

**Bellaire
High
School
2016-2017**

Bellaire High School
Alma Mater

With honor now we hail thee, Bellaire High

We wear with pride our colors
Of Cardinal red and white.
Our loyalty we pledge anew,
With heart and spirit fight!
Go onward, true to each other,
Bellaire High.

Bellaire High School
5100 Maple
Bellaire, Texas 77401
Bellaire High School Web Site – www.bellaire.org
Main Office Hours 7:00 a.m.- 4:00 p.m.

Main Office	713-295-3704	713-667-2064
Principal	Michael McDonough	713-295-3704
Assistant Principals		
A+Special Ed	Gary Tunstall	713-295-3701
B & C	Michelle Shoulders	713-295-3702
D, E, F & G	Cilya Frank	713-295-3849
H, I, J, K & L	Sergio Lira	713-295-3703
M, N, O & P	Jamey Schaaf	713-295-3744
Q, R & S	Kori Catlin	713-295-3700
T, U, V W, X, Y & Z	Bryan Hill	713-295-3755
	Andrew Monzon	713-295-3717
Counselors		
A & B	Susan Childs	713-295-3711
C & Q	Charles Lawler	713-295-3714
D, E, F & O	Susan Lede	713-295-3709
G & H	Liliana Hernandez	713-295-3710
I, J, K & L	Trish Magilke	713-295-3711
M & N	Lourdes Fernandez	713-295-3707
P & R	Amelia Hill	713-295-3721
S & T	Vyrlyn Revere	713-295-3706
U,V,W,X,Y & Z	Lindsey Pike	713-295-3708
ESL Students	Luis Vides	
College Center	Lauren Rizzoli	713-295-3856
School Social Worker	Laura Hulin	713-295-3832
Athletic Director	Bruce Glover	713-295-3771
Campus Police	Ofcs Rodriguez/Jefferson	713-295-3750
Student Case Worker/Truancy	Asia Duhon	713-295-3832
Magnet Coordinator	Rachael Borgan	713-295-3716
Special Ed Coordinator	Linda Wood	713-295-3818
Title I Coordinator	David Thornhill	713-295-3704

School Secretary	Terri Alvarado Saldana	713-295-3777
Business Manager	Diana Leeson	713-295-3720
Testing Coordinator	Alan Thompson	713-295-3731
Attendance Clerk	Susana Alvaros	713-295-3723
Registrar	Willie Mae Franklin	713-295-3718
Communications	Debbie Campbell	713-295-3731
VIPS	David Thornhill	713-295-3704
Truancy	Asia Duhon	713-295-3775
504	Amelia Hill	713-295-3721
Data Coordinator	Lekeitha Moody	713-295-3712
School Nurse	Chantini Thomas	713-295-3724
Nurse Clerk	Shirley Alfaro	713-295-3705
Librarian	Carl Casteel	713-295-3728
PAP/GT Coordinator	Jamey Schaaf	713-295-3744
IB Coordinator	Ann Linsley	713-295-3704
Textbooks	Ernie Davis	713-295-3704
Dual Credit	Cerise Anderson	713-295-3704
Grad Lab	Joseph Ogle	713-295-3704
Safety/Security	Andrew Monzon	713-295-3717

Important Dates

First day School	Aug 22
Labor Day	September 5
Fall Holiday	October 12
Thanksgiving	November 23-25
Winter Break	Dec. 19, 2016-Jan.2, 2017
Martin Luther King Day	January 16
Spring Break	March 13-17
Spring Holiday	April 14
Last Instructional Day	May 25
Final Exams (Fall Sem.)	Dec 13-16
Final Exams (Spring Sem.)	May 19-25

Report To Parents

Report cards are issued to students on the following dates. The final report card is mailed home.

Oct 7	Nov 11
Jan 6	Feb 17
Apr 7	Jun 1

Open House

September 15

Early Dismissals

Sept 21	Jan. 25
Oct. 11	Feb. 22
Oct. 19	April 5
Nov. 16	May 26

Progress Reports

Progress Reports will be issued to all students for all of their classes during the third week of the 6 weeks reporting period. These Progress Reports will be given to the students during 2nd period. If a student's grade drops to a failing grade after the school wide Progress Report is issued, a new Progress Report will be issued by the individual teacher. It is the responsibility of the student to deliver the Progress Report home. Progress Report grades will be posted on Grade Speed in the (PSC) Parent Student Connect portal.

Conduct Marks

Marks in conduct are of great importance and will be awarded based on the following standards:

E	Excellent	The behavior of the student is excellent and the student has demonstrated a positive, cooperative attitude that characterizes a good citizen.
S	Satisfactory	The behavior of the student is generally satisfactory.
P	Probationary	The behavior of the student is not satisfactory; improvement is needed. Parent contact will be made by

the teacher.

U	Unsatisfactory	The behavior is not satisfactory; sufficient improvement has not been demonstrated. A conference with the alpha Assistant Principal is required.
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Suspension or disciplinary reassignment can result in the student receiving an office U for the six weeks grading period.

Schedule Of Major Tests And Quizzes

<u>Day</u>	<u>Subject</u>
Monday	English, Communications, Fine Arts
Tuesday	Social Studies, Health/PE
Wednesday	Foreign Language
Thursday	Math
Friday	Science, Career and Technology

The schedule does not preclude the assigning of ordinary or daily homework on any other day of the week. Preparation of homework for each subject should require, normally, not more than thirty minutes per day. Projects and tests normally need more than one night to prepare and plan for. Portion out time for these larger assignments.

