

Windsor Farm Elementary School



Family Handbook 2026–2027

2019, 2023 Maryland Green School

★ 2024–2025 Maryland 5–Star School ★

Windsor Farm Elementary

591 Broadneck Rd.
Annapolis, MD 21409

410-626-8547 Office
410-626-8681 Fax

<https://www.aacps.org/o/windsorfarmes>

X (Twitter) ~ @WindsorFarmES

Our Mission

The mission of Windsor Farm Elementary School is to grow, develop, and support all students.

Our Vision

All students are advanced or proficient, reading on grade level, and on a path to being college and career ready as defined by MSDE.

We Believe...

- Nurturing the whole child
- Creating a solid home/school connection
- Using standards-based instruction so students are prepared for college and career
- Facilitating a vigorous character education program
- Utilizing programs and strategies that reward positive behavior
- Working to build and maintain a high level of community involvement and business partnership participation

School Hours

7:40 Doors open for students
7:55 Morning exercises begin
8:00 Instruction begins
2:25 Student dismissal begins

Contents

Arrival and Dismissal.....	4
Attendance and Punctuality	4
Before and After School Care	5
Behavior / Code of Student Conduct	6
Birthdays and Celebrations.....	7
Cafeteria (Breakfast & Lunch).....	7
Canvas Learning Management System	8
Cell Phones & Other Electronic Devices	8
Communication	9
Contact Information	9
Cultural Arts.....	10
Custody Agreement	11
Field Trips.....	11
Food Allergy Awareness and Safety.....	11
Health Room and Medication	11
Homework	12
Instruction.....	12
Lost and Found	12
Money Collection	13
Parent-Teacher Conferences	13
Parent-Teacher Organization (PTO).....	13
PowerSchool Parent Portal	13
Personal Items (toys, games, etc.)	14
Recess	14
Re-do Policy	14
Report Cards / Grades	14
Safety Practices.....	15
School Counseling Office	15
School Hours	16
Video Cameras	16
Visiting the School	16
Volunteers	16
Water Bottles.....	17

Arrival and Dismissal

Student arrival is from 7:45 to 7:55 AM

Student dismissal is from 2:25 to 2:35 PM

Car Riders: Families choosing to transport their child by car will be assigned a Family Car Number. Car traffic should enter the school property and use the designated loops:

- Upper loop for morning drop-off
- Lower loop for afternoon pick-up

Please follow any directions provided by staff members. If you need to park during arrival or dismissal, use a designated parking space. Do not park along the bus or car loop areas.

Walkers: Students are considered walkers if they leave school property on foot. For their safety, all walkers are encouraged to use available sidewalks. Please note- There is no crossing guard at the school entrance. Use extreme caution when crossing.

Bus Riders: Students using the school system's bus services will ride their assigned bus daily. Each student will receive a colored band to attach to their backpack for easy bus identification.



Important: Students may not ride a bus other than their assigned one unless approved by both the principal and the Division of Transportation. A request must be submitted to the school at least five school days in advance using the [Exceptional Transportation Request Form](#) ([Spanish version](#)).

Changes to Dismissal Routine: To ensure student safety, we ask that dismissal routines remain consistent. If a change is needed, please notify the main office before 1:45pm. Do not rely on email for same-day changes, as teachers may be unavailable or unable to check messages. Always contact the main office to ensure the change is received and communicated. For security, we require a parent or guardian to notify us directly. We cannot accept messages from students or non-custodial family members.

Attendance and Punctuality

Be an Attendance H.E.R.O. – Here in school, Every day, Ready to learn, On time.

Being present and on time for school is essential for positive student achievement. Students are expected to attend school daily unless a lawful absence is necessary. Lawful (excused) absences include student illness, religious observance, or a death in the family.

Additionally, each school's star rating on the Maryland Report Card is partially based on annual student attendance rates. According to the Maryland State Department of Education, a student who misses 18 or more days of school, regardless of the reason, is considered chronically absent, which negatively impacts Windsor Farm's rating. Therefore, we ask families to make every effort to ensure students are in school on time and ready for instruction each day.

