

Benbrook Elementary School

Student Handbook

2023-2024



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

WELCOME BULLDOGS!

A Note from Mrs. Gonzalez and Ms. Sanderson. . .

August 9, 2023

Dear Benbrook Students and Parents,

Welcome to the 2023-24 school year! We are so excited to greet our returning Bulldogs 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 Benbrook. We are embarking on a new year focused on student growth and renewing our community bond.

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 of our students. We look forward to working collaboratively to meet the mission of FWISD and Benbrook 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,

Samantha Gonzalez
Principal

McCall Sanderson
Assistant Principal

FWISD MISSION:

*We will prepare **all** students for success in college, career, and community leadership.*

Benbrook Elementary MISSION:

We will provide a challenging curriculum that motivates students to excel academically and to be a constantly developing community of learners.

Benbrook Elementary VISION:

We will create a community of respectful and productive citizens who are lifelong learners.

Benbrook Elementary 2023-2024 FOCUS:

Benbrook Elementary Core Beliefs

We believe that each individual has special worth and should be honored.

We believe that learning is a partnership involving students, families, teachers, and the community.

We believe in providing a safe and welcoming environment.

We believe in setting high expectations and providing support in order for students to achieve their highest potential.

We value diversity and strive to create inclusive, engaging, classroom environments.

FORT WORTH INDEPENDENT SCHOOL DISTRICT

2023-2024 TRADITIONAL CALENDAR

REVISED 4/17/2023

AUGUST 2023						
SU	M	TU	W	TH	F	SA
	July 31	1	2	3	4	5
	NEW HIRE FWISD TEACHERS BEGIN 7/31/2023					
6	7	8	9	10	11	12
	PROF LRN	PROF LRN	TCHR PREP*	PROF LRN	TCHR PREP*	
13	14	15	16	17	18	19
	START FIRST DAY					
20	21	22	23	24	25	26
27	28	29	30	31		
14 STUDENT DAYS 19 TEACHER DAYS						

SEPTEMBER 2023						
SU	M	TU	W	TH	F	SA
					1	2
	Hispanic Heritage Month September 15 - October 15				TCHR PREP*	
3	4	5	6	7	8	9
	Labor Day					Saturday Learning Quest
10	11	12	13	14	15	16
17	18	19	20	21	22	23
					END 1 st SIX WEEKS	Saturday Learning Quest
24	25	26	27	28	29	30
	START 2 nd SIX WEEKS				Report Cards	
19 STUDENT DAYS 20 TEACHER DAYS						

OCTOBER 2023						
SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
					Fall Break	
8	9	10	11	12	13	14
	American Indian Heritage Day				FLEX	Saturday Learning Quest
15	16	17	18	19	20	21
22	23	24	25	26	27	28
					END 2 nd SIX WEEKS	Saturday Learning Quest
29	30	31				
	START 3 rd SIX WEEKS					
20 STUDENT DAYS 20 TEACHER DAYS						

NOVEMBER 2023						
SU	M	TU	W	TH	F	SA
			1	2	3	4
	Native American Heritage Month				Report Cards	
5	6	7	8	9	10	11
	PROF LRN				Veteran's Day	Saturday Learning Quest
12	13	14	15	16	17	18
19	20	21	22	23	24	25
	THANKSGIVING BREAK Thanksgiving Day					
26	27	28	29	30		
16 STUDENT DAYS 17 TEACHER DAYS						

DECEMBER 2023						
SU	M	TU	W	TH	F	SA
					1	2
						Saturday Learning Quest
3	4	5	6	7	8	9
	STAAR Testing English I and II • Algebra I • Biology • U.S. History					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
				END FALL SEMESTER	TCHR PREP*	
24	25	26	27	28	29	30
Christmas Eve	Christmas Day	WINTER BREAK				
31	New Year's Eve					
15 STUDENT DAYS 16 TEACHER DAYS						

JANUARY 2024						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
	WINTER BREAK					
7	8	9	10	11	12	13
	TCHR PREP*	Science Exam	START SPRING SEMESTER			
14	15	16	17	18	19	20
	Martin Luther King, Jr Day		Report Cards			Saturday Learning Quest
21	22	23	24	25	26	27
28	29	30	31			
16 STUDENT DAYS 17 TEACHER DAYS						