Tutoring

Because all students and teachers will have the same extended lunch time, students will be able to receive tutoring assistance from teachers during a portion of that time. Underlined days are the primary tutoring sessions that are linked to that subject. Every teacher will be asked to provide tutoring sessions on the days specified below:

<u>Department</u>	<u>Tutoring Sessions</u>
English/Communications, ESL	Thursday/ <u>Friday</u>
Math	Tuesday/ <u>Wednesday</u>
Science	Wednesday/ <u>Thursday</u>
Social Studies	Friday/ <u>Monday</u>
Foreign Languages	Monday/ <u>Tuesday</u>
Fine Arts	Thursday/ <u>Friday</u>
Career and Technology	Wednesday/ <u>Thursday</u>
PE/Health/ROTC	Friday/ <u>Monday</u>

Testing Information

For an up to date testing schedule check Bellaire website www.Bellaire.org
SAT and ACT tests will be given on designated Saturdays throughout the year.
AP/IB tests will be given in May. The PSAT will be given to 9th, 10th, and 11th graders on October 14. EOC exams will be administered in the 2nd semester of the school year for the following courses: Biology, Algebra 1, U.S. History, English I and English II.

Attendance Policies

. A note to excuse an absence must include:

- Student's full name and ID #
- Date of note and date of absence
- Specific reason for absence
- Parent/Guardian signature
- Phone number(s) where parent/guardian can be reached for verification
- Absences of 5 or more consecutive days must be excused with a doctor's note
- Parents may also fax excuse notes to the attendance office @713-295-3734 or email to attendance at: savalos@houstonisd.org
- Students arriving late for school must report to the Attendance Office with a note. Daily assignments that occur on the day of the absence, either excused or unexcused, may be made up.

A note to excuse types of excused absences:

- Personal Illness
- Death in the immediate family
- Medical/dental appointments
- Emergencies or unusual circumstances excused by the alpha Assistant Principal
- 2 approved College visits during the spring semester of the junior and senior year can be coded as exempt under the attendance policy for final exam exemptions. The student obtains advanced approval from their alpha Assistant Principal and returns to campus with a parent note for the excused absence and a dated letter on letterhead from college/university that was visited.
- Religious holidays- students are excused from attending school for observation of the Religious holiday(s) provided a signed parental note is sent to the Attendance Office in advance.

Daily attendance in all classes is imperative for academic success. It is important that students conduct non-school business after school hours or non-instructional days. More than four absences per semester could result in loss of credit in the course affected if these absences remain unexcused. Avoid loss of credits by turning in excuse notes within 3 days of returning from the absence. Loss of credit may be appealed through the credit restoration process.

Procedures for leaving school early:

- All students must check out through the Attendance Office before leaving school during the course of the school day. Students who do not check out through the attendance office will receive an unexcused absence.
- On the day the student is requesting to leave early the student must present a note from home to the Attendance Office. This note must indicate time, date, and reason student will leave school, telephone number(s) where the parent/guardian can be reached for verification of the note, and parent/guardian signature.
- Approval will not be granted until the signature is verified. At the time noted on the excuse note, the student's teacher signs the permit, and the student reports to the Attendance Office to sign out. No student may leave campus before the official end of his/her day without a permit. This permit is the official documentation.
- Please pick your student up by 3:00 p.m. There is no guarantee that the student will be reached if sent for after 3:00 p.m.

Student Conduct

All Students must comply with all policies and procedures as outlined in the *HISD Code of Student Conduct: Your Rights and Responsibilities* and in this student handbook. Bellaire High School is committed to fostering a climate of mutual respect for the rights of all students. Students who violate the rights of others or violate district and/or school rules shall be subject to disciplinary action in accordance with established district/school policies and procedures. All district and school rules apply to school sponsored activities occurring on and off campus. The student's responsibilities for achieving a positive learning environment at school and/or school related activities are detailed in the *HISD Code of Student Conduct*. Each student is responsible for adhering to these guidelines. Also, all students are expected to maintain the highest level of discipline and decorum at all school functions. Failure to comply with administrative directives promoting order and respect will result in the student being removed from participation in school activities, including commencement exercises as stated in *HISD Code of Student Conduct: Your Rights and Responsibilities*.

All school rules apply to actions of students at all school-sponsored or school-related activities or events, such as field trips, sporting events, stadium assemblies, or evening school-related activities. (*HISD Code of Student Conduct: Your Rights and Responsibilities*).

Daytime Curfew-Youth And The Law

Straight talk from the Harris County Juvenile Probation Department.

- The Juvenile code states that even as a juvenile you are still subject to all Texas Laws, state, county and municipal ordinances.
- Harris County enforces a curfew during school hours. Any student can expect to be stopped and questioned by a police officer and could receive a ticket. The day time curfew is from 9:00 a.m.-2:30 p.m.
- You can be penalized for breaking the law even if you didn't know what the law said, or that it even existed.
- Students are required to exit campus within 10 minutes of their last scheduled class of the day.

Dress Code

This code establishes the minimum standard of dress. In order to maintain the proper student attire and educational spirit, students must show proper attention to personal cleanliness, health, safety, neatness of appearance, and suitability of clothing for school activities. Clothing may not be inappropriately revealing or excessively tight, or excessively baggy. Students must dress in a presentable manner that is not distracting or disruptive to their classmates or to their instructors.

