



Student Handbook 2019 - 2020

201 Overcrest Drive, Benbrook, Texas 76126

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website: fwisd.org/Benbrook

Facebook: [facebook.com/benbrookmiddleschool](https://www.facebook.com/benbrookmiddleschool)

Twitter and Instagram: @benbrookMHS

BENBROOK MIDDLE-HIGH SCHOOL MISSION

Tenets

Dedication

Achievement

Honor

Vision

To create a 6-12 center of education that ignites in its students a passion for learning.

Mission

Benbrook Middle–High School is dedicated to providing each of our students the highest quality of rigorous education to develop the mind, body and character in a compassionate environment.

SCHOOL COLORS

Green and Gold

SCHOOL MASCOT

The Bobcat



NOTICE OF SECTION 504: It is the policy of the Fort Worth Independent School District to provide a free and appropriate public education to all students who reside in the district without regard to handicapping conditions. Inquiries concerning application of this policy may be referred to the school counselor, teacher, and/or principal, or you may contact the district Coordinator of Section 504.

NOTICE: The contents of this student handbook have been compiled for your reference. All students are responsible for being aware of and complying with the information and directives included. Please familiarize yourself with this handbook and retain it for references. The Student Handbook is subject to change and updating board policy.

BENBROOK

MIDDLE-HIGH SCHOOL

Administrative Personnel

Richard Penland	Principal
Phillip Adams	Assistant Principal – 10 th -11 th grade
Crystal Deaver	Assistant Principal – 12 th grade
Glorianne Mason	Assistant Principal – 7 th -8 th grade
Michelle Schwalls	Assistant Principal – 6 th /9 th grade

Instructional Support

Stephanie Monday	Academic Coordinator
Michelle Grubbs	Data Analyst
Amy Wagner	Data Analyst
Lisa Heick	Librarian
Jared Spoon	Technology Integration Educator
Jamie Krempa	Technology Integration Educator

Student Services Personnel

Bettina Clay	Counselor- HS Grade 9
San Juanita Islas	Counselor- HS Grade 10
Amy Armstrong	Counselor- HS Grade 11
Carla Turner	Counselor- HS Grade 12
Amy McFarland	Counselor- MS Grades 6/7 (L-Z)
Lisetta Thomas	Counselor- MS Grades 7 (A-K) /8
Debbie Henning	Counseling Clerk
Maia Gunn	Go Center
Jessica Eddington/Nora Conrad	Diagnostic Evaluation Specialist
Liz Smith	Intervention Specialist
Sharon Masoud	Nurse
Jessica Nored	Speech-Language Pathologist

Support Personnel

Myra Miranda	Attendance Clerk
Melanie Reyes	Secretary
Dueny Baron	Secretary
Yolanda Rosales	Attendance Clerk
Sophia Carter	Data Clerk
Jackie White	Cafeteria Manager
Gloria Gutierrez	Registrar
Jorge Carreon	Custodian (Head)
Shelly Gonzalez	Principal's Secretary
Andre Sagnimeni	School Resource Officer
Raymond Gilmore	Safety and Security Area Supervisor



BENBROOK

MIDDLE-HIGH SCHOOL



A Lunch	B Lunch	C Lunch
Period 1 8:25-9:10	Period 1 8:25-9:10	Period 1 8:25-9:10
Period 2 9:15-10:00	Period 2 9:15-10:00	Period 2 9:15-10:00
Period 3 10:05-10:50	Period 3 10:05-10:50	Period 3 10:05-10:50
Lunch 10:55-11:30	Period 4 10:55-11:40	Period 4 10:55-11:40
Period 4 11:35-12:20	Lunch 11:45-12:20	Period 5 11:45-12:30
Period 5 12:25-1:10	Period 5 12:25-1:10	Lunch 12:35-1:10
Period 6 1:15-2:00	Period 6 1:15-2:00	Period 6 1:15-2:00
Period 7 2:05-2:50	Period 7 2:05-2:50	Period 7 2:05-2:50
Period 8 2:55-3:40	Period 8 2:55-3:40	Period 8 2:55-3:40

BENBROOK

MIDDLE-HIGH SCHOOL

Pep Rally Information 2019/2020

Date	Class Period	Theme
September 5	3 rd Period	Light Up The Yellowjackets: Wear Neon
September 27	8 th period	Benbrook Royalty: We are the Kings and Queens of this Town
September 12	6 th period	Make Krum See Stars and Stripes: Wear Red, White & Blue
October 4	7 th period	Breast Cancer: Pink Out
October 18	HOME COMING	Paint the Town Green: Wear your Green
November 7	4 th period	Tame the Lions: Dress up in Circus Gear

*High School Students Only

**All High School Teachers shall be in attendance of the pep rally for supervision purposes

STUDENT HANDBOOK

2019 - 2020

Benbrook Middle – High School is committed to providing each student with a quality educational program. This goal can only be achieved in a cooperative school climate free from disruptions that hinder and interfere with the educational process. The Benbrook Middle - High School faculty and staff will strive to achieve a working balance between rights and responsibilities which foster a positive school climate where there is mutual respect and an opportunity for students to develop to their fullest potential.

