

2018-2019



Principal
Keri Flores

Assistant Principals
Richard Brown
Josh Jenkins
Ehrica Martin



WE BELIEVE

WE EXPECT

WE ACHIEVE



Fort Worth
INDEPENDENT SCHOOL DISTRICT

WESTERN HILLS HIGH SCHOOL

Student Handbook

It is the policy of Fort Worth Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services, or activities as required by the Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. For information about your rights or grievance procedures, Kevin Greene, Title IX Coordinator, at 100 N. University Drive, Fort Worth TX, 76107, 817-814-2793.

Alma Mater

*Within our memories, Thy praise we behold.
Now and forever, we hail the Green and Gold.
And in our lives to come, Our hearts shall be blessed,
We love and honor our own WHHS.*

Fight Song

*The green and gold deserves our honor,
Cougars fight for victory.
We've the spirit and the ball,
We fight for glory so give 'em our all.
We hit the field to claim the victory,
The Cougars will never say die.
We're going to go, fight, win,
And come to fight again,
It's the Cougars' battle cry!
Go—Fight—Win tonight!*

Alma Mater.....	1
Fight Song.....	1

Educational Calendar..... 6

Progress Reports.....	6
Report Cards.....	6
Schools Dates and Holidays.....	6
Staff Development & Teacher Prep Days (No Students).....	7
Staff Development Waiver Days (No Students).....	7
Six Weeks Grading Periods.....	7
WHHS Bell Schedule.....	7

Graduation Requirements..... 8

Graduation Activities.....	8
Classification of Students.....	8
Advanced Academics.....	8
Dual Enrollment.....	8
Admissions Eligibility.....	9
International Baccalaureate.....	9
OnRamps.....	9
Tutorials.....	9

Honors and Achievements..... 9

Honor Roll Requirements.....	9
Graduation Honors.....	10
Latin Honors.....	10

Discipline..... 10

On-Campus Intervention (OCI).....	10
In-School Suspension.....	11
Student Code of Conduct.....	11

Grading System..... 11

Citizenship Grades.....	12
Grade Reports.....	12
Final Exam Exemptions.....	13
Transcripts.....	13
Full Time Student.....	13
Grading in Advanced Placement, Dual Credit Courses, and OnRamps.....	13

Enrollment and Attendance..... 13

Late Enrollment.....	14
Required Immunizations.....	14
Attendance.....	14

The 90 Percent Attendance Law	14
When attendance drops below 90 percent	14
Early Dismissals	15
Tardy Policy.....	15
Leaving School.....	16
Nurse’s Dismissal	16
Withdrawal from School	16

<i>School Activities and Organizations</i>	16
---	-----------

Eligibility for Student Activities	16
Activities	17
National Honor Society	17
Senior Class Officers	17
Student Council	17
School Dances	18

<i>Student Services</i>	18
--------------------------------------	-----------

Announcements	18
Cafeteria	18
Counselors.....	18
Change of Address.....	19
Directory Information	19
Emergency Medical Treatment: Emergency Cards.....	19
Fundraising.....	19
Health Services	19
Identification Cards	20
Library	20
Lockers	20
Lost and Found.....	20
Lunch Policy	20
Food Deliveries	21
Parent/Teacher Conferences	21
Schedule Changes.....	21
School Closing.....	21
Student Drop-off and Pick-up.....	22

<i>WHHS Dress Code</i>	22
-------------------------------------	-----------

<i>Academic Honesty Policy</i>	23
---	-----------

Consequences*	23
How Students Can Avoid Academic Dishonesty.....	24
How the School Will Help	24

<i>Miscellaneous</i>	25
-----------------------------------	-----------

Telephones.....	25
-----------------	----

Cell Phones and Other Electronic Devices	25
Bus Conduct.....	25
Driving On Campus and Parking.....	25
Hallways.....	26
Crime Stoppers Hot Line	26
Sexual Harassment	26
Bacterial Meningitis Information	26
What is meningitis?	26
What are the symptoms?	27
How serious is bacterial meningitis?	27
How is bacterial meningitis spread?	27
What is the risk of getting bacterial meningitis?	27
How is bacterial meningitis diagnosed?	27
How can bacterial meningitis be prevented?	27
Opting Out of Sex Education	28

<i>Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services.....</i>	<i>29</i>
--	-----------

Special Education Referrals:.....	29
Contact Person for Special Education Referrals:	30
Section 504 Referrals:	30
Contact Person for Section 504 Referrals:	31
Additional Information:.....	31

<i>Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504</i>	<i>31</i>
---	-----------

Remisiones de educación especial:.....	31
Persona de contacto para las remisiones de educación especial:	32
Remisiones de la Sección 504:.....	32
Persona de contacto para las remisiones de la Sección 504:	33
Información adicional:	33

Western Hills High School

3600 Boston Avenue
Fort Worth, Texas 76116

Office 817.815.6000

fax 817.815.6050

Principal Keri Flores
Assistant Principal..... Richard Brown
Assistant Principal..... Josh Jenkins
Assistant Principal..... Ehrica Martin

Attendance Office 817.815.6005

Attendance Clerk A-L..... Andrea Brim
Attendance Clerk M-Z Lakisha Burks

817.815.6030

Counseling Office Fax: 817.815.6052

Class of 2019 LaToya Sloan-Mcgraw
Class of 2020 Denisha Ibiezugbe
Class of 2021 Jeanne Lott
Class of 2022 Sherri Debo
Accelerated Counselor Cari Bounds

Academic Coordinator/IB Coordinator	Karen Hiller	817.815.6042
Registrar	Kathy Jordan	817.815.6006
Truancy Officer		817.815.6028
Data Clerk	Louise Ramsa	817.815.6002
Testing Coordinator	Karen Thomas	817.815.6086
Intervention Specialist	Angela Cohen	817.815.6045
Social Worker (Project Reach)	Lindy Gonzales	817.815.6041
Nurse		817.815.6020
Band		817.815.6080
Choir		817.815.6063
Special Education Office	Donna Wedeking	817.815.6070
Field House, Boys Athletics	Blake Moilan	817.815.6064
Library	Beverly Harkness	817.815.6092 817.815.6051 Fax
Gym, Girls Athletics	Suzette Pritchett	817.815.6066
ROTC	Colonel Malesky	817.815.6071 817.815.6082
Theater Arts	Julia Worthington	817.815.6076
Food Services	Maria Ambriz	817.815.6023
Dyslexia/504 Services		817.815.6030
Yearbook	Matt Posey	817.815.6079