- Non-prescriptive sun glasses, hats, bandanna, head coverings and caps, are not allowed to be worn on school grounds. Head coverings may be worn for religious purposes.
- The length of shorts, skorts, skirts and dresses must be toward the knee. Spandex or body hugging shorts and tights are restricted to the physical education or work out area, unless covered by outer clothing. Spandex or leggings must be opaque or non-see through. Hosiery, spandex or leggings are not considered outer wear.
- All clothing must cover the entire mid-riff area when standing, walking, or sitting. Low cut revealing tops are not allowed. Shirts without sleeves are not permitted. Tank tops, camis, transparent clothing, and clothing designed to be worn as an undergarment are not permitted.
- All clothing, including socks and accessories, must be free of profane, suggestive or provocative language and/or symbols, advertisement or promotion of alcohol, tobacco, weapons, or drug use, and/or reference to or association with gang activity.

- Pants and shorts must be worn at the waist. Clothing must be size appropriate. All pajama tops and bottoms or clothing that is designed for beachwear are not appropriate.
- Any clothing with holes above the knees is unacceptable.
- Students must wear shoes. Sandals are permissible. House/bedroom slippers and shower shoes are not permitted.
- Accessories/clothing which constitutes a safety hazard is unacceptable.
- Students are expected to be in dress code at all times, including testing, finals, and field trip days.

The administration reserves the right to make the final decision regarding the appropriateness of clothing and/or accessories. Students will be asked to change clothes to comply with dress code before returning to class. Failure to comply with the dress code will result in the following discipline measures:

1. 1st offense: Warning Parent contact
2. 2nd offense: Detention
3. 3rd offense: Detention
4. 4th offense: possible SRC (In school suspension)

Repeated infractions may result in out of school suspension.

Skateboards, Skates, Wheeled shoes, Roller Blades, Bicycles

These items are not to be ridden on the school grounds at any time before, during or after school hours. They must be stored in lockers, AP offices or bike racks during the instructional day.

Credit Restoration Procedures

- Students seeking credit restoration must complete a Credit Restoration Application in ink. The application is available in room 280.
- Automatic review of each student's attendance will be completed to determine eligibility.
- All students must complete restoration hours and turn in the proper paperwork to have credit restored.

Credit Restoration opportunities will be held every month. Check in room 280 for information and applications. To receive credit for classes during the 2016-2017 school year, students must complete an application and complete restoration requirements by December 2016. Remember you can avoid losing credits by following proper attendance procedures.

Tardies

Tardiness is unacceptable. In order to ensure that students are provided a full 53 minute period of instruction, the following tardy policy will be enforced. Tardies are not automatically recorded on Gradespeed or Chancery. The teacher will have to enter a tardy code in attendance. Second period will not be marked with a tardy in Gradespeed.

- Students will report to the closest Assistant Principal's office to receive a tardy pass. . A school ID is used to obtain an official tardy pass.
- Students have three minutes to get to class after obtaining their tardy pass.
- A detention notice will be issued on the 4th tardy.
- A detention notice will be issued on the 7th tardy.
- After the 10th tardy, the student will meet with the Assistant Principal. In-school suspension may be assigned.
- Tardies are reset each 6 weeks period.
- Any questions or concerns related to the tardy policy and/or detention must be directed to the appropriate alpha Assistant Principal. Students who remain out of class and do not report to their alpha Assistant Principal for a tardy after the tardy bell rings will be dealt with according to the HISD Student Code of Conduct Policies.

Early Arrival/Timely Departure

- No students are allowed to go to the 2nd or 3rd floor before 7:25 a.m.
- Students who have no first period class and arrive before 8:15 a.m. must report directly to the cafeteria.
- Students are required to exit the campus within 10 minutes after their last scheduled class of the day.

Electronic Equipment/Cell Phones

Headphones, headsets, iPods, computers, iPads or any other type of electronic equipment are permitted on campus. Cell phone and personal electronic use is restricted to before and after school, texting during passing periods and during lunchtime. Earbuds should not be worn during passing time. Confiscated phones will be returned in accordance with HISD policy. There is a \$15.00 fee for the return of cell phones.

Identification Cards

Each student is issued an ID card; this ID card must be in possession of the student while on campus and at all school events. New ID cards will be issued to all Freshman and new students at the beginning of the school year at no cost to the student. Replacement of ID cards will cost \$3.00. A warning will be issued the 1st time a student does not have their ID. Repeated violations will result in further disciplinary action. Replacement ID's are issued every day during lunch in the attendance office.

Lockers

It is the student's responsibility to secure all books and other property. Lockers are issued through the Assistant Principal's office in room 107. You must register and give your locker combination numbers to the office before putting any textbooks or personal items in the locker. Combination locks must be used. Key locks will be cut off.

- Lockers must be locked at all times.
- Combinations are not to be shared with anyone not officially assigned to the locker.
- No money, candy or expensive items are to be left in the locker.
- The exterior of the locker may not be decorated.