STUDENT RESPONSIBILITIES:

BE ON TIME... BE PREPARED... BE RESPECTFUL... BE RESPONSIBLE

1. Attend school daily except when ill or lawfully excused, and be on time to all classes.
2. Follow the rules and regulations established by the teacher, the school, and the district.
3. Follow school policies and procedures concerning appropriate behavior and dress.
4. Cooperate with all lawful and reasonable directives issued by school personnel.
5. Be prepared for each class with assigned work and appropriate materials.
6. Pursue mastery of the essential knowledge and skills as prescribed by the district and state.
7. Establish an effective working relationship with peers, parents, and school personnel.
8. Refrain from making profane, insulting, threatening, or inflammatory remarks or gestures.
9. Express ideas and opinions in a respectful and courteous manner.
10. Strive toward self-discipline, setting individual goals and utilizing good work habits.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education. Absences from class may result in serious disruption of a student's mastery of the instructional materials. Every student in Fort Worth ISD is provided with a letter from Fort Worth ISD Attendance Control office advising parents of State truancy laws and the potential of court action against them and their children.

According to state law, students who are truant can be charged with Failure to Attend School and their parents can be charged with Parent Contributing to Non-Attendance.

Benbrook Middle-High School adheres to the expectations outlined by the Fort Worth ISD Board of Education. Follow this link for more information: <https://www.fwisd.org/Page/7868>

Students who need Attendance Recovery hours will be given opportunities to make up these hours consistent with state and local policy. All absences, including parent and medical notes, count against a student's credit hours. See the attendance clerk for more information.

EARLY DISMISSALS

Early dismissal of students is discouraged because students miss valuable instruction. However, for those occasions when an early dismissal is unavoidable, students must be dismissed from the office. Students will not be released directly from class without a dismissal from the office. A student will not be released for an early dismissal to anyone other than the parent/guardian (with proper identification) as listed on the student's emergency information on file. Students who become ill during the school day MUST report to the nurse with a pass from a teacher or administrator. During District or

State testing (i.e. Final Exams, TAKS, STAAR EOC, TELPAS, etc...) early dismissals will only be permitted in extreme emergency situations and MUST be approved by an administrator. All outside appointments made for students during the school day are encouraged to be made outside these testing windows in order to provide the best opportunity for students to be successful. All absences including parent and medical notes do count against a student's credit hours. See attendance clerk for additional information.

There are no early dismissals after 3:15 pm.

MAKE-UP WORK

Absent students are allowed one day per each day absent to make-up any work missed while not at school. It is the student's responsibility to make arrangements with the teacher to gather the make-up work. If the student will be absent for 3 days or more, parents may request make-up work through the office. Teachers need to be given a 24-hour notice in order to assemble assignments. Parents can also email teachers to request work and send work electronically.

SATURDAY SCHOOL – High School Only

Students may earn attendance credit for missed class periods by making up "seat time" in Saturday School. A limited number of Saturday Schools will be offered each semester. Each class period missed requires 50-minutes of seat time during Saturday School. Students attending Saturday School are required to attend the entire session offered; students are not permitted to arrive late or leave early without administrator permission. Students must follow all school rules and procedures during Saturday School and must complete work on academic materials in order for the make-up time to be awarded. Students assigned to OCI, ISS or suspended from school must have administrator approval before attending Saturday School. Students not following rules or procedures may be removed at any time and will forfeit any time accrued during that session. Saturday School only recovers credit for the course, it does not take away absences for court purposes.

TARDIES

Students are expected to be on time for all classes. If a student is late to school and has a note, the student is to take the note to the main office and then proceed directly to class with a pass from the office. If the student does not have a note, the student is to proceed directly to class. In both instances, the student will be marked tardy in FOCUS for attendance purposes. Disciplinary action will be issued by administrators. A student who reports to class late but missed more than half the class (more than 20 minutes) will be considered absent and marked accordingly in FOCUS. Any student who accrues over **10 tardies in a six weeks** will serve Saturday School. Failure to attend Saturday School or late arrival will result in ISS for one day.

CAFETERIA SERVICES

The Fort Worth ISD Child Nutrition Department is proud to provide quality meals to our students. Registered dietitians plan and analyze menus to make sure that they are appetizing and healthy. The District participates in the National School Meal Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Parents may bring food at lunch time for their student ONLY. Birthday cakes are not allowed due to Federal Guidelines. Pizza parties are prohibited, unless arranged by a teacher for their class. **Breakfast is served from 8:00 - 8:25 am. Lunches are served according to the bell schedule located at the beginning of the handbook.**

CAFETERIA PROCEDURES

- After entering the cafeteria, students are to find a table to sit at and wait to be called to line up in the serving line.
- Students not buying food or drink should not be in line for any reason at any time.
- Students who brought their lunch will select a seat and remain seated until they have finished their lunch.
- Students may not leave the cafeteria once they have entered without an individual pass from a teacher.
- Students are to talk in a normal voice. There is to be no yelling.

