

BELLAIRE CARDINALS



Bellaire Faculty & Student Handbook 2022-2023

**Bellaire High School
5100 Maple Street**

Bellaire, Texas 77401
Phone: 713-295-3704
Fax: 713-295-3763
Website: www.bellaire.org
School Campus Number: 002
Route Number: 3
District V – Sue Deigaard

[2022-2023 Academic Calendar HISD](#)

BELLAIRE HIGH SCHOOL MISSION STATEMENT

Bellaire High School will serve the needs of a multicultural student body by promoting academic excellence while continuing to educate the total person in a safe and supportive environment.

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

SHARED DECISION-MAKING COMMITTEE (SDMC)

Board Policy establishes SDMC at every school in the district. SDMC must meet the district's guidelines established in the policy. Each school year, the SDMC shall assist the principal in developing, reviewing, and revising the School Improvement Plan (SIP) for the purpose of improving student performance for all student populations. The SDMC shall be involved in decisions in the area of planning, budgeting, curriculum, staffing patterns, staff development, and school organization. The SDMC must approve the portions of the School Improvement Plan addressing campus staff development needs. A Principal shall regularly consult the SDMC in the planning, operation, supervision, and evaluation of the campus educational program.

2022-2023 Members

Committee Members:

SDMC Member	Title	E-mail Address
Andrews, Tania	Teacher	tandrew6@houstonisd.org
Burnside, Julie	Teacher	jburnsid@houstonisd.org
Chapman, Elizabeth	Teacher	echapman@houstonisd.org
Chopra, Reena	Teacher	reena.chopra@houstonisd.org
Ho, Jennifer	Teacher	Jennifer.Ho@houstonisd.org
Houle, Wayne	Teacher	whoule@houstonisd.org
Newland, Jimmy	Teacher	jnewland@houstonisd.org
Tellez, Jacqueline	Teacher	Jacqueline.Tellez@houstonisd.org
Campbell, Debbie	School-Based Professional	dcampbe3@houstonisd.org
Frank, Cilya	School-Based Professional	cfrank@houstonisd.org
Trish Magilike	School-Based Professional	pmagilke@houstonisd.org
Miriam Mulet	School-Based Professional	mmulet1@houstonisd.org
Ngo, Quan	Non-Instructional Rep	Lngo@houstonisd.org
Niggli, Michael	Principal	mniggli@houstonisd.org
Cheng, Judy	Parent	

Cantrell, Kent	Parent	
Faris, David	Community Member	
Twyman, Sandy	Business Rep	

Bellaire High School Staff List 2022-2023

PRINCIPAL

Michael Niggli

SCHOOL SECRETARY

Angelina Solis

ASSOCIATE PRINCIPAL

Cilya Frank

DEAN OF INSTRUCTION

Debbie Campbell

ASSISTANT PRINCIPALS

Rachel Burgan (A & B)

Lawrence Garnett (C & D)

Al Lloyd (E, F, G, I)

Jessyca Stewart (H, J, K, N)

Terri Williams (L, M)

Miriam Mulet(O, P, Q, R)

Laura Perez (S)

Jesse Rivera (T-Z)

SCHOOL CHOICE MANAGER

Quan Ngo

BUSINESS MANAGER

David Lehmann

REGISTRAR

Cara Boynton

SPECIAL EDUCATION CO-CHAIRS

Gina Hawkins and Kimberly Williams

LIBRARY

Kaitlyn Carpenter

CLERKS

Maria Gayosso and Maria Davila

SPECIAL EDUCATION CLERK

Ana Otero-Baez

CLERK

Martha Moreira

COUNSELORS

Yvonne Stubbins (A, B & Z)

Pippa Day (C, I, J)

Sara Ray (D, E, F, O)

Stacy DeLoach Jackson (G, H)

Patricia Magilke* (K, L)

Lourdes Fernandez (M, N)

Amelia Hill (P,Q,R)

Janet Davis (S,T)

Charles Lawler (U-Z)

Sabrina Rodriguez (ESL)

DeVonta Lee (College Access Counselor)

Alex Brown - Clerk

*Lead Counselor

SOCIAL WORKER

Rene Lasprilla

TECH SUPPORT

Allen Scarrow

Bryan Paniagua

STUDENT CASE WORKER/TRUANCY

Maritere Ugalde

NURSE

Chanthini Thomas, BSN, RN

Shirley Alfaro-Miranda (Clinic Paraprofessional/UDCA)

OFFICERS

Clarence Wade

Jazmin Wilson

SAFETY AND SECURITY

Jesse Rivera

MAIN OFFICE & RECEPTION

Alejandra Contreras

ATTENDANCE OFFICE

Marta Flores de Gomez

AP COORDINATOR

Quan Ngo

IB COORDINATOR

Ann Kennedy-Linsley

HISD Connect/Power School/SIMS COORDINATOR

Monica Contreras

DUAL CREDIT

Al Lloyd

GRAD LAB

Joseph Ogle

ATHLETIC DIRECTORS

Herb Kunz

Ap Clarke

DAILY DUTY SCHEDULES/Responsibilities

- All teachers (including but not limited to librarians, nurses, and registrars) are required to work a seven hour and 45 minute day. The time will be determined by the building principal. 8:30 AM-4:15 PM. Signing in before your contract time does not allow you to leave before the end of your contracted time. Teachers are on duty during their daily conference period and PLC period. Teachers should remain on campus except for emergencies. Anytime you leave school during the contract day you must inform your appraiser, department chair and Ms. Saldana and sign out in the main office. Teachers will follow all emergency alert protocols. Teachers ensure that students will not be left unattended in classrooms. It is the teacher's responsibility as an educator to always interact with students in a professional manner and to ensure that students are always safe *Do not ask another teacher to cover your instructional class period without prior approval from Terri Saldana, and your department chair or appraiser.* Staff members who work less than their contracted period will be asked to document the time in One Source and will have that time deducted from their leave bank.

Each Department will be responsible for monitoring an assigned Duty Spot daily from 8:00-8:30 AM. Teachers will sign up within their departments during PD Week.

OPEN HOUSE

All faculty members are expected to participate in Open House activities. This is a perfect opportunity to introduce yourself, explain your expectations and spark some enthusiasm for your subject. Be prepared with a complete syllabus that includes contact information, course outline, dates of major projects and any specific expectations related to your course. Outline grading weights and any rules for makeup and retesting. This is your right to initiate a positive school year.

GRADE REPORTING

Each teacher must complete a Progress Report after the third week of the 6 weeks. A Progress Report will be completed for every student. Progress Reports will be sent via HISD student email and be available in PowerSchool. **If a student's grade drops below passing after progress reports are distributed, the parent/guardian must be notified.** Grades must be posted in PowerSchool in a timely manner. Grades in PowerSchool must be verified by the deadline posted each six weeks. The teacher is responsible for reviewing what he or she has entered, and making any needed changes. Once the deadline has passed, the teacher must submit an official electronic grade change form to their appraiser to be approved by Ms. Moody.F

REPORT CARD DATES

Six Weeks report cards are sent to each student's HISD email address the week after the grading cycle ends.

October 7, 2022

November 11, 2022

January 13, 2023

March 3, 2023

April 20, 2023

June 7, 2023

* The final report card will be sent to each student's HISD email address.

Teachers should have a minimum of 2 grades per week. Guidelines for grading shall be clearly communicated to students and parents. The student's mastery level and growth are major factors in determining the grade for a subject or course.

GRADES

Teachers are responsible for:

- Having fair, valid, and consistent grading procedures and communicating the procedures to students and parents.
- Using procedures to encourage student's success.
- Norming grading expectations with PLC and vertically with the Department (AP, HISD Advanced courses (HADV), College Prep, Academic).
- Exercising a high degree of professional judgment in evaluating student achievement.
- Documenting the resulting grades in PowerSchool in a timely manner.