Lunch

A home lunch permit must be applied for and approved by the students' alpha Assistant Principal. The application forms are available online and in the Assistant Principal's office. The forms are reserved for juniors or seniors at the beginning of the fall and spring semesters. This privilege may be suspended for discipline, attendance and/or grade problems. Properly credentialed students should exit the campus by the circular drive on Maple or the doors on S. Rice. Students must display their specially marked ID when they leave the school. Parents of applicants must provide definite assurance that students will return to classes on time. Failure to comply with the agreement will result in the privilege being revoked. 9th and 10th grade students are not allowed to leave campus during lunch.

Encourage your students to take full advantage of the lunch hour. Lunch is a time to eat, socialize, get tutoring, and engage in club activities. Breakfast and lunch are to be eaten only in the cafeteria, inner courtyards, and other supervised areas as designated. At other times food and beverage are not allowed in the

building without prior permission from an administrator. Students may have water in its original container. Students must leave their area clean and place all trash in the proper receptacle. Students are allowed on the main hall on the 2nd floor during lunch to visit noodle room, the library and to attend tutorials and club meetings. Students are not allowed on the third floor except to attend tutorials or club meetings.

Commercial food deliveries/orders will not be accepted or delivered to any students at any time other than the lunch period.

Lost And Found

Place: Main Office

Time: 7:30 a.m. - 8:00 a.m. and 3:15 p.m. – 3:30 p.m.

Note: Leave expensive items such as jewelry, electronic equipment, and non-school related items at home. Bring only inexpensive gym shoes and clothing for participation in P.E. or athletics. Do not leave books, purses or other items unattended.

Parking Regulations

- Parking is prohibited in all areas where the curb is painted yellow or red.
- The main parking lot, the service yard, and the parking spaces behind the shop wing are reserved for faculty and school employees. Only vehicles displaying an official parking permit are permitted in the faculty parking areas. Those parked illegally will be towed.
- Spaces for handicapped parking are designated on Maple Street and the circular drive. Limited visitor parking is also located on Maple Street. Students are not allowed to park in the circle drive on Maple Street, in the reserved parking area on Maple Street, or in the visitors parking area on Rice.
- Students and parents are requested to make every effort to avoid blocking traffic while loading or unloading passengers. Parents may not drop off or pick up students at the entrance to the teacher's parking lot.

- Students are not allowed in the parking areas or in parked cars during school hours including lunch.
- When parking along adjacent streets; do not block driveways and please respect the home/property of Bellaire High neighbors (no litter, no loud music, no fast or reckless driving on the neighborhood streets).
- When leaving or returning to cars, do not trespass on private property. Vehicles will be towed at owner's expense if parked incorrectly or in violation of regulations.

Student Parking lot: The enclosed student parking lot located at the west end of the athletic field is designated for seniors who have secured a space through the parking lot lottery, who have paid a \$75.00 fee and who display an official permit. Students parking on the street must abide by the City of Bellaire parking regulations. Cars parked illegally are towed. Students must always use the designated crosswalks when crossing South Rice.

Verification Of Enrollment Form (VOE)

According to Texas law and the Texas Department of Public Safety, a Texas Education Verification of Enrollment Form is required to enroll in a Driver's Education Program to obtain a driving permit, to get a driver's license, or to renew a license. Students who have more than eight unexcused absences for the prior semester are not eligible to receive this form. Students who are eligible for the form must go to the Attendance Office to acquire this form. The form will be ready for pick up the following day after school. Students must present a school ID to get the VOE form.

Transportation

Bus transportation is provided for students who live two or more miles from the school and for Magnet students. Bus schedules are posted at the beginning of the school year. Questions concerning bus transportation should be directed to the Magnet Office - 713-295-3715 or 713-295-3716. BHS students are required to have their Bellaire ID badge along with their bus pass to ride the bus.

Clinic, School Nurse And Medication

The function of the school nurse is health promotion through assessment, counseling, education, and minor first aid; however, the nurse cannot diagnose and/or treat. It is important that the nurse be made aware of any student with a chronic or serious illness. A medical statement describing the condition should be provided by the parent for the student's confidential school health record. To be admitted to the Clinic students must have a written permit from the teacher whose class the student will be missing. Students may come to the Clinic during lunch without a permit. Students must sign in and out on the daily register when

coming to the Clinic. Any student desiring to leave school because of illness must come through the Clinic and sign out in the Attendance Office. A parent or responsible adult will be notified before any student is dismissed from school due to illness. Students may not stay in school with any of the following conditions:

- Fever of 100.4 or more
- Suspected contagious condition
- Vomiting
- Diarrhea
- Undetermined rash

Parents are to pick up ill students from the Clinic as quickly as possible after being notified. Students who call their parents to pick them up prior to coming to the Clinic will be sent to their alpha Assistant Principal for permission to go home. Students who feel ill and go home without a permit from the nurse will be considered truant and subject to disciplinary action.

Medications:

HISD Board policy prohibits students from bringing medications to school; however, should it be medically necessary for a student to take long-term medication at school, a HISD form must be completed by the student's physician and kept on file in the Clinic. The medication is then kept in the Clinic and administered by the school nurse. No medication, prescription or non-prescription, will be dispensed without this form being on file. With the required documentation on file in the Clinic, students with asthma may self-administer asthma medication. All medications kept for students in the Clinic must be in its original container with an affixed prescription label which includes the student's name, the drug name, and the proper dosage and administration information. Special permits to leave class early for health reasons must be secured from the school nurse. The student must return to the Clinic for renewal if the permit is required after the expiration date. All medical excuses for P.E. restrictions must originate with the school nurse.