Educational Calendar

Monday, August 20, 2018 through Friday, May 31, 2019

Progress Reports

Wednesday, September 12, 2018
Wednesday, October 17, 2018
Wednesday, December 5, 2018
Wednesday, January 30, 2019
Wednesday, March 27, 2019
Wednesday, May 8, 2019

Report Cards

Wednesday, October 10, 2018
Wednesday, November 14, 2018
Wednesday, January 16, 2019
Wednesday, March 6, 2019
Wednesday, April 24, 2019
Wednesday, June 12, 2019

**These dates are subject to change. Parents are encouraged to view the Child's grade at any time, using the FOCUS portal.*

Total Days of Instruction: 176 (Includes 3 Waiver Days)

Schools Dates and Holidays

August 20 First Day of School
September 3 Labor Day
November 19-23 Thanksgiving Break
(240 & 245 Day Employees Work Nov. 19-21)
December 24–January 4 Winter Break
January 21 MLK Holiday
March 11-15 Spring Break
(245 day employees work)
April 19 Good Friday
May 27 Memorial Day
(240 & 245 Day Employees Work)
May 31 Last Day of School

Staff Development & Teacher Prep Days (No Students)

Monday, August 13—Friday, August 17, 2018
 Monday, January 7, 2019
 Tuesday, January 8, 2019
 Monday, June 3, 2019

Staff Development Waiver Days (No Students)

Monday, October 8, 2018
 Friday, February 1, 2019
 Monday, March 25, 2019

Six Weeks Grading Periods

1 st Six Weeks: 29 days	August 21—September 28, 2018
2 nd Six Weeks: 24 days	October 1—November 2, 2018
3 rd Six Weeks: 30 days	November 5, 2018—December 21, 2018
Fall Semester: 83 days	
4 th Six Weeks: 31 days	January 9—February 22, 2019
5 th Six Weeks: 29 days	February 25—April 12, 2019
6 th Six Weeks: 33 days	April 15—May 31, 2019
Spring Semester: 93 days	

WHHS Bell Schedule

Regular Bell			Pep-Rally Bell		
7:35	-	8:15	7:35	-	8:15
		Period 0 – No Bells			Period 0 – No Bells
8:20	-	9:10	8:20	-	9:07
		Period 1			Period 1
<small>8:20</small>	-	<small>8:25</small>	<small>8:20</small>	-	<small>8:25</small>
		Announcements			Announcements
9:15	-	10:00	9:11	-	9:53
		Period 2			Period 2
10:05	-	10:50	9:57	-	10:39
		Period 3			Period 3
10:55	-	11:40	10:43	-	11:25
		Period 4			Period 4
11:45	-	12:30	11:29	-	12:11
		Period 5			Period 5
12:35	-	1:10	12:15	-	12:50
		Lunch			Lunch
1:15	-	2:00	12:54	-	1:36
		Period 6			Period 6
2:05	-	2:50	1:40	-	2:22
		Period 7			Period 7
2:55	-	3:40	2:26	-	3:08
		Period 8			Period 8
			3:10	-	3:40
					Pep-Rally

Released by
Announcement

Graduation Requirements

To receive a high school diploma, a student must successfully complete 26 credits and pass the STAAR Exit-level or course specific EOC examinations. Parent and students are encouraged to talk with a school counselor to learn more about the curriculum, course offerings, and graduation requirements. Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with their counselor so that they take high school courses to best prepare them for college, military, or a career. Students who would like to graduate early must pass all five parts of the exit level STAAR/EOC test.

Graduation Activities

A student who does not pass all parts of the STAAR/EOC tests will not be allowed to participate in commencement activities. Students with discipline problems the last six-weeks can be denied participation in senior activities. All holds, fines, or fees must be cleared prior to commencement.

Classification of Students

After the ninth grade, students are classified according to the number of credits earned toward graduation.

<i>Units of Credit Earned</i>	<i>Grade Placement</i>
<i>6</i>	<i>10</i>
<i>12</i>	<i>11</i>
<i>19</i>	<i>12</i>
<i>26</i>	<i>Graduate</i>

Advanced Academics

Advanced Academic courses provide high school students with the experience and rigor of college level equivalent courses. Offerings at Western Hills including Advanced Placement (AP), On-Ramps (OR), International Baccalaureate (IB) and Dual Enrollment (DE).

The College Board, a non-profit organization dedicated to preparing, inspiring and connecting students to college, sponsors the Advanced Placement (AP) program.

Currently, Western Hills offers 11 Advanced Placement courses with the intent of challenging our students and to better prepare them for college. Each May, students take a national test that measures their knowledge in the areas they studied during the year. If the students score high enough, they may receive college credit at institutions nationwide.

Dual Enrollment

Dual Enrollment (DE), sometimes referred to as "Dual Credit," is an additional option for current high school students to earn both high school and college credit for the same course.

Admissions Eligibility

- ❖ Limited to upcoming 11th and 12th grade (Junior and/or Senior) high school students
- ❖ Meet all testing requirements (Texas Success Initiative-TSI)
- ❖ EHS Enrollment Form must be approved by the TCC Registrar's Office
- ❖ The TCC course load shall not exceed two (2) courses per semester

International Baccalaureate

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Potential college credit for IB courses are based upon IB exam scores taken at the end of the course. IB credit is recognized by universities on an international level.

OnRamps

The University of Texas at Austin's OnRamps dual-enrollment program provides opportunities for high school students to earn college credit. OnRamps is designed to accelerate student success by providing university-level work and develops skills necessary for college. In the course, teachers are paired with UT professors to deliver both the high school and college level content. Students will receive two grades: one for the high school portion and one for the college portion of the course. Students are then given an opportunity to accept or decline the college credit before final grades are posted. Declination of college credit does not affect the student's graduation status or college GPA.

Tutorials

Tutorials are offered for students who are failing. Teachers have tutoring times posted in their classrooms. School-wide tutorials are available on a regular basis. Please contact the counseling office for a specific time and place.

Honors and Achievements

Honor Roll Requirements

High Honor Roll All subject grades are 91 or above & all E's or S's
Honor Roll All subject grades are 81 or above & all E's or S's

Graduation Honors

Valedictorian and Salutatorian honors are awarded to students with the highest and second highest ranking, respectively at the end of the 5th six-weeks. To be eligible for such recognition, a student must:

- have completed the Foundation Program with the distinguished level of achievement; and
- have completed 19 credits before the first day of the school year in which graduation requirements are completed; and
- must have been continuously enrolled in the same high school in the District for the two years preceding graduation in which graduation requirements are completed.