Letter Grade Equivalents

A = 90-100

B = 80-89

C = 75-79

D = 70-74

F = Below 70

Grade Points

A = 4 Grade Points

B = 3 Grade Points

C = 2 Grade Points

D = 1 Grade Point

F = 0 Grade Point

AP/IB classes = Add 1 grade point to the above

POWERSCHOOL

- Teachers are required to verify grades each grading cycle. Verification represents the teacher's electronic signature verifying grades are complete and correct.
- PowerSchool will go back online and become accessible to parents and students for each school year in late August.
- Each recorded grade in PowerSchool should denote the weighted value of each type of grade, i.e. tests, homework, oral presentation, daily assignments, etc.

- Absences should be recorded on appropriate days and documented as excused, unexcused, extracurricular etc.
- All students enrolled should be recorded, even if enrolled for one day only.
- Instructional accommodations for students with disabilities, 504 accommodations must be recorded in the PowerSchool to document implementation of the modifications.
- Non-Academic considerations such as attendance, behavior, or participation in extracurricular activities should not be used in determining grades. Conduct “cuts” in a class should be recorded in the Conduct section of the PowerSchool. Under no circumstance may a conduct infraction be used to affect the student’s academic grade.

INCOMPLETE GRADES

District policy states that a student who makes an “Incomplete” grade has until the end of the next grading period to make up the “I”. A student who makes an “I” on the last grading cycle will be given a 0 until that student completes the work by the end of the summer, at that time the grade will be changed. This applies to both last cycle grades and final exams.

RETAKE POLICY

Retake Purpose:

The purpose and intent of the policy is to provide each student with an additional opportunity to show mastery of the content. The opportunity for a student to retake one major grade each grading cycle applies to a score less than 70 out of 100. If a student is absent, he or she will still have the opportunity to have a retake for a make-up exam.

Alternative Major Grades:

Projects, labs, essays, other long term assignments, etc. are subject to teacher discretion for retake approval. For this type of assignment the eligibility for retake should be communicated in writing before the assignment is given.

The following will apply: (student initiated process)

1. All students in AP/IB, Pre-AP, College Prep, and Academic classes in all content areas will have the opportunity to retake at least one major grade per grading cycle in each class. Retake opportunities are not available in Dual Credit classes.
2. The student must submit the completed retake request form to his or her teacher within one week of the grade being posted on PowerSchool. In turn, the teacher will inform the student whether or not he or she is eligible for the retake, per PLC policy. The teacher will notify the student of the time and location of the retake.
3. The retake must be of similar length and subject matter as the original test.
4. A PLC or department may decide to schedule all retakes at a specific time (before or after school or at lunch) and in a single location.

5. The student is expected to complete one or more of the following prior to the retake as determined by consistent PLC policy: (1) attend at least one tutorial, (2) have submitted any missing work for that grading cycle, (3) and/or completed test corrections.
6. If a student is caught cheating on a major grade, then he or she may not request a retake for that major grade. Per the HISD Code of Conduct, plagiarism is considered cheating.
7. The maximum grade received for a retake will be determined by the teacher. For example, if a student fails a major grade with a 55 and earns a 62 on the retake, then his or her final grade on the assignment/test will be a 62. If the student retakes and makes an 82, then their final grade on the assignment/test will be a minimum of 70. If a student scores lower on the retake, then the original grade will stand.
8. All semester final exams are ineligible for a retake.

Students who abuse the current retake policy will be subject to administrative review. This review will be initiated by the teacher and referred to an assistant principal.

WHOLE COURSE CREDIT (Composite Grading)

Whole-course credit applies to two-semester sequential courses (designated “A” and “B”) and does not apply to any one-semester course. Students who fail one semester and pass the other semester are eligible to receive credit for the class if both semesters total 140 or above. Students moved from an Advanced Academic course into a corresponding regular course for the second semester will not receive quality points (5 point courses) for either semester.

GRADE CHANGES

Once the report cards are printed, teachers may still make changes using the electronic grade change form. Those forms may be emailed to a teacher by their appraiser. They must be filled out completely. The form must have the current grade on record and the new grade. All forms must be submitted electronically following school procedure. An Administrator must approve all grade changes. Current year grade changes may be turned in to Ms. Moody or Ms. Boynton. Prior year grade changes must be submitted to Ms. Boynton in the registrar’s office.

The only reasons for changing a student’s grade after it has been recorded are:

- If there was an error in the computation of the student’s grade:
- If an error was made marking the grade sheet.
- If there was an Incomplete recorded

All grade changes must be initiated by the teacher assigning the grade and must be approved electronically by the teacher’s appraiser and the rationale for the change kept on file. All changes must be made before the end of the next grading period.

Qualifying Electives - Pass/Fail Form

- The option to convert a numeric grade of 85 or higher to a “pass” applies only to:
 - high school students (freshmen-seniors) enrolled in qualifying elective courses; and
 - upon receipt of a fully executed intention statement, submitted by the student to the building principal or designee before the end of the first grading cycle thus, opting in for the fall and spring semesters.
 - Fall 2022 Deadline: September 30, 2022
 - Spring 2023 Deadline: February 24, 2023 (only for courses added to the student’s schedule for the spring semester after the end of the first grading cycle in the fall)
 - Courses taken in 9th grade through 12th grade
 - Qualifying elective courses must be taken in HISD
- The option to convert a numeric grade of 85 or higher to a “pass” may be applied in up to four (4) qualifying elective courses for no more than 2.0 state credits during a student’s high school tenure. Courses designated as Career and Technology Education (CTE) and Technology Applications do not qualify as qualifying elective courses. Students receiving a “pass” for the semester grade average will receive a 0.5 credit value.
- A numeric grade must be assigned to a high school student’s first full, fine arts and physical education credit (1.0). Any additional fine arts and physical education credits can be converted to a “pass” if the course grade average requirements are satisfied.

Courses that Qualify:

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> athletics | <input type="checkbox"/> dance |
| <input type="checkbox"/> art | <input type="checkbox"/> drill team |
| <input type="checkbox"/> band | <input type="checkbox"/> driver education |
| <input type="checkbox"/> cheer | <input type="checkbox"/> JROTC |
| <input type="checkbox"/> choir | <input type="checkbox"/> music |
| <input type="checkbox"/> color guard | <input type="checkbox"/> theatre |
| | <input type="checkbox"/> physical education |

A numeric grade must be assigned to a high school student’s first full, fine arts and physical education credit (1.0), respectively. Any additional fine arts and physical education credits can be converted to a “pass” if the course grade average requirements are satisfied.

The option to convert a numeric grade of 85 or higher to a “pass” applies only when all the following criteria are met:

- High school students enrolled in qualifying elective courses
- Courses taken in 9th grade through 12th grade
- Qualifying elective courses must be taken in HISD
- Student must satisfactorily complete the initial 1.0 credit for fine arts and physical education course.
- Upon receipt of a fully executed intention statement, submitted by the student to the building principal or designee before the end of the first grading cycle thus, opting in for the fall and spring semesters.

REPORTING CONDUCT

Conduct grades are given to each student at the end of the grading cycle. If assigning “P” (Needs Improvement) or a “U” (Unsatisfactory) to a student, appropriate and relevant documentation is needed reflecting poor conduct. In the case of a “U” the student’s Assistant Principal needs to be notified.