Immunizations:

Students must be fully immunized against specific diseases in accordance with the Texas Department of Health Immunization Schedule and shall show acceptable proof of vaccination prior to entry, attendance or transfer to a school in Texas. Students not in compliance will "be excluded from school attendance until the required dose is administered" according to the Texas Department of Health. Any exclusion from immunization compliance for medical or religious reasons requires an original affidavit obtained from the Texas Department of Health.

Other Health Related Services:

- Pregnancy Related **services**-a teen pregnancy and parenting program designed to provide support services for pregnant students.
- Drop-Out Recovery and Preventions Outreach Program- A program designed to assist pregnant and parenting students as they seek to remain in school or return to school.
- Blood Sugar/Glucose Monitoring-a procedure conducted in the clinic with no exceptions.
- Homebound Program-a program whereby students who expect to be out of school for at least four consecutive weeks for health reasons as documented by a physician may receive instruction at home.
- Eye Care for Kids-a non-profit organization that provides comprehensive eye exams and corrective lenses for children needing financial assistance.
- Texcare Partnership-Chips/Medicaid Application-a health insurance program for Texas children designed for families with income levels above Medicaid income guidelines but with inability to afford private health insurance * See the School Nurse for applications and/or information on the above services.

Visitors

Only students of the school and school/district employees doing school business are permitted on campus. Others having business on the campus must check in with the receptionist in the main office. School age visitors, toddlers or infants are not permitted on campus unless accompanied by a parent who has checked in with the main office receptionist and received a visitor's badge.

Transcripts

When requesting transcripts in the fall semester, students must not include any mid-year school report requests. Mid-year report requests will be taken during January of each year. The specific dates and deadlines will be announced.

Final transcript requests for graduating seniors will be accepted beginning in mid May. The specific dates and deadlines will be announced and posted on the Bellaire website. Each graduating senior may request three (3) final transcripts free of charge if requested before the end of the school year. Final transcripts requested after graduation will cost \$2.00 if mailed.

Procedure for Ordering an Official Transcript:

There is a \$2.00 charge for Transcripts. Submit your completed package at least four weeks before postmark deadline for official transcript orders requiring counselor recommendations. Submit the completed package at least one week

before postmark deadline for official transcript orders. Bellaire will be sending transcripts both electronically and by mail.

- Request transcript through Naviance and in Registrar's office.
- Pay \$2.00 and sign receipt sheet in Registrars office.

DO NOT USE YOUR PERSONAL RETURN ADDRESS

- Place application essay, letters of recommendation, etc. with request card in Registrar's office. (complete and sign all required forms).

Procedures for Ordering an Unofficial Transcript:

- Fill in a yellow card.
- Sign senior ledger and place ledger number on yellow card.
- Pay \$2.00 and sign receipt sheet.
- Place card in white oval box.
- Pick up unofficial transcript in the Registrar's Office.

Remember to plan ahead. (Allow one week before deadline.)

Textbooks

Textbooks are issued directly to students in August prior to the opening of school. It is the student's responsibility to keep the textbooks safe and secure while in their possession. The textbook barcode will clear the record of the student to whom it was originally issued. Any textbook returned to the bookroom without the original barcode intact will not be cleared from the student's record. Payment for the textbook will be required in order to clear the record. Textbook prices range from \$38.00 to \$104.00. Any textbook damaged to the extent that reissue is impossible will require payment at the time the book is returned. This can include graffiti written in the books, water damage, missing pages, etc. It is important to examine the textbooks issued at the beginning of the school year to make sure they are in good condition. If at any time during the year a problem develops with a barcode or the textbook, the student should immediately take it to the bookroom to be corrected. Stolen textbooks should be reported to the campus police office within 24 hours of the theft. Textbooks which disappear due to negligence on the part of the student are not considered valid thefts. This includes leaving the book unattended in the classroom, cafeteria, gym area, outside, and/or allowing other students to use the book. A signed affirmative police report is required to record the book as stolen. Textbooks should be returned at the end of the semester to a designated collection site. No textbooks should be left in unattended areas. Students may request a receipt for their records at the time they return their books. Textbook records should be cleared by the end of the final exam period. The Bookroom is open from 2:15 p.m. until 4:00 p.m. daily.

Remember to check the Bellaire website for up to date times for textbook distribution. Bellaire website (www.Bellaire.org) for dates and times.

PowerUp Distribution

Students have the opportunity to check out an HP 947m laptop for the school year. This educational tool will assist student in their coursework and encourage students to produce quality work that demonstrates Critical Thinking and Creativity, while encouraging Communication and Collaboration between both students and teachers.

Requirements:

- \$25.00 (cash only) non-refundable security deposit fee
- Required parent and student signatures on PowerUp Agreement Form
- Students log into the laptop using their GradeSpeed username/password
- Students(s) must return the laptop at the end of each school year
- Report lost/stolen/damaged laptop to Bellaire IT (Room 200) immediately
- Laptops are secured with a LoJack® to locate or disable remotely

Responsible Use of Laptops and Proper Online Behavior:

- Students are expected to follow the same code of conduct on the Internet as they do in the classroom.
- Follow copyright laws
- Like a textbook or a locker, HISD owns the laptop. Students are only permitted to use it for educational only
- Use appropriate language
- Students will make available all messages or files upon parent, administrator or teacher request.
- Administrators have the capability to remotely view student computers.

What is Prohibited?