If a tie occurs, the student with the highest weighted GPAs or the weighted numeric grade average after calculation to the thousandths place will be the winner. Should there still be a tie for top honors, the District shall recognize all students involved in the tie as sharing the honor and title (co-valedictorians will be announced; co-salutatorians will be announced if there is a tie for the second highest honor).

Latin Honors

Seniors who have completed the Recommended Program, the Advanced/Distinguished Achievement Program, or the foundation program will receive special recognition at the graduation ceremonies for Latin Honors. The awarding of Latin Honors will be determined in the following manner and consist of the top 10% of the Class;

- | | |
|---|---|
| ❖ Summa Cum Laude (with highest honors) | Top 2% of the graduating class. |
| ❖ Magna Cum Laude (with great honor) | Next highest 3% of the graduating class |
| ❖ Cum Laude (with honor) | Next highest 5% of the graduating class |

Because the program for graduation must be printed before report cards are issued for the last six-weeks, only grades reported through the fifth six weeks will be counted. Citizenship grades will not be counted in determining those to be awarded Latin Honors.

Discipline

The Texas Legislature has delegated authority to the Board of Trustees and its employees to manage and discipline students. The school has the authority to administer discipline whenever the interest of the school is involved, on or off school property, in conjunction with or independent of classes and school-sponsored activities.

Each incident will be investigated separately. Administrators will make final judgements for each consequence.

On-Campus Intervention (OCI)

OCI is a short term disciplinary consequence for violations to the Student Code of Conduct. As this is considered an Alternative Placement, this consequence removes the student from his/her regular schedule and places the student in a separate classroom (Room 309) for a minimum

total of 6 successful days. During this placement, the student will adhere to the requirements and procedures listed below:

OCI students must report to the classroom by 8:20 am and must promptly leave WHHS @ 3:40 pm. If the student is not present from 8:20 am to 3:40 pm on any day, another day will be added to the end of the OCI placement.

In-School Suspension

A student may, at the discretion of the Principal or other appropriate administrator, be placed in an in-school suspension program. The duration of the placement may be one period, remainder of a day or full day placements. In the case of all day placements, a parent will be notified.

Student Code of Conduct

The Fort Worth ISD Student Code of Conduct is accessible through the District and Western Hills High School website.

Grading System

To earn credit in a course, a student must receive a grade of 70 based upon course-level standards and may not exceed the maximum absences per course. Numerical grades are used on three-week progress reports, six-week report cards, and transcripts. **Students must pass the second semester in order for the first semester to average with the second semester and receive credit for the year.**

The District categorizes and weights courses as Tier I, Tier II, and Tier III in accordance with policy EIC (LOCAL). The Weighted GPA is used to determine local graduation honors and the highest ranking graduates.

Tier I courses include Advanced Placement (AP) courses, International Baccalaureate (IB) courses, dual credit courses, OnRamps, any courses for which a Tier I course is a prerequisite, and other rigorous District-designated courses.

Tier II courses include high school Pre-AP courses, Pre-IB courses, and other courses locally designated as honor courses.

Tier III courses include all other courses not designated as Tier I or Tier II courses.

The district converts semester grade points and calculates a weighted GPA in accordance with the following chart:

Grade points are earned as follows:

Grade	TIER I	TIER II	TIER III
97 and above	5.0	4.5	4.0
94-96	4.8	4.3	3.8
91-93	4.6	4.1	3.6
87-90	4.4	3.9	3.4
84-86	4.2	3.7	3.2
81-83	4.0	3.5	3.0
77-80	3.8	3.3	2.8
74-76	3.6	3.1	2.6
71-73	3.4	2.9	2.4
70	3.0	2.5	2.0
69 or below	0	0	0
I (Incomplete)	0	0	0

"I" is not an academic grade but a symbol to indicate incomplete work. It is recorded only when a student has not completed work because of an excused absence. An "I" for a six weeks period or a semester must be changed during the next reporting period, or the "I" will become a failing grade. We will not issue an "I" during sixth six-weeks. If a student's grade in the subject drops more than ten points from one reporting period to the next or if the citizenship grade drops to an "N" or "U", the teacher must notify the parent.

Citizenship Grades

Teachers are encouraged to give students citizenship grades, per the FWISD Guide to Grade Reporting. A grade of N or U may be used for entrance or dismissal purposes by an organization or club. This will be reviewed on a case by case basis by Administration.

Indicators to be used to assess conduct grades are listed below	Criteria provided as a general guide for administering conduct grades	
<ul style="list-style-type: none"> • Uses self-control • Talks at appropriate time • Obeys school rules • Respects authority • Works well with others • Uses acceptable language • Brings necessary textbooks, and materials to class 	E	Excellent—Observes rules consistently
	S	Satisfactory—Observes rules frequently
	N	Needs Improvement—Observes rules infrequently (Notification—Call or Progress Report)
	U	Unsatisfactory—Observes rules almost never (Parent Conference & documentation)

Grade Reports

All students will be given progress reports after the first three weeks of each grading period. Teachers will give report cards to all students without holds after each six-week period. These reports should be signed by the parent/guardian and returned to the school within one week. A schedule for progress reports and report cards is shown in the beginning of the handbook. If you would like to have your student's progress report mailed, please provide his/her first period teacher with stamped self-addressed envelopes. Parents will be able to view their student's grade/attendance portal online.

In addition, specific grading rules apply to the IB Diploma Program at Western Hills High School. Student averages are reported at three week, six-week intervals. Cumulative semester grade averages are reported twice a year – January and June.

Final Exam Exemptions

Exemptions will be permitted per FWISD Board Policy. Finals must be taken on the scheduled dates. Any exceptions such as for health reasons must be submitted to an administrator in advance and accompanied by a doctor note. Missed finals due to absences must be made up.

Transcripts

Transcripts will be available to students at the end of each semester. Requests for additional copies should be made in the registrar's office. We will not issue official transcripts to students or parents. Official transcripts will be mailed directly to the institution requested or may be sent electronically through an online service provider.

Full Time Student

To be a full time student all freshmen, sophomore and junior students must be assigned eight classes. Senior students must be assigned at least six classes. All students must meet at least three periods each day.

For UIL purposes a student must be enrolled and attend four hours per day.

Grading in Advanced Placement, Dual Credit Courses, and OnRamps

AP semester grades are weighted on a Tier I level to reflect the increased levels of rigor, workload, and expectations as compared to traditional high school classes. This means that the value of letter grades on a student's transcript is increased in figuring the students GPA. GPAs are figured only at the end of each semester.

