

# Student Handbook 2022-2023

## Kirkpatrick Wildcats



### OUR VISION

As a culturally responsive campus, Kirkpatrick Elementary will demonstrate a safe, supportive, and nurturing learning environment for student academic growth while supporting social emotional awareness with all Wildcat students, families, and staff.

### OUR MISSION

At Kirkpatrick Elementary, we will maintain a culturally responsive campus as we create and encourage a positive growth mindset for learning while developing social emotional awareness with all members of our community.

## **M.L. Kirkpatrick Elementary School**

3229 Lincoln Avenue  
Fort Worth, Texas 76106

817.814.4600

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Dear Students and Parent/Guardians:

We, the Kirkpatrick Elementary Faculty, want to welcome you to the 2022–2023 school year! Our faculty members expect this year to be an excellent one for your child. For this to happen, we all have to work together.

The Kirkpatrick Elementary Student Handbook contains information that both students and parents/guardians will need to know.

The handbook is divided into three sections:

- Section I                      General school information
- Section II                     Curriculum-related information
- Section III                    Other general information

The Student Handbook is designed to be in compliance with the Fort Worth ISD Board Policy and the *Student Code of Conduct*. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parent/guardians through newsletters and other communications on our district website, <https://www.fwisd.org/Kirkpatrickelementary>.

Parent/guardians and students should also become familiar with the Fort Worth ISD's *Student Code of Conduct*, required by state law and intended to promote school safety and an atmosphere for learning.

Please review the entire handbook with your child and keep it as a reference during this school year. If you, or your child, have questions about any of the material in this handbook, please contact a teacher, the counselor, or a school administrator. Please note that references to alphabetical policy codes are included so that parents/guardians can refer to current FWISD Policy. A copy of the District's Policy Manual is available in the school library and on the district website ([www.fwisd.org](http://www.fwisd.org)).

*Please complete and return the acknowledgment form located on the last page of the handbook, so that we have a record that you have received a copy.*

We thank you in advance for your cooperation regarding the education and safety of your child.

Sincerely,

Christine Kelley

Principal

## SECTION I: GENERAL SCHOOL INFORMATION

### SCHOOL HOURS

<u>Office Hours:</u>		7:40 a.m. – 4:00 p.m.
<u>School Hours:</u>	Prekindergarten	7:40 a.m. – 2:30 p.m.
	Kindergarten - Fifth Grade	7:40 a.m. – 3:20 p.m.

To keep our students safe, we will continue using electronic access control. Parents and visitors will use the designated visitor entrance and the intercom system to gain entry into the building during school hours. Our main entrance is marked with a green visitor sign. The intercom located by the main entrance will be used to call the front office. The front office will electronically provide you entry to the building. You will then be asked to check in at the office and be issued a visitor's badge, prior to visiting other parts of our building. We want to welcome our parents in a way that establishes a safe and secure campus at all times. Your cooperation is essential for this process to be successful.

### BEFORE AND AFTER SCHOOL

#### *Before School*

- Students may arrive at school at 7:30 a.m. and wait in the cafeteria until 7:40 a.m.
- Students may pick up breakfast in the cafeteria from 7:30 a.m. to 7:50 a.m. each morning.
- Students will walk to their classroom beginning at 7:40 a.m.

#### *After School*

- Students are dismissed by their teachers in designated locations. A student will not be released until the teacher identifies the person designated to pick up the student.
- Families will be asked to complete a transportation form that lists the names of all individuals permitted to pick up their student.
- Each family will be given a transportation card that lists the names of students and their grades. The card must be displayed in the car window at dismissal, or presented to school staff if walking. Individuals without the transportation card will be asked to show identification before a student may be released to them.
- Please watch out for students and encourage your child to cross only at the crosswalk.
- Students who are walking cannot linger on campus and must leave campus immediately upon dismissal by their teacher.
- During bad weather related days, rain or temperatures at/over 100° F, students will be dismissed from inside the building.
- Students who are not picked up at the appropriate time MUST wait in the auditorium for an adult to sign them out before picking them up.

## CAFETERIA SERVICES

The District participates in the National School Meal Program and offers students nutritionally balanced lunches daily. Breakfast is served beginning at 7:30 am. Lunch is served from 10:30 a.m. until 12:45 p.m. daily. A menu may be viewed on the district website.

