

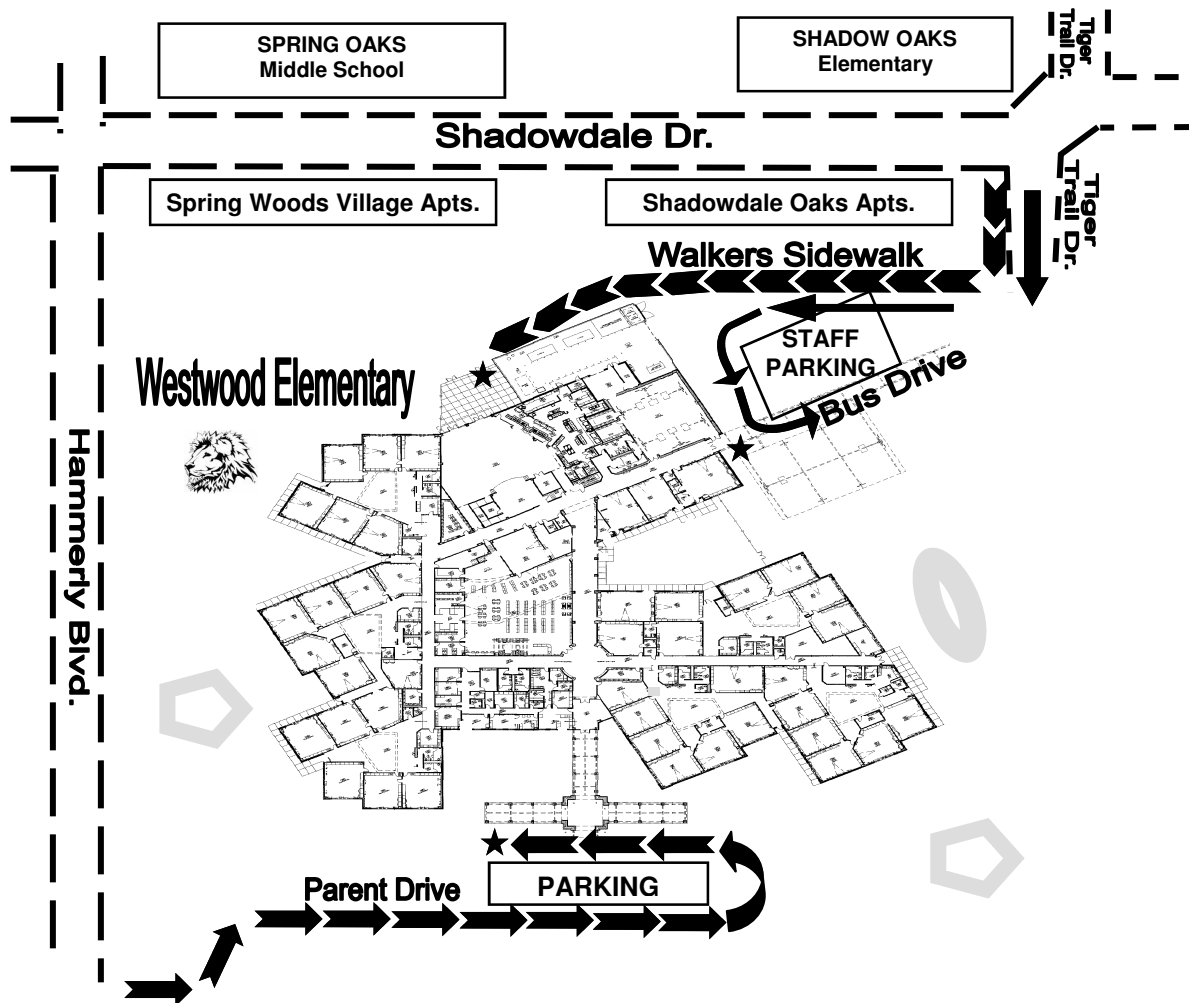


Parent Informational Guide to The ABCs of Westwood 2013-14

Westwood Community...Celebrating 50 Years of Excellence.

Arrival to School

Westwood will open at 7:30 am each morning for breakfast. If you are driving your child to school, please use our Parent Drive at the front entrance on Hammerly Blvd.. If you are walking your child to school, please use the back door by the gym (the drive is off Shadowdale to the back parking lot). Students should report to the Cafeteria and be seated with their classmates until 7:45 am. At 7:45, the teachers will escort our students to their classrooms.



