

2023-2024



Principal
Keri Flores

Assistant Principals
Ronald Anderson
Susan Bowers
Ehrica Martin

WE BELIEVE WE EXPECT
WE ACHIEVE



WESTERN HILLS HIGH SCHOOL

Student Handbook

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, military/veteran status, in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

*Rodney Wadley, Title IX Coordinator, 100 N. University Dr. Fort Worth, TX 76107, 817.814.1833,
Email: Rodney.Wadley@fwisd.org*

Mission Statement

We will empower students through coaching and mentoring, to take ownership of their learning in order to improve student achievement.

Vision Statement

Western Hills High School is a safe environment where everyone is accepted and included, that challenges the school and community to be their best, inspires innovation and achievement, and fosters the creation of a well-rounded experience for all.

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!

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Western Hills High School

3600 Boston Avenue ♦ Fort Worth, Texas 76116

Office 817.815.6000

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Assistant Principal	Ehrica Martin
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9th	Latreace Adkins
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10th-12th (P-Z)	Stefan Cobbs
	stefan.cobbs@fwisd.org

School Secretary	Leslie Kautzsch	817.815.6000
Attendance Office	Mayra Rodriguez	817.815.6005
Counseling Office	Diana Mendoza	817.815.6030
Post-Secondary Success Specialist	Jane Card	817.815.6042
Registrar	Lynn Hickox	817.815.6006
Truancy Officer	Vanita Bell	817.815.6028
Data Clerk	Louise Ramsa	817.815.6002
Data Analyst/Testing Coordinator	Lacey Espree	817.815.6046
Instructional Coach	Leslie Hooks	817.815.6027
Intervention Specialist	Heather Armendarez	817.815.6045
Social Worker (Project Reach)	Adrienna Barron	817.815.6041
Nurse		817.815.6020
Band	Meggan Hinds	817.815.6080
Choir	Blake Glass	817.815.6063
Special Education Office	Donna Wedeking	817.815.6070
Field House, Boys Athletics	Blake Moilan	817.815.6064
Library	Beverly Harkness	817.815.6025
Gym, Girls Athletics	Suzette Pritchett	817.815.6066
JROTC	Colonel Malesky	817.815.6071
		817.815.6082
Theater Arts	Joshua Mata	817.815.6076
Food Services	Maria Ambriz	817.815.6023
Diagnostician	Tammie Hundley	817.815.6081
Yearbook	Heath Jackson	Heath.Jackson@fwisd.org

Educational Calendar

Monday, August 14, 2023 through Thursday, May 23, 2024

Progress Reports

Wednesday, September 6, 2023
Wednesday, October 18, 2023
Wednesday, November 29, 2023
Wednesday, January 31, 2024
Wednesday, March 6, 2024
Wednesday, May 8, 2024

Report Cards

Friday, September 29, 2023
Friday, November 10, 2023
Wednesday, January 17, 2024
Friday, February 23, 2024
Friday, April 19, 2024
Wednesday, June 5, 2024

*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: 173

Schools Dates and Holidays

August 14 First Day of School
September 1..... Staff Waiver Day
September 4..... Labor Day
October 6, 9 Fall Break
November 6 Staff Waiver Day
November 20-24 Thanksgiving Break
December 22–January 8 Winter Break
January 15 MLK Holiday
February 19 Staff Waiver Day
March 11-15..... Spring Break
March 25 Cesar Chavez/Dolores Huerta Day
March 29 Good Friday
May 23 Last Day of School
May 27 Memorial Day

Staff Days (No Students)

Monday, August 7—Friday, August 11, 2023

Friday, September 1, 2023

Friday, December 22, 2023

Monday, January 8, 2024

Friday, May 24, 2024

Six Weeks Grading Periods

1 st Six Weeks:	28 days	August 14—September 22, 2023
2 nd Six Weeks:	28 days	September 25—November 3, 2023
3 rd Six Weeks:	28 days	November 7—December 21, 2023
Fall Semester:	84 days	
4th Six Weeks:	28 days	January 9—February 16, 2024
5th Six Weeks:	32 days	February 20—April 12, 2024
6th Six Weeks:	29 days	April 15—May 23, 2024
Spring Semester:	89 days	

WHHS Bell Schedule

A/B Day Bell			C Day Bell (Friday)	
8:05	1 st Bell		8:05	1 st Bell
	"A" Day	"B" Day	8:15 - 9:00	Period 1
8:15 - 9:50	Period 1	Period 5	9:05 - 9:50	Period 5
9:55 - 11:35	Period 2	Period 6	9:55 - 10:40	Period 2
	Announcements		10:40 - 11:00	Advisory
11:40 - 12:25	Lunch		11:05 - 11:50	Period 6
12:30 - 2:05	Period 3	Period 7	11:55 - 12:25	Lunch
2:10 - 3:45	Period 4	Period 8	12:30 - 1:15	Period 3
			1:20 - 2:05	Period 7
			2:10 - 2:55	Period 4
			3:00 - 3:45	Period 8

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.