FEBRUARY 2024						
SU	M	TU	W	TH	F	SA
				1	2	3
	African American History Month					
4	5	6	7	8	9	10
					END 4 th SIX WEEKS	Saturday Learning Quest
11	12	13	14	15	16	17
	START 5 th SIX WEEKS				Report Cards	
18	19	20	21	22	23	24
	PROF LRN	TCHRS START				Saturday Learning Quest
25	26	27	28	29		
20 STUDENT DAYS 21 TEACHER DAYS						

MARCH 2024						
SU	M	TU	W	TH	F	SA
					1	2
	Women's History Month					Saturday Learning Quest
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
	Good Friday	STAAR ALT 2			TCHRS END	
31	Easter Day	FLEX	START			
14 STUDENT DAYS 14 TEACHER DAYS						

APRIL 2024						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
						Saturday Learning Quest
7	8	9	10	11	12	13
					END 5 th SIX WEEKS	
14	15	16	17	18	19	20
	START 6 th SIX WEEKS				Report Cards	
21	22	23	24	25	26	27
					STAAR ALT 2	Saturday Learning Quest
28	29	30				
22 STUDENT DAYS 22 TEACHER DAYS						

MAY 2024						
SU	M	TU	W	TH	F	SA
			1	2	3	4
	Asian/Pacific American Heritage Month					Saturday Learning Quest
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
				END LAST DAY	TCHR PREP*	
26	27	28	29	30	31	
	Memorial Day					
17 STUDENT DAYS 18 TEACHER DAYS						

JUNE 2024						
SU	M	TU	W	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						
173 STUDENT DAYS						

JULY 2024						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
				Independence Day		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
184 + 3 (FLEX DAYS) = 187 TEACHER DAYS						

- DISTRICT HOLIDAY (SCHOOLS CLOSED)
- NO STUDENTS
- CLASSROOM TEACHER FLEX OPPORTUNITY
- STAFF DAY (NO STUDENTS)
- SEMESTER MILESTONE
- STATE TESTING

SCHOOL HOURS:
 7:50 am - 2:30 pm Pre-Kindergarten
 7:50 am - 3:20 pm Elementary School
 9:00 am - 4:30 pm Middle School
 8:15 am - 3:45 pm High School

173 STUDENT DAYS
 184 + 3 (FLEX DAYS) = 187 TEACHER DAYS

TEACHER FLEX DAYS:
 - Oct 6, 9 (Fall Break, American Indian Heritage)
 - Mar 25 (Chávez/ Huerta)

STAFF DAYS (NO STUDENTS):
 - Aug 7, 8, 10 (Professional Learning)
 - Aug 9, 11 (Teacher Prep)
 - Sep 1 (Teacher Prep)
 - Nov 6 (Professional Learning)
 - Dec 22 (Teacher Prep)
 - Jan 8 (Teacher Prep)
 - Feb 19 (Professional Learning)
 - May 24 (Teacher Prep)



Fort Worth
 INDEPENDENT SCHOOL DISTRICT

100 N. UNIVERSITY DRIVE, FORT WORTH, TX 76107
 (817) 814-2000 | www.fwisd.org

DATES SUBJECT TO CHANGE
 Fort Worth ISD Board Approved 2/14/2023

STAAR Testing [Texas Education Agency](https://www.pearson.com/tx)
 Student Assessment Testing Calendar posted March 3, 2023

2023 - 2024 BENBROOK ELEMENTARY ADMINISTRATIVE & SUPPORT STAFF

Principal.....	Samantha Gonzalez, Office 100-E samantha.gonzalez@fwisd.org
Relief Principal.....	Kendall Condit, Office 100-F Kendall.condit@fwisd.org
Assistant Principal.....	McCall Sanderson, Office 100-C christian.sanderson@fwisd.org
Counselor.....	Ted Wininger, Room 219 ted.wininger@fwisd.org
Administrative Secretary.....	Trish Melcher, Front Office Patricia.melcher@fwisd.org
Attendance & Data Clerk.....	Abbie VanHorn, Front Office Abigail.vanhorn@fwisd.org
Family Engagement Specialist.....	Michelle Grimes, Front Office Michelle.grimes@fwisd.org
Librarian.....	Lisa Murray, Library Lisa.murray@fwisd.org
Nurse.....	Kristina Britton, Clinic Kristina.britton@fwisd.org
Special Education Diagnostician.....	Rebecca Morris Rebecca.morris@fwisd.org
Cafeteria.....	Manager: Vernon Ratcliff Vernon.ratcliff@fwisd.org
Campus Monitor.....	Karen Lanham
Custodians.....	Rosa Montanez Baleria Perez