- Students may sit at any table with no more than 6 students to a table, but once seated they must stay in that seat.
- Students are not to move from table to table.
- Students are to clean up their table and area before leaving the cafeteria. Trays are to be placed in a stack at the dishwasher window and trash is to be put in the trashcans and recycling bins.
- Students are not allowed to take food or drink outside of the cafeteria.
- Students may only use the restrooms located outside of the cafeteria.
- When the bell rings, students leave the cafeteria quietly and in an orderly manner to go back to class.
- Students should not be in the halls during lunch unless they have a class at that time.
- Students are only allowed on cafeteria patio if approved by administrator on duty.
- If approved by administrator on duty, students may line up to go outside after they have eaten and cleaned up all trash.
- Lunch detention students are not to interact with other students in any way while assigned to detention.
- **Students may not order food from outside restaurants and have it delivered during lunch. Parents can drop off food for his or her child. This is limited to a parent bringing lunch for their student only.**
- **Students are NOT to have food or drink in the classroom. The only exceptions are: water bottles and/or 504/IEP directives to have food according to the documentation.**

COUNSELING

The school counselors or our Intervention Specialist are available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues. These counselors may also make available information about community resources to address these concerns. You can reach our school counselors or our Intervention Specialist by calling 817-815-7100.

CREDITS

Classification of students will be determined at the beginning of the school year as follows:

Grade Level Classification	Required Credits Earned
09 Freshman	0.0-5.5
10 Sophomore	6.0-11.5
11 Junior	12.0-18.5
12 Senior	19.0 +

Students not meeting the credit criteria for their grade level may be “back graded” at the beginning of each school year. High School students will frequently meet with their Counselor or other Academic Advisor to review their transcript.

DANCES/AFTER SCHOOL ACTIVITIES

Only currently enrolled Benbrook Middle –High School students can attend school dances. Dances and other after school activities may be subject to separation according to grade level (i.e. middle school only, high school only...) Suspended students including students assigned to In School Suspension that day or the next day will not be allowed to attend a dance or any other after school activity including athletics during their suspension period. Students must attend school for one full day following suspension before they are allowed to attend any school activity. Students who are still at the school 20 minutes after the completion of an event may be barred from attending future events and after school activities.

- **Middle school students are to be accompanied by parent at sporting events.**
- **Students must leave campus and then return for events. They may NOT remain on campus to wait for an event.**

DELIVERIES

We would like to encourage parents **NOT** to have deliveries (floral, cookies, balloons, food, etc.) made to the school. The recipients of any deliveries (floral, cookies, balloons, etc.) to Benbrook Middle - High School will not be notified until the end of Period 8. These can be picked up in the main office after school.

Due to the number of students enrolled in the school, we will not be able to deliver messages to your child during the school day unless an absolute emergency.

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.

DISCIPLINE

LUNCH DETENTION

Lunch detention is a first step intervention strategy for minor classroom or hallway incidents. Parents should be contacted by the teacher regarding why the student is in detention either before lunch or that evening. Students will be allowed to eat during lunch detention. Students assigned to lunch detention will report to their teacher assigning the detention, where they will eat their lunch while serving their detention time.

IN SCHOOL SUSPENSION—ISS

ISS is a form of in-house suspension that provides students an opportunity to learn in an alternate environment that encourages behavior modification through positive reinforcement. Students will be provided with the same or similar assignments in an alternate classroom and are expected to complete all assignments.

ON CAMPUS INTERVENTION - OCI

A student may be placed in the On-Campus Intervention program for 6 successive school days for violation of the student code of conduct on or within 300 feet of school property or while attending a school sponsored or school related activity on or off school property. Students placed in OCI are prohibited from being on any other school campus or from attending any school-sponsored or school related activities during their OCI placement. Not adhering to this directive could result in further disciplinary action.

- **Six days of OCI will be given to any student for possession, using, selling, distributing of vapes. Any student suspected of having a controlled substance is subject to arrest and possible removal to an alternative school campus.**

ISS/OCI RULES

- Students are NOT TO TALK to anyone without permission from the ISS/OCI teacher. The student may only talk to the ISS/OCI teacher but only with permission. The student is to get permission by raising his/her hand and waiting to be called on by the ISS/OCI teacher.
- Students are not to leave ISS/OCI for any reason unless escorted by a staff member. Students are not to ask to go out of the ISS/OCI room for any reason.