The following criteria should be used as a guideline in determining conduct grades at the close of each grading cycle:

- “E” (Excellent):
 - The student has an exemplary attitude. The student is cooperative and follows classroom rules.
- “S” (Satisfactory):
 - The student occasionally violates a classroom rule, but behavior is generally acceptable.
- “P” (Needs Improvement):
 - The student commits frequent infractions of classroom rules. The student frequently violates the Student Code of Conduct and has been referred to the Assistant Principal. The student’s parent/guardian has been contacted and informed about his/her unacceptable behavior and the behavior has been documented.
- “U” (Unsatisfactory):
 - The student has a poor attitude, is uncooperative and disrupts classroom activities. The student has been suspended from school as a result of behavior exhibited in your classroom. **A “U” may only be given with administrative approval.**

Please contact the appropriate Assistant Principal prior to issuing a “U” for a student. Receiving a “U” in conduct may restrict the student from participation in student activities for the remainder of the 6 week grading cycle. Under no circumstances may conduct infractions be used by a teacher to impact a student’s academic grade.

DISCIPLINE AND PRIVILEGES: CONDUCT & HONOR CODE

· [Code of Student Conduct](#)

We have high expectations for Bellaire High School students and are committed to creating an environment in which they can succeed. Disciplinary consequences are designed to deter the student from making errors in judgment or engaging in misconduct that interferes with the student’s (or other students’) ability to be academically successful.

Developed by HISD and distributed to all parents and students, this booklet describes disciplinary offenses and how the district handles them. Parents are responsible for ensuring that their children adhere to the rules and conventions of proper behavior while at school. HISD has “zero tolerance” for student behavior that could disrupt instruction or pose safety hazards on HISD property or while at school-related events. The Code of Student Conduct booklet includes a form that requires both the student’s and parent’s signatures and must be returned along with other forms in first day or registration packet.

Misconduct is categorized into five levels:

- **Level I:** Violation of classroom rules; generally corrected by the teacher and/or parent contact.
- **Level II:** Administrative/teacher intervention; generally more serious in nature or a repeated violation under Level I.
- **Level III:** Misconduct that disrupts the instructional process in class, at school, or during school-related activities; repeated violation of Level I and II offenses; considered to be a serious offense.
- **Level IV:** Criminal offenses; any felony, whether school-related or not, are included here unless it is categorized as a Level V. Such an offense requires removal of the student to a *Disciplinary Alternative Educational Program (DAEP)*.
- **Level V:** Acts of misconduct that may result in expulsion include, but are not limited to assault, possession of weapons, drug distribution, and other criminal offenses.

NOTICE TO PARENTS OF UNSATISFACTORY GRADES

Bellaire issues a school-wide Progress Report for every student. The Progress Report is handled like a Report Card which is generated through PowerSchool and is sent via HISD email to each student’s HISD email account the fourth week of every six week grading cycle. TEC 28.022 requires that the parent/guardian must be notified if the student is failing. **Simply posting grades in PowerSchool is not proper notification. The parent/guardian must be notified if a student’s grade is below 70 in any course. If a student’s average falls below 70 or the absence limit is exceeded after the school-wide Progress Report is issued in the third week of the grading cycle, the teacher must send a report home immediately.** It is imperative that extra efforts be made to give parents/guardians advance notice of pending failing grades or excessive absences in a class before the reporting period is over. Documentation must be kept on all parent phone calls and emails. Notification on the last day of the 6 week period is not proper notification for a failure grade

U.I.L.

Students are not eligible to participate in any UIL activities if they have a grade below 70 or an “I” Incomplete on their report card.

These are the eligibility rules for all extracurricular participants after the first six weeks of the school year:

- A student who has a grade average lower than 70 in any course or has an incomplete grade shall be suspended from participation in any UIL/extracurricular activity.
- No pass/no play suspension period is three weeks. 19 TAC76.1001 (b) defines a school week as beginning at 12:01 a.m. or the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays.
- A 3-week period is defined as 15 class days. In the event 2 or 3 of the 3 weeks in a 3-week period are shortened, one of the shortened weeks may be counted as five days with ten other actual days to make the fifteen total class days.

- A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class (other than an identified class eligible for exemption) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for three school weeks (SEE INFORMATION FOR NON-ENROLLED (HOME SCHOOLED) STUDENTS BELOW). An ineligible student may practice or rehearse. The student regains eligibility after the seven calendar day waiting period has ended following a grading period or the three school week evaluation period when the principal and teachers determine that he or she has earned a passing grade (70 or above) in all classes, other than those that are exempted.
- Students who were eligible shall not lose eligibility until seven (7) calendar days after the end of a grading period.

Example: Grading period ends on Friday at 4:00 p.m. Students shall not regain or lose their eligibility until the following Friday at 4:31 p.m.

- The semester average has no bearing on eligibility. Grades for the last grading period of the semester determine eligibility.
- A student’s attendance record has no bearing on eligibility. If a student has a grade average of 70 or above in all courses, he/she is eligible to participate in all UIL/extracurricular activities even though the district’s absence limit has been exceeded.
- Students with an “Incomplete” grade are ineligible until the “I” is replaced with a passing grade. Blank grades or those other than numeric grades also result in student ineligibility.
- Students who pass all courses for the grading period remain eligible throughout the next grading period.
- Students who are ineligible due to no pass/no play may practice or rehearse with other students.

UIL REGULATED ACTIVITIES, CLASSES, AND SPORTS

Activity

Academics
 Band
 Baseball
 Basketball, Boys
 Basketball, Girls
 Cheerleading
 Choir
 Cross-Country, (Track) Boys
 Cross-Country, (Track) Girls
 Debate
 Football
 Golf
 Orchestra
 Soccer, Boys
 Soccer, Girls
 Softball
 Swimming, Boys/Girls
 Tennis, Boys/Girls

Sponsor

Negri, Andrea
 Waltemath, Bill
 Newsome, Woodrow
 Glover, Bruce
 Maxey, Brittany
 Perez, Roxanne
 Solberg, Amy
 Johnson, Shadrick
 Curtis, Robert
 Stubbs, Jay
 Kunz, Herb
 Mayo, Brady
 Reynosa, Laurette
 Edwards, Michael
 Tomlinson, Kelli
 Tuffly, Brien
 Johnson, Gary
 Kirk, Anthony

Theater
Volleyball
Water Polo
Wrestling

Boffone, Kayla
Martin, Melissa
Johnson, Gary
Pettigrew, Kevin

FINAL EXAM EXEMPTIONS

Requirements for **Seniors**:

- 85 or above average in the course for which exemption is sought.
- No more than 3 regular and 2 college absences in the course for which exemption is sought.
- None of the absences may be unexcused.
- Attendance is checked through the end of the course.
- An S average or better in conduct in the course for which the exemption is sought.
- A student must maintain these requirements through the date of the final exam.

Requirements for **Juniors**:

- 90 or above average in the course for which exemption is sought.
- Must take the AP or IB Exam to be exempt
- No more than 3 regular and 2 college absences in the course for which exemption is sought.
- None of the absences may be unexcused.
- Attendance is checked through the end of the course.
- An S average or better in conduct in the course for which the exemption is sought.
- A student must maintain these requirements through the date of the final exam.

PARKING AT BELLAIRE

The parking garage's entrance is off Maple Street. Seniors will be given priority in a lottery system for a space in the garage. As space is available, Juniors may have an opportunity to enter a second lottery. There will be a yearly parking permit fee of \$180.00 (School Pay or Cash) for students wishing to use the school parking garage.

Parking is available for authorized student vehicles on a first-come first serve basis. The speed limit in the garage is 10 mph, and traffic travels in both directions. Violations may result in the revocation of your parking permit without a refund.

When purchasing a parking tag, a student must furnish:

- His or her valid driver's license;
- Current proof of liability insurance for the vehicle(s) that the student will be driving, with the student listed as a covered driver

Students may register an EZtag (or other Texas toll tags) for access or be provided a Bellaire parking tag. Vehicles parked illegally will be towed. Contact Mr. Lloyd at alloyd@houstonisd.org with any questions about the parking garage.