In addition, each course has its own set of grading standards, which reflect its unique nature. Therefore, it is necessary to review individual course criteria and policies when calculating semester grades. Likewise, College Board tests in May each have their own individual criteria and grading scales. (See www.collegeboard.com for addition information about specific courses.)

Enrollment and Attendance

The Fort Worth ISD is launching District-wide online registration starting in 2018. Parents will no longer have to fill out multiple forms with the same information. All students—both new and returning—must complete the online enrollment process.

New students to FWISD will be enrolled in the attendance office. They must be accompanied by a parent or guardian and bring a copy of their immunization record, withdrawal form and attendance records from the last school attended. Proof of residence, birth certificate, and Social Security card are required for all students, upon enrollment and parent(s)/guardian(s) must bring their official ID.

Late Enrollment

Students who enroll at WHHS after the first day of each semester MAY complete the coursework they missed during the time he/she was not enrolled at WHHS. Missing work must be completed by the end of the six weeks. If a transfer grade is available, it may be averaged in the six weeks grade.

Required Immunizations

A student must be fully immunized against certain diseases. The immunizations required for high school include diphtheria, tetanus, and pertussis (DPT) and Tdap; polio (IPV); measles, mumps, rubella (MMR); hepatitis B (HEB B); varicella (chicken pox); and Meningococcal (MCV). 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. Proof of immunization includes personal records from a licensed physician or public health clinic with a signature or rubber stamp validation.

Attendance

School attendance is a primary indicator of academic success, and it starts on the first day of school. Missing out on a reading strategy or an Algebra lesson can set your student back - and it adds up with every absence.

While illnesses and family emergencies cannot be helped, it is important to ensure your child is on time to school and ready to learn every day. Because attendance is so critical for the quality of your child's education, Texas has a required school attendance law.

Every absence is counted in a student's attendance record, regardless of the reason. Even two absences a month for nine months of school can jeopardize a student's ability to pass a class or graduate from high school.

The 90 Percent Attendance Law

Texas law (TEC 25.092) requires that any student in grades kindergarten through 12th grade must attend at least 90% of the days any class is offered or the student may not be given credit or a final grade. **All absences** are calculated and count toward the allowable 10% absence rate.

A student in middle school or high school might have to repeat a certain class if they did not attend that class 90 percent of the time.

We understand that sometimes students just have to be absent – it is a part of life. There are alternative ways for students to make up work or regain credit or a final grade lost because of absences.

When attendance drops below 90 percent

The student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days that class is offered.

This notice will provide students and parents with opportunities to work either with the campus principal or with an attendance committee in creating an attendance recovery plan. This plan is

designed to help students earn credit for attendance, grades, or for both in order to pass a class or to graduate on time.

If student attendance drops below 75 percent, an attendance committee will automatically review the student's attendance and grades to determine the student's ability to pass a class or graduate on time.

If a student's attendance has fallen below 90 percent, it is important for that student to avoid any more absences for any reason. Continued absenteeism may impact the Principal Plan or Attendance Committee decision.

Every absence, for any reason, becomes part of a student's attendance record. Too many absences can compromise a student's grades or attendance credits and can impact their ability to succeed. The best action a student can take is to be in school every day, because it all adds up. Parents and students are encouraged to keep track of absences and work with their school to keep attendance above 90 percent.

**The number of absences is subject to change according to district policy.
Attendance and Dual Credit Consequences will be handled by Tarrant County College.**

Early Dismissals

Request for dismissal during the school day may be made in writing and be signed by the parent or guardian. The note should be turned in to the attendance office by 8:20 a.m. and include:

- ❖ Time and reason for dismissal
- ❖ Telephone number where parent or guardian may be reached for verification

Dismissals by phone will not be honored. Check out/in through the attendance office is required when leaving or returning to school. The dismissal will be the student's pass to leave class. Upon returning to school on the same day, an admit slip will be given for admission when he/she returns.

Tardy Policy

Adequate time is provided for students to move from one class to the next; therefore, students are expected to attend classes on time. A student is considered tardy if they are not seated at their assigned seats ready to begin the lesson when the bell rings.

- Consequences:
- 1st tardy-Warning, teacher marks student Tardy in FOCUS.
 - 2nd tardy-Warning, teacher marks student tardy in FOCUS.
 - 3rd tardy-Warning, teacher marks student tardy in FOCUS and makes parent contact (call, email, letter, etc.).
 - 4th tardy-Lunch Detention
 - 5th tardy-ISS for one period

All Subsequent Tardies-progression of consequences per administrator

Tardies will reset/start over with each new six weeks grading period.

Leaving School

Once arriving at school, at any hour, under no circumstances is a student to leave the building unless they have permission to leave at lunch. Students must return after lunch unless an early dismissal was processed. Emergencies are to be handled by the Principal, Assistant Principal, or nurse. Students are to leave school immediately upon completion of their last class period for the day. Loitering on or around the school building or in the parking lot will result in disciplinary action. Student may have an off period with prior administrative approval. Students remaining on campus will be assigned to a class.

Nurse's Dismissal

A student who becomes ill during the school day should, with the teacher's permission report to the school nurse. Students must have a pass to visit the nurse. Students who are ill must report to the nurse's office to call home. Students are not allowed to call parents directly on personal cell phones to report an illness. The nurse will decide whether or not the student should be sent home and will notify the student's parent or designee on the student's emergency contact.

Withdrawal from School

Students who wish to withdraw from school should report in person with a parent or guardian to the main office to meet with an administrator. All textbooks, library books, laptops, laptop accessories, uniforms, and other materials or equipment issued to the student must be returned and all fines paid before the withdrawal is completed.

School Activities and Organizations

Student activities are a vital part of Western Hills High School. University Interscholastic League activities, such as athletic, literary, music events, and a generous variety of student organizations provide a diversified program for students.

Student clubs and performing groups such as the band, choir, color guard, cheerleaders and athletic teams may establish codes of conduct and consequences of misbehavior. These expectations may be stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct will apply in addition to any consequences specified by the organization.

Organization must receive Administrative Approval (indicated by a signature) before these standards may be implemented.

Eligibility for Student Activities

Students are eligible to take part in any student activity as long as they are present at school, passing all subjects during a grade-reporting period, abide by the rules of the activity, and are not assigned to an all-day in-house suspension or suspended from school during the extracurricular event. A student who fails one or more classes may not participate in extracurricular activities for at least three weeks. A student may practice or rehearse while suspended because of failing grade(s).