- The ISS/OCI teacher will accompany all students assigned ISS/OCI to the restroom as a group. One student at a time will be allowed in the restroom. The ISS/OCI class will go once in the morning, once at lunch, and once in the afternoon.
- Students will walk down the hall on the right hand side and speak to no one. Students may only talk with a teacher or other adult in the hall if the adult talks to the student first.
- Students in ISS/OCI will go to lunch when the ISS teacher determines the time is appropriate. During lunch students are able to purchase the hot food (plate) lunch tray only. Students will not be allowed to go through the snack line and will not be allowed to purchase soft drinks or snack food from the lunch line.
- Students who are assigned to ISS/OCI will work at all times. Free time will not be permitted. The ISS/OCI teacher will assign work to students who have finished their class assignments. If a student believes that a teacher has sent work which he/she has already completed, the student is to do it again unless he/she can present it to the ISS/OCI teacher to verify that the assignment has already been completed.
- Students are to cooperate with the Counselors or Intervention Specialist and participate during counseling sessions. These sessions are to help students in developing positive behaviors which will allow the student to be more successful in school and life.

The principal and assistant principal may make unannounced visits to ISS/OCI to address the students. A Counselor or the Intervention Specialist will make a daily visit and address the specific problem(s) that brought the student(s) to ISS/OCI. Counselors will maintain a log of these visits as a matter of record for future possible use. Students removed from ISS/OCI for behavior or discipline incidents are subject to further disciplinary action to including at home suspension or request for removal from the school through a Central Office Conference.

DRESS CODE

One of the responsibilities of the Benbrook Middle – High School is to assist students in developing knowledge of good grooming practices and appropriate ways of dressing. At school, we want to adhere to standards that are conducive to classroom learning and safety.

MIDDLE SCHOOL STUDENTS

- **TOPS** - Navy, White, or Forest Green collared shirts, (knit or oxford) OR Navy, White, or Forest Green turtlenecks. All shirts must be tucked in. Undershirts must be white. Any logo must be smaller than one and one-half inches. No sleeveless shirts, tank tops, spaghetti straps or t-shirts may be worn.
- **BOTTOMS** - Navy, khaki, or black bottoms or plain dark denim jeans. Bottoms can consist of pants, capris, skorts, shorts and skirts. All bottoms must be fitted at the waist and appropriate in length. (Clothing considered too revealing i.e. bare midribs, tube tops, tank tops, cut-off shirts, low-cut tops, see-through shirts/skirts, any fishnet clothing will NOT be allowed). All bottoms must be hemmed or cuffed and cannot be oversized or sagging. Gym shorts, wind pants, sweatpants, and running shorts are NOT permitted. If students have torn or frayed jeans, full-length leggings MUST be worn underneath.
- **OUTER WEAR** - Navy, White, or Forest Green knit sweaters, or Benbrook Middle School sweatshirts. Any logo must be smaller than one and one-half inches (1 1/2), other than the Benbrook Middle School Logo. Navy, white, black, or BMHS hoodies are allowed daily; undershirt must be in dress code.
- **SCHOOL SPIRIT WEAR**—On Fridays, students are allowed to wear Benbrook Middle School t-shirts and sweatshirts. Spirit shirts/sweatshirts are defined as shirts that have the Benbrook Middle School Logo on them and are purchased from Benbrook Middle School or the PTA. Also, out of dress code days are only allowed per the principal.

- SHOES—May be of any color, shoestrings must be the dominant color of the shoe. House shoes, slides or slippers are not allowed.
- BELTS—Must be a solid color fabric with a buckle no larger than two inches.

Clothing may be purchased at any store as long as the purchased items meet the above mentioned criteria. If you are having trouble purchasing the uniform, please contact the school.

HIGH SCHOOL STUDENTS

- TOPS – No tank tops or inappropriate content on shirts, no midriffs, halter tops, tank tops, or spaghetti strap shirts without a cover.
- BOTTOMS - Any color is permitted. Pants, shorts, skirts, skorts, capris or jumpers are acceptable; all must be hemmed or cuffed and can be no shorter than fingertip length. Sagging pants are not permitted. No holes in pants above fingertip line unless leggings are worn underneath.
- SHOES - Athletic shoes, loafers, dress shoes or other closed-toe shoes as well as open-toe/open-heel shoes are acceptable. Shoelaces should be white or should match the color of the shoe.

The following is a list of items that are **not allowed** at Benbrook Middle-High School:

- Gang-related clothing, accessories or jewelry bearing signs, insignias, colors or symbols are NOT permitted at any time on school property.
- Hats, baseball caps, berets, bandanas, hair curlers, rags, or shower caps
- Dark glasses or sunglasses
- Clothing worn backward or inside out
- Pocket chains or metal belts. All belts must be worn around the waist.
- Sloppy, oversized or torn clothing
- Bare midriff, mesh or other see through clothing

Students will stay in ISS until dress code compliant. All dress code matters are subject to the administrators' discretion.

DRESS CODE VIOLATIONS

When a student is out of uniform, the Office will assist the student in contacting the parent so that a change of clothing can be brought to school. If appropriate attire is unable to be provided by the parent, for whatever reason, the student will be held out of classes after the school has tried to correct the dress code. Its required that parents address their student's attire each day before attending school to ensure that a student isn't missing class time. Progressive discipline will be used for repeated uniform violations. If at any time a family needs assistance providing this for their student, please contact the school for resources.

