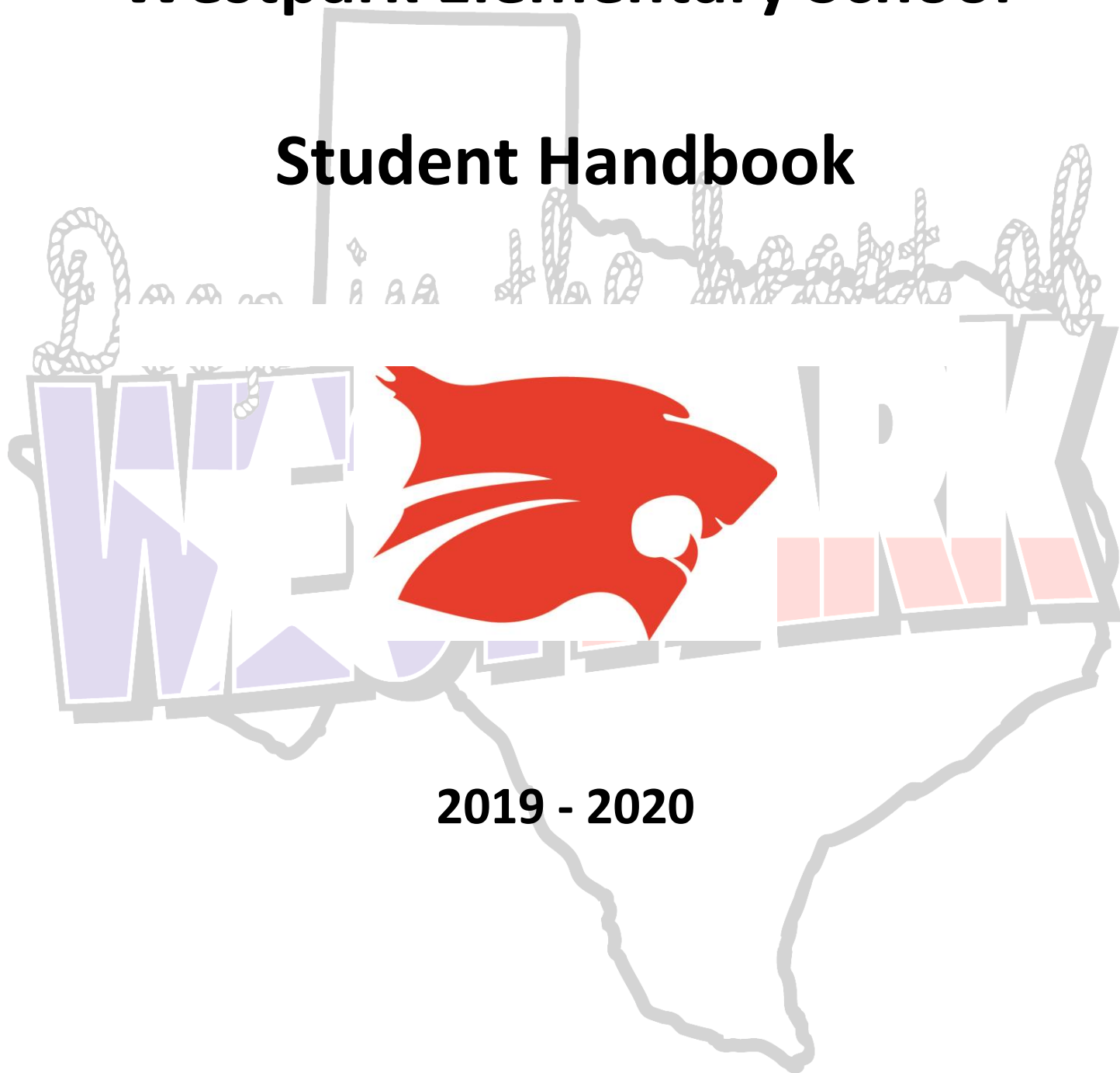


# Westpark Elementary School

## Student Handbook



**2019 - 2020**

*"Preparing ALL students for success in college, career and community leadership"*

**WELCOME  
WILDCATS!**





A Note from Mrs. Condit and Mrs. Wright. . .

August 19, 2019

Dear Wildcat Students and Parents,

Howdy and welcome to the 2019-20 school year! We are so excited to greet our returning Wildcats and to become acquainted with all our new students and families! We feel so fortunate to have an amazing faculty, great families, and a wonderful community who put their heart in Westpark. We are embarking on a new frontier with lots of new faces but cannot wait to honor and build upon the past successes of our school and community. Our future is BIG and BRIGHT Deep in the Heart of Westpark.

During the year, as questions arise about school procedures and policies, please refer to this handbook. At this time, please read through it with your child, sign the parent and student acknowledgement on the next page, and return the form to your child's teacher. You may also choose to email a statement of your acknowledgement to your child's teacher(s.)

Please remember that a criminal background check is required for all school volunteers. If you plan to assist with any school activities this year, please visit <https://volunteer.fwisd.org> to complete an application. Failure to obtain a background check at least 30 days prior to any in-school activity or field trip will prevent you from participating. If you have any questions, feel free to contact the school.

We are ready and eager to intentionally plan, prepare, and pursue growth for all our Wildcats. We look forward to working collaboratively to meet the mission of FWISD and Westpark to provide experiences that prepare ALL our students for success in college, career, and community leadership. We ask you to partner with us as we round up for the BEST year ever!

Warmest Regards,



Kendall Condit  
Principal



Lynda Wright  
Assistant Principal

## Acknowledgement and Receipt

Signature on this receipt acknowledges that you have received and reviewed the

Westpark Elementary Student Handbook. *As we begin our year, it may be necessary to modify this handbook to more effectively meet the needs of our stakeholders.* Thank you for your patience and cooperation.

Please sign, date and return this form.

## Handbook Statement of Certification

I certify that I have received and reviewed the Westpark Elementary Student Handbook.

I further understand that, by signing this statement as required I am indicating that I have read the Student Handbook and understand its contents, or have discussed questions I have with a building administrator.

Please return this to your homeroom teacher.

\_\_\_\_\_  
Printed name (parent)

\_\_\_\_\_  
Printed name (student)

\_\_\_\_\_  
Signature (parent)

\_\_\_\_\_  
Signature (student)

\_\_\_\_\_  
Date

## FWISD “Traditional Year” School Calendar

Click here for digital copy:  
[2019 - 2020 Calendar](#)

Or view calendar on next page.