While every reasonable attempt will be made to ensure parking lot security, the school cannot guarantee that incidents will not occur. Bellaire High School, therefore, assumes no responsibility for accidents or the loss of property in the Bellaire Parking Garage. All parking on campus is at the vehicle operator's own risk.

Security demands that students leave their vehicles immediately upon arrival in the parking lot. Students found in the parking lot during the school day without authorization are subject to disciplinary action.

Students who park their cars on the city streets surrounding the school should carefully observe the City of Bellaire parking signs.

VISITORS

Only students of the school and school/district employees conducting school business are permitted on campus. Others having business on the campus must check in with the receptionist in the main office and wear a visitor tag while on campus.

School age visitors, toddlers or infants are not permitted on campus unless accompanying a parent who has checked in with the main office receptionist and received a visitor's badge.

V.I.P.S.

Volunteers In Public Schools (VIPS) is an HISD sanctioned program that encourages parents and community members to volunteer their time to help their school. Bellaire has a very active VIPS program with volunteers assisting extracurricular activities, the college center, the main office, field trips, tutoring and many other areas that may benefit our students. Any adult who volunteers their time and is directly involved with students and student activities must sign up with the VIPS program. Miriam Mulet, mmulet1@houstonisd.org will assist in this procedure. Legally, they may not spend time with any student other than their own child if they have not been approved by the VIPS Department. Direct all volunteers to check in at the main office. Do not plan a field trip or after school activity with adult volunteers unless they have been approved by the VIPS department.

SUPPLIES

To receive supplies, teachers should fill out a "Supply Request List" form found in the main office. Return the completed form to Ms. Saldana. Please allow 24 hours notice to receive all supplies. Do not send students to the office to obtain immediate supplies.

PATRIOTISM

Schools are required to fly the Texas state flag and the United States flag on all regular school days. The flag will be raised/lowered by members of the Bellaire JROTC Battalion.

TEC 25.082 directs school boards to require students to recite the pledge to the United States and Texas flags once each school day. A district shall excuse a student from reciting a pledge on request of the student's parent or guardian. The law also directs school boards to provide for a moment of silence following the pledges during

which students may reflect, pray, meditate, or engage in other silent activity that is not distracting to other students. There are no provisions to excuse a student from the moment of silence.

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/ROTC
Thursday	Math/Fine Arts
Friday	Science, Career and Technology

The schedule does not preclude the assigning of ordinary or daily homework on any other day of the week. Homework for each subject should aim to not exceed 30 minutes per day. Projects and tests normally need more than one night to prepare. Do not schedule a test or quiz on a day that is reserved for another subject.

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.

Deliveries of balloon bouquets, floral arrangements, and/or tributes for students will be held in the main office until the end of the school day.

HOME LUNCH PERMITS

A home lunch permit must be applied for and approved by the students' alpha Assistant Principal. The application forms are available online, [Home Lunch Permit](#). 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. Students must display their specially marked ID each time they leave the school. 9th and 10th grade students are not allowed to leave campus during Cardinal Hour.

FOOD DELIVERIES

No food deliveries will be accepted on campus*. Students will not be allowed to meet delivery drivers. Bellaire High School is not responsible for any orders that are placed and not picked up. Students should plan ahead and bring their lunch or eat the meal provided by the school. Only 11 and 12 grade students with home lunch permits will be allowed to leave campus during Cardinal Hour.

COMMUNICATIONS

Parent contact is very important. Communications through PowerSchool, notes, phone calls, emails or conferences help parents in their supporting role. *Our school-wide expectation is that calls and emails should be returned within 48 hours.* Many times the parent will contact the counseling office when their child has been ill and must make up work. Bellaire has many ways to keep students, teachers, parents and community members informed.

On the Bellaire website, www.bellaire.org, you will find parent and student links which will help families stay informed of important dates and upcoming school activities.

Students and parents are encouraged to follow Bellaire High School social media channels and subscribe to the Cardinal eNews, a publication distributed weekly.

- Twitter - [@BellaireHigh](https://twitter.com/BellaireHigh)
- Facebook - [@BellaireHighSchoolCardinals](https://www.facebook.com/BellaireHighSchoolCardinals)
- Instagram - [@BellaireHigh](https://www.instagram.com/BellaireHigh)
- [Cardinal eNews](#)

Parents and students are encouraged to join our Remind Group for the applicable class.



SCHOOL EVENT PUBLICITY AND ADVERTISEMENTS

Advertisements and information must be approved by an Administrator before being displayed. All information will be electronically displayed in designated spaces of the building. Any unauthorized flyers or posters displayed will be removed.

ANNOUNCEMENTS

Keep your morning messages short, to the point, and with all pertinent information such as room number and time of meeting etc. General announcements may run a maximum of three days. Announcements with graphics should be posted on the homepage of the website on the digital bulleting board. They will be reposted on CardinalVision on Main Street (monitors around campus)

CONFLICT OF INTEREST

A teacher is not permitted to use the school building to give private lessons for pay. A teacher is not permitted to receive any money for instruction outside of school hours to pupils for whom the teacher will assign grades.

USE OF TECHNOLOGY AND INFORMATION SYSTEMS

The Houston Independent School District provides many of its employees with computers, printers, and telephones to conduct the district's business. All teachers and students are issued a laptop at the beginning of each school year. The Technology and Information Systems Policies and Procedures and the Computer Related Security Policy outline the user's responsibilities and the consequences of improper use of equipment.

Please make careful note of HISD expectations and standards of conduct, as follows:

- All equipment, including but not limited to, computers, telephones, printers, and fax machines are to be used for district business purposes only.
- Personal use of district equipment and resources is prohibited.
- Accessing, sending, or creating inappropriate messages or material including, but not limited to: racist or sexist jokes, chain letters, religious material, sexually oriented materials, and/or any lewd, morbid, or objectionable material is strictly prohibited and can result in disciplinary action, up to and including termination of employment.
- Computer information and the contents of email are the district's property.
- The district may monitor the use of the computer, telephone, and any district equipment.
- Employees do not have a personal privacy right in any matters received by created in, sent over, or stored in the district's computer system, telephones, printers, or fax machines.

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 social networking tools. Social media groups created to support a course at Bellaire 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 Social Network student group **MUST** be invited to join the group.
- The student(s) who either moderate the group and/or initiate the study group must advise the teacher(s) in advance of creating the group.
- Failure to comply with these rules creates a presumption that a social network group 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.
- Teachers must behave in a professional manner when communicating with students, and parents using all forms of social media during and after school hours.

STUDENT ATTENDANCE POLICIES

ADA attendance is taken at 10:25 AM during the 2nd period. There are no tardies during the ADA period. Please note that on testing days the ADA period may not be at second period.

TEA requires that absences are balanced at the end of every cycle in order to stay in compliance. If corrections are needed Monica Contreras should be emailed at

Daily attendance in ALL classes is imperative for academic success. It is important that students conduct non-school business after school hours. Credit Restoration is needed when a student is not in attendance for at least

90% of the days that they are enrolled in a course regardless of whether the student's absences are excused Education Code 25.087 (b)(3) . Loss of credit may be appealed through the credit restoration process with Ms. Frank at cfrank@houstonisd.org

When a student is absent from school including suspension, all days missed whether excused or unexcused, will be allowed the opportunity to make up any missed work. When the student makes up the work, the grades from the make-up work will be averaged with other grades for the grading period to determine the cycle-end grade. There will be no other impact on the student's academic grade because of absences. All work must be made up within five school days of the student's return to school. If the student does not make up the work within the five-day period, he/she will receive a "0" for whatever work was assigned unless there are extraordinary circumstances.

Teachers must check attendance every class period each day. Participation in extracurricular activities does not count as absences as they apply to the HISD attendance policy unless a student accumulates more than five for one semester. A student must be in attendance at least 30 minutes during a regular class period, in order to be counted present. All students must have a tardy pass.