Improper use of the laptop will result in consequences such as discipline, detention, and/or limited use of the device. The following actions are prohibited:

- Bypassing the filter.
- Tampering with hardware.
- Using another student's username or password.
- Using chat rooms, IM; hosting non-school approved web pages.
- Sharing passwords (other than with parents)
- Accessing inappropriate material that is that is unacceptable in a school setting.

- Downloading or installing software that has not been approved.

Graduation Requirements

HISD requires a total of 26 credits to graduate. Classification as a 9th, 10th, 11th, or 12th grade student is determined by the number of credits earned.

10th - 6 credits

11th - 12 credits

12th - 18 credits

Students must have the required number of credits at the beginning of the school year to be classified as a sophomore, junior, or senior.

Due to changing State mandated laws concerning requirements for graduation, students must check with their counselors to be sure they are on the proper plan for graduation.

	9 th Grade	9 th Grade
	2011-2012	2012-2013
<u>Course</u>	<u>Credits</u>	<u>Credits</u>
English	4	4
Mathematics	4	4
World Geography	1	1
World History	1	1
United States History	1	1
U.S. Gov	0.5	0.5
Economics	0.5	0.5
Science	4	4
Health	0.5	0.5
Physical Education	1	1
Speech Com/App	0.5	0.5
Second Lang(LOTE)	2	2
Tech App*	1	0
Fine Arts	1	1
Electives	<u>5</u>	<u>5</u>
	26	26

*Board Policy EIF (Exhibit) states students not meeting proficiency on the grade 8 technology literacy assessment will be required to take a technology applications course as one of their elective credits.

Class of 2013- Recommended High School Program

9th Grade

2014-2015

<u>Course</u>	<u>Credits</u>
English	4.0
Mathematics	4.0
World History	1.0
World Geography	1.0
U.S. History	1.0
U.S. Government	0.5
Economics	0.5
Science	4.0
Health	0.5
Physical Education	1
Second Language (LOTE)	2
Fine Arts	1
Endorsement Electives	2.0
General Electives	<u>3.5</u>
Total credits	26

Beginning with the entering 9th graders in 2007-2008, to receive recognition as a Texas Scholar two courses must be AP, IB, Tech Pre/Articulated or dual credit.

Distinguished/Texas Scholars Program*

4.0 English
4.0 Mathematics
4.0 Science
4.0 Social Studies
0.5 Speech
3.0 Foreign Lang
1.0 Computer
1.0 Fine Arts
1.5 P.E.
0.5 Health

Core Program

4.0 English
4.0 Mathematics
4.0 Science
4.0 Social Studies
0.5 Speech
1.0 Foreign Lang
1.0 Computer
1.0 Fine Arts
1.5 P.E.
0.5 Health

5.5 Electives

26.0 Credits **

*Any senior qualifying to be a Texas Scholar may be eligible to apply for a Texas Grant (funding to cover tuition and fees to any Texas state college/university-or equivalent amount applied to private school tuition and fees).

** A student must also receive any combination of four of the advanced measures approved by the State Board of Education which focuses on demonstrated student performance at the college or professional level and which must be assessed, through an external review process.

2.5 Electives *

26.0 Credits

Determination Of Grade Averages

Letter Grade Equivalents

A = 90 – 100

B = 80 – 89

C = 75 – 79

D = 70 – 74

F = 0 - 69

Grade Point Averages

A = 4 Grade Points

B = 3 Grade Points

C = 2 Grade Points

D = 1 Grade Point

F = 0 Grade Points

All Pre-AP/IB, AP/IB, and honors courses generate one additional grade point.

GPA/Class Rank

Unofficial preliminary grade point averages and class ranks will be calculated and determined at the end of the junior year during the month of June. Middle School grade point averages are not a part of the official Bellaire High School grade point average rank. These unofficial GPA's and ranks will be used for transcripts sent in the summer. Unofficial grade point averages and class ranks will be calculated in September for transcripts sent in the fall semester. Summer school grades and grade corrections made after June of each year will be included in the calculations. Official grade point averages and class ranks will be determined in the middle of January after the end of the fall semester for seniors. These GPA's and ranks will be used for transcripts sent for all spring semester submission deadlines.

Naviance

Naviance is a college and career readiness platform that helps connect academic achievement to post-secondary goals. It's a comprehensive college and career planning solution to optimize student success, enhance school counselor productivity, and track results for school and district administrators. Houston ISD added Naviance Succeed as a tool for its high schools and middle schools. Naviance acts as a platform to help schools promote college and career readiness through increased collaboration, rigor and transparency.

Students need to see Ms. Rizolli in the college center at lunch or after school to receive a code to register for Naviance. This cannot be accomplished via phone

or email because of security reasons. The address for Naviance is:
<https://connection.naviance.com/family-connection/auth/login/?hisd-bellaire>

An easy way to link to Naviance is to go to www.bellaire.org, then scroll over “academics”, click on “College Center” and in the middle of the screen you will see “Naviance full access login” click on this.

Grad Lab

The Grad Lab is available for students to retake failed courses virtually and advance by taking original courses. Students must check with their counselor to see if they qualify to take course work in the Grad Lab.

PSC (Parent Student Connect)

Parent Student Connect allows registered users (ie; parents and students) to log in to access a variety of student information and to see class assignments. Users can also choose to have an e-mail or text message sent if a student’s grades drop below a selected average or is absent from class. This is an excellent tool to keep students and parents up to date with grades, missing assignments and overall averages before the official report card is issued for the 6 weeks or semester final.