2023 - 2024 BENBROOK ELEMENTARY TEACHERS

Pre-K	Nancy Yeager, Room 44 Kimberly Moore, Teacher Assistant, Room 44 Pat Ball, Room 43 Ellyn Shepherd, Room 43 Patti Austin, Teacher Assistant, Room 43
Kindergarten	Suzette Musenda, Room 15 Amanda Libby, Room 12 Summer Jean, Room 11 Mattie Lee, Room 11
First Grade	Lana Marbut-Evans, Room 24 Bailee Parr, ELAR, Room 21 Stephanie Dunlap, Math, Room 22
Second Grade	Ava Moreno, ELAR, Room 19 Denise Hunt, Math, Room 18
Second-Third Grade Bridge	Karissa Mills, Room 20
Third Grade	Katie Yelvington, ELAR, Room 27 Kelby Duncan, Math, Room 28
Fourth Grade	Lanie Horton, ELAR, Room 32 Ben Lange, Math, Room 30
Fifth Grade	John Horton, ELAR, Room 35 Crystal Horton, Math, Room 34
SEAS	Timothy Johnson, Room 100 Angela Zarate, Room 100 April Smith, Teacher Assistant Tina Cox, Teacher Assistant
Special Education, Inclusion	Michelle Perry, Room 6 Dalenay Daly, Room 8
Dyslexia	Sharee Hayden, Room 5
Speech	Karen Biggs & Karen Bryant
Physical Education/Health	Katie Gebren, Gym
Art Education	Melanie Tunney, Room 25
Music Education	Maria Nelson, Room 31

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ARRIVAL AT SCHOOL*

Doors open at 7:30 am in the front and 7:40 in the back. School hours are 7:50– 3:25 for all students. Students eating breakfast will go directly to the cafeteria where they will eat and then go to class. All others will go directly to class. If arriving after 7:50, students must stop by the office for a tardy pass. Students should be in their classrooms by 7:50 a.m. Instruction begins promptly at 7:50. Students arriving in cars will be greeted by staff and safety patrol. Parents may walk their child to class on the first day of school ONLY.

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. (5) Unexcused tardies require 1 hour of attendance recovery. 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 written 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 Abigail.vanhorn@fwisd.org. All notes must contain student's name, date of absence, reason of absence. A DOJO message does not constitute as an excuse note. Also, a phone call to the office is not necessary, excuse must be in writing. This note must be presented **within five 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.** (3) Unexcused absences require attendance recovery. 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;
- Deployment;
- Death in family;
- 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 missed assignments for a student who is absent. Please notify your child's teacher if you plan to pick up work. Teachers will make every effort to have make-up work in the office by dismissal time. It should not be expected that make-up work will be given in advance of absences. Attendance recovery and truancy attendance procedure: 1st letter is a warning letter for 3 or more unexcused absences, 2nd letter is a Student Attendance Review Team Meeting after 5 unexcused absences, and the 3rd letter is a Court Letter when unexcused absences persist. Attendance recovery occurs on campus as determined by school administration.

BEHAVIOR EXPECTATIONS

Our Bulldog Pledge states:

We are responsible learners, we are prepared to learn
We are respectful and kind.
Today, we will treat others as we want to be treated.
Do more than we have to do and try to become better people.
We are the Benbrook Bulldog family!

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. *** 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.

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. Parents will schedule parent conferences by contacting the teacher directly.

DISMISSAL FROM SCHOOL*

Campus procedures are designed and implemented to ensure student safety. School hours end at 3:20 for all students. 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 notify the teacher as a courtesy of dismissal change. Last minute changes require a call into the office as well.*

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 form.

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** (Abigail.vanhorn@fwisd.org or patricia.melcher@fwisd.org) as soon as possible, 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 2:30 p.m. To expedite our dismissal procedures and ensure the safety of our school community, early dismissals will not be granted between 2:30 and 3:20 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 arrival or 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 or royal 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 hats, decorative head scarves, make-up, or other non approved accessories.**

Benbrook Spirt Day is every Friday. Students may wear shirts with Benbrook logos or a blue 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.

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.