STUDENT ID's

For safety and identification purposes, students will be required to wear ID at all times. Without this we are unable to adequately ensure school safety, and for this reason, student ID's will be dealt with in the same manner as a dress code violation. Student IDs are a part of the student dress code and **MUST** be worn to school daily.

Students must have their IDs to be released from lunch to go outside.

TARDIES

Teachers will follow this tardy policy. When a student arrives to class late, the teacher will mark the student tardy in FOCUS and allow the student into class. Teachers must record tardies in FOCUS and allow students into class. Any student who accrues over **10 tardies in a six weeks** will serve Saturday School. Failure to attend Saturday School or late arrival will result in ISS for one day.

DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. In the event of a real emergency, please do not come immediately to the school. We will secure the school immediately and provide directions to you on how to safely pick up your child.

ELECTRONIC DEVICES - (Cell Phones, iPods, MP3 Players, etc.)

CELL PHONES – STUDENTS

Students are not permitted to use cell phones for personal or instructional use on campus during the school day. Phones are not to be seen or heard. Students caught violating this policy are subject to having their phone/device collected by a staff member. All phones/devices collected by staff are not to be withheld past the school day or left in classrooms or offices overnight. Faculty members are not permitted to search a student's cell phone for content.

Due to the above policy, parents are asked not to email or text their students during school hours for any reason. Emergency calls should be made through the office only, and a message will be delivered promptly to the students. Repair or replacement to damaged devices will be the owner's responsibility. The school bears no responsibility for any device. Devices brought on campus by anyone are done at the owner's risk. The school will not mandate that any student, teacher, or employee pay for any device damaged on campus. That matter rests civilly between owner and person accused.

COURTESY PHONE

The courtesy telephone is for school business only. Students must ask permission to use the phone. All phone calls during the day require a note from a teacher. Since cell phone use is restricted on campus, messages and deliveries from home should be left in the main office and only if an emergency exists.

SOCIAL NETWORKING (Facebook, Twitter, Instagram, Snapchat, E-mail, Texting, Cell Phone, Instant Messaging)

Students who are linked to electronically posting, texting, messaging, threatening or intimidating others that causes a disruption of the learning environment will be severely disciplined (ISS, suspended, OCI, 3rd party (possible DAEP placement), ticketed and possibly arrested.

EMERGENCY SCHOOL CLOSING INFORMATION

An emergency closing form (Unscheduled Dismissal Form) is sent home for each student. It is very important that parents return this form to the school as soon as possible. This form advises the school personnel how your child will go home in the event of an emergency closing. If emergency instructions are not available, then the student will be sent home in the regular manner.

VOE – Verification of Enrolment for Driver's Education

Students must earn credit in all courses and be in attendance in all classes 90% or more in order to be eligible for a VOE approval. Minimum Attendance for Class Credit states that a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. Summer School does not count as make-up time for attendance purposes. The school examines attendance records for the semester prior to application for the VOE form. The student may be reconsidered for VOE approval at the end of the following semester.

*Please note, we require 24-hour notice for VOE approval.

GRADING GUIDELINES

A student must be present at least 90% of instructional days in order to receive credit in each class for the semester. Based on FWISD Board Policy update (May 2019), grade reports for each six weeks are based on the following numerical breakdown:

For students graduating in 2020, 2021, and 2022, the grading scale is:	For middle school students and high school students graduating in 2023, the grading scale is:
91 – 100 A - Above Average to Outstanding Progress	90 – 100 A - Above Average to Outstanding Progress
81 – 90 B - Satisfactory to Above Average Progress	80 – 89 B - Satisfactory to Above Average Progress
70 – 80 C - Limited to Average Progress	70 – 79 C - Limited to Average Progress
0 – 69 F - Failing	0 – 69 F - Failing

CONDUCT (CITIZENSHIP)

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- DO WHAT THEY ARE ASKED THE FIRST TIME—No Talking Back or Arguing
- BE PREPARED TO LEARN
- DO THEIR JOB (Be on time and ready with supplies, work hard, use good manners and meet their deadlines)

To achieve the best possible learning environment for all our students, the Fort Worth ISD Student Code of Conduct for 2019 - 2020 and other campus rules of behavior in this Student Handbook will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student:

- During the regular school day and while a student is going to and from school on District transportation.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

Not following Benbrook Middle - High School's discipline rules may result in not being allowed to attend the next school-sponsored activity.

PROGRESS REPORTS

A progress report will be given to all students after the third week of each six week reporting period. Students are expected to take their progress reports home and share them with their parents. Students will be expected to bring progress reports signed by a parent or guardian to Homeroom within one week. Report cards will be sent home on the following dates:

- September 11, 2019
- October 16, 2019
- December 4, 2019
- January 29, 2020
- March 18, 2020
- May 6, 2020

REPORT CARDS

Report cards are issued through the student's teacher after the end of each six weeks. Parents can now view student Report Cards on Parent Portal, as well. Report cards will be sent home on the following dates:

- October 9, 2019
- November 13, 2019
- January 15, 2020
- February 26, 2020
- April 22, 2020
- June 10, 2020 (mailed to student's address).