Units of Credit Earned	Grade Placement
6	10
12	11
19	12
26	Graduate

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), OnRamps (OR), and Dual Credit (DC). Only Seniors will have offerings in International Baccalaureate (IB).

Advanced Placement

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

Currently, Western Hills offers 8 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 Credit

Dual Credit (DC), “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

- ❖ 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

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 310) 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 8:00 am and must promptly leave WHHS @ 3:00 pm
- ❖ If the student is not present from 8:00 am to 3:00 pm on any day, another day will be added to the end of the OCI placement.
- ❖ A parent conference will be required prior to exiting 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. A parent will be notified for every ISS occurrence.

Tobacco Products & Vaping

In Texas, it is against the law for any person, regardless of age, to use tobacco products or e-cigarette/vape pens on school property or within 300 feet of school.

Students may not possess, use, be under the influence, sell, give, or deliver tobacco, marijuana, THC, cigarettes, e-cigarettes, or any component, part or accessory for an e-cigarette device. Any student in violation will be subject to school and Fort Worth ISD consequences.

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.

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 graduate.

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

Tier II courses include high school honors 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
90-93	4.6	4.1	3.6
87-89	4.4	3.9	3.4
84-86	4.2	3.7	3.2
80-83	4.0	3.5	3.0
77-79	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

“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

- 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

Criteria provided as a general guide for administering conduct grades

- E Excellent—Observes rules consistently
- S Satisfactory—Observes rules frequently
- Needs Improvement—Observes rules infrequently (Notification—Call or Progress Report)
- N
- U Unsatisfactory—Observes rules almost never (Parent Conference & documentation)

Grade Reports

Progress reports will be available for viewing after the first three weeks of each grading period. A schedule for progress reports and report cards is shown in the beginning of the handbook. Parents will be able to view their student’s grade/attendance portal online. Please contact the school office if you need help accessing the portal system.

<https://fwisd.focusschoolsoftware.com/focus/>

Student averages are reported at three week and six-week intervals. Cumulative semester grade averages are reported twice a year – January and June.

Final Exams

All high school students are required to take a semester examination and/or complete a culminating activity in each course. The grade on the semester exam or culminating activity is worth 1/7 of the semester grade.

Senior students may be exempt from taking second-semester final exams. 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.)

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. Collision 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 other 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.

A violation of the Academic Honesty Policy signifies that a student is not in good standing with their classes. Offenses may result in discipline actions after review of the offense by the teacher, counselor, and administration.

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.

Enrollment and Attendance

The Fort Worth ISD is utilizing SchoolMint, a District-wide online registration platform. 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 a 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

Minimum Attendance for Class Credit, states that a kindergarten to grade 12 student may not be given credit or a final grade for a class unless the student is in attendance for at least 90 percent of the days the class is offered.

However, a student who is in attendance for at least 75 percent, but less than 90 percent of the days a class is offered, may be given credit or a final grade for the class if the student completes a plan approved by the school's principal (Principal's Plan) that provides for the student to meet the instructional requirement of the class.

If a student is denied credit for a class by an attendance committee, the student may appeal the decision to the board of trustees.

- ❖ In order to receive credit or a final grade for a class, a student is required to attend class 90 percent of the days class is offered regardless of whether the student's absences are excused.
- ❖ When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

Absences

- ❖ Absences on a secondary level are on a period by period basis.
- ❖ Documentation must be turned into the attendance office within 5 school days of the absence. This documentation will be placed in a student's folder and used as needed by the attendance committee.
- ❖ If a student is assigned to in-house or attending a school sponsored event, that student will be counted present for all missed classes.

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

Student and Parent Notification

Students and parents are notified in writing after a student has missed five percent (5%) and ten percent (10%) of the days a class is offered, whether the absences are excused or unexcused.

At the 5% level, students are in warning phase and the notification serves as a warning that the student is in jeopardy of losing final grade or credit.

At the 10% level, students are in violation phase and the notification serves to inform the student and parent that the student may be eligible for the Principal's Plan and may lose final grade or credit if the plan is not completed.

Student Eligibility for Principal Plan

Students are eligible to be placed on the Principal's Plan when their attendance falls below ninety percent (90%) of the days the class is offered, and they are passing the course at the time of review by the attendance committee.