It is the responsibility of the teacher to:

- Take attendance at the official time designated and for each class period.
- Maintain accurate attendance records.
- Submit attendance daily.
- Comply with the school-wide attendance management system.
- Ensure that opportunities are provided for all students to make up work for excused and unexcused absences.

The Attendance Credit Appeal process is a requirement for a student that has received no-credit (NG) status on their semester report card. Per the Texas Education Code (25.092) and FEC (LOCAL), a minimum attendance requirement of 90% of class meetings for the award of course credit. The Credit Restoration Process is conducted at the END of each semester.

Students who have accumulated more than 10% absences in their courses during the school year will have asterisks (NG) printed on their report cards next to the courses in which the excessive absences occurred. These students will be denied credit in these courses based on the current HISD attendance policy unless the attendance committee grants credit because the absences are due to extenuating circumstances. Asterisks will begin to print in the cycle where the absence limit is exceeded. A school may not adjust, or alter in HISD Connect, the excessive absence limit used to deny credit.

PROCEDURES FOR STUDENTS LEAVING SCHOOL EARLY

- All students must check out through the Attendance Office located in the Main Office before leaving school during the course of the school day. Failure to abide by the following procedures will result in an unexcused absence and will be referred to their Assistant Principal.

- 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 the 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 pre-approved time of leaving the student's teacher will sign the permit, and the student will report to the Attendance Office to sign out. No student may leave campus before the official end of his/her day without a permit

EARLY ARRIVAL/TIMELY DEPARTURE FOR STUDENTS

In an effort to provide direct supervision, the doors will open for all students no later than 8:15am each day. Students with a permit to enter the building early, either for a zero period class or pre-arranged meeting, should report directly to those areas. Otherwise students are to remain outside of the building until the doors open for everyone. Students are required to exit the campus within 10 minutes after their last scheduled class of the day.

WITHDRAWAL PROCESS

When a student withdraws from Bellaire High School, teachers will receive a withdrawal form/or notice to come to the Attendance Office to sign the withdrawal sheet. The teacher must provide a grade up to the withdrawal date for each student. HISD policy states that teachers must sign these forms within three (3) days of the date the student withdraws.

THE ROLE OF OUTSIDE ORGANIZATIONS/BOOSTER CLUBS

Money-raising activities of outside organizations must be conducted outside of school hours and may not involve students or teachers during the regular school day.

- Outside organizations, such as parent band booster and parent drill squad booster clubs, in conducting their money-raising activities may not involve students, a student body or a school-sponsored group or its sponsor as contributors or money-raisers.
- Note: If students or employees are involved as contributors or money-raisers, then the funds are to be handled through the school activity funds accounts as a school or club function.
- Outside organizations should be valid stand-alone organizations with their own identities. There should be no confusion of their identity with that of the school's. They should never use the school's address or tax ID or names of school employees in conducting their business.
- Outside organizations conducting money-raising activities shall manage their own finances and may make donations to the school or an individual student club as they elect. Such contributions may be designated either for a specific purpose or for expenditures at the discretion of the principal.
- The principal, the financial clerks, sponsors, or other staff may not be involved with receiving, receipting, depositing, or accounting for activities of any outside organization.
- A sponsor or other District employee may not have signature authority on an outside bank account for an outside organization, such as a parent club, nor may he/she commingle in a personal checking and/or savings account or maintain a bank account and/or savings account in which money that rightfully

belongs to an outside organization is kept. Also a sponsor or other District employee may not commingle in a personal and/or savings account or maintain a bank account and/or savings account and/or safety deposit box for any money which is related to any school project or purpose (Source: Section 317b-HISD Finance Procedures Manual).

FUNDRAISING ACTIVITIES

The following guidelines apply for all fundraising activities:

- All clubs/organizations will be allowed one fundraiser each semester. Depending on the type of activity, candy sales, car wash, etc., the standard time limit for the sale will be two weeks. If you choose to sell Tapioca Tea, you will be limited to one sale for the entire school year.
- In September, your club/organization will be asked to provide Donna Littlejohn with a description of your choices of fundraisers for the coming school year. These will be entered on the fundraising calendar maintained by Ms. Littlejohn in the order received. You must work with your club's officers to determine the activity that will provide the maximum profits for your organization.
- Money collected from activities done in the school's name becomes the property of the club/organization conducting the event. If students or faculty are involved in collecting their monies, then the funds are to be handled through the school activity fund account as a club function. The money must be turned into Ms. Littlejohn within a week of the fundraiser. This is HISD policy and will be strictly enforced.
- Any club/organization found to be conducting a fundraiser on or off campus in the name of Bellaire High School without prior approval will be subject to penalty. This will involve the forfeiture of all profits from the fundraising activity. All monies collected without approval will be deposited into the school's general account. Any fundraising activities, even those held off campus, are considered to be extensions of the school program and all funds raised are considered school funds subject to these guidelines.
- As in the past, the school will continue to expect a contribution of 10% of the net profit from your fundraiser as payment for the use of the school and its name. Only funds collected from fundraising activities are subject to the 10% fee. This does not include payment received for dues, uniforms, etc., which your organization may collect.
- It is in our best interest to ensure that our fundraising activities comply with all HISD and UIL regulations. As sponsors, your job is to oversee the activities of your club/organization and ensure that all rules and guidelines are followed for collecting money on this campus.

ACTIVITY FUNDS

(Collections, Disbursements and Fundraising) Collection of Funds:

Teachers or other personnel may collect money for student activities or fund raising projects. Any monies collected must be receipted on Form AF-104 and "Tabulation of Monies Collected by a Person other than the Financial Clerk". As money is deposited with the teacher or club officer, the payee must sign the form in ink and enter the amount of his/her deposits on Form AF-104. It is important to emphasize that any money collected by teachers or club officers must be listed on this form which must accompany the deposit. These forms are available outside the Business Office. Deposit the money along with the completed AF-104 with the Financial Clerk as soon as possible.

The following must NOT be done when collecting money:

1. Do not use any other receipt books, even those supplied by the money-raising company.
2. Do not keep money for any reason.
3. Do not spend any of the collections. Do not use collected funds to make any payments for reimbursements of purchases.

DISBURSEMENTS OF FUNDS

Teachers must have prior written authorization from the business manager before any expenditure may occur. School personnel making any purchase in the name of the school without getting prior written authorization from the principal may be held personally responsible for the purchase. “Request for Purchase” forms are available outside the office of the Business Manager. Once approval is received, the “Request for Purchase” form will be returned to the person requesting the expenditure. Once the purchase is made, the original invoice or receipts should be attached to the request and submitted to the financial clerk for payment. Do not make any purchase unless sufficient funds are available in the proper Activity Fund and will be available when payment is due.

The following are things to be considered when requesting payment:

1. Supporting documentation detailing the purchase or service rendered is always required for any expenditure.
2. Reimbursements may be made when proper receipts are submitted. Remember that we are a tax-exempt organization, and sales tax will not be reimbursed.

TEXTBOOKS

Textbooks issued to students are not to be left in any teachers’ classroom for any reason. Each textbook has a unique barcode number that is registered to the student. Textbooks are issued directly to the students and are the financial responsibility of the student. Any textbook left in a teachers’ classroom must be returned to the bookroom as soon as possible. Every effort should be made to prevent other students from having access to the misplaced book.

- Classroom sets of textbooks are to be maintained in the classroom and are not to be issued to students or taken off campus for any reason. All classroom sets must be clearly marked as department copies. Classroom sets of books are not issued from the bookroom but are provided as a courtesy from the textbook publishers.
- Teacher editions and resource materials are provided to the department chairs for distribution at the time of the textbook adoption. The school is allotted one set of teacher materials for each subject teacher. Multiple copies of teacher materials should be obtained directly from the publisher’s representative during the adoption preview period.
- State law requires that textbooks be covered at all times. Book covers will be available at the bookroom. Please promote the use of covers to protect the textbooks. With the rising cost of textbooks, it is imperative that we use covers to prolong the life of our texts.

