

Windsor STEM Information

Arrival:

Students can enter the school building starting at 8:30am, where they will enter the breakfast room and will then be picked up by the classroom teacher from the breakfast room.

Unfortunately, Parents and family members are not allowed to enter the school building without checking in at the office and signing in on our Kiosk with an ID or Driver's License.

Dismissal:

Our dismissal begins at 3:25pm. If you are picking up your child, there will be a staff member outside that will begin collecting names of students at 3:15, and they will be sent out to your vehicle with **K-2 students being released at 3:20pm**, **3-6 students released at 3:23** and **walkers released at 3:25**. The front vestibule will be closed at 3:00pm to allow our staff to prepare for dismissal. We please ask that students only be signed out after this time in emergent situations. If you need to change the way your student is getting home for the day, please call the main office BEFORE 3:00pm to ensure the message is delivered properly and the student makes their way to the appropriate method of transportation.

Early Release:

If you need to pick up your child early from school for any reason, you must sign them out at the main office and we will get the student to the front promptly WHEN YOU ARRIVE. Please be ready to present ID if asked and any person picking up a student will need to be listed as an emergency contact and be over 18 years of age. Please check your emergency contact list to ensure anyone you would like to be able to pick up your student is listed. CONTACTS CAN ONLY BE CHANGED VIA THE PARENT PORTAL. The office staff do not have the ability to change information regarding emergency contacts, you will need to submit an Annual Update via the Parent Portal. If you need assistance with your parent portal, please reach out to the main office.

School Day Visitation:

We encourage parents to be involved in their student's academic lives here at Windsor, but recommend that you reach out to your student's teacher to be able to come at the most optimal time for the daily schedule of the class. Meetings with teachers require a minimum of 24 hour notice so coverage can be arranged. Teacher and staff member e-mail contact information is available [here](#), or you can contact the main office. Any parents that are looking to enter the school building during the day, including for meetings with school staff members, will need to sign in on our kiosk with a drivers license or state id, check in with the secretarial staff, AND have an escort to their destination.

Pre-K Parent Passes

Parents of Pre-K students with Orange Pre-K Passes are only permitted to drop off and pick up their Pre-k children from inside the building, and are not permitted to go to other areas of the school building without authorization.

Attendance:

The school day begins at 9:00am and students who enter the school building at 9:01am or later are considered tardy. Ohio House Bill 410 mandating student attendance is based on hours, so every minute counts! Your student could be missing valuable intervention and instructional time by arriving tardy to school each day. Early dismissal also counts towards the hours requirement for House Bill 410. If your student is ill, please contact the main office so that we can enter an excuse for their absence.

Parent Portal:

In order to change your emergency contact list or information, change your address, sign-up for the School Choice Lottery, sign documents, or review transportation information, you will need to access your parent portal. If you are having trouble with your parent portal, please contact the main office and we can assist you with getting your parent portal reset or in navigating. Be on the lookout for information about the parent portal in the coming months to make you more comfortable with using the portal for all your school related needs.

Student Dress Code:

We no longer have a uniform at Windsor STEM Academy, but we do ask that students adhere to the CCS dress code policy. The most important items on this list:

- NO CROP TOPS
- NO SLIDE SANDALS
- NO INAPPROPRIATE SAYINGS OR GRAPHICS
- SHORTS MUST BE LONGER THAN THE STUDENTS FINGERTIPS

The full CCS policy can be viewed [here](#)

If you have any questions, please call the main office at 614-365-5906. Let's have a wonderful school year!

Ms. DuMond, Principal
Mr. Truttling, Assistant Principal
Windsor Staff