When Is a Child Too Sick for School? A child should stay home if they:

- Have a temperature higher than 100.4°F
- Are vomiting or having diarrhea
- Have pink, crusty eyes (possible conjunctivitis)



If Your Child Is Absent:

- State law requires a note from a parent/guardian within 3 days explaining the reason for any absence. You may submit an attendance form electronically through your Parent Portal ([instructions available online](#)) or provide a written or emailed note to your child's teacher and the school office at WindsorFarmES@aacps.org. Please include the teacher's name, student's full name, and reason for the absence.
- Absences of more than 5 consecutive days due to illness require a doctor's note upon return.
- Students must be in attendance for at least 3 hours and 20 minutes to be counted present for the full day. Students attending for less than 40 minutes will be marked absent for the entire day. (Note: Students who are absent for the entire school day may not participate in school-sponsored after-school clubs or activities on that day.)
- Automated messages from AACPS will notify parents of student absences. These messages are sent for all unexcused absences, even if you have already notified the school.

Make-Up Work for Excused Absences: Students may make up all missed work from a lawful absence without penalty. They are given one additional day per day missed to complete assignments.

Family Vacations: It is discouraged to take vacations during the school year. Any days missed will be considered an unlawful/unexcused absence. We cannot provide assignments in advance for vacation-related absences.

Tardiness: Students arriving after the 8:00 AM bell are considered tardy and must be accompanied by an adult to the office to be signed in.

Early Dismissal: Students may be dismissed early for appointments or family reasons, but all early pickups must occur before 2:10 PM. A valid photo ID is required for anyone picking up a student. If someone other than a parent or guardian is picking up your child, written permission is required. Emergency contacts are used only when a parent cannot be reached during a school or weather emergency. Students leaving before 11:20 AM without returning will be marked absent for half a day.

Before and After School Care

The YMCA of Central Maryland offers on-site before and after school care at Windsor Farm Elementary:

- Hours: Monday–Friday
 - Morning: 7:00am until the start of school
 - Afternoon: From dismissal until 6:00pm
- More information: <https://ymaryland.org/programs/beforeafterschoolenrichment/schoollocations>



In addition, the following local off-site programs provide before and/or after school care with transportation to and from Windsor Farm Elementary:

- Joy in Learning- <https://joyinlearningjes.com/annapolis> (approval needed for transportation)
- KinderCare- <https://www.kindercare.com/>
- Lee's Tae Kwon Do- <https://www.ileestaekwondo.com/>

Behavior / Code of Student Conduct

In Anne Arundel County Public Schools (AACPS), students are entitled to certain rights and privileges, along with the responsibility to contribute to a safe and respectful learning environment. While the school system is committed to providing a high-quality education for all students, we also set high expectations for student behavior. These expectations are designed to foster a school climate that supports academic success and personal growth.

The [AACPS Student Handbook](#), developed collaboratively by students, parents/guardians, educators, administrators, and community leaders, includes the Code of Student Conduct. This code outlines the standards for appropriate and responsible behavior and serves to:

- Inform students of behavioral expectations
- Promote a positive and respectful school atmosphere
- Support excellence in teaching and learning

Bus Behavior and Safety- Complete expectations for student behavior on school buses, as well as safety requirements, are detailed in the AACPS Student Handbook. Bus drivers are responsible for maintaining a safe environment and are required to complete a discipline form to document any inappropriate behavior on the bus.

Positive Behavioral Interventions and Supports (PBIS)

At Windsor Farm Elementary, we are committed to creating a safe and positive learning environment by teaching and reinforcing school-wide expectations through the PBIS model (Positive Behavioral Interventions and Supports), which is used throughout Anne Arundel County Public Schools.

PBIS is a systemic, evidence-based approach that helps establish the social culture and behavioral supports necessary for all students to succeed academically and socially.

At Windsor Farm, our PBIS framework is built on “**The 3 R’s**”, which guide our expectations and recognition of positive behavior:

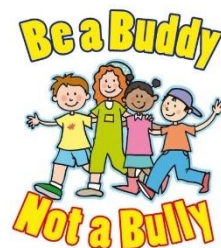
- I will **respect** myself, others, and property.
- I will be **responsible** for my actions and my belongings.
- I will be **ready** for learning everyday.



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 <https://www.aacps.org/page/anti-bullying-reporting>. 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.

Birthdays and Celebrations

Birthdays: Due to the number of food allergies and intolerances, we no longer accept food items for birthday celebrations. Families are welcome to send in non-edible items such as pencils, stickers, or small trinkets instead. Each child's birthday will be recognized during the morning announcements on their 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 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 designated Room Parent(s) and are to include some healthy snack options.

Cafeteria (Breakfast & Lunch)

Breakfast and lunch are available daily in the cafeteria for all students. Menus can be viewed online at: <https://www.aacps.org/dining>.