# 2019-20 TRADITIONAL CALENDAR

## August 2019

Su	Mo	Tu	We	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	District PL Days			Campus PL Days		Teacher Prep
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## September 2019

Su	Mo	Tu	We	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	Hispanic Heritage Month September 19 - October 15				

## October 2019

Su	Mo	Tu	We	Th	F	Sa

## November 2019

Su	Mo	Tu	We	Th	F	Sa

## December 2019

Su	Mo	Tu	We	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	Winter Break				

## January 2020

Su	Mo	Tu	We	Th	F	Sa

## February 2020

Su	Mo	Tu	We	Th	F	Sa

## March 2020

Su	Mo	Tu	We	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	Women's History Month				

## April 2020

Su	Mo	Tu	We	Th	F	Sa

## May 2020

Su	Mo	Tu	We	Th	F	Sa

## June 2020

Su	Mo	Tu	We	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	Summer Break				

## July 2020

Su	Mo	Tu	We	Th	F	Sa

- **Holidays • No Students**
- **Staff Days • No Students**
- **Semester Milestones**
- **Testing**

100 N. UNIVERSITY DRIVE, FORT WORTH, TX 76107

817.814.2000 | [www.fwisd.org](http://www.fwisd.org)

DATES SUBJECT TO CHANGE

Fort Worth ISD Board Approved - Updated 6/24/2019



## **FWISD and WESTPARK ELEMENTARY MISSION STATEMENT**

The mission for FWISD and Westpark is to prepare all students for success in college, career and community leadership.

## **WESTPARK ELEMENTARY VISION STATEMENT**

Westpark's vision is to empower our students with the problem solving and interpersonal skills necessary to become self-motivated, lifelong learners who are able to successfully meet the increasing demands of the modern world.



# WESTPARK CULTURAL TENETS

## FAMILY

We support, care for, and encourage one another.

## COLLABORATION

We work as a team to accomplish the goals we establish together.

## SAFETY

Students, staff, and families are safe, physically and emotionally.

## FRIENDLINESS

All students, families, and guests who enter are welcome.

## EQUITY and INCLUSION

We believe in justice, fairness, and opportunity for every child and every family.

## STUDENT-CENTERED

We excel in student achievement while remembering the WHOLE CHILD.

## RELATIONSHIPS

We value knowing and interacting kindly with our Westpark family and our community.

## HONESTY and TRANSPARENCY

We are open and able to trust one another.

## FORGIVENESS

Everyone deserves a second chance.

## MISTAKES

Are encouraged as part of the process of creating life-long learners.

## HIGH STANDARDS

We value excellence and we do not enable.

Westpark is HAPPY! We are a FAMILY of SMILING FACES.

## 2019 - 2020 WESTPARK ELEMENTARY HOMEROOMS

### Pre-Kindergarten

Mrs. Adrianna Bobo, Room 114  
Mrs. Sara Lopez, Assistant  
Mrs. Sara Sanchez Koppes, Room 115  
Ms. Coraima Saenz, Assistant

### Kindergarten

Mrs. Wendy Parlington, Room 101  
Mrs. Elizabeth Pike, Room 106  
Mrs. Skylar Plunkett, Room 102  
Ms. Erin Rittmayer, Room 104  
Ms. Kendra Stroman, Room 105  
Mrs. Anna Tate, Room 103

### First Grade

Mrs. Michelle Brown, Room 112  
Mrs. Katrina Johnson, Room 110  
Mrs. Amanda Patyk, Room 109  
Ms. Karissa Simons, Room 107  
Mrs. DeAnna Thielvoldt, Room 111  
Ms. Camille Williams, Room 113

### Second Grade

Mrs. Katie Atkins, Room 211  
Mrs. Karen Brown, Room 214  
Mrs. Jennifer McMillan, Room 215  
Ms. Jennie Shin, Room 213  
Ms. Senta Simons, Room 216  
Ms. Marisa Trevino, Room 212

### Third Grade

Mrs. Kelly Baldobino, The WP Outback, Room 43  
Ms. Michaela Finn, The WP Outback, Room 32  
Ms. Jenifer Helgen, The WP Outback, Room 44  
Mrs. Maria Kerbow, The WP Outback, Room 31  
Ms. Jennifer Luskey, The WP Outback, Room 34

### Fourth Grade

Mrs. Jennifer Anzaldua, Room 208  
Mrs. Rebecca Clements, Room 205  
Mrs. Erin Farr, Room 210  
Mrs. Jodi Glanzer, Room 206  
Mrs. Blake Peterson, Room 207  
Mrs. Ashley Sainz, Room 204

Fifth Grade

Mr. Jason Bruck, Room 217  
Mrs. Shelley Couch, Room 201  
Mrs. Jen Norman, Room 202  
Mrs. Gail Patterson, Room 203

LINC

Ms. Jill Hansen, Room 127  
Mrs. Antoinette Peavy, Teacher Asst.  
Ms. Caroline Lappe, Room 126  
Ms. Diana Almaguer, Teacher Asst.

Special Education, Inclusion

Mrs. Patricia Lee, Room 219  
Ms. Natalie Niedert, Room 219  
Mrs. Melody Shaw, Teacher Asst.