SEMESTER TESTS

Students will be given an assessment of skills at the end of each semester. Per FWISD Guide to Grade Reporting, a failed semester exam may not be retaken.

- **SEMESTER TEST EXEMPTIONS CRITERIA**

- No more than 3 absences in the tested subject for the semester and maintain an A (90% or higher)
- No more than 2 absences in the tested subject for the semester and maintain an B+ (86-89%)
- No more than 1 absence in the tested subject for the semester and maintain a B (80-85%)

HARASSMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR DISABILITY

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or principal.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the teacher, counselor, or principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

Reports of bullying, dating violence, discrimination, gender-based harassment shall be made immediately after the alleged act or knowledge of the alleged act. Failure to make a report may impair the District's ability to investigate and address the prohibited conduct. To obtain assistance and intervention, any student who believes that he or she has experienced bullying, dating violence, discrimination, gender-based harassment or believes that another student has experienced bullying, dating violence, discrimination, gender-based harassment should immediately report the alleged acts to a teacher, counselor, principal, or District employee.

BULLYING

Bullying is defined as engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and that the behavior has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or to be sufficiently severe, persistent and pervasive enough that the action or threat creates an intimidating, threatening, or abusive environment for a student.

This conduct is considered bullying if it:

- Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct.

- Interferes with a student’s education or substantially disrupts the operation of a school or school-sponsored or school related activity.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, and destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

CYBER BULLYING

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement. Consequences will be based on a determination of any laws being broken, whether those were during school or not, and if the incident cause a disruption to the school’s learning environment whether the incident took place on or off campus.

DATING VIOLENCE

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. Dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or otherwise adversely affects the student’s educational opportunities.

DISCRIMINATION

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, sexual orientation, gender identity and expression, national origin, disability or on any other basis prohibited by law that adversely affects the student.

DISTRICT ACTION

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and the student who engaged in bullying. A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The District may transfer the student who engaged in bullying to:

- Another classroom at the campus to which the victim was assigned at the time the bullying occurred.
- A campus in the District other than the campus to which the victim was assigned at the time the bullying occurred, in consultation with parent or guardian of the student who engaged in bullying.

The District is not required to provide transportation to the student transferred under this section.

A student enrolled in a special education program cannot be disciplined for bullying harassment or making a hit list until an Admission, Review and Dismissal (ARD) committee convenes to review the student’s conduct.

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying, dating violence, discrimination, gender-based harassment and retaliation shall be subject to appropriate disciplinary action.

GENDER-BASED HARASSMENT

Gender-based harassment of a student is defined as physical, verbal, or non-verbal conduct based on the student's gender or the student's gender expression that is so severe, persistent, or pervasive that the conduct affects a student's ability to participate in or benefit from an educational program or activity or a school-sponsored or school-related activity, or creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or otherwise adversely affects the student's educational opportunities.

RETALIATION

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, dating violence, discrimination, gender-based harassment, serves as a witness, or participates in an investigation.

NOTICE OF NON-DISCRIMINATION

The Fort Worth Independent School District does not discriminate on the basis of race, color, religion, national origin, sex, disability sexual orientation, age, gender identity and expression, and military/veteran status in its programs and activities.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator
Rufino Mendoza, Director, Employee Relations
100 North University Drive, Fort Worth, Texas 76107
Telephone: (817) 814-2790

ADA/Section 504 Coordinator
Director of Special Programs
100 North University Drive, Fort Worth, Texas 76107
Telephone: (817) 814-2878

Title VII Coordinator
Carla Kaufman, Senior Officer, Employee & Organizational Support
100 North University Drive, Fort Worth, Texas 76107
Telephone: (817) 814-2710

HONOR ROLL/AWARDS

An awards assembly is conducted at the end of each school year. Below is a list of a few of the types of awards that are presented:

PRINCIPAL'S AWARD

At the end of the year, students who earn 91 and above in all classes and ALL citizenship grades are E's.

HONOR ROLL

At the end of each reporting period, students who have made an 81 and above, with no citizenship grade below S.

ANN BRANNON AWARD

Given to students who have displayed the highest Scholastic Achievement in content area and to students who have displayed the most significant academic growth throughout the year.

OUTSTANDING CITIZENSHIP

Teachers nominate students for being outstanding role models and constantly adhering to school policies.

SPECIAL PROGRAM AWARDS

These awards will be given based on criteria deemed by the program administrator (Library, JROTC, JCC, Band, etc.).

LIBRARY

The library is a learning laboratory with books, electronic books, computers, magazines, and research databases available for classroom assignments, projects, and reading or listening pleasure. Mrs. Lisa Heick, the librarian, can be contacted at 817-815-7100, if you have any questions.

Students are allowed 2 books for 2 weeks at a time and may be renewed if more time is needed. If a book becomes more than 10 days late a \$1.00 fine is assessed. If a book is lost, a \$15.00 replacement fee will be assessed. Students with outstanding library issues will not be permitted to check out until payments have been satisfied. Fines are not reduced by absences and students can be excluded from extracurricular activities until the fines are paid.