- Lunch Period: All students have a 25-minute lunch period.
- Food Sharing Policy: Students may not trade or share food due to the risk of unknown allergies and to respect individual family food choices.

Elementary School Meal Prices: Breakfast: \$1.50 / Lunch: \$2.75



Payment Options: Parents are encouraged to add funds to their child's meal account using [MyPaymentsPlus](#), a secure and convenient online payment system. Meals may also be purchased with cash or checks (made payable to Windsor Farm Cafeteria).

Free and Reduced-Price Meals: Reduced-price meals are available for eligible families.

- Meal Benefit Applications are confidential and accepted any time during the school year.
- **Important:** Previous year's benefits expire on September 30th. You must reapply to continue receiving benefits.
- For more information and to apply, visit: <https://www.aacps.org/page/apply-for-free-or-reduced-price-meals>

Lunch Schedule

Kindergarten: 10:05-10:30
1st Grade: 10:40-11:05
Pre-Kindergarten: 11:05-11:30
2nd Grade: 11:10-11:35
5th Grade: 11:45-12:10
4th Grade: 12:20-12:45
3rd Grade: 12:50-1:15

Canvas Learning Management System

Canvas is the online learning platform used by AACPS to support student learning and communication. Families can use Canvas to stay informed about classroom assignments, grades, announcements, and important dates. It provides a centralized space where students can access instructional materials, submit work, and receive feedback from teachers. Parents and guardians will receive information about monitoring their child's progress and stay connected with their learning experience through our new Canvas Learning Management System.

Cell Phones & Other Electronic Devices

To maintain a focused and safe learning environment, students are **strongly discouraged** from bringing personal electronic devices (such as **cell phones, iPods, iPads, tablets**, etc.) to school. Please note:

- The school is not responsible for the loss or damage of personal devices.
- If a student brings a device to school, it must be turned off and stored inside their school bag throughout the day.
- If a student is observed using a device during school hours, it will be confiscated. A parent or guardian must retrieve the confiscated device from the school office during business hours.



For full details, please refer to the [AACPS Cell Phone & Electronic Device Policy](#) in the Student Handbook.

Communication

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/o/windsorfarmes>

Staff Email: Each employee of the school system is provided with an email account which is used as the primary means of home-school communication. The staff directory can be found on our website.

Communication System: AACPS utilizes multiple communication systems that send out voice, email, text messaging, and push notifications informing you of:

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



For the **Alerts System** (automated communication 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.

It is encouraged that all families download the [AACPS Mobile App](#) which will allow you to receive push notifications and can communicate directly with your child's teachers.

Windsor's Weekly Updates: A weekly update will be shared which will outline upcoming events, school news, AACPS news, and PTO news. *Windsor's Weekly Updates* will be shared with families prior to the start of each week.

X (formerly Twitter): Follow us on X - @WindsorFarmES

PTO Meetings: PTO meetings will be held throughout the year. All are welcome and meetings will have in-person and virtual participation options. Click here for [meeting dates](#) (*dates are subject to change*).

Contact Information

To protect student privacy, the school is not permitted to share phone numbers, addresses, or other personal information about students. All information provided to the school is kept confidential and will not be shared with others.

Families are encouraged to keep their contact information up to date by reviewing and updating their

child's emergency card and contact details with the school office each year. Accurate information ensures timely communication in case of emergencies or important school updates.

Cultural Arts

Art- The art program at Windsor Farm Elementary fosters creativity and artistic development through perception, performance, appreciation, and evaluation. Student artwork is showcased throughout the school and in community spaces such as libraries, shopping centers, and the Board of Education.

General Music / Chorus- The music curriculum builds musical literacy and appreciation, encouraging students to become lifelong learners. In addition to general music instruction, students in grades 4 and 5 may join the choral program, which includes seasonal performances for families.



Instrumental Music- Students may begin learning stringed instruments in grades 3–5 and band instruments in grades 4–5. The program includes in-school lessons and seasonal concerts. Students are expected to manage their academic responsibilities alongside their music instruction.

Library Media Center- The library media center promotes academic and recreational reading through a diverse collection of books, magazines, and digital resources. Students have the opportunity to borrow books to read and enjoy at home, helping to foster a love of reading beyond the classroom. During media classes, students learn to use information responsibly, develop research skills, and explore literature, supporting their growth as lifelong learners.