Information that PSC provides access to includes:

- Period and Daily Attendance
- Class Schedules and Assignments
- Progress Reports
- Final Grades

To get started, log in or register at www.houstonisd.org/PSC. Parents will need the following information to complete registration:

- Students ID number (HISD)
- Student date of birth
- Last five digits of student’s Social Security number if on file with HISD. IF not on File, use the last five digits of the “S Number” provided to your child by HISD. Please call the school if you do not know this number.

Step by step instructions are on the Bellaire website. www.Bellaire.org

Senior/Junior AP/IB Course Exemptions

Students who are classified as seniors at the beginning of the spring semester may be exempt from final exams if the following criteria are met:

SENIORS:

- 85 or above average in the course for which exemption is sought.
- No more than 3 regular and 2 college excused Spring absences in the course for which exemption is sought. None of the Absences may be unexcused. Attendance is checked through May 25, 2017.
- An “S” average or better in conduct in the course for which the exemption is sought.
- Student must maintain these requirements through the date of the final exam.

JUNIORS:

- 90 or above semester average in the course for which exemption is sought.
- No more than 3 regular and 2 college excused Spring absences in the course for which exemption is sought. None of the Absences may be unexcused. Attendance is checked through May 28, 2015.
- An S average or better in conduct in the course for which exemption is sought.
- Students must sit for the AP/IB Exam in the course where the exemption is sought.
- Student must maintain these requirements through the date of the final exam.

Student Organizations And Clubs

Go to the Bellaire website (www.Bellaire.org) to find a club that interests you. When establishing a new club, a designated faculty sponsor must be approved by the administration as well as the extracurricular subcommittee of the SDMC and finally the SDMC itself. HISD Board Policy prohibits fraternities, sororities or other secret organizations within HISD schools.

Communications

Bellaire has many ways to keep students informed. Verbal announcements are made each day over the intercom during second period. Posters and flyers are posted in the cafeteria, in the courtyard, on bulletin boards and in teacher classrooms. The marquee is located on Rice.

On the Bellaire website, www.bellaire.org you will find Parent and Student links galore. Find current Bellaire events, testing schedules, upcoming deadlines, and school information such as administrator and faculty email addresses on the website. There are links to calendars, applications, club sites, and more. There is even a link to join the Bellaire Twitter Account.

Counselors/Social Worker

Academic counselors are available to assist students reach their full academic potential, prepare for post secondary educational and employment opportunities, investigate career pathways, and support academic and personal growth. Students are assigned to counselors by alpha division according to the student's last name. A counselor is available to assist all students in the college center. A social worker is available to assist students with personal problems impacting instructional goals.

Library

Library Media Center (LMC) – The Library is open Monday thru Thursday 7:00 a.m. to 4:30 p.m. and Friday 7:00 a.m. to 3:30 p.m. The LMC contains over 26,000 volumes and subscribes to over 30 periodicals. The LMC also provides students with computer work stations having access to Microsoft Office Suite, online periodical databases and the Internet. A Bellaire ID card is required to use the computers and check out all books and periodicals. Students coming to the LMC during class must have a yellow library pass signed by their teacher. Before school, during lunch, and after school students must have a Bellaire ID card to enter.

MESSAGES AND GIFTS FOR STUDENTS

Emergency telephone messages to students should be forwarded through the student's alpha Assistant Principal's office. Important messages from parents will be taken and an attempt will be made to deliver them to students as soon as possible with the least interruption to instruction. Calls from other persons other than a parent/guardian are not accepted.

Commercial food deliveries/orders will not be accepted/delivered at any time other than the lunch period.

All deliveries of balloon bouquets, floral arrangements, and/or tributes for students will be held in the alpha Assistant Principal's office until the end of the school day. Students will be notified of their delivery by message during the day.

Approval For Posters, Fliers, Advertisements

All posted material must be approved by an Assistant Principal before being displayed in the classrooms, on approved bulleting/information boards, on the outside walls leading to the cafeteria, and in the cafeteria. No signs or fliers may be posted on the walls in the main building. It is the responsibility of the individual student or the club to remove all material within 48 hours after the event has concluded. All materials posted in unapproved areas or without official signatures will be promptly removed.

Social Networkings And Academics At BHS

BHS encourages students to use all of the academically legitimate resources available to them in the pursuit of better grades. These resources include Facebook (FB) and/or other social networking tools. One such tool, creating a FB study group or similar group, will be considered an academically legitimate resource if these guidelines are followed:

- The teacher(s) associated with the course which is the focus of a FB student group **MUST** be invited to join the group.
- The students(s) who either moderate the group and/or initiate the FB study group (FSSG) must advise the teacher(s) in advance of creating the group. If the FBSG is private, that is, not open to all students in the course(s), the teacher (s) must still be invited to join. Regardless of the FBSG's status as private/public, the students moderating/creating the group must provide their names, e-mail addresses, and any other methods of contact associated with the FBSG to the teacher(s) associated with the subject matter being studied.
- Regardless of the FBSG's status (private/public), any discussion of or revelations related to a quiz or test contemporaneous to the period of time during which the test/quiz is active, will be considered cheating. "Active" means the time window (the period of, the day of, the week of) during which the teacher is making the test available to students.
- No FBSG may allow derogatory personal comments about the course, the teacher(s) or other students whether or not the students are members of the FBSG. The FBSG's focus should be the curriculum.
- Failure to comply with these rules creates a presumption that the FGSB is not a legitimate venue for addressing, discussing, and/or commenting on the course material. All suspicions of cheating will be handled under the HISD Student Code of Conduct and the Bellaire Honor Code.