Dyslexia

Mrs. Laura Conrad, Room 117  
Ms. Yvonne Garcia, Room 117

Physical Education/Health

Mr. Dean Adia, Gym, Room 122  
Ms. Latae Mendoza, Gym, Room 122

Art Education

Ms. Whitney Johnson, Room 116

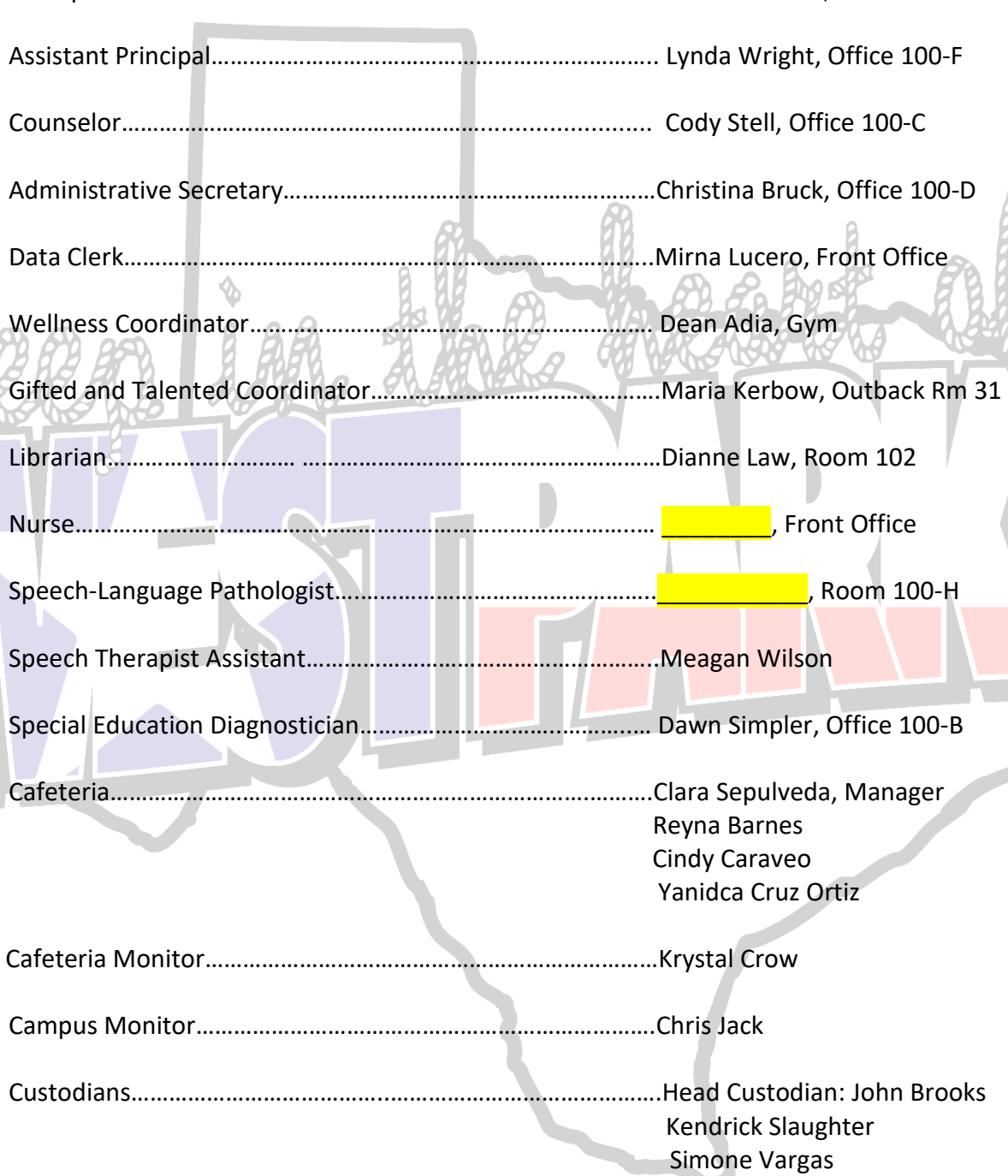
Music Education

Mrs. Sonya Warren-Williams, Room 121

Computer Lab

Mr. Mike McFadden, Room 120

## 2019 - 2020 WESTPARK ELEMENTARY SUPPORT STAFF



Principal.....	Kendall Condit, Office 100-E
Assistant Principal.....	Lynda Wright, Office 100-F
Counselor.....	Cody Stell, Office 100-C
Administrative Secretary.....	Christina Bruck, Office 100-D
Data Clerk.....	Mirna Lucero, Front Office
Wellness Coordinator.....	Dean Adia, Gym
Gifted and Talented Coordinator.....	Maria Kerbow, Outback Rm 31
Librarian.....	Dianne Law, Room 102
Nurse.....	[REDACTED], Front Office
Speech-Language Pathologist.....	[REDACTED], Room 100-H
Speech Therapist Assistant.....	Meagan Wilson
Special Education Diagnostician.....	Dawn Simpler, Office 100-B
Cafeteria.....	Clara Sepulveda, Manager Reyna Barnes Cindy Caraveo Yanidca Cruz Ortiz
Cafeteria Monitor.....	Krystal Crow
Campus Monitor.....	Chris Jack
Custodians.....	Head Custodian: John Brooks Kendrick Slaughter Simone Vargas Orlando Sioson