Physical Education- The physical education program emphasizes physical fitness, teamwork, and safety. Students are expected to wear appropriate attire, including sneakers, on PE days. Crocs, flip-flops, sandals, and other loose-fitting shoes should not be worn, as they can pose a safety risk during physical activity. Accommodation for illness or injury requires documentation from a parent or physician, depending on the duration. Please see the *Health and Medication* section of this document for more guidance.

Triple E (STEM)- At Windsor Farm, the Triple E (Enhancing Elementary Excellence) program engages students in STEM (Science, Technology, Engineering, and Math) learning experiences that promote innovation, problem-solving, and critical thinking. Through hands-on projects and collaborative challenges, students explore real-world concepts and develop skills in coding, engineering design, data analysis, and scientific inquiry. The program supports intellectual, social, and emotional growth while making learning exciting, meaningful, and fun.

Custody Agreement

If there is a custody agreement involving your child(ren), please provide the school with the most up-to-date court documents. The school can only follow the terms outlined in official legal documentation. We are unable to act on verbal agreements or informal arrangements.

Field Trips

Each grade level is permitted to plan up to 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. More information on volunteering/chaperoning can be found on page 16. Only parents selected as chaperones are permitted to be with or around students on the day of the field trip. No “tagging along” is permitted, even at a public location.



Food Allergy Awareness and Safety

It is frequent that we have several students with severe food allergies, including allergies to peanut butter, tree nuts, dairy, and gluten. While students are not restricted from bringing these items for lunch or snack, we take important precautions to ensure the safety of students with food allergies in both the cafeteria and the classroom.

Special seating in the cafeteria is available for students with food allergies. Staff members are trained to recognize and respond to allergic reactions, and classrooms are monitored to reduce exposure to allergens. When sending food for snacks or classroom parties, we ask that parents avoid common allergens whenever possible. All treats must be pre-packaged and in their original containers with clearly visible ingredient labels. To prevent the risk of cross-contamination, homemade food may not be brought to school for any classroom parties or activities.

Health Room and Medication



The Windsor Farm Health Room is staffed by a full-time Health Assistant and a part-time School Nurse (RN), both experienced professionals from School Health Services. The Health Room is available throughout the school day to support students' health needs.

Please ensure the school has current phone numbers where you can be reached directly during the day in case of a health concern. If we are unable to reach you, we will contact the individuals listed on your child's emergency card. It is essential this information is accurate and updated as needed.

If your child has any health conditions that may affect their well-being at school, such as food allergies,

asthma, diabetes, or seizure disorders, please notify the Health Room as soon as possible.

If your child needs to take medication during the school day (prescription or non-prescription), a completed [Request to Administer Medication at School](#) form must be submitted for each medication. All medications must be brought to the Health Room by an adult. Please do not send medication to school with your child.

If your child has a temporary injury or soreness and needs to miss one PE class, a parent note is sufficient. For absences from more than one PE class, or if your child has a cast, sling, or requires crutches, please notify the Health Room and provide documentation from a physician outlining any activity restrictions. A doctor's note is required to excuse a student from PE under these circumstances, and a second note is needed to clear them to return to physical activity.

Finally, please inform the Health Room if your child is being treated for any contagious illnesses, so we can take appropriate precautions to protect other students and staff. Forms and additional school health information can be found on the [Anne Arundel County Department of Health](#) website.

Homework

Each grade-level team designs a weekly homework schedule tailored to their students' needs. While assignments may vary, the following time guidelines help ensure a healthy balance between school and home life:

- Pre-Kindergarten & Kindergarten- up to 15 minutes, 2-3 times per week.
- Grades 1-2- up to 20 minutes, 3-4 times per week.
- Grades 3-5- up to 30 minutes, 3-4 times per week.

Students are expected to dedicate focused time outside of school hours to complete their homework. For more details, refer to the [Schoolwide Homework Guidelines](#).

Instruction

All Windsor Farm students receive instruction aligned with the Common Core Curriculum in Language Arts (reading, writing, listening, spelling, and speaking), Math, Science, Social Studies, and STEM. In addition to core academics, students participate in enrichment classes including Art, Music, Physical Education, Media, and Social Emotional Learning through the *Second Step* program.

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.



Money Collection

For cash or check payments, such as field trips, cafeteria payments, or PTA fundraisers, please send the exact amount, as the office cannot provide change. Place the payment in a sealed envelope and clearly write your child's full name, teacher's name, the amount enclosed, and the purpose of the payment on the outside of the envelope. If you are submitting payments for more than one child, please send a separate envelope and check/cash for each student.