FAMILY INVOLVEMENT AND PARENT COMPACT

Benbrook 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 volunteer check last year may simply go online and update.

FUNDRAISING GUIDELINES

All school-wide fundraising efforts are coordinated through educational leaders as approved from school leadership. In addition, the Benbrook PTA organizes and conducts fundraisers through their local PTA standards.

HOMEWORK

Homework is assigned on a per teacher/class basis and will be coordinated by each student’s teacher. When your student is absent, students will be allowed one day for each day absent to make up work due to *an excused* absence. If additional time is needed, please coordinate in advance with the teacher.

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. The school lost and found is regularly cleaned and organized. **All items brought or worn to school should be labeled with the student's name. Your cooperation is appreciated!**

LUNCH and BREAKFAST*

School breakfast and lunch will be at no cost this year to all students. Snacks, and ice cream, are available for purchase at an additional charge. ***Parents are encouraged to complete the free or reduced-price lunch form online at www.fwisd.org or with a paper form available in the office.*** All students use their student ID number to purchase snacks. Parents can pay ahead for snacks by bringing cash or check to the cafeteria manager. (There will be a charge for a returned check.) ***See Attachment D.** Parents may also log in at www.myschoolbucks.com to register for a free account and pay for meals online. Student name and ID number will be required.

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.

If you deliver lunch to the school office, you must bring it before your student's lunch begins. Students will be notified and are responsible to pick up their lunch on the way to the cafeteria. Local deliveries of lunches are not accepted; door dash, uber eats, etc. You are welcome to check your child out of school for a 30 minute lunch, however we ask that students not miss instructional time. If you would like to join your child for lunch in the cafeteria, that option will be available beginning the week of August 28th.

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.

PARKING LOTS

Parking is available for parents and visitors in the main parking lot 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.

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 are allowed to have parties on the last day before the Winter Break, on Valentine's Day, and on the end of school. Parties will be scheduled and approved by the principal. Guests are welcome, but **only two guests per student may attend each party.**

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.

To celebrate your child's birthday, parents are invited to individual prepackaged treat (food or non-food) for all students in the homeroom class. In order to plan effectively, please confirm with the homeroom teacher the number of students in the class and any allergies.

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.

REPORT CARDS/PROGRESS REPORTS

All report cards and progress reports are electronic, located in parent portal. They will be available on the following dates:

September 29

November 3

January 17

February 16

April 19

June 5

A paper copy of any report card may be requested in the office.

TEXTBOOKS and TECHNOLOGY

Students are responsible for the care of textbooks and technology and will be fined for damage. It is the student's responsibility to inspect each book and issued device and report any initial damage to the teacher. Students are responsible for paying for the book if it is lost or damaged. **All students will be issued a device, therefore, no personal devices will be used at school.** Parents must complete the [online form](#) to review the device agreement and choose whether to allow their child to bring the device home when needed for homework.

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 collectible cards (ie. Pokemon) should be brought to school. The school is not responsible for unauthorized items brought to school that are lost or stolen.**

VISITORS and VOLUNTEERS

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.

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>. Contact Trish Melcher, Administrative Secretary, with any volunteer questions.
Email: michelle.grimes@fwisd.org

Attachment A

Benbrook Arrival Procedures

Students may not be dropped off or enter the building before 7:30 am.

Parents will not be allowed to walk students to classrooms after the first day of school.

Front Drop Off

- Parents will create one line in the front of the building.
- Students will remain in their car until a staff member or safety patrol member comes to the car.
- Once your group is stopped, put your car in park.
- Cars will not proceed until all cars in the group are unloaded.
- Students will proceed directly to their class or the cafeteria for breakfast.
- Be patient with staff as they move groups to keep everyone safe.

Bus

- The bus will arrive in the front of the building.
- At 7:30, students will exit the bus and walk to the cafeteria.

Walkers

- For safety, parents are encouraged to walk their child to the crosswalk.
- Walkers coming from the south, will walk up from the street sidewalk to the crosswalk. Parents will say goodbye to their child at the crosswalk. Students will proceed to the doors in the back by grade level.
- Walkers coming from the north side of the school will enter through the front doors.

Bicycle Riders

- Students who ride their bikes shall secure their bike in racks provided at the back entrance of the building and then proceed to the building.
- Students must walk their bikes when on school property.