Your child may:

- Eat a free breakfast and lunch at school, or
- Bring breakfast and lunch from home

## MEDICINE AT SCHOOL

- Medication required by a physician and/or dentist must be accompanied by the physician/dentist medication order prior to being given to the student at school. The medication form may be obtained from the school nurse. No medication of any kind shall be given to any student without the physician/dentist order.
- Medication brought to school *must be* in the original labeled container and delivered to the school nurse. A child may not keep the medicine in his/her possession. It will be kept in a locked cabinet. Medicine is **only** given in the nurse's office. If desired, the parent/guardian can bring the medication to school and administer it to the child in the nurse's office AFTER registering in the front office. COUGH DROPS, ASPIRIN, ETC. ARE CONSIDERED MEDICATION AND MUST MEET THE ABOVE REQUIREMENTS BEFORE THEY CAN BE ADMINISTERED TO THE CHILD.

## TRANSPORTATION

### *School Sponsored*

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent/guardian personally requests that the student be permitted to ride with the parent/guardian. In this case, only the parent's/guardian's child, not any other students, may ride in the car.

Sometimes, parents/guardians are asked to chaperone field trips. Due to safety and liability issues, parents/guardians may not bring siblings. Field trips are only for the students involved in that particular school activity.

## **FIELD TRIPS**

FWISD selects one field trip for each grade each year. There is no cost to parents/guardians for this field trip. Classroom teachers may choose to participate in additional field trips during the year. No teacher will permit a student to participate in a field trip or other activity unless the parent/guardian has given written permission. At the beginning of the school year, parents/guardians are requested to sign the form PARENT/GUARDIANS RELEASE FOR FIELD TRIPS. This form covers field trips taken by school bus. You will receive an additional permission slip prior to each field trip, with additional information, that must be completed in order for your child to attend.

Field trips and extracurricular activities are excellent opportunities to enrich students' learning. All students are encouraged to participate in these activities.

We expect students to display appropriate behavior as defined in our school-wide discipline plan, prior to and during these activities. Therefore, if a student has had one (1) or more office referral in the same six weeks reporting period that such an activity is scheduled, it will be up to the teacher and administrators to decide whether or not the student's parent/guardian will be required to accompany him/her.

## **BUSES**

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavior standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner.
- Keep feet, books, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal to exit the bus and before crossing in front of the bus.

Misconduct will receive consequences in accordance with the Student Code of Conduct; bus-riding privileges may be suspended. Any vandalism costs will be paid by the person who is responsible for the vandalism. If damage is not paid for, the student will not be allowed the privilege of riding the bus. The Transportation Department is directly responsible for the bus and its drivers. Parents/guardians may call the department directly, at (817) 531-6400, with any questions and/or concerns.

## VISITORS TO THE SCHOOL

Parents/guardians and others are welcome to visit our school. ***For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the office, sign in, and receive a Visitor's Pass.***

## PARENT/GUARDIAN SCHOOL INVOLVEMENT

### *Parent Teacher Organization (PTO)*

Kirkpatrick Elementary is establishing a PTO. We encourage you to join and support this organization. It helps to increase parent/guardian involvement in education and fosters a close relationship between home and school. PTO also organizes fund-raising activities that provide additional funding for instructional materials, special programs, and school events.

## PARTNERING FOR STUDENT SUCCESS

A strong partnership between home and school helps students be more successful in school. This partnership thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to place a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (817) 814-4600 for an appointment. A teacher will return your call to schedule a day and time during his/her conference period or at a mutually convenient time before or after school.
- Becoming a school volunteer. Each person wishing to volunteer must stop by the office and complete a Volunteer Background Check Form each school year. You will be notified of its acceptance/non-acceptance status.
- Participating in campus parent/guardian organizations - the Kirkpatrick Elementary PTO. Everyone is welcome to join.
- Offering to serve as a parent/guardian representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB.
- Keeping up to date with information posted on the district website and the Kirkpatrick Facebook Page.

## STUDENT EMERGENCY INFORMATION CARD

A Student Emergency Information Card must be filled out completely and accurately for every child. Please note items concerning custody, restraining orders, and the release of the student. Students shall be released only to the person or persons designated by the parent/guardian on this card. In order to change or add information to a child's emergency card, the parent/guardian must come to the front office. **It is vital that we have a telephone number and an address where someone can be reached in case of an emergency. The phone number and address must be kept up-to-date. Please let us know immediately if there are any changes.**

## EARLY DISMISSALS

Early dismissal of students is *strongly discouraged* because students miss valuable instruction.