When available, class rosters with student textbook information will be made available to each teacher. If students have not yet picked up textbooks, please remind them that the bookroom is open every day of the school year during 7th period.

- If you have a one semester course, please emphasize to the students that the textbooks must be returned to the bookroom by the end of the semester.

POWERUP DISTRIBUTION

Students have the opportunity to check out a laptop for the school year.

Requirements:

- \$25.00 (School Pay preferred, cash accepted) non-refundable security deposit fee
- Required parent and student signatures on PowerUp Agreement Form (Available on the BHS website.)
- Students log into the laptop using their PowerSchool username/password
- Students(s) must return the laptop at the end of each school year
- Report lost/stolen/damaged laptop to Bellaire IT (Room 1723) immediately
- Laptops should be returned to BHS if a student is withdrawing.
- 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.
- Students must carry a laptop in the HISD case provided.
- Follow copyright laws
- Students should not use stickers or ink markers to identify laptops.
- Like a textbook or a locker, HISD owns the laptop. Students are only permitted to use it for educational purposes only
- Use appropriate language
- Students will make available all messages or files upon parent, administrator or teacher request.
- Students should bring their laptop to campus every day.

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:
- Bi-passing 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 unacceptable in a school setting.
- Downloading or installing software that has not been approved.

MEDIA POLICY

Procedures News Media (820.00)

- The Media Relations Department shall coordinate news coverage of the school district. The department is responsible for overseeing official communications between the school system and the news media by initiating story ideas as well as facilitating requests for news coverage from media representatives and district personnel.
- The Media Relations Department provides assistance to school administrators regarding effective relations with the news media.
- The superintendent of schools (or a designee) serves as the primary spokesperson for the district on all matters of district-wide interest. The president of the Board of Education serves as the primary

spokesperson for the board. The chief school officers are the primary spokespersons regarding issues related to the schools in his or her individual office. The principal is the primary spokesperson regarding issues related to his or her individual school.

- All news conferences and public events of a district-wide nature in which news coverage is requested must be coordinated by or through the Media Relations Department. District personnel should submit
- story ideas to the Media Relations Department as early as possible prior to the desired coverage date.

News Media Access to District Schools and Facilities (820.100)

- News reporters and other communications representatives must initiate their requests to interview, film, videotape, and/or photograph students and/or district personnel on district property through the Media Relations Department.
- No media representatives will be allowed in the school without approval of the principal and notification of the school improvement officer (SSO), and the Media Relations Department. Principals and other administrators, however, are encouraged to assist with any reasonable request for media access and cooperate to the fullest extent possible.

News Media Interviews and Photography (Film and Videotape) (820.200)

- Interviews, filming, or videotaping on district property may not occur without prior approval from the building administrator or department head and the Media Relations Department. Approval may be in the form of an e-mail.
- Requests for interviews are generally granted if the individual from whom the interview is being sought agrees to participate. If the individual does not wish to be interviewed or photographed, he or she may decline; however, the individual or the building administrator should notify the Media Relations Department.
- Filming, videotaping, and photographing children in classrooms, on campus, or in school-sponsored events are allowed for non-instructional purposes, provided that there is a signed parental consent form or release form for each child who participates in such activities. Signed parental consent forms must be in the school files and accessible upon request. General images of children in which no one student is identifiable do not require parental permission forms. In addition, filming, videotaping, and photographing of children for classroom instructional purposes or for a purpose related to a co-curricular or extracurricular activities do not require parental permission forms. These provisions are in accordance with the Texas Education Code, Title 2—Chapter 26, Section 26.009, Consent Required for Certain Activities.

District personnel must adhere to the following general guidelines when working with the news media:

- The privacy of a student or employee is the foremost concern when working with the news media and must be considered prior to the release of any information.
- If there is no prior clearance from the Media Relations Department or the SSO, names of students should never be released under any circumstance without prior parental consent or the consent of the student if he or she is 18 years of age or older.
- Names of victims are not to be released; news media should be referred to the receiving hospital or Police Department for such information.

- Home addresses and telephone numbers of students, private citizens, and those HISD employees who have restricted home addresses and telephone numbers are not to be released to the media.
- Media requests for district records shall be submitted in writing and referred to the Media Relations Department. Costs of providing copies of records shall be in accordance with HISD Board Policy and Administrative Procedures.

Let the HISD Media Relations Department personnel help you. They are communications specialists with wide experience in the different news media, and they are personally acquainted with the media representatives. They work closely with them every day. Contact department personnel ahead of time, and let them arrange all coverage of a given event for you.

RESERVING FACILITY SPACE

Facility Request Forms are required for the use of any common space at Bellaire. The use of classrooms for events after school or on the weekends must also be requested. Common space includes: Auditorium, Large Group Instruction 1, Large Group Instruction 2, Ralphy's Room and the large group space in the Library/Media Center. Requests to use a space must be submitted online [here](#). An online request form can also be found on the website under the Faculty & Staff section. Please note that submitting a request does not reserve the space, it is simply a request. You will receive an email confirmation from Debbie Campbell once your request has been received and the facility is officially reserved.

Requests for tables, chairs, and equipment will be given to the custodial staff and technical department a week before events. It is the group using the facility's responsibility to follow up with these departments the day of the event and make sure their space is prepared, or arrange for students to set the space up. Setup must be conducted on the day of the event, unless otherwise approved. The facility will be open no more than two hours before the event. (EXCEPTIONS: Standardized Testing, AP Testing.) Take down must be completed before your organization leaves the facility.

Equipment

The requesting organization will be responsible for providing all electrical devices. Any items provided by the organization and left in the facility are not Bellaire High School's responsibility.

Staffing

Custodial and security services are required for after-school events. Custodial and security services are paid for by the requesting organization. Sponsors of events that take place during the school day are responsible for managing the teacher/staff sign-up for the event and providing participating members with event information.

Facility Request Forms must be accurate. Please understand the inconvenience and unnecessary expense if you change or cancel without notifying us. For questions, please contact Debbie Campbell at dcampbe3@houstonisd.org.

ASSEMBLIES

If you plan an assembly, follow these steps:

- Schedule the program on the school calendar with Ms. Campbell
- Invite audience/teachers
- Invited classes must receive confirmation to attend an assembly
- Notify your students at least one day in advance, discussing proper assembly behavior
- Be sure to have a ticket for each student you are taking.
- Accompany students to assembly and sit with your group. Unaccompanied students will be sent back to the classroom.
- Substitute teachers may not bring students to an assembly.

SAFETY/EMERGENCY PLANS

MEDICAL EMERGENCY PLAN

In the event of an emergency or crisis situation such as life threatening illness or injury of a student or faculty of Bellaire High School, staff are to refer to the Emergency Operation Plan folder and “Red Book” located in each classroom. Bells may be held if necessary. The school nurse, campus officers, or an administrator will make the decision to call 911.

LOCKDOWN PROCEDURES

All faculty and staff members must all be familiar with the school procedures in case of an emergency situation. Students should also be familiar with these simple steps.

Lockdown Steps During Class Hours

1. An announcement will come over the P.A. “This is a lockdown. Teachers please check the hallway and then close and lock your doors. Keep students in your room until further notice.”
2. Bring in students from immediate area (even if they are not your own students)
3. Students in the hallway will enter the nearest room or office. Students in the restroom will go into a stall and stay until the end of the drill.
4. Do not stop to ask why, just act.
5. Lock your classroom or building doors.
6. Pull down shades. Turn off all lights and electronics. Do not answer any phones.
7. Do not allow anyone (student or adults) to leave the classroom.
8. The room should be silent. All instruction needs to stop. Keep conversations at a minimum.
9. Wait for further instructions, which will come over the P.A.