LOCKERS/BACKPACKS

Students will be assigned an individual locker ONLY when a student provides his/her \$1 yearly rental fee. Each student is responsible for the neatness, contents, and care of his/her locker. Periodic checks may be made on lockers. Combinations will be kept by the teacher and be available to administration and police officers. Student lockers may be opened or locks cut off based on reasonable suspicion of a violation of the Student Code of Conduct. Abuse of the locker privilege will result in loss of the locker for the remainder of the year. Lockers are a privilege not a right.

Students **are allowed** to carry backpacks on campus and into classrooms. Students may also carry their 1 to 1 device in the district approved carrying case. If a carrying case is lost, students may purchase another case in Building A.

There will be an increased number of metal detector checks following FWISD district guidelines and board policies.

MEDICAL INFORMATION

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.

(Further information may be found at policy FFAD.)

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health.

MEDICATION

ALL medication, including over the counter medications, must be turned into the nurse's office. Prescriptions and over the counter medications must be accompanied by a note from the physician or dentist accompanied with the appropriate district forms also signed by the physician or dentist. Medication brought to school must be in a labeled container and delivered to the school nurse. It will be kept in a locked cabinet for the school year and must be picked up by the last day of school. Any student in possession of over the counter or prescription drugs without proper documentation will be subject to disciplinary action.

METAL DETECTORS

Benbrook Middle – High School is equipped with metal detectors, and randomly use them as required by FWISD district policy.

PICTURE ID CARDS

Students will be issued one Picture ID Card at the beginning of the school year that must be on their persons at all times. Lost or damaged ID's will need to be replaced by the student at a cost of \$3.00 for the ID. See the school secretary for a replacement ID.

SCHOOL FACILITIES

BEFORE-SCHOOL PROCEDURES

The building will open for students to enter at 8:00 am. **Students are allowed in academic hallways at 8:10 to report to classes.** Students who are brought to school by their parent/guardian are to be dropped off in the low level parking lot, near the football field. Students arriving by bus will enter through the front of the school and then will report immediately to the cafeteria or teacher classroom. Students are only allowed to go to the library if they have a pass from a teacher or the librarian. Band and orchestra students are allowed in the Fine Arts area only to drop off their instruments unless supervised by a staff member. Students who need to eat breakfast will report to the cafeteria. No sports are allowed in the gym or outside before school unless approved by administration and supervised by staff members. Students are not allowed in other areas of the building before 8:25am unless they have special permission and are supervised by a staff member. When the bell rings students are to exit their respective area in an orderly manner. Classes begin at 8:35am and dismiss at 3:35pm. Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. FWISD Safety and Security procedures mandate doors locked during the day. Visitors will enter through the front doors to ensure our campus is secure and following FWISD protocols.

The following areas are open to students before school, beginning at 8:10am. Students are not allowed to be dropped off before this time. Children who are dropped off at school are not permitted to leave the campus for any reason unless they are signed out by a parent/guardian.

- Cafeteria or Cafeteria Patio when open for those eating breakfast

Students arriving BEFORE 8:10 am must be with a teacher in tutoring or a faculty sponsor in extracurricular activities.

AFTER SCHOOL PROCEDURES

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately. All students should be picked up no later than 20 minutes after the school day ends or after a school activity. Students left longer than 20 minutes may be suspended from future school activities.

- **Middle school students are to be accompanied by parent at sporting events.**
- **Students must leave campus and then return for events. They may NOT remain on campus to wait for an event.**

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A parent with questions about these programs should contact the principal.

STATE ASSESSMENTS

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests (STAAR) in the following subjects:

Grade 06	Grade 07	Grade 08	High School EOC
<ul style="list-style-type: none">• Math• Reading	<ul style="list-style-type: none">• Math• Reading• Writing	<ul style="list-style-type: none">• Math• Reading• Science• Social Studies	<ul style="list-style-type: none">• Algebra I (9th)• English I (9th)• English II (10th)• Biology (9th)• US History (11th)

STUDENT OR PARENT CONCERNS

Usually student or parent concerns can be addressed simply by a phone call or a conference with the teacher. If the concern or complaint is not resolved, please contact your student's administrator. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual. The administration at Benbrook Middle – High School believes in ensuring a positive, safe learning environment for students and staff. In keeping with that belief, please pass on compliments of students and staff to the administration.

STUDENT ORGANIZATIONS

STUDENT LEADERSHIP COUNCIL (SLC)

The Student Council is an honor organization dedicated to bringing closer understanding between the student body and the faculty. By personal influence and group work, student council strives to help students to be better citizens. Students are elected by the student body in the fall and work on projects throughout the year.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

Membership guidelines are as follows:

- Scholarship is the most important consideration. Other qualifications are character, leadership, citizenship and service.
- The eligibility requirements for 7th grade are: honor roll every six weeks of grade 6 and the first four six weeks of grade 7 and all E's and S's in citizenship. The student will not be allowed to have a grade below 85.
- The eligibility requirements for 8th grade are: honor roll every six weeks of grade 7 and the first four six weeks of grade 8 and all E's and S's in citizenship. The student will not be allowed to have a grade below 85.

