

Westpark Elementary School

Student Handbook



2017-2018

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

THIS YEAR WE ROCK!



A Note from Mrs. Hill and Mrs. Condit. . .

August 21, 2017

Dear Wildcat Students and Parents,

Welcome to the 2017-18 school year! Just a short 12 months ago we were moving into our brand new beautiful building! One could say it was a “rocky” start, with construction incomplete, no internet or phones, and the paint hardly dry. We felt a bit off balance, and half the year we seemed to be racing to catch up. This year, however, we are ready to ROCK! We are settled, we know our building, and we have established procedures. Bring on the Wildcats!

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 look forward to another year of working with students, staff, parents, and community members to provide experiences that prepare ALL our students for success in college, career, and community leadership. We extend to you an invitation to work alongside us in a singleness of purpose. It will be a terrific year for learning and we are sure to have a lot of fun along the way!

Warmest Regards,



Susan Hill, Principal



Kendall Condit, 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

School Calendar

FWISD Traditional School Calendar

FORT WORTH INDEPENDENT SCHOOL DISTRICT 2017-18 TRADITIONAL CALENDAR



- HOLIDAYS • NO STUDENTS
- STAFF DAYS • NO STUDENTS
- SEMESTER MILESTONES

100 N. UNIVERSITY DRIVE, FORT WORTH, TX 76107
817.814.2000 • WWW.FWISD.ORG
DATES SUBJECT TO CHANGE
Fort Worth ISD Board Approved - Updated 4/2017



FWISD and WESTPARK ELEMENTARY MISSION STATEMENT

FWISD and Westpark's mission is preparing 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'S OBJECTIVES

The objectives of Westpark Elementary are:

- (1) to establish clear standards of learning for **all** students.
- (2) to provide learning experiences in the classroom which will ensure that students master the Texas Essential Knowledge and Skills and demonstrate growth in reading proficiency by gaining 200 Lexile points each year;
- (3) to provide opportunities for enrichment and for applying skills in meaningful real-life projects;
- (4) to provide a positive school climate in which each child feels emotionally secure;
- (5) to provide a comfortable and safe environment conducive to learning; and promote a healthy lifestyle for all school stakeholders;
- (6) to foster school and community pride among students, their families, faculty and staff.

2017-18 WESTPARK ELEMENTARY HOMEROOMS

Pre-Kindergarten	Mrs. Sara Sanchez Koppes, Room 115 Mrs. Nicki Morgan, Room 114
Kindergarten	Mrs. Katie Atkins, Room 103 Mrs. Adrianna Bobo, Room 102 Ms. Casey Moon, Room 105 Mrs. Wendy Parlington, Room 101 Ms. Erin Rittmayer, Room 104
First Grade	Mrs. Elizabeth Golemon, Room 113 Mrs. Katrina Johnson, Room 110 Mrs. Robin Macha, Room 109 Ms. Karissa Simons, Room 112 Ms. Camille Williams, Room 111
Second-Third Grade Multi-age Class	Ms. Kaitlin Welsh, Room 106 (Teaming With Ms. Michaela Finn)
Second Grade	Mrs. Karen Brown, Room 214 Ms. Michaela Finn, Room 107 Mrs. Elizabeth Pike, Room 217 Ms. Senta Simons, Room 216 Mrs. DeAnna Thielvoldt, Room 215
Third Grade	Mr. Dean Adia, Room 212 Ms. Amanda Patyk, Room 210 Ms. Jenifer Helgen, Room 211 Mrs. Maria Kerbow, Room 213
Fourth Grade	Mrs. Jennifer Anzaldia, Room 208 Mrs. Kelly Baldobino, Room 207 Mrs. Rebecca Clements, Room 206 Mrs. Amy Smelley, Room 205
Fifth Grade	Mrs. Shelley Couch, Room 201 Mr. Jason Bruck, Room 202 Mrs. Jayme Langford, Room 203 Mrs. Ashley Sainz, Room 204

LINC	Ms. Jill Hansen, Room 127 Mrs. Antoinette Peavy, Teacher Asst. Mrs. Isabel Shirley, 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.
Physical Education/Health	Mr. Jeremy Kinder, Gym, Room 122 Mrs. Dee Ann Cook, Assistant
Art Education	Mrs. Jennifer McMillan, Room 116
Music Education	Mrs. Sonya Warren-Williams, Room 121