However, for occasions when an early dismissal is unavoidable:

- Students must be dismissed from the office
- Students will only be released to persons whose names are listed on the student's emergency card.
- Identification with a picture (i.e.: driver's license) is *required and checked* against the student information card.
- For your child's safety, no early dismissals are given over the phone.
- Students will not be allowed to wait in the office for an early dismissal, so parents/guardians need to allow time to verify the parent's identity, complete early dismissal paperwork and for the student to come to the office.

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent/guardian.

## TARDY/LATE ARRIVAL TO SCHOOL

Students are tardy if they are not in their classroom at 7:50 a.m. If your child arrives late to school, please report to the office with your child to receive a tardy pass. Students miss valuable instruction when they are late to school. There is often little time for teachers to help students with the information that they have missed due to tardiness. Records of excessive tardiness are maintained.

## ATTENDANCE

Regular school attendance is essential for students to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional material; therefore, the student and parent/guardian should make every effort to avoid unnecessary absences. When your student is absent, a note



must be sent with your child stating the reason for the absence the day a student returns to school. This is district policy. In order for an absence to be reported as excused, a note must be received by the child's teacher ***within seven days*** of returning to school. Conferences will be requested with parents of students who have multiple absences.

## **ABSENCES FOR RELIGIOUS HOLIDAYS**

A school district shall excuse a student from attending school for the purpose of observing religious holidays, **if the parent/guardian of the student submits a written excuse for the absence**. A student whose absence is excused under this subsection shall be allowed a reasonable time to make up schoolwork missed on those days.

## **AFTER SCHOOL PROGRAM**

Kirkpatrick Elementary will offer an after school program for students in grades 3-5 beginning in September. The after school program is provided by the YMCA.

Day care providers may offer pickup by van. If your child is provided after school care by another provider, it is the parent(s) responsibility to notify the school of the name of the provider, start date, and end date. The student will be sent to his/her after school care provider unless the school is ***notified by the parent in writing*** of the arrangements made for the student's dismissal.

Please be sure that your child and teacher know how he/she will be going home and with whom. If there is a change in their method of dismissal, a note should be sent to the teacher the day the change occurs with how long the change will be needed. We are aware that emergencies occur and there can be a change in the manner your child goes home; however, the person picking up your child must be on their emergency information sheet. *Staying consistent with your child's dismissal method ensures his/her safety.*

## **PARTIES**

Classrooms are allowed to have school-sponsored parties at Winter Break, Valentine's Day, and at the end of the year. The teacher will coordinate party plans with families.

If a parent/guardian wants to have a birthday party for an individual child, the parent must make prior arrangements with the teacher at least one day in advance. The party should consist of only a cupcake or cookie and juice, and must occur during the last 30 minutes of the school day. At this time, parents/guardians are not permitted to attend class parties.

***All food served in the classroom must arrive prepackaged and unopened (Fort Worth City Ordinance).***

## STUDENT CELL PHONE USE

Students may possess cell phones while on school property or while attending school-sponsored or school related activities on or off school property. However, such devices must remain off and in the student's backpack during the instructional day and during after school events.

The possession of a cell phone by students on school property or while attending school-sponsored or school-related events is a privilege, not a right. A campus administrator, in the exercise of reasonable discretion in response to student misbehavior, abuse of the privilege, or other reasonable cause, may deny or revoke the privilege of possessing a cell phone.

## VISITING CLASSROOMS/CONFERENCES

Parents/guardians are encouraged to visit the school throughout the school year. These visits must be to observe instruction or volunteer in the classroom. Teachers must focus their attention on students during instructional time. Any needed conference should be scheduled before or after school or during the teacher's planning period. **Visitors must sign in at the office to receive a Visitor's Pass before going to the classroom for any reason.**

## SECTION II: CURRICULUM-RELATED INFORMATION

*This section of the handbook contains pertinent requirements for academics and activities.*

### DAILY SCHEDULES

Your child's teacher(s) will provide you with your child's specific daily schedule that includes the teacher's planning/conference time. Should you need a conference with your child's teacher(s), we ask that you call the office and schedule a conference during the teacher's planning/conference time.