Activities

- ❖ *Fine Arts: Art, Band, Choir, Orchestra, Thespian Society, and Color Guard/Winter Guard*
- ❖ *Foreign Language: American Sign Language, French, Spanish*
- ❖ *Athletics: Athletics, Cheerleading, Athletic Trainers, Cougar Patrol*
- ❖ *Academics: National Honor Society, UIL Academic Competition, Whiz Quiz, Yearbook, Math, Science,*
- ❖ *Vocational: FBLA, TAFE, and Robotics*
- ❖ *Other: Senior Class, Key Club, Student Council, Gamers Guild, Link Crew, My Brother's Keeper, United Voices for Change (UV4C), Young Life*

National Honor Society

The National Honor Society is based on the four principles of scholarship, leadership, service, and character. To be eligible for membership in the Western Hills chapter of the National Honor Society, one must have a minimum GPA of 3.75. Prospective members must then demonstrate through completion of a Student Activities Form their qualifications in the other areas. A panel of teachers from the academic departments will then review each eligible student's application. Inductees will be notified by letter of their acceptance. Induction into the chapter is possible in the fall of a student's junior or senior year. A student who's cumulative GPA falls below the standard is subject to dismissal from the chapter. These standards and qualifications are in compliance with the guidelines in the National Honor Society Handbook, published by the National Association of Secondary School Principals.

Senior Class Officers

The senior class will elect class officers. To be eligible to run, students must meet certain criteria. He/she must have no grade below "75" for the semester prior to elections and an average grade of a "75" for the 4th and 5th sixth weeks of the semester of the election and no citizenship grade below "S". Election will be determined by majority vote. In addition, Senior Class Officers may not hold an elected office on the Student Council Board.

Student Council

The purpose of the Student Council is to promote good citizenship, personal integrity, and genuine enthusiasm in school activities. It also provides a forum for the discussion of questions of interest to the student body, and to aid the administration of furthering the policies of WHHS. Members-at-large may apply to the council and its advisors. The president and executive board members are chosen from the upcoming senior class.

To be eligible for an office on the Student Council, a student must have no grade below "70" and a citizenship average of "S" with no citizenship grade below "S" for the semester, preceding the election.

Candidates may advertise with posters in specified areas. The posters cannot cover more than 16 square feet of surface per floor. All posters to be exhibited should be approved by a school administrator in advance. All candidates are responsible for the removal of their own posters immediately following the election. The election process will be monitored by the sponsor and school administration.

School Dances

- ❖ *You must have in your possession your WHHS student ID in order to be admitted.*
- ❖ *You must have been marked present for daily attendance if the dance is held on a school day.*
- ❖ *Students with an outstanding “HOLD” may not be allowed to attend.*
- ❖ *Sponsors must pay for security personnel.*
- ❖ *No event should be held after hours without Benbrook/Fort Worth Police Officer supervision.*
- ❖ *WHHS dances are for WHHS students only. Exceptions to this policy will include Prom and Homecoming. In these cases one person must have a WHHS ID card and the visitor must submit an application to be approved. Only one visitor per WHHS student.*
- ❖ *Any actions that endanger other students will not be tolerated.*
- ❖ *Disruptive, dangerous, or lewd behavior is not permissible.*
- ❖ *If you are asked to leave a dance for any reason, the money you paid for admittance will not be refunded.*
- ❖ *Any student appearing under the influence of alcohol or a controlled substance will be removed from a dance or not permitted to enter. Further disciplinary action may be taken.*
- ❖ *Once you enter the dance you will not be allowed to leave. If you choose to leave the dance (for any reason) you will NOT be re-admitted.*
- ❖ *Parents are requested to pick up their children promptly at the conclusion of all sponsored activities including dances.*

Student Services

Announcements

Announcements are made each day over the public address system. (Times TBD). School related announcements must have prior administration/faculty sponsor approval.

Cafeteria

The cafeteria at WHHS serves a type “A” hot lunch daily to students. The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student’s financial need. Students may also bring a lunch from home. Students are expected to observe general standards of conduct in the cafeteria. Students need to remain seated while in the cafeteria. They should properly dispose of all wastepaper and food. There is no food allowed in the classrooms or in the hallways. Exception is during lunch when students are allowed to take food out of the cafeteria to attend tutoring. A student will be given a pass by the teacher indicating that he/she is attending tutoring and that food is allowed. Students carrying drinks (other than water) in the halls will have their drinks confiscated or be asked to dispose of them.

Counselors

Students and parents are encouraged to talk with school counselors, teachers, or coordinators to learn about the curriculum, course offerings, graduation requirements, and differences between graduation programs. All students in grades 9-12 and their parents will be provided

information about the recommended courses for students preparing to attend a college, university, or training school. Students interested in pursuing some other advanced education should work closely with their counselor so that they take the high school courses to best prepare them for future work. The counselor or a member of the Go Center can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or chemical dependency needs. The counselor may also make available information about community resources to address personal concerns. Students who wish to meet with the counselor should make an appointment before or after school, and obtain a pass from your counselor for the appropriate time. You must obtain a pass from your teacher prior to your appointment.

Change of Address

Students who move during the school year or have a change in telephone number should fill out a “change of address” form in the attendance office within three school days of the change.

Directory Information

The categories of Directory Information may be released to the public unless objected to in writing by the parent or student, if 18, at or near the beginning of each school year but no later than September 15. “Directory Information” means a student’s name, address, telephone listing, date and place of birth, his or her parent’s name or guardian’s name, student’s major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees (diploma) and awards received, and the most recent previous educational agency or institution attended by the student. Objection to release part or all of the “Directory Information” should be directed to the Principal.

Emergency Medical Treatment: Emergency Cards

Each year parents are asked to complete an emergency care form that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary. Failure to complete and return the form will result in a student’s report card being held.

Fundraising

*Student clubs or classes, and Booster Clubs may occasionally be permitted to conduct fundraising drives. **An application for permission is available in the Registrar’s office and must be made to the Principal and approved prior to the event.** The Principal must approve all shirt designs.*

Health Services

The school nurse maintains health records and treats minor injuries. The nurse’s office is a temporary “waiting station” for students who become ill during the day. When the student is too ill to attend class, she will try to contact the parent or a designee to pick up the student. It is

important that all telephone numbers on emergency cards are correct and updated immediately, if necessary.

Students must have a pass from their teacher to go to the nurse's office.

School personnel will not provide pupils with any medication except upon written request by the parent and written instructions from a physician on how it is to be administered.