Backpack Tags

- To assist students to class, students in Kindergarten, and First Grade, will have a tag on their backpack showing their grade level and teacher name.

Breakfast

- Breakfast is available to all students for free.
- As students arrive, if they are eating breakfast, they will go directly to the cafeteria. Students will eat in the cafeteria not classrooms.

Attachment B

Dismissal Procedures

Parent Car Lane Pick-up:

- Parents picking up K, 1st and older siblings will pick-up their child(ren) through the main entrance of the school, forming one line.
- Once your group is stopped, put your car in park.
- For safety, cars will not proceed until all cars in the group are loaded.
- Each child is provided a placard or sign with their student's name, distributed on Meet the Teacher Night or on the first day of school. Please put the sign on your rearview mirror, car visor, or the dashboard. **Everyone that is authorized to pick up your child must have a card. You should make extra signs keep in all your cars.**
- Since each student has a different number, please have visible numbers of all students riding in your car.
- As you drive through the pick-up line, a staff member will input your number in a computer. The student's name will appear on the board in the classroom. Students will then be dismissed to the front of the building.
- 2nd – 5th grade students follow the same procedures at the back doors.
- The same procedure is followed on **RAINY DAYS**.

Walkers & Bicycle Riders:

- Students who walk will be led by staff members across the crosswalk to the sidewalk.
- A crossing guard will see that students cross safely. Bicycle riders must always walk their bikes from school property.

Sidewalk Pick-up:

- There is very limited parking on the street. *For safety reasons, parents should not park in the moving car pool lanes*

FWISD bus transportation will be provided as follows:

- Students that live more than two miles from the school.
- Visit the [FWISD transportation website](#) for bus route information.

Attachment C

Benbrook Elementary Student Standards of Dress

SHIRTS:

White
Royal Blue
Navy Blue

STYLE:

Collared Oxford, Polo, Blouse, or Turtleneck

OUTERWEAR:

Sweatshirt, sweater, hoodie

COLOR:

White, blue, navy, or royal blue

LOGOS:

No oversized logos on front or back; pocket-sized logos are allowed.

BOTTOMS:



STYLE:

Shorts, Pants, Skirts, Dresses, Jeans

COLOR:

Must be solid navy, khaki, black, or denim

SPIRIT WEAR:

Benbrook and BMHS spirit wear can only be worn on Fridays.

NOT ALLOWED:

Holes, embellishments, sagging, sweats, leggings, skirts/skorts/dresses more than 3 inches above the knee
Flip flops, slides, bandanas, caps.

Attachment D



P.O. Box 157
Suwanee, GA 30024-0157

Dear Parents/Students:

Envision Payment Solutions™ is pleased to have been selected by **Fort Worth ISD**, as its check service provider.

Please be aware that if your check is returned, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees.

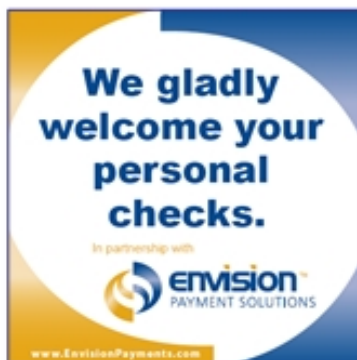
Specifically, per *Texas Business & Commerce Code Annotated § 3.506*, the service fee for returned checks is \$30. (Note that the fee structure will change according to any amendments made to TX law during a school year.)

If you wish to inquire about a returned check written to **Fort Worth ISD**, please contact **Envision Payment Solutions™** directly at the information listed below.

Thank you. We wish you and your children all the best for this year and beyond.

Sincerely,

Envision Payment Solutions™



Customers (check writers) with returned check inquiries should contact:

Envision Payment Solutions™
Tel 877.290.5460, or 770.709.3100
Fax 770.709.3007
P.O. Box 157
Suwanee, GA 30024-0157
customerservice@envisionpayments.com

www.envisionpayments.com

Acknowledgement and Receipt

Signature on this receipt acknowledges that you have received and reviewed the Benbrook Elementary Student Handbook for the 2022-2023 School Year. *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 by September 1st, 2023

Handbook Statement of Certification

I certify that I have received and reviewed the Benbrook 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 school administrator.
Please return this to your homeroom teacher.

Printed name (parent)

Printed name (student)

Signature (parent)

Signature (student)

Signed on this _____ day of _____, 20____.