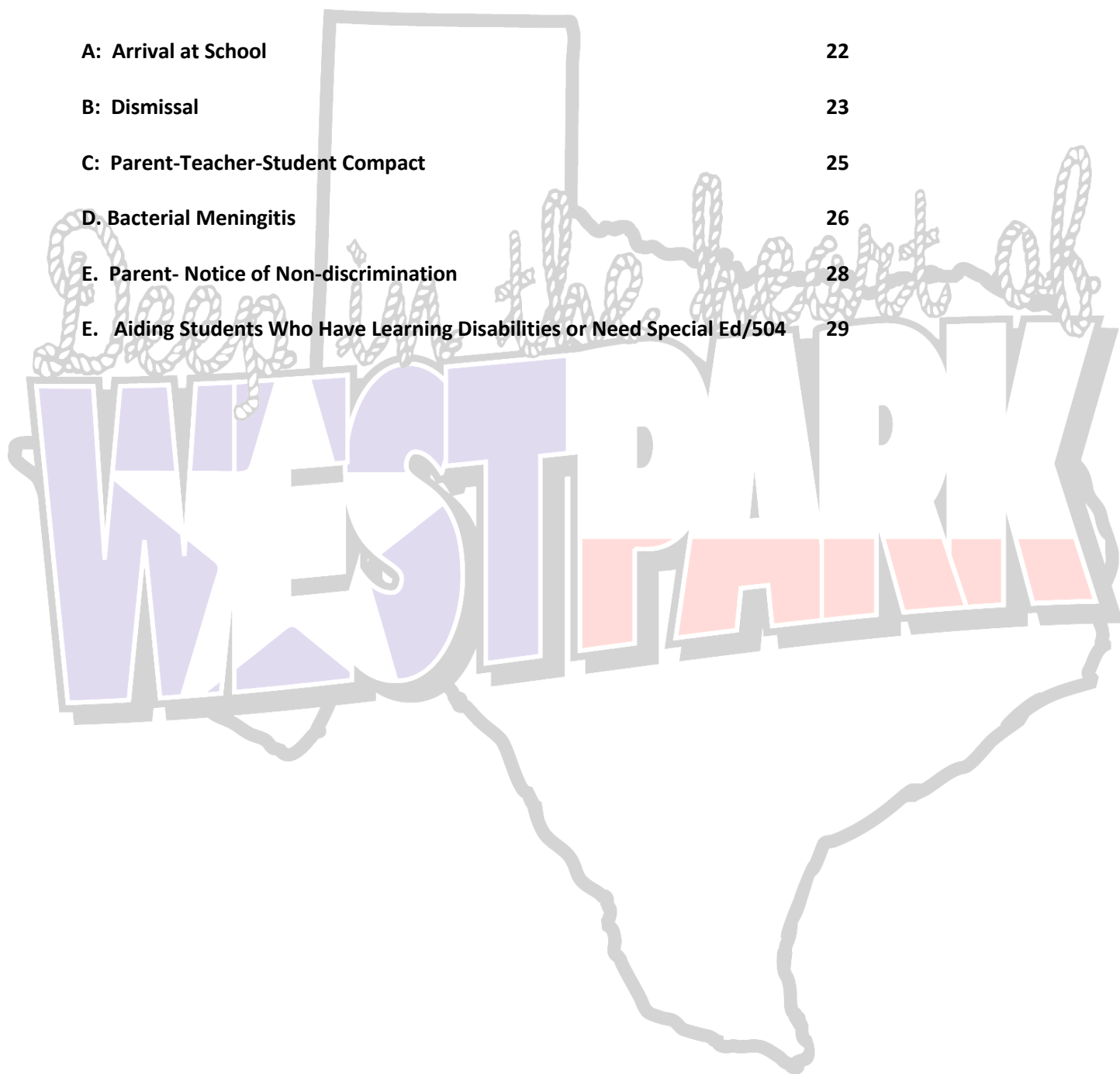
## TABLE OF CONTENTS

ARRIVAL	15
ATTENDANCE	15
BEHAVIOR EXPECTATIONS	16
BICYCLES	16
BUS REGULATIONS	16
CELL PHONES AND OTHER ELECTRONIC DEVICES	16
CLASSROOM INTERRUPTIONS	17
COMMUNICABLE DISEASES / CONDITIONS	17
DIRECTORY INFORMATION	17
DISMISSAL	18
DOGS AND OTHER PETS	18
DRESS CODE	18
FAMILY INVOLVEMENT AND COMMUNITY INVOLVEMENT	18
EMPLOYEE-ONLY AREAS	19
GUIDE TO GRADE REPORTING	19
LOST and FOUND	19
LUNCH and BREAKFAST	19
MEDICATION / NURSE	20
NOTICE OF SECTION 504	20
PARKING LOTS	20
PARTY GUIDELINES	21
REPORTING OF ABUSE OR NEGLECT	21
TEXTBOOKS	21

<b>TOYS and THINGS WITH WHEELS</b>	<b>21</b>
<b>VISITORS</b>	<b>21</b>

#### **Attachments**

<b>A: Arrival at School</b>	<b>22</b>
<b>B: Dismissal</b>	<b>23</b>
<b>C: Parent-Teacher-Student Compact</b>	<b>25</b>
<b>D. Bacterial Meningitis</b>	<b>26</b>
<b>E. Parent- Notice of Non-discrimination</b>	<b>28</b>
<b>E. Aiding Students Who Have Learning Disabilities or Need Special Ed/504</b>	<b>29</b>



## ARRIVAL AT SCHOOL\*

Doors open at 7:30 a.m. School hours are 7:50– 3:05 for students in grades K-5, and 7:50-2:15 for Pre-K students. Teachers open their classrooms at 7:45 a.m. and students are encouraged to come in early. If arriving between 7:30 and 7:45, students will report to the playground (weather permitting) for exercise and play prior to the bell. They will be dismissed to classrooms by a staff member on duty, at 7:45. If arriving after 7:50, students must stop by the office for a tardy pass. Students who are accompanied by their parents shall say “goodbye” in the foyer after the first week of school. Teachers will be waiting at their doors. Students should be in their classrooms by 7:45 a.m. Instruction begins promptly at 7:50

*For more information, please see Attachment A*

### Tardiness

Students will be counted as tardy if they are not **in class** by 7:50 a.m. It is imperative that students are at school on time, and it is the responsibility of the parents to see that this happens. When students are tardy they miss valuable instructional time. Tardies and early dismissals impact a student’s ability to earn “Perfect Attendance.” (3) Unexcused tardies equal (1) absence when tallying perfect attendance. A tardy will be corrected to excused with a written doctor’s note only.

## ATTENDANCE

### ABSENCES

An absence will be recorded for each day that a student either does not attend school or arrives at school after 10:00 a.m. Following the absence(s), a note, signed by the parent, must be sent to the teacher stating the reason for the absence. **In addition, submit a written note or email to the data clerk at [mirna.lucero@fwisd.org](mailto:mirna.lucero@fwisd.org). All notes must contain student’s name, date of absence, reason of absence.** \* This note must be presented **within seven days of the absence**, or the absence will be unexcused. **Parent excuse notes for student illness will be limited to three per semester. After the third illness, a doctor’s note will be required for an excused absence.** Excessive absences will hinder a student's chances of succeeding in school; therefore if warnings to correct the problem are not heeded, a report will be made to the FWISD Truancy Office. **Please note State Law requires that a student must be in attendance 90% of the time the class is offered. Students who miss more than 10% of the time may not be given credit for the school year, and may be considered for retention.**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments for the student. If the student comes to school or returns to school on the same day as the appointment, a note from the health-care provider must be submitted upon the student’s arrival or return to campus.

When a student’s absence for personal illness exceeds three consecutive school days, the student must bring a statement from a physician or health clinic verifying the illness or other condition requiring the student’s extended absence from school.



Arrangements should be made to get homework assignments for a student who is absent. Teachers will make every effort to have make-up work ready by dismissal time. It should not be expected that make-up work will be given in advance of absences. Students will be allowed reasonable time to make up work due to *an excused* absence.

## BEHAVIOR EXPECTATIONS

Our Wildcat Code states:

I am respectful. I am responsible. I am safe. I am prepared. We are here to learn, therefore I will do nothing to keep the teacher from teaching and/or anyone else from learning. I will cooperate with all school personnel, respecting all others and myself in the environment. By acting in this way I am capable of connecting and contributing.