Attendance Enforcement/Truancy

Documentation by a doctor note, dentist note, obituary or court note are required and must be turned in to the attendance office within 5 school days. All absences are considered unexcused without proper documentation.

Parent Note(s): FOUR parent notes will be accepted per semester. Any absence exceeding the four parent notes will be reviewed by the attendance review committee. Each note cannot cover more than 2 consecutive days. Parent/guardian early dismissals will count towards the four permitted parent notes if no official appointment documentation is provided.

Official documentation (doctor note, dentist note, court notice, obituary notice, etc.) provided by the student/family within 5 school days after a parent/guardian early dismissal will not count towards the four permitted parent notes. If a student is sick for 3 or more days, a doctor's note is required.

Appealing Absences:

In some situations, there are special circumstances that do not fit the norm. If such an event occurs and the absence(s) does not qualify as excused in the handbook (doctor note, dentist note, obituary, court note, or parent notes) an appeal may be made if the percentage of absences is greater than 25%.

The only exception will be the last six weeks, which will be held 10 days prior to graduation. Appealed absences must be for the current six weeks being addressed by the attendance committee.

Attendance Recovery

This may be offered periodically throughout the school year. Students must complete work of an academic nature during make-up sessions. Absences can only be made up before or after the school day.

Extended Illness

Parents may request assignments during prolonged absences (over two days) by calling the attendance office. Assignments will be available by the end of the next school day.

Returning to School after an Absence

On the day, the student returns to school from an excused absence, he/she must bring the appropriate documentation to the attendance office.

A student with an excused/unexcused absence shall have one day for each day absent to make up his/her work. There will be no reduction in the grade.

A student must be present at school at least half day and have proper documentation for partial absence to be allowed to participate in school-related activities on that day or evening.

If a student returns to school on the day of a doctor or dentist's appointment with proper verification, that student shall be counted present for ADA purposes, and allowed to participate in school-related activities.

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 8:30 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—Teacher marks student Tardy in Focus and makes parent contact.
 - 4th tardy—Teacher marks student Tardy in Focus and makes a referral to the office. Student is assigned lunch detention.
- All Subsequent Tardies—progression of consequences per administrator

Tardy count 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: French and Spanish
- ❖ Athletics: Athletics, Cheerleading, Athletic Trainers, Step-Team
- ❖ Academics: National Honor Society, UIL Academic Competition, Whiz Quiz, Yearbook, Math, Science,
- ❖ Vocational: TAFE, and Robotics
- ❖ Other: Senior Class, Key Club, Student Council, 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 whose 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.

School Dances

- ❖ You must have been marked present for daily attendance if the dance is held on a school day.
- ❖ 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.

Athletic/UII Events

- ❖ Any actions that endanger or disrupt other students, staff, or the event itself will not be tolerated.
- ❖ Disruptive, dangerous, or lewd behavior is not permissible.
- ❖ If you are asked to leave an Athletic/UII event 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, or not permitted to enter, the event. Further disciplinary action may be taken.
- ❖ Once you enter the event you will not be allowed to leave. If you choose to leave the event (for any reason) you will NOT be re-admitted.
- ❖ Parents are requested to pick up their children promptly at the conclusion of the Athletic/UII event.
- ❖ Failure to adhere to these policies may result in an event ban per administrator discretion.

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 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.

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 an ID. Students must wear their ID at all times.

ID cards will be processed on the day of registration. After school begins, ID cards can be obtained in the JROTC classroom during the last 10 minutes of lunch. There is no cost for the

first ID, 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.

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.

Students should eat lunch in the cafeteria or on the patio.

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 11:30 am and 12:25 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 12:30 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 Office at 817.815.6000 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 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.

Visitor Parking

There will be limited parking available in front of the school from 9:00 am to 3:00 pm to conduct school business.

Student Drop-off and Pick-up

Parents can drop off and pick up in front of the school. There is no pick-up or drop-off in the Faculty Parking Lot.

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.

Violations

Students are expected to be in dress code beginning on the first day of school. Violations of the dress code shall be handled at the school level. Parents and students are encouraged to review the [Fort Worth ISD Standards of Dress](#) located on the [district website](#).

The school administration reserves the right to determine if attire is a distraction to the educational environment and will take appropriate action.

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 cell phones while on school property, but they must not be used during instructional time. Violations will result in the confiscation of the phone/device by the teacher. Students who refuse to turn their phone over upon teacher request will be referred to the office for insubordination. See 'Discipline' for further information.

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 complete a request for a Parking Permit. Student parking is in the South lot only and students must display a current WHHS parking tag on their vehicle showing their assigned parking space.

- An option to personalize the parking spot for a fee is available.

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 E-Hall pass. 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.