Online electronic payments can be made through Online School Payments, which is a convenient way to pay for field trips, Chromebook charges, and other designated items. You will need to create an account the first time you use the system, but once your account is set up, submitting payments online is quick and easy. [Online School Payments Link](#)

Parent-Teacher Conferences

All AACPS schools will hold dedicated Parent/Teacher Conference Days in November, with meetings scheduled by appointment.

In addition to these dates, parents of Pre-Kindergarten and Kindergarten students will have opportunities to meet with their child's teacher in August prior to the start of the school year, as well as in May during Spring Conferences.

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

Parent-Teacher Organization (PTO)

All families are encouraged to join the Windsor Farm Parent-Teacher Organization (PTO), which is dedicated to enhancing the educational experience for all students at Windsor Farm Elementary. The PTO supports a wide range of initiatives by funding instructional materials for classrooms and teachers, special projects, field trips, and enrichment programs including assemblies, performing arts, the yearbook, book fairs, and after-school clubs.

In addition to supporting academics, the PTO helps keep families informed through its [website](#) and [Facebook page](#) and hosts a variety of fun events throughout the year—many of which are free for families to attend. General membership meetings are held quarterly during the school year and are open to all. For more information or to get involved, visit www.windsorfarmpto.com.



PowerSchool Parent Portal

The AACPS *PowerSchool Parent Portal* is a secure tool that allows parents and guardians to monitor their child's progress in real time, including attendance, report cards, schedules, historical grades, and important forms. Parents can access all of their children's information with one username and

password. A mobile app is available for Apple and Android devices (District Code: LTDJ). More information is available on the AACPS website: <https://www.aacps.org/page/studentparent-portal>

Personal Items (toys, games, etc.)

To help maintain a focused learning environment and prevent the loss or damage of personal belongings, students are asked to leave toys, games, and similar personal items at home. These items can be distracting during the school day and may interfere with teaching and learning.



Recess

Students have 30 minutes of recess each day. Please ensure your child comes to school prepared to go outside, including appropriate clothing for the weather. Recess will be held outdoors unless temperatures fall below 32°F (*Real Feel Temperature*), there is inclement weather, or air quality alerts indicate that it is unsafe for outdoor activity. Windsor Farm follows the official [AACPS Recess Guidelines](#), which include considerations for weather conditions and environmental health alerts to ensure student safety and well-being during outdoor play.

Re-do Policy / Opportunities for Mastery

At the elementary level, students' primary focus is on learning routines, building academic skills through practice, and growing through ongoing teacher feedback. This ongoing practice and feedback afford students time for focused improvement prior to receiving graded assignments. Across elementary grade levels, opportunities for mastery are provided through classroom instruction and formative learning tasks that occur prior to summative graded assignments. As a result, once an assignment is graded, the opportunity to redo the assignment will not occur. (AACPS Policy II-RA)

Report Cards / Grades

Report cards are issued four times a year for students in grades 1–5 and twice a year for pre-kindergarten and kindergarten students. Report cards are emailed to the primary contact (Contact #1) approximately two weeks after the marking period ends.

In addition to report cards, parents are kept informed of their child's progress through take-home folders, *Canvas Learning Management System*, and parent-teacher conferences.

If you have specific questions or concerns about your child's performance, please contact the teacher directly. Teachers are happy to meet with families and can schedule conferences with advance notice to ensure a productive and confidential conversation.



Safety Practices

AACPS has a comprehensive *School Crisis and Emergency Management Plan* that we follow to prepare for a variety of situations. Throughout the school year, Windsor Farm Elementary will conduct practice drills to ensure students and staff are familiar with emergency procedures. These drills are explained to students in a calm and age-appropriate way to help them understand that safety practices are a routine part of school life. During drills, access to the building will be restricted until the drill is complete.

Bus evacuation drills are scheduled three times each year—in September, December, and April. Duty teachers will review the procedures with students to ensure they understand what to do during these practice evacuations.



In the event of an unexpected school closure—such as a power outage, inclement weather, or another emergency, an emergency dismissal may be required. Families will be notified through the AACPS automated notification system. Please note that individual phone calls will not be made.

In the event of an emergency, students will be dismissed according to the Emergency Card Verification Form completed at the beginning of each school year. It is essential that your child's emergency dismissal plan is accurate and up to date. If there are any changes to your child's plan, please notify the school office immediately.