## BICYCLES

Students may ride bicycles to school as long as they maintain safe behavior. Helmets are mandatory for students of elementary school age in the city of Benbrook. Sidewalks should be used when they are available. Students should take the responsibility to watch for cars at all times. When students reach school property, they must get off and walk the bicycle to the bicycle rack. **Locks are not provided by the school, and the school is not responsible for theft or damage to bicycles.** Students should walk their bicycles across each intersection on the way to or from school. **Bicycles are to be secured in the racks on the south end of the building.**

## BUS REGULATIONS

Bus transportation is available to all students who live two or more miles from school or who have to cross F.M. Road 2871. **\* Riding the bus is a privilege. Improper conduct on the buses will result in that privilege being revoked.** The following are the most commonly cited bus infractions:

- standing in the seat or aisles while the bus is moving
- hanging arms, hands, or head out the windows
- using extremely loud voices
- using abusive or obscene language
- throwing objects inside or out of the bus
- defacing or damaging seat covers or backs
- fighting or pushing

The bus drivers' instructions must be obeyed. Students are accountable to the school for their conduct at the bus stops in the morning and afternoon. After school, students must go immediately to the bus. Students should always check to make sure items have not been left on the bus.

***\*Please see Attachment B for details about bus routes.***

## CELL PHONES AND OTHER ELECTRONIC DEVICES

According to district board policy FNCE and policy of this school: Students may possess telecommunications or electronic devices while on school property or while attending school-sponsored or school-related activities on or off



school property. Cell phones or other electronic devices may not be accessed *for personal use* during the instructional day. Campus instructors and administrators may, in the exercise of reasonable discretion, allow students to use devices *for instructional purposes*, so long as the use does not disrupt the classroom environment.

***When not being used for instructional purposes, such devices must remain off and be put away. If electronic devices are used for personal or unauthorized reasons, they will be confiscated and a notice will be sent home with the student.*** To reclaim the device, a parent must come to the school office with proof of identification, complete a return of device form, and pay a fee of \$15.00 per device as allowed by Education Code 37.082.

### **CLASSROOM INTERRUPTIONS**

Parents are welcome and encouraged to visit our school. Visits with teachers or other school staff members should be by appointment so that parents have the undivided attention of the teacher during conferences. *Please do not visit with a teacher during instructional time as this interrupts student learning.* All personal business can be handled in the office by front office personnel. Students will not be allowed to make or receive phone calls or text messages during instructional time. Messages for students will be emailed to the teacher and the teacher will deliver the message to the student. Students will be called to the office only in the case of an emergency.

### **COMMUNICABLE DISEASES / CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.\*

***\*For further information, please see Attachment D.***

### **DIRECTORY INFORMATION**

Certain information about district students is considered “directory information” and will be released to anyone who follows the school district’s procedures for requesting it unless a parent objects, in writing, to the principal, within ten (10) days after issuance of this notice. Directory information includes a student’s name, address, telephone number, date and place of birth, participation in officially recognized sports and other activities, date of attendance, awards received in school, most recent previous school attended, and other similar information.

If you, as the parent or guardian of a minor student, object to the release of directory information concerning your child, you must notify the school, in writing, within ten (10) days. No response is required unless you refuse to allow this information to be made public.

### **DISMISSAL FROM SCHOOL \***

Campus procedures are designed and implemented to ensure student safety. School hours end at 2:15 for Pre-K students and at 3:05 for all others. Parents shall arrange for students to be picked up at the end of school. If child care is needed, parents have the responsibility to arrange for it.

No child will be dismissed during school hours without being signed out by a parent or parent designee in the office. The parent should call the school prior to the dismissal time or should send a note that morning.\* The student will show the note to the teacher and then take the note to the office. When the parents arrive for the dismissal they should sign a dismissal form before leaving with the child.

**Without written and signed verification from the parent, students will not be dismissed from school to a person who is not listed on the student enrollment card.**

A student's daily dismissal arrangements must be consistent. In the rare case of a changes to dismissal plans, parents should send a note to the teacher, via the student, at the beginning of the day. In case of unavoidable emergency changes to dismissal plans, parents should **email the office** ([christina.bruck@fwisd.org](mailto:christina.bruck@fwisd.org) or [mirna.lucero@fwisd.org](mailto:mirna.lucero@fwisd.org)) by noon, so that there is time to relay the change in plans. Please do not rely on a teacher's email for important messages about dismissal arrangements. During classroom instruction time teachers are likely NOT to check email.

***\*Please see Attachment B for more details about Dismissal.***

**All early dismissals should occur before 2:00 p.m. To expedite our dismissal procedures and ensure the safety of our school community, early dismissals will not be granted between 2:15 and 3:00 p.m. No exceptions, please! Thank you for your cooperation.**

#### **DOGS AND OTHER PETS**

As a safety measure, we ask that you do not bring your dog or other pets with you to pick up your child from school. To ensure the safety and comfort of all of our students there will be no pets allowed in the dismissal area.

#### **DRESS CODE**

The Board of Education has adopted a dress code policy. Students in Pre-K through grade 5 will be required to wear standardized dress. Please view [dress code](#) for details pertaining to acceptable dress. **Students are expected to wear non-embellished khaki, navy blue, black slacks or blue denim jeans, shorts, or skirts, and a white or navy shirt, with a collar. (Shorts and Skirts MUST meet the requirements for minimum length, regardless of leggings worn underneath.)**

**There will be no decorative head scarves, make-up, non-natural hair color, or other non approved accessories.\***

Westpark Spirit Day is every Friday. Students may wear shirts with Westpark logos or a red or white polo or crew neck shirt. In the spirit of supporting our Benbrook community sports programs and Benbrook Middle High School sports and extracurricular programs, students may also wear Bobcat spirit wear.

#### **FAMILY INVOLVEMENT AND PARENT COMPACT**

Westpark Elementary is committed to the goal of maintaining close communication with our parents and to promoting positive partnerships between home and school. The staff and faculty will listen to and collaborate with parents regarding their child's educational needs. Together we can enhance our students' opportunities for academic success. Please take time to read the Parent-Teacher Compact of Respect and Trust. \*

***\*See Attachment C.***

A criminal background check is required of every person who assists as a volunteer in any capacity in the school or who accompanies students on a field trip. It is recommended that all parents submit a form for a criminal background check. Please access the application at <https://volunteer.fwisd.org>. Parents who completed a check last year may simply go online and update.

### EMPLOYEE-ONLY AREAS

Areas marked as “Employees Only” must be respected by students and visitors. The faculty lounge is one of these areas, but there are also several maintenance and equipment areas which are not safe for students.

### GUIDE TO GRADE REPORTING

Please access the Guide to Grade Reporting at [Guide to Grade Reporting 1-5](#).

