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### Dear Westlawn Elementary Family:

Welcome to the 2023-2024 school year! The staff is ready and waiting for learning to start. We are setting expectations high and expect everyone to achieve. All students are part of our "Leader In Me" philosophy. We will empower our students to value learning and become leaders in their own way. Westlawn staff will help our students develop the skills to be leaders in the school, community and society.

#### Campus Mission:

At Westlawn Elementary our campus mission is to ensure high levels of learning for ALL students.

#### Campus Vision:

Our focus is to provide encouraging social/emotional, physical, and academic development for all staff, students, and families.

We aim to establish a safe and welcoming learning environment that promotes ownership, engagement, and unity.

#LeadLearnGrow

We appreciate our Westlawn Elementary families as we work together to make this a successful year for our students and staff.

Thank you for giving us the opportunity to work with your child. We will do our best to serve your child's educational needs. We look forward to a productive school year during which your child will grow and mature.

**Dr. Tabitha Dudley, Principal**  
**Westlawn Elementary School**



# SCHOOL PRACTICES & PROCEDURES...

Students will receive information about the student handbook and code of conduct. The handbook contains detailed information about policies at elementary schools in TISD. It is also available on the TISD website – [www.txkisd.net](http://www.txkisd.net). In addition, here are a few important things you will want to know about Westlawn Elementary.

## SCHOOL DAY TIMES:

**Doors Open: 7:20 a.m.**

**First Period Attendance Recorded: 7:50 a.m.**

**Students Dismissed: 3:10 p.m.**

## MORNING ARRIVAL:

**Doors Open: 7:20 a.m.**

Car riders will arrive from the East door of the Cafeteria. Traffic enters from New Boston Road onto the one-way drive. Buses will arrive by the 5th Grade building.

**Do not drop students off before 7:20 a.m.** There will be no supervision of students prior to that time.

## DON'T BE LATE!

**It is very important that your child be in class ready to begin at 7:50 a.m.** Children who enter class late are not prepared to begin work on time and often fall behind in their work.

## ABSENCES:

When your child is absent, please call the school with an explanation and write a note when he/she returns to school. There are no tardies. Students are counted absent for first period after 7:50 a.m. If your child comes to school after 7:50 a.m., he/she is counted absent for first period. The state of Texas has very strict laws for absences, even if the absence is only for one period. Students may not be promoted to the next grade if they have more than 18 absences in a year. Parents will be summoned to court and possibly be fined for excessive student absences. (Additional information can be found in the student handbook.)

## DISMISSAL IN THE AFTERNOON:

**School is dismissed at 3:10 p.m.**

Parents will not be allowed in the building for Pick-Up. We ask that you remain in your vehicle. Upon dismissal, students will be brought to your car. We encourage you to sign up for PikMyKid to make dismissal and leaving during the school day easier for all.

**Car riders** are dismissed from the east door of the cafeteria and are escorted to their vehicles in the east-side driveway. Traffic enters from New Boston Road onto the one-way drive and forms two lanes during dismissal. For the safety of our campus, parents are to remain in their vehicle while waiting for students. Students will wait until a staff member escorts them to their vehicle. Traffic exits on Westlawn Drive under the direction of the crossing guard.

**Day Care riders** from the east door of the cafeteria and are escorted by staff to the day care van.

**Bus riders** are dismissed from the 5<sup>th</sup> grade building.

**Walkers** are dismissed from the main entrance.

**West walkers** are escorted to the crossing guard on the west side of the building.

**East walkers** are escorted to the crossing guard on the east side of the building.

For the safety of our students, parents meeting walkers will remain outside the building. Please maintain social distancing.

## REMEMBER...

**There is no supervision for students after 3:25 p.m.** TISD has very strict guidelines about students who are not picked up on time and Child Protective Services will be called. (See guidelines in student handbook.)

## PLEASE OBSERVE TRAFFIC PATTERNS:

**Please follow the practices and procedures that have been set.** Student safety is our utmost concern. Following these practices and procedures allows us to keep all our students safe.

