



August 19, 2021

Dear Parents and Students,

Welcome to the 2021-2022 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 procedures and behavioral expectations "The Windsor Way"!

Mornings (7:00-7:30 am)

- Please don't drop off your student before 7:00 am. We are unable to provide supervision before this time.
- Temperature checks will be conducted before students enter the building.
- 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.

Afternoon (2:45-3:15 pm)

- Walkers who live on Tiffany, Trafalgar, or Grapevine will be dismissed from the front of the school at 3:00 pm
- 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 their classrooms to circle drive when their name is called beginning at 3:00 pm
- Students in grades PK/K will be dismissed at 2:40 pm along with their older siblings in the front of the school (Polo St.)
- HISD bus riders will be escorted to the front of the school at 2:45 pm
- DayCare bus riders will be escorted to room 43 at 2:45 pm and wait for pick up in circle drive.
- After school care students will report to room 50 at 3:00 pm.



Behavioral Expectations

- Students in uniform as specified in the Parent/Student Handbook
- No running or talking in the hallway
- No hoodies
- Inside voices used in the cafeteria (during lunch)
- Follow school and classroom rules