### LOST and FOUND

Articles found in and around the school will be placed in a designated lost and found area or turned in to the office. **All items brought or worn to school should be labeled with the student’s name. Your cooperation is appreciated!**

### LUNCH and BREAKFAST

The price of lunch is \$1.50 and breakfast costs 75 cents. ***Parents can apply for students to receive free or reduced-price lunch—online at [www.fwisd.org](http://www.fwisd.org) or with a paper form available in the office.*** All students use their student ID number to purchase lunch. Parents can pay ahead for meals by bringing cash or check to the cafeteria manager. (There will be a \$15.00 charge for a returned check.) Parents may also log in to [www.MySchoolBucks.com](http://www.MySchoolBucks.com) to register for a free account and pay for meals online. Student name and id number will be required. It is a good idea for all parents to pay some amount ahead of time for emergencies such as when the child forgets his/her lunch or money.

Cafeteria expectations will be discussed with the students by all teachers. Students must comply with directions given by the cafeteria monitor and teachers on duty. Students will be changed to another seat or removed to the office for improper behavior.

**Parents are welcome to join their students for lunch but may eat only with their own student in the designated area. *Parents may not bring or purchase food for a child other than their own.* Please remember you must obtain a visitor sticker in the office.**

#### **Schedule for Parent Dining by Homeroom Teacher and Grade Level:**

**Monday—Koppes, Parlington, Plunkett, Kerbow, Finn, Luskey**

**Tuesday—Bobo, Tate, Johnson, Thielvoldt, Atkins, S. Simons, Trevino**

**Wednesday—Belew, K. Simons, Patyk, Anzaldua, Farr**

**Thursday—Stroman, Pike, K. Brown, Shin, McMillan, Clements, Sainz**

**Friday—M. Brown, Williams, Glanzer, Petersen, 5<sup>th</sup> grade**

**You are welcome to check your child out of school for a 30 minute lunch, however we ask that students not miss instructional time.**

***So that cafeteria routines and expectations can be established and teachers can maintain their students' focus, parents may not eat lunch with their student during the first three weeks of school. Thank you for understanding the need for this request.***

**++Parents will not be allowed to eat with their students on State testing days.++**

### **MEDICATION / NURSE**

The Medication Administration Request Form must be filled out by a practicing medical doctor and signed by the doctor and the parent before medication can be given at school by school personnel. This form is found on the district website, or may be provided by the school nurse. All medication must be sent to school in a labeled prescription bottle. No more than a one-week supply should be sent to school at a time. Students must not keep medicine in their possession. It must be brought immediately to the office in the morning.

**Over-the-counter medications fall under the same regulations as prescription drugs (examples include cough drops, medicated lip ointments, ibuprofen, etc.).**

It is **vitaly important** that emergency telephone numbers are on file in the office. Parents will be contacted about serious health-related incidents. If a student vomits or has a temperature over 100.2 degrees, s/he must go home. Parents must sign dismissal slips before taking students home.

### **NOTICE OF SECTION 504**

It is the policy of the Fort Worth Independent School District to provide a free, appropriate public education to all students who reside in the District, without regard to a handicapping condition. Inquiries concerning application of this policy may be referred to the school counselor, teacher, and/or principal, or you may contact June Davis, Coordinator of Section 504 responsibilities, at 100 N. University Drive or call 871-2801.

### **PARKING LOTS**

Parking is available for parents and visitors in the main parking lot or in a few "head-in" parking spots in front of the school. Please observe those parking spots designated as "Handicapped Parking" and those spaces reserved for school personnel. Cars cannot be parked in the bus zones, fire lanes, or any other places that will obstruct traffic or block cars in parking places. Cars parked in the fire lanes will be ticketed by the Benbrook Police Department in accordance with Benbrook City ordinance.

Parking lots are managed at the discretion of the administration. **Parking lots close daily 2:00-3:30 so that a safe dismissal for all students can be facilitated.**

Designated cross walks should be used in order to ensure student safety. There should be no running in the parking area or traffic lanes.

Patience and courtesy will result in safety for our children and families.

## PARTY GUIDELINES

**School-wide Party Days** - All classes of students, Pre-K-5, are allowed to have parties on the last day before the Winter Break, on Valentine's Day, and on the last day of school. Parties will be scheduled for the last 45 minutes of the day. Exceptions must be approved by the principal.

For parties scheduled by families outside of school, only invitations that will be given to every child in the class are permissible to be distributed at school. If you do not intend to invite the entire class, please find an alternate method of passing out invitations.

Birthdays may only be observed the first or last 15 minutes of the school day.

***Parents planning a birthday celebration must coordinate in advance with their child's teachers so that they are made aware of any students in the class who have allergies. Food for parties must be free of any ingredients to which a child in the class is allergic.***

When balloons, flowers, or other items are delivered to a student, the teacher will be informed, and students will be able to pick up the items just before they go home at the end of the day. All of these items are nice surprises, but they are distractions in the classrooms. Students will not be pulled from class for any deliveries, singing telegrams, etc.

## REPORTING OF ABUSE OR NEGLECT

By law, it is the responsibility of the staff to report any indication of abuse. It is not the duty of campus level staff to question students once an incident has been reported. Campus liaison officers and Texas Child Protection Services will be notified and will conduct all investigations. Investigators will make every effort to be fair to all parties. The law is written to protect children, and the law will be followed by the school. It is equally the responsibility of parents to directly report to the Texas Child Protective Services any information given to them by their children. [report abuse](#)

## TEXTBOOKS,

Students are responsible for the care of textbooks, and will be fined for damage. It is the student's responsibility to inspect each book and report any initial damage to the teacher. Students are responsible for paying for the book if it is lost or damaged.

## TOYS and THINGS WITH WHEELS

Students should not bring scooters, skates, rolling backpacks, rollerblades, skate boards, or shoes that have wheels in them to school (or on the campus) at any time. **Neither toys, fidget spinners nor balls should be brought to school.**

## VISITORS

All visitors are required to come to the office to sign in and to get a visitor's sticker. A driver's license or state id is required for all visitors entering the building.

## Attachment A

### Arrival Plan

#### I. **Parent Car Lane Drop-off (*Preferred method of delivering students to school*):**

Parents wishing to drop their student off at Westpark's main entrance will enter the north driveway and travel in two lanes, looping around the main parking lot and eventually ***merging into one lane*** before the drop-off area. Children should exit their parents' car on the ***passenger side***, in the space next to the curb, and go directly to the sidewalk. Children will enter the school through the main front doors, between 7:30 and 7:50.

The front "head-in" parking is **reserved for teachers and the disabled**, and for the safety of our children and families, parents, unless disabled, may not park in these spaces during arrival time.