Attendance

Because good attendance is crucial to school success, the state of Texas has some strict laws about absences. Here is summary of the rules:

- School begins at 8:00 am. Students are required to be in their classroom by 8:00 am.
- Students arriving after 8:00 am will be counted tardy.
- Students arriving after 9:00 am will be counted absent.
- All absences are considered unexcused unless you provide a written excuse within two days.

Excused absences include:

- Illness of a child (if child is ill for more than 3 days, a doctor's note is required)
- Family emergency (ex: funeral of immediate family member), not to exceed two days
- Lice, not to exceed one day

Unexcused absences include:

- Absences without written documentation within 2 days.
- Vacation, Illness of a sibling, bad weather, etc.
- If a student arrives after the first full hour of instruction (9:00 am) they will need to report to the ADA's office for an admit to class slip.

Tardies:

- Any time a student arrives after 8:00 am. All students will need to report to the ADA's office for an admit to class slip.

District regulates our attendance and requires that once a student has 7 absences and/or tardies, the parent will be notified by the school office. If a student has 10 or more absences and/or tardies, a referral will be made to the district's truancy department which is operated by the district police.

Westwood encourages and rewards good attendance at our Awards Assemblies. Please be sure your child is here everyday and is here on time.

Breakfast

Breakfast is served starting at 7:30 am in the Cafeteria. All students are welcome to eat breakfast. The cost is only 75 cents for those not on free/reduced lunch. In order to serve our children in a quick and efficient manner, only students are allowed in the Cafeteria during breakfast. The serving line closes at 7:45 am, so be sure your child arrives early.

Communication

Communication between school and home is very important. At Westwood, we strive to keep you informed of upcoming school events, school policies and procedures, ways to help your child succeed, and much more. To keep informed, please do the following:

- Review your child's School-Home Communication Folder (grades K-5th) and Student Planner (5th Grade Only) daily.
- Read monthly newsletters from the Principal, PTA, and teachers.
- Read school bulletins and letters.
- Post the monthly school calendars at home for easy reference.
- Keep an eye on the marquee for important information.
- Take a look at our Parent Information Board in the main hall.
- Visit the district website at www.springbranchisd.com.
- Call the school office if you have any questions.
- If you need to contact your child's teacher you may contact them during their conference period.
- Parents may leave phone a message by contacting our front office. All calls will be returned within a 24 hour period.

Conferences

Parent-Teacher Conference days are October 24 and 25. Additional conferences with your child's teacher can be scheduled by making an appointment. Each teacher has a daily conference period for this purpose. Just give your child's teacher a call or a note and she will be glad to assist you.

Discipline

Westwood provides a safe and positive learning environment for children. Westwood has a Behavior Management Plan that outlines the district's Student Code of Conduct and lists the consequences that will result if disciplinary action is needed. A copy of this plan is enclosed in this handbook. Please review it and discuss it with your child.

Dismissal of Students

Students will be dismissed from class at 3:00 pm. If you will be picking up your child, please follow these procedures to ensure your child's safety.

Car Pick Up

- Use the Parent Drive at the front entrance on Hammerly Blvd..
- When leaving the Parent Drive, make a right turn only to ease traffic flow.
- A color coded sign with a number assigned to your child will be issued at the end of their first day of school. All children in the same family will be assigned the same number. The sign needs to hang on your rear view mirror so that we can see your child/children's assigned number as you drive up. For the safety of your child, if you or a designee does not have the required sign you or the designee must come to the office and sign your child out. Please follow all WWE Car Safety Guidelines and Procedures.

Walker Pick Up

- All Kinder through 5th grade walkers dismiss from our back door by the cafeteria that is on the back of the school.
- Kindergarten and 2nd grade students must be picked up by their parent/guardian. If a parent would like an older sibling or other adult to pick up one or more of their children they must request it to their teacher in writing. All parents/guardians/brothers/sisters must show student ID card in order for teachers to release the student.

Change of Plans

- If you need to change transportation arrangements for your child, you need to provide written notice to the school office. Changes can not be made over the phone as it is difficult to verify your identification.

Early Pickup

If you need to pick up your **child before 2:30 pm**, please come to the school office and present a photo ID. The office staff will verify that you have permission to pick up your child. Students will only be released to the individuals listed on the Emergency Information card.