Identification Cards

Due to safety concerns the Fort Worth ISD is requiring all secondary students to wear I.D. cards at all times. I.D. cards will be processed on the day of registration. After school begins, I.D. cards can be obtained in the JROTC classroom during the last 10 minutes of lunch. There is no cost for the first I.D., but each replacement card will be \$5.00. Students will need to pay the registrar first and then take the receipt to the JROTC classroom.

Library

Students are encouraged to make use of the library, which is open from 8:00 a.m. to 4:00 p.m. Each student who visits the library during school hours must have a library pass from a teacher and they must have a student ID card to check out books.

Lockers

Lockers are assigned to students during registration or upon enrollment. Lockers remain under the jurisdiction of the school even when assigned to an individual student and the school reserves the right to inspect all lockers. The school is not responsible for lost or stolen items. STUDENTS ARE NOT PERMITTED TO SHARE LOCKERS. Food and drink are not to be stored in lockers.

A student has full responsibility for the security of the locker and is responsible for making certain that it is locked and that the combination is not available to others. If the assigned locker is not self-locking, the students must provide a lock, and an extra key or the combination must be filed with an Assistant Principal. Failure to do this may result in the lock being cut off during inspections.

Lost and Found

Students who find lost articles are asked to take them to the attendance office, where they may be reclaimed.

Lunch Policy

According to Fort Worth ISD District Policy, juniors and seniors may leave the campus during lunch. Ninth and tenth grade students are NOT permitted off campus at lunch without an early dismissal from their parent/guardian. Parents must come to the attendance office and sign out their child for lunch but the student must return to campus before the beginning of the next class period.

Ninth and tenth grade students found off campus at lunch will receive a 1 day in school suspension. Eleventh and twelfth graders off campus at lunch will need to carry their ID to verify

their grade level. Students who transport ninth and/or tenth graders off campus face a one day suspension.

Students should eat lunch in the cafeteria or on the patio. However, students may go to the Library or to a teacher's classroom during the lunch period ONLY with a signed/dated pass from the Librarian or a teacher. Students must remain in these areas for the lunch period and may not be in the halls or other areas of the campus. Students are not permitted in or around the softball field area and can be restricted from other areas if concerns warrant throughout the school year.

If a parent enters the building to bring lunch to a student, that parent/guardian must first stop in the main office and provide a valid ID. If a parent does not wish to come inside, the student may meet that parent in the front of the building, during the lunch period only. No release will be made to the front during class time.

Food Deliveries

The Main Office will not accept any food deliveries for a student. Students must tell the restaurant or delivery person that he/she (the student) will pick up the food delivery on the front steps of the building between 12:35 pm and 1:00 pm. Students are not allowed to leave class to accept a food delivery. Students are not allowed to eat in a classroom for any reason, including the reason that the delivery of the food to a student was later than 1:00 pm and the student did not have time to eat the delivered food.

Parent/Teacher Conferences

A parent/guardian who wishes to request a conference with a teacher should call the Counseling Office at 817.815.6030 and leave a telephone number where he/she can be reached. Parent/teacher conferences can be scheduled before or after school or during the teacher's planning period. Students and parents may expect teachers to request a conference if the student does not maintain passing grades or if the student experiences behavior problems in class. Parents who wish to observe their child during class may set this up through the counseling office.

Schedule Changes

Students who wish to request schedule changes must consult with a counselor. Only counselors may make student schedule changes with approval by the Principal. Schedule changes will not be made after the first ten days of each semester.

School Closing

In the event of severe weather or a mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also require early dismissal of school. School closing, delayed starting time, or early dismissal will be announced over major television and radio stations beginning at 6:00 a.m. If no report is broadcast, it can be assumed that school will be in session. WHHS has no control over the closing or delay of school. This is a district-wide decision which is made by the Fort Worth ISD Administration. No decisions of this magnitude are made at the campus level.

Parents and students may download the Fort Worth ISD phone app for free to receive district news and alerts.

Student Drop-off and Pick-up

Parents must park in the **South Parking Lot** when dropping off or picking up children. There is no pick-up or drop-off in the Faculty Parking Lot.

Parking in the front of the school or on the surrounding streets is prohibited by the Benbrook Police Department.

WHHS Dress Code

Western Hills High School believes that proper etiquette and good grooming are a definite part of the educational process. Students must wear neat, clean, appropriate clothing to school, practices and to school functions. Any extreme in clothing, hair, cosmetics, jewelry, or appearance that may disrupt the normal operations of the school will not be tolerated. Students are expected to be in dress code beginning the first day of school.

- ❖ Clothing that have holes, tears or cuts must be worn with leggings/tights to cover exposed skin.
- ❖ Dresses, shorts, skirts and skorts (including any slits) shall be no shorter than three inches above the knee while standing.
- ❖ No sleepwear, pajamas, or flannel drawstring pants can be worn to school. NO visible drawstrings.
- ❖ No sports bras should ever be exposed. An outer covering is required at all times.
- ❖ Acceptable outerwear shall include sweatshirts or sweaters that are worn over standard dress.
- ❖ No midriff shirts or blouses that leave the stomach or back exposed, halter tops, tube tops, tank tops, tops with spaghetti straps, excessively low cut tops, and see-through shirts are not permitted. All shirts must completely cover the top of the shoulder, the stomach and the back.
- ❖ There should be no hats or any type of head covering worn in the building. Hats, dew rags, hair nets and sweatbands will be discouraged and the item removed from the students head. Exceptions will be made for verified religious clothing.
- ❖ Apparel that was designed to be worn under other clothing will not be permitted as outer clothing.
- ❖ Pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene, or advertise, depict, or represent tobacco products, alcoholic beverages, drugs or any other substance prohibited by Fort Worth ISD policies will not be permitted.
- ❖ Wearing apparel or personal items with symbols that are gang related, or attire that can be considered gang related will not be permitted. Bandanas, dew rags, colored beads, colored shoe strings, towels, jewelry, insignias, or any item worn hanging from the body that would indicate gang affiliation will be confiscated and disciplinary action will be taken.

- ❖ *Oversized clothing or pants that cause underclothes to be exposed will not be permitted. Pants or shorts should not ride below the hips. No sagging pants. Clothing shall be of the correct size for the student.*
- ❖ *No chains, body piercings, spiked jewelry or accessories that could be classified as dangerous or as a weapon may be worn or brought to school*
- ❖ *No house shoes, or aquatic shoes will be permitted*
- ❖ *No combs, sunglasses or grillz will be permitted.*

For dress code violation consequences, see “Discipline Consequences.” The school administration reserves the right to determine if attire is a distraction to the educational environment.