#### II. **Parent/Student Walk-Up**

Parents who desire to walk their children into the school may park in the designated Visitor spaces in the main parking lot on the north end of the school. Parents and their students will walk in lanes designated by painted stripes, crossing only at the crosswalks manned by school personnel and following guidance of school personnel.

***It is unsafe*** for parents to park on the street and walk their student across the driveway or over the retaining wall, into the front parking area, where the car drop-off lane will be functioning.

#### III. **Student Walkers**

Students who walk from their homes in the Whitestone neighborhood should use the striped crosswalk at the west driveway to reach the main front sidewalk; then proceed to the front entrance.

#### IV. **Bicyclers**

Students who ride their bikes shall secure them in the racks provided on the southwest end of the building, and proceed to the front entrance



## Attachment B

### Dismissal Procedures

***++ Westpark Elementary parking lots will be closed 2:00-3:30 p.m. each day so that we may facilitate a car pick-up system designed to dismiss students safely & expeditiously. ++***

#### **I. Parent Car Lane Pick-up (Preferred method of pick-up):**

Parents who drive to pick-up their child(ren) can do so, proceeding through the main entrance of the school and following established procedures,\* as guided by staff members.

Pre-K dismissal will occur in the parking lot between 2:15 and 2:30. Parents of students in grades K-5 must plan to arrive for "car pick-up" **after 2:30 p.m.**

\*Each child is provided a name placard (distributed on Meet the Teacher Night or on the first day of school.) This placard is designed to hang from your rearview mirror so that your child's name is visible through your windshield. As you drive through the pick-up line, staff will see your child's name, and call your child from his/her designated waiting area inside the building. Students are escorted outside, in groups, for safe loading in parent vehicles. *The same procedure is followed on RAINY DAYS.*

**If you do not have your placard displayed in the windshield of your car, you must park your car in a legal parking place on the street or in the Restoration Church parking lot, and enter the main office for help. Staff members posted outside will not be able to help you with forgotten placards. The main parking lot and parking spaces in the front of the school will be off-limits beginning at 2:00 each day, in preparation for dismissal of Pre-K at 2:15, and Grades K-5 at 3:05.**

**II. Walkers & Bicycle Riders:** Students who walk will be led by staff members to the sidewalk. Students who must cross Jerry Dunn Parkway, should do so at the intersection of Jerry Dunn Parkway and Whitestone Ranch Road. A crossing guard will see that students cross FM 2871 safely. Bicycle riders must always walk their bikes from school property.

#### **III. Side-walk Pick-up:**

School parking lots will be closed, 2:00-3:30 p.m. each afternoon to safely facilitate the car pick-up lane system. There is very limited parking on the street. *For safety reasons, parents should not park on the street to unite with their students at dismissal.* However, in the afternoons, parents may park in the Restoration Church\* parking lot and walk across the street to the campus and wait for their student on the sidewalk outside the north door (adjacent to the library.) Students will be released to parents, *who must show their student's name placard.* At the designated crosswalk area in the school driveway, *and with the direction of school staff,* students and parents may cross back to the church parking lot.

***\*Our heartfelt gratitude goes to Restoration Church for their generosity in allowing Westpark parents to use their parking lot each afternoon. Please do not park on the grass at Restoration Church. We want to be good neighbors!***

#### **III. FWISD bus transportation will be provided as follows:**

- Transportation will be provided for students who reside north of Aledo Road and west of 2871
- Transportation will be provided for students east of 2871

- Transportation will be provided for students south of 377
- Transportation will be provided for students south of Whitestone Golf Course in the Whitestone Heights subdivision
- Transportation will not be provided for students west of 2871 and south of Rolling Hills

**Reminder: No pets will be allowed at the dismissal site in an effort to ensure the safety and comfort of all of our students.**

***Cell phone usage while driving within the school zone and while in the car line is illegal and will be cause for a citation by Benbrook Police.***





## ATTACHMENT C

### Parent-Teacher Compact

#### •As a student, I will:

Always try to do my best work.  
Be kind, helpful, and honest to my classmates and school staff.  
Show respect for myself, my school, and other people.  
Obey classroom, school, and bus rules.  
Come to school prepared with my homework and my supplies.  
Turn in my classwork/homework within 3 school days of it being assigned. I understand that it will not be accepted if it is late.  
Be responsible for making up assignments if I am absent. I understand that I have one day for each day I am absent to complete the work.  
Talk with my parents each day about my school activities.  
Work with my teacher to come up with a plan to correct work below 70%. I understand that I have 5 school days to correct the assignment and the highest grade I can earn is 70%.

Student

#### • As a parent/guardian, I will:

See that my child is punctual, attends school regularly, and follows district dress code.  
Show respect and support for my child, the teachers, and the school.  
Support the school's discipline and schoolwork policies.  
Provide a quiet, well-lit place for study and supervise homework.  
Attend parent-teacher conferences.  
Talk with my child each day about his or her school activities.  
Talk and work with the teachers to support my child's learning.  
Review my child's graded work and monitor grades on Parent Portal.

Parent

Administrator

Teacher

#### •As an administrator, I will:

Provide a safe environment that allows for positive communication between the teacher, parent and student. I will encourage parents to establish a first line of communication with teachers.  
Encourage teachers to regularly provide academic intervention strategies and homework assignments that will reinforce classroom instruction.  
Provide resources to support the academic program.  
Provide opportunities for parents to be involved in the school and in their child's education.

#### •As a teacher I will:

Show respect for each child and his or her family.  
Make efficient use of learning time.  
Provide a safe and comfortable environment that is conducive to learning.  
Help each child grow to his or her fullest potential.  
Provide meaningful and appropriate homework activities.  
Provide necessary assistance to parents so they can help with assignments.  
Enforce school and classroom rules fairly and consistently.  
Supply students and parents with clear evaluations of progress and achievement.  
Demonstrate professional behavior and a positive attitude.  
Communicate effectively with parents. We will respond to parent messages within 24 hours (excluding weekends and holidays).

## Attachment D

### Bacterial Meningitis

#### **BACTERIAL MENINGITIS**

Bacterial Meningitis is very serious. The highest risk group for the most serious form of the disease, meningococcal meningitis, is among children 2-18 years old.

Senate Bill (SB) 31 requires a school district to provide information relating to bacterial meningitis to its students and their parents each school year.

See the Bacterial Meningitis information below for more details and who to contact for questions.