<b>7:30 a.m.</b>	<b>School doors open Students wait in cafeteria</b>
<b>7:40 a.m.</b>	<b>First bell rings Teachers begin greeting students</b>
<b>7:50 a.m.</b>	<b>Tardy bell rings Cafeteria stops serving breakfast</b>
<b>2:30 p.m.</b>	<b>Pre-Kindergarten dismissal</b>
<b>3:20 p.m.</b>	<b>Kindergarten-5th grade dismissal</b>

### PROGRESS REPORT/REPORT CARDS

Report cards are available after every six weeks grading period. Parents/guardians will also receive a student progress report three weeks into each six week grading period. Both reports are available in the Parent Portal. If you do not have access to Parent Portal, you may register at [www.fwisd.org/parentportal](http://www.fwisd.org/parentportal). You may obtain a paper copy of your child's report card by visiting the school's main office.

### RETENTION

Students who have not made satisfactory progress in reading, composition and language, math, science, and social studies (average of 70 or above) may be retained. (For further information, see policies at EHBC, EI, and EIE.)

### PURPOSE OF HOMEWORK

Homework is an extended independent practice for the reinforcement of basic skills and/or special projects of the student's class work. Homework is not mandated daily in all subjects, but reinforcement and practice are encouraged.

Meaningful homework assignments serve several purposes:

- help students learn better and faster
- nurture the development of self-discipline and organizational skills
- foster the use of independent research skills,
- communicate the high expectations that schools hold for their students and
- help families become involved with education.

## **GUIDELINES FOR HOMEWORK**

Time needed on homework may vary depending on the specific needs of individual children and the type of homework assignment.

- K-2 homework should not exceed 30 minutes.
- 3-5 homework should not exceed 45 minutes.

Homework assignments will usually be assigned Monday through Thursday and generally will be omitted on weekends. Homework assignments will be checked for completeness and correctness as a means for monitoring progress. Homework will be graded according to district policy.

## **STUDENT RESPONSIBILITIES REGARDING HOMEWORK**

Students should write down homework assignments and carry home necessary materials to complete assignments. Students will complete homework carefully and return it on time. When students are absent, they will check with the teacher upon return to get homework assignments.

## **PARENT/GUARDIAN RESPONSIBILITIES REGARDING HOMEWORK**

Your children need your interest, support, and encouragement with homework practice exercises. Praise your children when they are diligent in doing homework daily and encourage them to establish better work habits when they do not do as well as they should.

To support students' learning and assist with the successful completion of homework assignments, parents/guardians should:

- provide a quiet place and a regular time for students to study
- supervise and assist their child but allow their child the responsibility of completing the assignment sheet and returning it to school
- check the assignment sheet and be sure that homework has been completed
- ask questions about the homework to check for understanding
- sign and return papers when requested by the teacher

- request a conference with the teacher if questions arise concerning homework or assignments

## **TEACHER RESPONSIBILITIES REGARDING HOMEWORK**

During the first two weeks of school, teachers will inform the parent/guardians of the homework routine. The teacher will explain the purpose of daily homework assignments to the students and make sure that the directions for each homework assignment is understood. The teacher will inform parents/guardians when the student's homework responsibility is not maintained.

## **SPECIAL PROGRAMS**

The District provides special programs for Gifted and Talented Students, Emergent Bilingual students, students with Dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A parent/guardian with questions about these programs should contact the principal.

## **PRE-KINDERGARTEN PROGRAM**

Students who will be four (4) years old on or before September 1 of the school year may attend our all-day four-year-old class free of charge, if they qualify by income or speak a language other than English or meet the UPK guidelines.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students.

### *Academic Fairs*

Students may participate in Spelling Bee, Science Fair, History Fair, and UIL.

### *Art Club*

The Art Club is for students in 3<sup>rd</sup>-5<sup>th</sup> grade who enjoy experiencing different types of art. Please see the art teacher for more information.