Please also note the Y Aftercare Program will be closed when AACPS closes early due to an emergency.

School Counseling Office

Windsor Farm Elementary has a full-time school counselor dedicated to supporting the academic, social-emotional, and developmental needs of all students. Counseling services may be provided through short-term individual sessions, small group counseling, or classroom guidance lessons. These lessons focus on three key domains: academic development, personal and social growth, and career awareness.

The school counselor works collaboratively with administrators, teachers, and families to help students reach their full potential. If you have concerns about your child's well-being or suspect something may be interfering with their success, please don't hesitate to contact the counselor. They welcome questions and are happy to meet with families in a confidential setting.

Windsor Farm Elementary also partners with Innovative Therapeutic Services, a school-based mental health program that offers individual, group, and family counseling. These services are provided discreetly during the school day, allowing students to receive support without leaving campus. For more information about this program, please reach out to the school counselor.

School Hours

Doors open to students at 7:40 AM. Instruction begins promptly at 8:00 AM and ends at 2:25 PM.

Schedule Adjustments:

- **2-Hour Early Dismissal:** School begins at 8:00am and dismisses at 12:25pm.
- **2-Hour Late Opening:** School begins at 10:00 AM and dismisses at 2:25 PM.



When AACPS announces school closures, delays, or early dismissals due to inclement weather or other emergencies, notifications will be shared through multiple communication systems. These include automated messaging, the AACPS website, and X (formerly Twitter). To stay informed, please ensure your contact information is up to date in the school system and consider following both AACPS and Windsor Farm Elementary on X for timely updates.

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.

Visiting the School

For the safety of all students and staff, all visitors must report to the main office immediately upon entering the school building. Visitors are required to present a valid photo ID and state the purpose of their visit. Once signed in, visitors will be issued a Visitor's Badge, which must be worn at all times while in the building and returned to the office upon departure. If you need to visit another part of the school, please check in with the office staff before proceeding. Wandering the building without permission is not allowed.

Volunteers

Volunteers are always needed and welcomed to promote the success of instruction in the classroom, helping with a teacher's clerical tasks, supporting special events, and to serve as chaperones on field trips. Arundel County Public Schools has a few requirements that must be met before you can volunteer:

- You must either be fingerprinted or have a current background check on file.
- You must watch the Sexual Harassment/Child Abuse video and have a signed verification form on file with the school.

Fingerprinting & Background Checks: If you plan to volunteer or chaperone at Windsor Farm Elementary, please visit the [Volunteering for AACPS](#) page for detailed information and links

regarding fingerprinting and background checks. This resource explains which process is required based on the type of volunteering or chaperoning you will be doing—you do not need to complete both. Please note that either a fingerprinting or background check must be completed at least three weeks prior to the scheduled activity. These must be completed through AACPS; documentation from outside agencies or organizations will not be accepted.

For background checks, the process must be completed on a laptop or desktop computer (not a mobile device) using the Google Chrome browser. Background checks are valid for two years from the date of issue. The school office will verify the status of your background check before you are permitted to volunteer or chaperone.

If you have been fingerprinted, please bring the physical fingerprint card to the school so a copy can be kept on file. Fingerprints remain valid as long as your child is continuously enrolled in AACPS.



Sexual Harassment/Child Abuse Video and Form: All volunteers and chaperones are required to complete the *Sexual Harassment and Child Abuse Awareness Training* provided by AACPS. This includes watching a short video and submitting a signed verification form. Your video verification form is valid for two years. Once you have watched the video, please complete and sign the verification form and return the form to the school. To access the training video and verification form, please visit the following link- <https://www.aacps.org/o/aacps/page/school-safety-security/#sexualharassment>.

Water Bottles

Students are permitted to bring a water bottle (no cups or open containers) to school and access it throughout the day. Only water is allowed during the school day- no juices, sodas, or other flavored beverages. Students may enjoy other beverages during lunch.

Disclaimer - The information provided in this handbook is accurate at the time of publication. However, school policies, procedures, schedules, and web links are subject to change based on updates from Anne Arundel County Public Schools (AACPS) or Windsor Farm Elementary. Families will be notified of significant changes through official school communication channels. For the most current information, please refer to the school website or contact the school office directly.

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!”



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



<https://www.windsorfarmpto.com/home>

President
Becca Liller

Vice President
Ale Bennof

Vice President
Kate Klebahn

Treasurer
Angela Colbert

Secretary
Kristen Lockett