#### **What is meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord—also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management. There are two common types of bacteria that cause meningitis:

- *Strep pneumonia* causes pneumococcal meningitis; there are over 80 subtypes that cause illness
- *Neisseria meningitidis*—meningococcal meningitis; there are 5 subtypes that cause serious illness—A, B, C, Y, W-135

#### **What are the symptoms?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms, but any of the following are possible. Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

*\*In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.*

#### **What is the risk of getting bacterial meningitis?**

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years-old.

#### **How serious is bacteria meningitis?**

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

#### **How is bacterial meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ **does not** cause meningitis in most people.

Instead, most people become **carriers** of the germ for days, weeks or even months. Being a carrier helps to stimulate the body's natural defense system. The bacteria rarely overcomes the body's immune system and causes meningitis or another serious illness.

**How can bacterial meningitis be prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal sero groups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

**What you should do if you think you or a friend might have bacterial meningitis?**

*Seek prompt medical attention.*

**How is bacterial meningitis diagnosed?**

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

**For more information**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine.

Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us)

# Notice of Non-Discrimination

The Fort Worth Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, gender identity and expression, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Rufino Mendoza, Title IX Coordinator  
Director, Employee Relations  
100 N. University Drive  
Fort Worth, TX 76107  
817.814.2790

June Davis, ADA/Section 504 Coordinator  
Director of Special Programs  
100 North University Drive  
Fort Worth, TX 76107  
817.814.2878

## Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies.

Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

### Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is: Dawn Simpler, Diagnostician

Phone Number: 817-815-7028

### Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

### Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Cody Stell, Counselor  
Phone Number: 817-815-7015

### Additional Information:

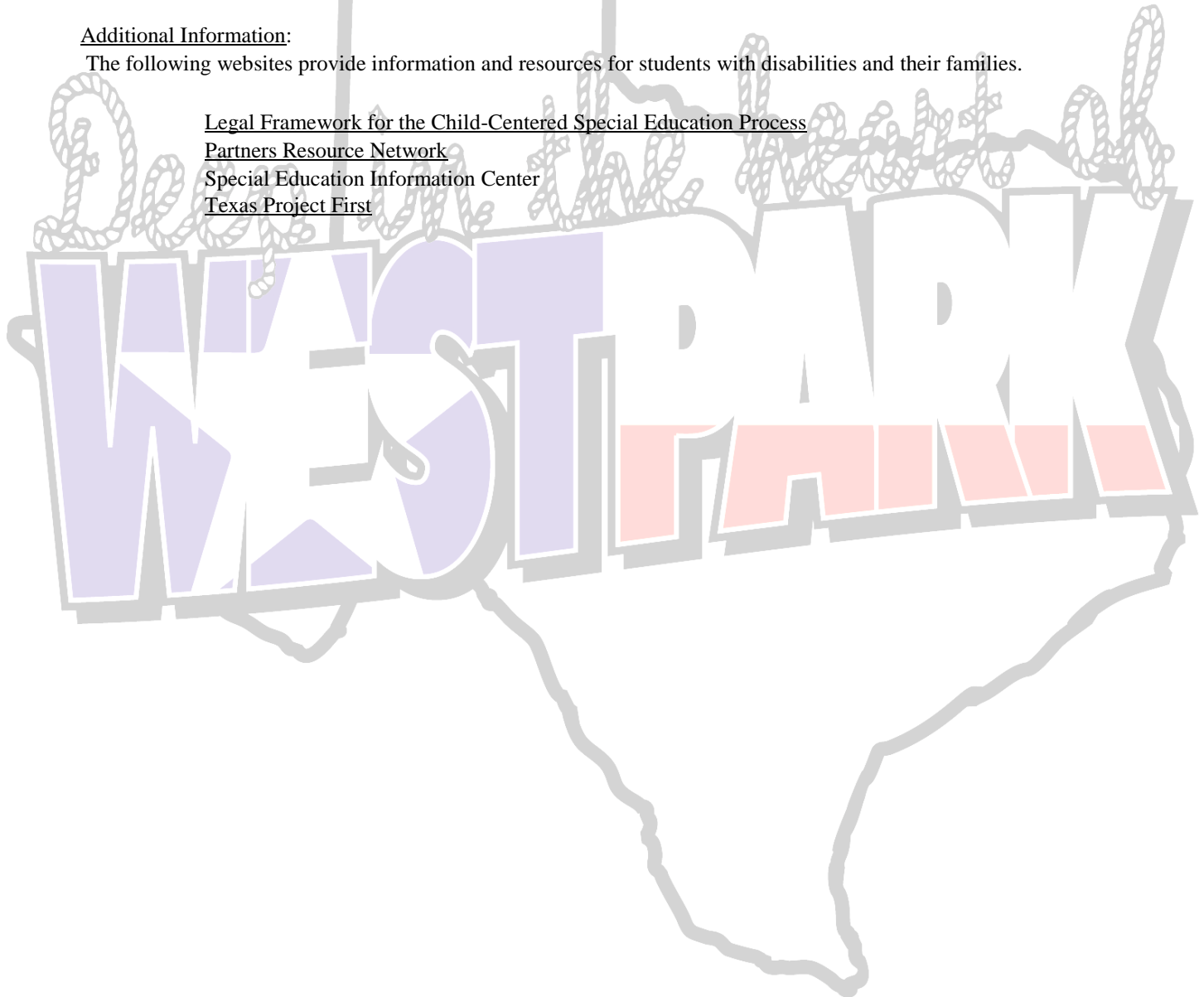
The following websites provide information and resources for students with disabilities and their families.

Legal Framework for the Child-Centered Special Education Process

Partners Resource Network

Special Education Information Center

Texas Project First





# Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

## Remisiones de educación especial:

Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la Notificación de salvaguardas procesales. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas "chárter" deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una petición verbal no requiere que el distrito o la escuela "chárter" respondan dentro del periodo establecido de los 15 días escolares.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el período de evaluación, dicho período se extenderá la misma cantidad de días lectivos que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días o más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias de tres días o más.

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado Guía para padres sobre el proceso de admisión, revisión y retiro.

## Persona de contacto para las remisiones de educación especial:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:

Persona de contacto: Dawn Simpler, Diagnóstico  
Número de teléfono: 817-815-7028

#### Remisiones de la Sección 504:

Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un sistema de salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

#### Persona de contacto para las remisiones de la Sección 504:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:

Cody Stell, Consejero

Número de teléfono: 817-817-7015

#### Información adicional:

Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

- [Marco legal del proceso de educación especial centrado en el niño](#)
- [Red de colaboradores y recursos](#)
- [Centro de Información de Educación Especial](#)
- [Texas Project First](#)