SHELTER IN PLACE

1. An announcement will come over the P.A. “This is a Shelter in Place. Teachers, please check the hallway and then close and lock your doors. Keep students in your room until further notice.”
2. Bring all students, faculty and staff indoors.
3. Close and lock all windows, exterior doors, and any other openings to the outside of the school.

4. Write down the names of everyone in the room. Be ready to report who is in the room with you.
5. You may continue instruction, but everyone must remain in the room.
6. If you have a medical emergency in the room, call the front office and someone will come to you.
7. Wait for further instructions, which will come over the P.A.

BOMB THREAT

Any staff member who receives a bomb threat via phone or the internet should:

1. Document the time call was received.
2. Try to have a second party listen to the message.
3. Contact the principal immediately.

STUDENTS WITH LIMITED MOBILITY

Faculty and staff members are responsible for assisting students with limited mobility to their designated areas on the second and third floors. Students with limited mobility on the first floor may use the exit route in place. Second-floor meeting locations are the stairwell by Room 2721 in the Academic Wing, the stairwell by Room 2609 in Academic Wing 2, and by Room 2301 in the Fine Arts Wing. Third-floor meeting locations are by Room 3721 in the Academic Wing and by Room 3610 in Academic Wing 2.

FIRE DRILLS

1. As the alarm sounds, leave the classroom immediately, turn out the lights, close and lock the door.
2. Teachers will take an attendance roster with you and take attendance of all of your students.
3. Refer to the map in your classroom and in the Emergency Operations Plan and know the path your class should follow to get to the area designated for your room. Move your students as far away from the building as possible.
4. Maintain order and take attendance as soon as you are in the assigned area.
5. Stay with your class throughout the drill.
6. For students with limited mobility, refer to the plan given to you for that particular student.

TESTING

There are multiple tests that are administered during the school year at Bellaire High School. All certified instructional staff are required to participate in the administration of standardized state and district testing including: the PSAT, in-school SAT, and STAAR End-of-Course (EOC) Exams.

All certified personnel are required to attend testing training and sign an oath acknowledging that all testing materials will be kept secure and confidential. All certified personnel are required to participate in testing whether it is administering, handling materials, or monitoring testing sites. Familiarize yourself with the testing calendar so that you are aware of when your students will be taking the STAAR EOC, PSAT, SAT, AP, IB or TELPAS exams. Plan your lessons around these exams to avoid conflict. Please do not assign tests, projects, or major grades during STAAR testing weeks.

DEPARTMENTAL PLANNING

Bellaire is organized by Departments. A Department Chairperson performs leadership functions that support and enhance effective instruction and teaching practices for his/her department.

The Department Chairperson is not an administrator. He or she works in a supportive role to facilitate communications within the department, with other departments and the administration. The commitment to a shared vision of educational excellence is nurtured and reinforced by the Department Chair.

The Department Chairperson helps to coordinate schedules, purchase supplies, plan staff development and support the collaborative spirit of the PLCs within the department.

PROFESSIONAL LEARNING COMMUNITIES

Professional Learning Communities (PLC) are designed to give teachers of a specific academic discipline the time and ability to plan, design and implement effective instruction. Teachers within the PLC are encouraged to collaborate on what will be taught, how it will be assessed, what effective strategies could be used, and how to change instruction if data indicates a need for change. The scheduled PLC time is set aside each day as a commitment to the idea that teachers working collaboratively toward shared goals will result in rigorous and engaging classroom instruction. Every department at Bellaire is shaped and formed by its Professional Learning Community. The strength and bond of each of these communities provides a high level of achievement for each department and ultimately the school as a whole.

Commitments for Bellaire PLC teams are that they will:

- Make data-driven decisions
- Develop and administer common assessments (3 per semester plus the final) and review success and alignment based on student success
- Identify at risk students and implement appropriate intervention
- Use scheduled PLC time effectively, maximize/capitalize common planning time
- Meet as a group a minimum of 2 times a week.
- Clarify roles
- Effectively implement best practice

SPECIAL EDUCATION

Special Education Services are provided to eligible students in accordance with applicable federal laws, regulations, and state statutes.

If you have a Special Education student in your class, be sure you have modifications accessible. Modifications must be followed pertaining to instruction, testing, and grading of any special education student. Ask the Special Education Department Chair and teachers, the Educational Diagnostician, and the counselor for ideas and strategies to carry out these modifications. Documentation of modifications must be kept and referred to. You **MUST** have documentation on any Special Education student who receives a failing grade in your class.

You must notify the Special Education Chairperson and Assistant Principal in advance if one of your Special Education students will be failing the six week period.

CAMPUS REFERRAL COMMITTEE

The referral process for assessment is part of the state-mandated general education referral or screening system and Child find system. In HISD, the Campus Referral Committee (CRC) handles this process. Every school has an intervention Assistance Team that meets regularly to consider the needs of students who experience any type of school-related difficulties.

The Campus Referral Committee must meet as soon as possible after the initiation of a referral, whether by a teacher, a parent, or an outside agency. A referral for a full and individual initial evaluation is appropriate when the committee suspects that the student has a disability requiring Special Education Services.

If the committee decides not to refer the student for evaluation, the committee must give the parent or other referral source written notice of the reason for not testing. The written notice of refusal must contain the following:

- A full explanation of all procedural safeguards available to the parent;
- A description of the action refused by the agency, an explanation of why the agency refuses to take the action, and a description of any options considered and the reason why those options were rejected;
- A description of each evaluation procedure, assessment record, or report that the agency uses as a basis for the refusal;
- A description of any other factors relevant to the agency's refusal.

INTERVENTION ASSISTANCE TEAM

The Intervention Assistance Team (IAT) is established to identify instructional recommendations for students having learning difficulties. The committee will look at documentation from the teachers, collect data, and determine if any intervention can be put in place before referring a student for testing. IAT should consider all support services available, such as tutorial, remedial, compensatory and other services. The IAT may help the teacher with instructional strategies, or may make program and/or placement recommendations.

The intervention process includes three levels:

- Level 1 –Teacher to Teacher:
 - Teachers collaborate to intervene and problem solve together
- Level 2 – Teacher to Support Personnel:
 - Teachers gather data and engage in collaborative problem solving with other school personnel, including psychologists, social workers, school nurses, reading specialists, counselors.
- Level 3 – Teacher to Team:
 - Teacher provided support and follow-up from other team members depending on the needs of the student.

To be effective, an IAT requires:

- General and Special Education restructuring
- Stakeholder involvement

- Effective team functioning
- Effective school communication
- Collaboration and problem solving
- New assumptions

ARD/IEP

The ARD Committee makes decisions concerning the educational program for students who are eligible to receive special education services. Among other responsibilities, the ARD Committee performs the following functions:

- Reviews data from the assessment of the student
- Establishes eligibility for special education services
- Develops and reviews the IEP, reviews input forms and incorporates information in the ARD, Transition Supplement, and the Behavior Support Plan. (BSP)
- Makes decisions regarding student classes and accommodations in those classes.
- Provides for educational placement in the least restrictive environment appropriate to meet the needs of the student.
- Makes decisions regarding graduation options for students with disabilities receiving special education services.
- Does not award grades or credits.

SECTION 504 COMMITTEE

The 504 Coordinator, Mr. Lawler, meets with the 504 committee to make placement decisions. The committee must be knowledgeable about the child, the meaning of the evaluation data, the placement options, the least restrictive environment requirements, and issues related to comparable facilities. Decisions about Section 504 eligibility and services should be documented in the student's file and reviewed periodically.