## SECTION III: OTHER GENERAL INFORMATION AND REQUIREMENTS

*Topics in this section of the handbook contain important information regarding school operations and requirements.*

### CONDUCT

In order for students to take advantage of learning opportunities and be productive members of our campus community, each student is expected to follow the *Student Code of Conduct*

- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District and Campus standards of grooming and dress.
- Obey all campus and classroom expectations and procedures.
- Respect the rights and privileges of other students, teachers, and District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.
- Respect the authority of the teachers, other staff members, safety patrol, and parent/guardian volunteers
- Toys are not allowed at school without the specific written consent and permission of the principal.
- No vandalism or destruction of school property, fighting, or abusive remarks.
- Possession of a weapon or violence toward other students or staff will result in suspension from school and a Central Disciplinary Conference or Hearing at the FWISD Student Affairs Office, with parent/guardian attendance required. Toys or other “weapons” that look real but are not can cause serious disciplinary action for students. Laser light “pointers” are considered to be weapons since they can cause vision damage. These serious offenses will result in suspension from the school campus and possibly a Central Disciplinary Hearing to consider removal of the student to an alternative setting.
- No bullying or harassment

### APPLICABILITY OF SCHOOL BEHAVIOR EXPECTATIONS

To achieve the best possible learning environment for all our students, the Student Code of Conduct and other campus behavior expectations will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The District has disciplinary authority over a student:

- During the regular school day and while a student is going to and from school on District transportation.
- Within 300 feet of school property.

- While a student is in attendance at any school-related activity, regardless of time or location.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

## PERSONAL BELONGINGS AT SCHOOL

Personal belongings such as iPads, cameras, toys, sports equipment, and games are not allowed on the school campus.

Playground equipment is supplied by the school district, and personal sports equipment such as footballs, baseballs, etc. should not be brought to school. The school cannot be responsible for lost or damaged items. Any disciplinary action involving personal belongings will be in accordance with the Student Code of Conduct.

## FUNDRAISING

All funds raised by student organizations must be expended for the benefit of the students. **The principal must approve all fundraisers.** Fundraising activities must not interfere with the instructional program. The sale of tickets and the collection of funds must be handled tactfully without exerting pressure on or causing embarrassment to students, parents, faculty, or staff. All fundraising items purchased by teachers or sponsors must follow normal disbursement procedures. Neither teachers nor sponsors may reimburse themselves for fundraising items purchased with personal funds from cash collected from the sale of fundraising items.

## DRESS CODE

Under the standards for dress policy, students in PreK-8 may choose from a variety of tops and bottoms in navy, white, khaki, with the option of wearing denim blue jeans that are free of embellishment. Pants must be hemmed or cuffed. Students will be required to adhere to the dress code during school hours and dress appropriately while participating in other school-sponsored activities. Complete a dress code check when students arrive at your class in the morning. Monitor this very carefully so we can take action to alleviate the problem quickly.

### Shirts, Blouses, Sweaters and Sweatshirts

#### ***Acceptable***

**Style:** Collared or crew neck blouses, knit or oxford shirts, turtlenecks, sweaters or sweatshirts; short or long sleeves; tucked into bottoms

**Color:** Navy or white

#### ***Unacceptable***

- No t-shirts are allowed
- No logos larger than 1.5" square except school logos

## Pants, Skirts, Shorts, Skorts, Capris and Jumpers

### ***Acceptable***

**Style:** All bottoms must be hemmed or cuffed; belt must be worn with bottoms that have belt loops

**Color:** Navy, khaki black, or blue jeans

### ***Unacceptable***

- Blue jeans must be free of embellishments

## Additional Items

### ***Acceptable***

**Shoes:** Athletic shoes, loafers, dress shoes or other closed-toe shoes, open toe/open heel shoes are allowed; shoelaces must be white or match shoe color

**Belts:** Belts must be solid color; fabric or leather; buckle no larger than two inches

**Socks:** Socks, tights or hosiery must be solid color - brown, black, navy, white or neutral

### ***Unacceptable***

- No patterned socks, tights or hosiery
- Colored shoelaces other than those listed as acceptable

Violations of dress code shall be handled at the school level:

- The student shall be given an opportunity to correct the problem at school.
- Appropriate clothing shall be provided for the student to wear during the school day.
- A parent conference shall be held



## ACKNOWLEDGMENT FORM

My child and I have received a copy of the 2022-2023 Kirkpatrick Elementary Student Handbook.

I understand that the handbook contains information that my child and I may need during the school year. I understand that all students and parents will be held accountable for the information contained within the Student Handbook.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Print name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

***This page is to be returned to your child's teacher***