Members of the NJHS must maintain these standards. Once you are a member one probation period will be allowed for a grade between 70 and 84 or one N in citizenship. No probation is allowed for a failing grade, a U in citizenship or a severe infraction.

Transferred grades may be included; however, the student needs to have been in attendance at Benbrook Middle School for at least four six weeks of either seventh or eighth grade.

Students' grades are reviewed after the fourth six weeks. The names of those qualifying are submitted to a faculty committee for a final check. Students and parents receive an invitation to join in April.

Parking (High School Students)

A student parking permit can be purchased for a non-refundable fee of \$35. Student must maintain a current and valid driver's license and insurance. Parking permit must be displayed on vehicles at all times. Student is responsible for all contents of his/her vehicle. Vehicles are subject to inspection at any time (refer to the student Code of Conduct). Benbrook Middle-High School is not responsible for accidents or theft of vehicles and/or property. Accidents or damages will be handled through personal insurance. Benbrook Middle-High School reserves the right to tow vehicles for violation of parking policies. The following procedures will take place:

- a. Warning citation placed on driver's side window
- b. Conference with parent
- c. Vehicle towed

Parking permits are non-transferable. Theft or illegal reproduction of a parking tag will result in forfeiture of parking rights and discipline consequences will follow. Lost tags will be replaced for a \$5 fee.

Speeding or driving recklessly, as determined by a school administrator, will result in the revoking of parking privileges. Students may only access parking lots before and after school, during an approved early dismissal, or with a note from an administrator. Parking permit may be revoked for violation of policies. Leaving campus at unauthorized times will result in loss of parking permit. Student must provide a current copy of insurance when old policy expires. Students cannot "loan" parking permits to other students. Doing so will result in loss of parking privileges.

Vehicles that are parked in unauthorized spaces are subject to be towed at the owner's expense.

OPEN LUNCH

High school students who have 12 or more credits, and who have completed at least 2 full years of high school can participate in lunch off campus. This is a privilege afforded by the school that may be revoked at any time by school administration for any reason. The school is not responsible for any conduct by a student while off campus. However, the student code of conduct will still apply while students are off campus for lunch.

Students are required to follow all traffic and other driving laws.

STUDENT RECORDS

All information pertaining to student performance, including grades, test results, and disciplinary records is considered confidential educational records.

Release is restricted to:

- The parents-whether married, separated, or divorced-unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records go to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a "legitimate educational interest" in a student's records.
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student and treated with care. A student who is issued a damaged book should report the damage to the Assistant Principal immediately.

Students and their parents are responsible for these books until they are returned to the Assistant Principal. Parents are responsible for the full price of a lost book, and full or partial payment on a damaged book. Students who owe money for textbooks will not be issued textbooks until that fee is cleared.

Privileges may also be taken away from students who owe money for missing or damaged textbooks as well as missing or damaged library books.

TRANSPORTATION

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent with advanced notice.

When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Ride on the bus closest to their home. “Bus-hopping” may result in the loss of district bus privileges.
- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- ALL discipline actions are taken seriously and may include viewing video footage from reported incidents.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended. Students violating bus rules and Student Code of Conduct on buses may be subject to temporary or permanent removal from bus privileges.

WITHDRAWAL FROM SCHOOL

A student may be withdrawn from school only by a parent. The school requests notice from the parent at least 1 day in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the main office.

VISITORS TO THE SCHOOL

Parents and others are welcome to visit our school. For the safety of those within the school and to avoid disruption of instructional time, we ask that visits have an academic purpose. All visitors **MUST** provide identification and report to the main office as soon as they arrive on campus. FWISD Safety and Security procedures mandate doors locked during the day. Visitors will enter through the front doors to ensure our campus is secure and following FWISD protocols.

Student Handbook Acknowledgment Form

No hard copy will be provided of the Student Handbook. However, the student handbook, and the student code of conduct can be access at the below websites. This form is to acknowledge that parent and student have been made aware of those.

I and my son/daughter have received, read and acknowledge the Benbrook Middle - High School Student Handbook for the 2019 - 2020 school year, and the 2019-2020 student code of conduct. I have discussed with my son/daughter that he/she will be subject to school discipline. Failure to sign and return this statement does not reduce the parent's and/or student's responsibility to abide by the Benbrook Middle - High School Student Handbook. If questions arise regarding district policy, refer to the Fort Worth Independent School District's Student Code of Conduct.

Additionally, any student who desires to participate in any school sponsored activity (football/band/cheerleading, etc.) or attend any school sponsored activity must have a signed receipt on file.

Student Name:

Student Signature:

Date: _____

Parent or Guardian's Name:

Parent or Guardian's Signature:

Date: _____

Home Phone Number: _____