Academic Honesty Policy

Western Hills High School has a set of core values that encourage all students to act in a responsible manner. An important aspect of being a responsible student is to practice academic honesty. Cheating, therefore, will not be condoned.

Academic honesty means acting with integrity in all your schoolwork by making sure that your work is your own and not copied from friends, books or internet. Academic dishonesty is therefore defined as submitting as your own work that which is not your own. All kinds of cheating are academically dishonest and come under the following broad terms:

- ❖ *Malpractice—gaining an unfair advantage in a class or homework assignment. Malpractice includes offences such as receiving unauthorized help from friends, parents, tutors or sibling on assignments/projects.*
- ❖ *Collusion—assisting someone to cheat. Collusion includes offenses such as allowing ones work to be copied or handed in by another student.*
- ❖ *Plagiarism—the act of presenting another’s words and ideas as one’s own without crediting the source—this includes the internet. Paraphrasing material or an original idea without properly acknowledging the source.*
- ❖ *Copying—taking work of another students with or without his or her knowledge and submitting it as one’s own*
- ❖ *Exam cheating—communicating with another candidate in an exam bringing unauthorized material into an exam room, or consulting such material during an exam in order to gain unfair advantage.*
- ❖ *Duplication—submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved.*
- ❖ *Falsifying Data—creating or altering data which have not been collected in an appropriate way. Falsifying documents and or signatures will be treated as academic dishonesty.*

Consequences*

Any student committing academic dishonesty will face the following consequences:

- ❖ *First offence—a zero for the work, a meeting with the Principal, counselor, and IB coordinator if applicable, a meeting with, or letter sent home to parents.*

- ❖ *Second offense—each of the consequences of the first offense, plus 1-period of In-School-Suspension and the consequences attached to that.*
- ❖ *Third offense—each of the consequences of the first offense, plus 2-3 periods of In-School-Suspension and the consequences attached to that.*
- ❖ *Fourth offense—each of the consequences of the first offense, plus 1 day of In-School-Suspension and the consequences attached to that.*
- ❖ *Fifth offense—each of the consequences of the first offense, plus 1 day of School Suspension (out of school)*

**A violation of the Academic Honesty Policy signifies that a student is not in good standing with the IB. Offenses may result in expulsion from the IB Diploma Program after review of the offense by the IB Academic Honesty Committee.*

If a student has been found in violation of the Honor Code, he or she will not be recommended for the National Honor Society or any of the other honor societies. If the student is already a member, the sponsor will be notified.

As a deterrent the school will use a computer program, Turnitin.com, to spot check for plagiarism. Students can avoid plagiarism by properly acknowledging the source of all materials using the APA and MLA style guide adopted by the school. If further assistance is needed, ask your teacher or a librarian for clarification.

How Students Can Avoid Academic Dishonesty

Always strive to do all work independently. Do not give your work to another student. If you use someone else’s words and thoughts, acknowledge them. Learn how to cite and reference sources using APA or MLA. When in doubt, ask for help.

How the School Will Help

Subject teachers will provide lessons and review on the issue showing examples of academic dishonesty and examples of good practice. Practices of academic dishonesty for teaching examples are included, but not limited, to the following:

- ❖ *Looking on someone else’s paper during a test or quiz.*
- ❖ *Plagiarizing another’s words or ideas (including data downloaded from the internet) in a report, research paper, or extended essay.*
- ❖ *Revealing to someone who has not taken a test what the questions or problems are.*
- ❖ *Copying or conferring with other students or with adults on any independently designated assignment.*
- ❖ *Writing notes in a convenient place and referring to them during a test or quiz.*
- ❖ *Sliding your paper into the viewing range of another student during a test or quiz.*
- ❖ *Working out signals and using them to help someone on a test or quiz.*
- ❖ *Looking at the paper of a student who is still working on a test when you come into the room from another class; checking out the teacher’s desk to see what might be helpful.*
- ❖ *Misrepresenting the submission of information (events, hours, or other data) regarding the CAS component of the program.*

- ❖ *Unauthorized uses of technological devices to complete, disseminate, or reveal to self or others information or answers. (i.e. cell phones, Bluetooth devices, social media/networking sites, earbuds, headphones, etc.)*
- ❖ *Having knowledge of another IB student’s plan or participation in “cheating” without confiding directly or anonymously to IB personnel.*
- ❖ *Any infraction that warrants a school referral, or violation of civil or criminal law.*

Whether you are specifically asked to sign the honor pledge for each assignment or not, it will be understood that as a Western Hills student, you will always be able to sign the following:

On my honor, I promise that I will have neither given nor received help on this assignment/examination, nor will I pass information to others.

Miscellaneous

Telephones

Office telephones are for business use and may be used by students only in the case of an emergency and with the permission of the office staff.

Cell Phones and Other Electronic Devices

Students may possess telecommunication devices while on school property, but they must not be used during instructional time. Violations will result in the confiscation of the phone/device and/or a fine: \$15 each time—see discipline consequences. The phone/device will be given to the appropriate administrator who will then document the phone/device. Fines are paid to the registrar on the next school day before school, during lunch or after school.

Bus Conduct

Students who live outside a two-mile radius from school are eligible to ride the school bus. Students must conduct themselves in a lawful and orderly manner at all times. Any student who violates standards of conduct while on school transportation may be denied transportation services and will be disciplined.

Driving On Campus and Parking

Students must display a current WHHS parking tag on their vehicle this is their assigned parking space. Students must complete a request for Parking Permit. The cost for parking is \$15. Student parking is in the South lot only and is on a first come, first serve basis. If a student parks without a permit or in an assigned spot, a warning will be placed on his/her vehicle and a student may lose all parking privileges. The student’s parking pass will be revoked on the second offense. Students may not loiter in the parking lot.

Students are responsible for the security of their vehicles parked on school property and must make certain that cars are locked and that keys are not given to others. Student Vehicles are under the jurisdiction of the school, and students must abide by school rules and regulations, if they wish to retain parking privileges. Students are expected to operate vehicles in a safe and non-disruptive manner. Students must not park in restricted zones such as faculty parking, fire lanes or unpaved areas and must not block access to and from the lot.

In addition, Benbrook City Ordinance does not allow parking on the street and violators park at their own risk and may be subject to citations and/or towing. The school reserves the right to search any vehicle if reasonable cause exists to do so. Students are expected to keep their vehicles free of contraband at all times and in accordance with the Student Code of Conduct and Board policy of Fort Worth ISD.