2017-18 WESTPARK ELEMENTARY SUPPORT STAFF

Principal.....	Susan Hill, Room 100-E
Assistant Principal.....	Kendall Condit, Room 100-F
Secretary.....	Deborah Mahurin, 100-D
Counselor.....	Cody Stell, Room 100-C
Wellness Coordinator.....	Jennifer McMillan, Room 116
Librarian.....	Dianne Law, Room 102
Nurse.....	Patricia McKenney, Room 214
Speech-Language Pathologist.....	Patricia Love, Room 100-H
Speech Therapist Assistant.....	Meagan Wilson
Special Education Diagnostician.....	Dawn Simpler, Room 100-B
Data Clerk.....	Debbie Henninge, Front Office
Cafeteria.....	Clara Sepulveda, Manager Zoraima Dimas Bautista Cindy Caraveo Delores Murray
Cafeteria Monitor.....	Lacey Hammock
Campus Monitor.....	Chris Jack

Custodians.....Head Custodian: John Brooks
Devonta Dennis
Kendrick Slaughter

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ARRIVAL AT SCHOOL*

Doors open at 7:30 a.m. School hours are 8:00– 3:00 for students in grades K-5 and 8:00-2:15 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 8:00, students must stop by the office for a tardy pass. Students may not be escorted to class by their parents after 8:00 a.m. Students should be in their classrooms by 7:50 a.m. Instruction begins promptly at 8:00.

For more information, please see Attachment A

Tardiness

Students will be counted as tardy if they are not **in class** by 8:00 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.”

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.* 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.

****Please see information about "A Note For My Wildcat" in Attachment E.***

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 push 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. 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 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 C.***

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 3:00 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.

In the case of changes to dismissal plans, parents should *email the office* (deborah.mahurin@fwisd.org or deborah.henninge@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 and view the "A Note For My Wildcat" in Attachment E.***

All early dismissals should occur before 2:15 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 8 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.

At Westpark, students in grades 3, 4, and 5 will observe “Fit Friday” each Friday. Students are allowed to wear athletic shorts or pants which would otherwise be out of dress code. They should also wear tennis shoes.

FAMILY INVOLVEMENT AND COMMUNITY INVOLVEMENT

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.

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.

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 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 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 obey 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.

Grade-level Schedule for Parent Dining:

Tuesday—Grades 1 and 3

Wednesday—Grades 2 and 4

Thursday—Pre-K and Grade 5

Friday--Kindergarten

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.

**Please see information about "A Note For My Wildcat" in Attachment D.*

++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 students vomit or have a temperature over 100.2 degrees, they 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 and on Valentine's Day. Parties will be scheduled for the last 45 minutes of the day. Exceptions must be approved by the principal.

For parties that families schedule 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 right 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 nor balls should be brought to school. Fidget spinners are considered toys.**

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 8:00.

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 3:00.

- #### **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 that are 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 is illegal and will be cause for a citation by Benbrook Police.

ATTACHMENT C

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 and the Texas Department of Health: www.tdh.state.tx.us

ATTACHMENT D

“A Note About My Wildcat”

This year, we have created an informational “notepad” for each family--to make communication with our school a little easier. You will be provided with a small stack of “notes” that you may use to relay important information to the school. Use it to inform us of absences or changes in dismissal plans, and to give details about any money you are sending for your child. Please feel free to make copies as needed!

A NOTE FOR MY WILDCAT

For: Teacher Office Other: _____

Student Name: _____

Grade: _____ Date: _____

ABSENCE/TARDINESS:

was absent was late to school

On date(s): _____

Due to: _____

CHANGE IN DISMISSAL or EARLY RELEASE:

will be picked up by: _____

BUS/DAYCARE _____

CARPOOL LINE WALK-UP WALK HOME

At: Dismissal or _____ AM/PM

Contact Number: _____

Due to: _____

MONEY ENCLOSED:

Amount: \$ _____ Cash Check

For: Lunch Fieldtrip Other: _____

OTHER: _____


Parent Signature: _____

Email: _____

Contact #: _____

Westpark Elementary School, 817.815.7000

westpark.fwisd.org

 @Westpark207

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
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