Students will not be dismissed from class between 2:30-3:00 pm. This time is reserved for closing activities in the classroom.

Emergency Contacts

In the case of an emergency, we need several ways to contact you and/or a family member. Please help us keep our records up to date by completing school forms and notifying the office of any changes. Students will only be released to individuals listed on the Emergency Information card.

Free Lunch Applications

These applications must be completed every school year. If your child was on free lunch last year, he/she will continue to have services for 30 days while your application is considered.

Hours

Student hours are 8:00 am - 3:00 pm. The front doors and the back door will open no earlier than 7:30 am. For the safety of your child, please do not bring or send your child to school before 7:30 am. Students will be dismissed from their classes at 3:00 pm.

School office hours are 7:30 am - 4:00 pm.

Junk Food

The state of Texas has laws against foods of minimal nutritional value being sold, distributed or consumed on school grounds. The following food items are not allowed on campus and will be confiscated:

- Carbonated beverages such as Coke, Sprite, Dr. Pepper, Root Beer, and others
- Hard candies such as candy canes, lollipops and Jolly Ranchers
- Chewy candies such as Tootsie Rolls, Starbursts, and licorice
- Marshmallow candies
- Popsicles not made from fruit juice
- Candy-coated popcorn such as Cracker Jack
- Chewing gum and bubble gum
- Gum drops, jelly beans, jellied and fruit flavored slices
- Candy corn and soft mints
- Cotton Candies

Lunch

Each class will have a 30-minute lunch break. Students may buy lunch from the cafeteria or bring a lunch from home. Every student has a 6-digit ID code that he/she must memorize and enter into the computer when purchasing a meal. We strongly suggest that you use the pre-payment system. Lunch is \$1.60 for those not on free/reduced lunches. See the district menu for more information.

Standardized Dress

- Students are required to wear our designated campus standardized dress every day. Occasionally, we will have a “free dress” day. A written notice will be sent home to inform you of those special days. Clothing should be clean and neat. Shirts must be tucked in and pants must fit at the waistline. Students in 4th and 5th grade must wear a belt that is black, navy or brown with a standard buckle. On Fridays only, students may wear their Westwood Spirit T-shirts with their navy blue or khaki pants.
- **Tops:** Red, white, navy blue, light blue shirts with short or long sleeves and a collar
- **Bottoms:** Navy blue and/or khaki shorts, skirts, pants, or jumpers with twill fabric (no denim)
- **Shoes:** Tennis shoes with shoelaces or Velcro straps (no sandals; no zipper closures)

- **Belts:** Belts are optional for grades K-3, but are required for 4th and 5th grade. All belts must be black, navy or brown with a standard buckle. Students may not wear any belts with insignias, words, skulls or designs.

Volunteering at School

Parental involvement in the school is vital to student success. At Westwood, all parents are asked to volunteer at least ten (10) hours of their time to the school during the year. There are many opportunities to volunteer such as tutoring a student, assisting with fundraisers such as the spring carnival, helping with a class holiday party, working in our library, baking cookies for a school event, or going on a field trip with your child's class.

To provide a safe, school environment, all volunteers in the school district must complete a Volunteer Registration Form each year. Registration will be completed on the Internet this year.

When you volunteer, please register your gift of time in the Volunteer Log. At the end of the year, all volunteers who have completed their 10 hour requirement will be invited to a volunteer appreciation reception.

Visiting the School

Westwood will host many special events for you to attend such as Open House, Storybook Parade, Family Nights, Award Assemblies, and more. Parents are also welcome to observe in the classroom. As a courtesy, we ask that you make arrangements with your child's teacher in advance.

For the safety of our children, we ask all parents and guests to register their visit at the front office and receive a visitor's badge before visiting any area on campus.

It is important that all visitors understand that due to fire code, strollers will not be permitted in the cafeteria, library and/or classrooms. We will provide an area to hold your stroller during your visit.

Who to Call

Westwood's phone number is 713.251.2100. If you have any questions, concerns, or suggestions, please contact one of the Westwood staff listed below:

Kay Kennard, Principal
Kathy Lee, Assistant Principal
Edith Waller, Nurse
Louisa Hametner, Counselor
Betsabeth Beyk, Social Worker
Sandra Garcia, Attendance Specialist