## CHANGES IN PICK UP ROUTINE:

**For the protection of your child, any changes in a child's pick-up routine must be submitted in writing to the child's teacher, or the office must be notified by phone no later than 2:00 p.m. in order to notify all concerned.** Keep in mind that a consistent routine is important for your child.

## PARKING:

**Visitors should only park in legal parking spaces in the front driveway on the left hand side. Do not block the right side of the driveway.**

**TISD provides bus service for eligible Westlawn Elementary students. You must fill out a bus service request in the office.**

**Reminder:** Riding the bus is a privilege. If students do not follow the bus rules, they will lose their bus riding privileges.

## LEAVING DURING THE SCHOOL DAY:

**Because our instructional time is so valuable, we request you not pick up students early except for medical appointments or family emergencies. If your child has an appointment, you must park in the parking lot, call the front office and your child will be brought to the car.**

## VISITING ON CAMPUS:

Visitors are welcome in our school. For the safety and protection of our students and staff:

- **All visitors must sign in at the front office and must wear a VISITOR identification tag while on campus. You must have your current state issued ID to receive a visitor's badge.**
- **Please use the front entrance since all outside doors remain locked during the school day.**
- **Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval. These visits will not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.**
- **Visits will not be permitted during student assessments to ensure the privacy of students.**
- **Campus playground areas are restricted and visitors are not permitted.**

To protect and maximize learning time, we request that parents not engage the teachers in conversation during class time. We love to talk with parents, but parents should make appointments with teachers during their conference periods or speak with teachers after school.

## REPORT CARDS:

**Report cards will be issued each six weeks. Progress reports will be sent home every three weeks.** An early dismissal day has been scheduled for parent conferences on Thursday, October 7<sup>th</sup>. These meetings can be scheduled virtually.

## TUESDAY FOLDERS

Students will have a "Tuesday Folder" which will be utilized to keep families informed of weekly work and informational notes.

## SCHOOL SUPPLIES:

School supply lists can be found in the office or on the TISD website at [www.txkisd.net](http://www.txkisd.net).

## PARENT INFORMATION:

Parents will receive a school newsletter periodically during the school year. Stay connected to school news and events via:

**Facebook – [facebook.com/WestlawnElementary](https://www.facebook.com/WestlawnElementary)**  
**Twitter – [twitter.com/WestlawnElementary](https://twitter.com/WestlawnElementary)**  
**Instagram – [instagram.com/texarkanaisd](https://www.instagram.com/texarkanaisd)**  
**Website – [www.txkisd.net](http://www.txkisd.net)**

## PARENT/TEACHER CONFERENCES:

**If you would like a conference with a teacher, please send a note to your child's teacher, or call the school office at 903.223.4252 to schedule a time.**

Teacher Conference Periods:

3rd grade

Math & Reading Teachers..... 1:40 - 2:30 p.m.

4th grade

Reading Teachers..... 10:20 - 11:10 a.m.

Math Teachers ..... 11:05 - 11:55 a.m.

5th grade

Math & Reading Teachers..... 8:15 - 9:05 a.m.

Science Teachers..... 9:35 - 10:25 a.m.

## MEAL INFORMATION:

As part of the Community Eligibility Program (CEP) for the National School Lunch Program (NSLP) and School Breakfast Program (SBP), Westlawn Elementary provides FREE Breakfast and Lunch for all students on their campus. **However, we do ask that you complete the Household Income Form in your student's First Day Packet and return to the campus for continuation in this program.**

For adults who wish to have lunch with their student, Breakfast is \$3.10 and Lunch is \$4.90.

## BREAKFAST:

Will be served in the cafeteria beginning at 7:20 a.m.

## LUNCH TIMES:

Third Grade..... 11:05 - 11:35 a.m.

Fourth Grade..... 11:55 a.m. - 12:25 a.m.

Fifth Grade ..... 12:35 - 1:05 p.m.