (flashcards, books)
- No running or talking in the hallway
- No hoodies
- Inside voices used in the cafeteria (during lunch)

Special Note: Lunches will not be delivered to students (after 8:00 am). Students need to have their lunch when they arrive. Students will be offered a "school" lunch if personal lunches are forgotten. We thank you in advance for your cooperation.

Educationally,

Shantelle Louis, Principal