Hallways

Students should be in the halls only at the beginning and close of school and during passing periods, unless they have special permission or special duties that require them to be out of class. No student should be in the halls during the first or last ten minutes of class. Any student in the halls during class time must have an official pass and wearing/displaying a current student ID. Students may return to P.E. locker rooms only under staff supervision. After 4:00 p.m. students should not be in the building unless participating in an organized activity.

Crime Stoppers Hot Line

Anyone who wishes to report a serious violation of school rules or the commission of any act which constitutes a crime, (either a misdemeanor or a felony) should call Crime Stoppers at 817-469-8477. All calls will be treated with confidentiality, and in some cases, there may be a reward. Students may access crime stoppers on-line at www.469tips.com.

Sexual Harassment

Students may not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or Fort Worth ISD employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

Bacterial Meningitis Information

Senate Bill 31 requires public schools to annually provide all students and parents with information relating to bacterial meningitis. The Texas Department of Health stresses that this disease is not a widespread problem with children who are in public schools. The regional and county health departments do not have this vaccine available unless there is an outbreak. If an outbreak occurs in our area, the health department will notify and advise families and schools regarding the necessity of the vaccinations. The population most at risk for contracting bacterial meningitis is college freshman that live in dormitories. However, the Legislature did intend that all public school students and parents be made aware of this disease and the potential health consequences.

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord—also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common, most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management. There are two common types

of bacteria that cause meningitis: Strep pneumoniae causes pneumococcal meningitis; there are over 80 subtypes that cause illness. Neisseria meningitides causes meningococcal meningitis; there are 5 subtypes that cause serious illness.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Symptoms could include severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness, joint pains, drowsiness, and/or confusion. In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage even with proper treatment.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. Being a carrier helps to stimulate your body's natural defense system. The bacteria rarely overcomes the body's natural immune system and causes meningitis or another serious illness.

What is the risk of getting bacterial meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year.

How is bacterial meningitis diagnosed?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of people you kiss. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four serogroups is available. These four groups cause the majority of meningococcal cases in the United States. The vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective. It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

Opting Out of Sex Education

If your child is enrolled in a Fort Worth ISD high school health class, the curriculum for this class includes a unit on human sexuality. Both the FWISD Board of Education and the district's School Health Advisory Council endorse this Texas standards-based curriculum. The district's School Health Advisory Council is comprised of parents, community, and staff members and is appointed by the Board of Education to assist in ensuring that local community values are reflected in the District's health education instruction. The School Health Advisory Council meets at least four times a year, and its meetings are open to the public.

Section 28.004 of the Texas Education Code requires that sexuality instruction in Texas schools "present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age" and "devote more attention to abstinence from sexual behavior than to any other behavior." The content of FWISD's human sexuality instruction is consistent with this legal requirement and has been developed using the HealthSmart health education program. A summary of the basic content of this unit includes:

- ❖ *Reproduction, Pregnancy, and Fetal Development*
 - *Fetal development from conception, through pregnancy and birth*
 - *Importance of prenatal care and proper nutrition*
 - *Harmful effects of alcohol, tobacco and other substances on the fetus*
 - *Effects of health behaviors on body systems*
 - *Significance of body changes during adolescence*
- ❖ *Self-Protection*
 - *Refusal skills and avoidance of unsafe situations*
 - *Benefits of abstinence for emotional health, pregnancy and sexually transmitted disease (STD) prevention*
 - *Analyze abstinence as the preferred choice of behavior for unmarried persons of school age*
- ❖ *Risks of Adolescent Sexual Activity*
 - *Importance of early detection and heeding warning signs to seek health care*
 - *Benefits of abstinence for emotional health, pregnancy and STD prevention, emphasizing that*
 - *Abstinence is the only 100% effective way to prevent pregnancy and STDs*
 - *Legal implications regarding sexual activity as it relates to minor persons*
- ❖ *Prevention Strategies*
 - *Strategies related to the prevention of communicable and non-communicable diseases*
 - *Effectiveness and ineffectiveness of barrier protection and other contraceptive methods including the prevention of STDs, keeping in mind the effectiveness of remaining abstinent until marriage*

Instruction for the sexuality unit of our health course will be provided by FWISD certified health teachers. These teachers have been provided specific training to ensure that human sexuality is addressed in a professional and sensitive manner. If you wish to review the materials used in this course in advance of this instruction we encourage you to do so by contacting either Georgi Roberts in the Health and Physical Education Department at 817-814-2595.

By state law, if you do not want your child to receive the instruction in this unit you may request that your child be excused from health classes during that time. If you select this option, send the completed form entitled "Request to Withhold Child from Sexuality Instruction" to your child's school as soon as possible. Your child's health teacher will assign alternative lessons or activities and arrange a place for your child to complete the work outside of the room in which human sexuality instruction occurs. Your child will not be subject to any disciplinary action, academic penalty, or any other sanction as a result of this action.

If we do not receive a signed copy of the form, your child will be expected to participate in this unit of the health curriculum.

At the request of school administration, FWISD Health and PE department staff may provide additional education opportunities for students that address making good health decisions and avoiding risky behaviors that could lead to unintentional pregnancy, STD or HIV infection. If you do not wish for your child to participate in these opportunities, please complete and return the "Request to Withhold Child from Sexuality Instruction" form.

If you have questions, please contact the school's Principal, your child's teacher, or Ms. Georgi Roberts, the Director of Health and Physical Education. Ms. Roberts may be reached at 817-814-2595.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school

agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Diagnostician: Patricia Dean
Phone Number: 817-815-6047

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Counselor: Cari Bounds
Phone Number: 817-815-6031

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:

Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de

enviarles una copia de la Notificación de salvaguardas procesales. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas “chárter” deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una petición verbal no requiere que el distrito o la escuela “chárter” respondan dentro del periodo establecido de los 15 días escolares.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el período de evaluación, dicho período se extenderá la misma cantidad de días lectivos que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días o más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias de tres días o más.

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado Guía para padres sobre el proceso de admisión, revisión y retiro.

Persona de contacto para las remisiones de educación especial:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:

Persona de contacto: Diagnóstico: Patricia Dean
Número de teléfono: 817-815-6047

Remisiones de la Sección 504:

Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un

sistema de salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

Persona de contacto para las remisiones de la Sección 504:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:

Persona de contacto: Consejero: Cari Bounds
Número de teléfono: 817-815-6031

Información adicional:

Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

- [*Marco legal del proceso de educación especial centrado en el niño*](#)
- [*Red de colaboradores y recursos*](#)
- [*Centro de Información de Educación Especial*](#)
- [*Texas Project First*](#)