Mutual Respect

Bellaire High School students are expected to respect the rights of others to learn and work in a secure environment. Harassment, threatening behavior, vandalism, and/or violence are unacceptable at anytime. Those behaviors will have serious consequences up to and including removal from Bellaire High School.

Honor Code

Cheating, by any means or method, lying, forgery, plagiarism, stealing, and/or defacing property are all violations of the Honor Code. Bellaire High School's Honor Code promotes the following principles as inherent in the educational process:

1. A student's work will be his/her own.
2. A student's work can be trusted.
3. The rights of each person and their property will be respected.

"To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism constitutes intellectual theft." Plagiarism and any form of cheating may result in a failure grade of an assignment and/or disciplinary action.

Sportsmanship

Good sportsmanship and fair play are traditions at Bellaire High School. Appropriate behavior is expected at all sports events and school activities.

Schedules

- Changes in schedules are to be made by the end of the prior semester.
- Requests for teacher changes will not be honored.
- Requests for changes due to extenuating circumstances, such as extended illness, must be approved by the principal.
- Before a schedule change is implemented, we encourage parents and students to routinely check Gradespeed and communicate with teachers.
- Any student in a Pre-AP/IB class will remain in the class for the first 3 weeks. After that, a student needing to drop to a lower level class may do so within 5 days after the end of cycle one and ONLY at that time. Otherwise, the student will remain in the class for the entire semester.
- A student may not drop or add a class after the 15th day of the semester. A dropped class after the 15th day incurs the penalty of a "50" on the student's permanent record (transcript).

National Honor Society



BELLAIRE HIGH SCHOOL BELL SCHEDULES 2016 - 2017

Regular	Period
7:40 AM - 8:33 AM	1
8:40 AM - 9:37 AM	2*
9:43 AM - 10:36 AM	3
10:42 AM - 11:35 AM	4
11:35 AM - 12:18 PM	Lunch
12:24 PM - 1:17 PM	5
1:23 PM - 2:16 PM	6
2:22 PM - 3:15 PM	7
3:21 PM - 4:14 PM	8
All dates except as indicated	

Advocacy	Period
7:40 AM - 8:28 AM	1
8:34 AM - 9:26 AM	2*
9:32 AM - 10:02 AM	Advocacy
10:08 AM - 10:56 AM	3
11:02 AM - 11:50 AM	4
11:50 AM - 12:33 PM	Lunch
12:39 PM - 1:27 PM	5
1:33 PM - 2:21 PM	6
2:27 PM - 3:15 PM	7
3:21 PM - 4:09 PM	8
Dates: 10/5, 11/3	

Advocacy Before Period 1	Period
7:40 AM - 8:30 AM	Advocacy
8:36 AM - 9:21 AM	1
9:27 AM - 10:17 AM	2*
10:23 AM - 11:08 AM	3
11:14 AM - 11:59 AM	4
11:59 AM - 12:42 PM	Lunch
12:48 PM - 1:33 PM	5
1:39 PM - 2:24 PM	6
2:30 PM - 3:15 PM	7
3:21 PM - 4:06 PM	8
Dates: 8/22, 8/23, 8/24, 1/4	

Final Exams (visit bellaire.org for details)
Dates: 12/13-12/16, 5/17-5/19, 5/22-5/25

Testing - All Periods	Period
7:40 AM - 12:00 PM	Testing
12:00 PM - 12:31 PM	Lunch
12:37 PM - 12:54 PM	1
1:00 PM - 1:20 PM	2*
1:26 PM - 1:43 PM	3
1:49 PM - 2:06 PM	4
2:12 PM - 2:29 PM	5
2:35 PM - 2:52 PM	6
2:58 PM - 3:15 PM	7
3:21 PM - 3:38 PM	8
Dates: 10/19, 4/5	

Testing - Odd Periods	Period
7:40 AM - 12:00 PM	Testing
12:00 PM - 12:35 PM	Lunch
12:41 PM - 1:14 PM	1
1:20 PM - 1:57 PM	3*
2:03 PM - 2:36 PM	5
2:42 PM - 3:15 PM	7
Dates: 3/28, 5/2	

Testing - Even Periods	Period
7:40 AM - 12:00 PM	Testing
12:00 PM - 12:35 PM	Lunch
12:41 PM - 1:31 PM	2*
1:37 PM - 2:23 PM	4
2:29 PM - 3:15 PM	6
3:21 PM - 4:07 PM	8
Dates: 3/30, 5/3	

Early Dismissal	Period
7:40 AM - 8:19 AM	1
8:25 AM - 9:08 AM	2*
9:14 AM - 9:53 AM	3
9:59 AM - 10:38 AM	4
10:38 AM - 11:15 AM	Lunch
11:21 AM - 12:00 PM	5
12:06 PM - 12:45 PM	6
12:51 PM - 1:30 PM	7
1:36 PM - 2:15 PM	8
Dates: 9/21, 10/11, 10/14, 11/16, 1/25, 2/22	

* Announcements at the end of the period