Students who are labeled under section 504 are served with accommodations in the general education program. Students who qualify for SSD (Services for Students with Disabilities) may have accommodations when taking college-board tests. Each case must be reviewed and needs determined on an individual basis. Section 504 disabled students must always be served in the least restrictive environment. (LRE).

DYSLEXIA SERVICES

The State of Texas requires school districts and charter schools to provide assessment and instructional services for students in grades K-12 identified as at-risk for low reading achievement and as having dyslexia or a related disorder.

Dyslexia means a disorder of constitutional origin manifested by a difficulty in learning to read, write, or spell, despite conventional instruction, adequate intelligence, and socio-cultural opportunity.

Related disorders include disorders similar to or related to dyslexia such as developmental auditory imperception, dysphasia, specific developmental dyslexia, developmental dysgraphia, and developmental

spelling disability. Students identified as having dyslexia or a related disorder may also be protected under Section 504 of the Rehabilitation Act, a federal civil rights law.

The major instructional strategies should utilize individualized, intensive, and multi-sensory methods as appropriate.

BHS COUNSELING OFFICE

The Bellaire High School Counseling Department provides comprehensive counseling services to promote, support, and enhance student academic achievement and help to prepare students for post-secondary college, career, and military opportunities. The mission of the counseling program is to assess, address, and advocate for the needs of the student body and to heighten communication between Counselors and the Bellaire High School Community. School Counselors work in collaboration with the teachers, administrators, other school staff, parents/guardians, outside counseling agencies, and other education stakeholders. The Counseling program at Bellaire High School is designed to help ALL students in the following:

- Social/Emotional support with an emphasis on increasing coping skills overall.
- Academic planning and support.
- Assistance with post-secondary planning, i.e., selecting a college, military, technical school or other career pathway.

Student counseling is held in confidence in a friendly, permissive and frank manner which permits each individual to express herself/himself fully with a view of making her/his own decisions about any course of action. The program helps students adjust to their present situations and assists them in planning for a future which will be in line with their interests, abilities, and social needs. Parents, teachers, and students are encouraged to confer with the counseling personnel when assistance is needed.

Counseling Office Guidelines

- Students in need of specialized or intensive services should be referred to their counselor or the social worker.
- Students should be given a pass to visit the counselor during a class period only in emergency or crisis situations. If the student is visibly distraught or has indicated thoughts of self-harm, the student should be escorted to the counseling office immediately.
- Students are encouraged to limit walk-in visits to the counseling office to either before school (8:00-8:30) or after school (4:10-4:30 p.m.), or during Cardinal Hour (12:25-1:15.)
- To request to meet with their counselor in non-emergency situations, students should complete and submit to the Counseling Office a Counseling Department Student Referral Form. If the student is not involved in a collaborative activity or test administration, students should be released to visit the counselor when a counselor request note is delivered to the student. If the student is unable to visit when requested, please return the permit to the student's counselor and indicate the reason for the student's unavailability (i.e. - absent, testing, group assignment.)

Reports of Child Abuse and Negligence

When a student informs a teacher of a situation involving child abuse or neglect or if a teacher suspects abuse or neglect, the teacher must report this to the Texas Department of Family and Protective Services (DFPS). To

report child abuse or neglect, call the Texas Abuse Hotline 24/7 at 1-800-252-5400. For situations that are non-urgent, reports can be made online at www.txabusehotline.org

- Child abuse and neglect are against the law in Texas and so is failure to report it.
- If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.
- You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child. Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

Your report is confidential and is not subject to public release. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. Your identity is kept confidential. If you have reason to suspect child abuse, but are not positive, make the report anyway. They will advise you on whether the signs you have observed are abuse.

CLINIC

The clinic at Bellaire High School is staffed by a professional Registered Nurse and a Healthcare Paraprofessional/UDCA. The mission is to promote and maintain a healthy and safe environment so that each student can actively participate in the school setting without injury.

The duties of the school nurse:

- To provide clinically competent direct care as needed to students and staff for illnesses or injuries.
- To develop and continuously revise the campus Emergency Operations Plan and be prepared to respond appropriately.
- To enhance the well-being of students by identifying and addressing any barriers which may prevent them from accessing their academics.
- To perform case management on students with chronic illnesses to reduce unnecessary absences which would negatively affect academic achievement.
- To actively collaborate with internal education personal and external interdisciplinary team members to access resources and provide support to students and families to positively impact education.
- To provide health education, staff training and professional development as needed.
- To complete required state screenings, report documentation and data collection, and monitor immunization compliance.

The school nurse should be notified:

- If a student has a new medical diagnosis or a change in an existing condition that may impact their ability to access their academics or if there is a noted concern/change in the students performance.
- If a physician requests a medication or a treatment protocol that must be provided during school hours. Treatment_Administration_-_Physician_Orders (1)
- If a student has a surgical procedure or hospitalization and may require nursing intervention, monitoring or activity restrictions following discharge and returning to school.

- If a student exhibits any sign or symptom of an infectious nature. Examples may include a fever of 100 degrees or more, vomiting, diarrhea, or any unidentified rashes. Texas Department of State Health Services(<http://www.dshs.state.tx.us/>) guidelines note that students must be excluded from school for certain time periods. (For example, if a child has a fever of 100 degrees, he/she must stay out of school until they are fever free for 24 hours without the use of fever reducing medication.)

The school nurse is available to answer any questions for parents who are concerned about whether a student should stay home.

If a student becomes ill during the school day, they should obtain a “nurse pass” from their teacher to go to the clinic. Only during an extreme emergency will a student be seen without a “nurse pass”. Once the student has been assessed by the nurse and it is determined that the child should go home, the nurse will contact the parent directly.

Immunizations

All students must provide acceptable evidence of a complete and up to date immunization record prior to enrolling. Exemptions from immunization compliance for medical reasons require a certificate from a doctor. An exemption based on reasons of conscience may be acknowledged by HISD according to the guidelines from TDSHS. TAC RULE 597.63 The original affidavit should be submitted to the school nurse once it is notarized. [2022 - 2023 Texas Minimum State Vaccine Requirements for Students Grades K - 12](#)

Medication Administration

- If a student must take medication during school hours, the parent/guardian must submit the completed HISD form with the signatures of both parent and physician. [Medication form](#)
- The medication must be in its original container with an affixed pharmacy prescription label. These requirements also include OTC medications. TAC Section 22.052
- Students are not allowed to carry medications on campus. All medications will be stored in a locked cabinet in the clinic.
- Students who require emergency medications (asthma inhalers and Epi-pens) may be allowed to carry on their person. This choice must be determined by the physician. As with other medications, the correct HISD form must be completed and have appropriate signatures. The form must be on file in the clinic. And the medications must have the correct pharmacy labels affixed. TEC Section 38.0152 [Self-Carry Medication Form](#)
- Expired medications will not be dispensed by the school nurse.
- Physician’s orders and treatment plans must be renewed each school year.
- [Asthma Action Plan](#)
- [Food Allergy and Anaphylaxis Action Plan](#)
- [Seizure Action Plan](#)
- Medication that is left at the end of the school year will be disposed of appropriately.

MAINTENANCE REQUESTS

Make all maintenance requests on the electronic form listed below. All requests are to be emailed to David Lehmann jlehmann@houstonisd.org. Here is the link: <https://www.houstonisd.org/domain/332>

GRADUATION REQUIREMENTS

Graduation requirements for a student are those requirements in effect the year that a student enters high school as a freshman. They also vary by graduation plan with different plans being offered to students based on the year they entered ninth grade.

DROP- OUT PREVENTION

High schools are responsible for their dropout population and must make diligent efforts to reclaim their dropouts by offering viable options for these students along with access to all services available to any student on the campus. Each High School will offer a Grad Lab program to facilitate students who qualify to retake courses. Bellaire's grad lab is run and supported by certified teachers. Each school designates a dropout coordinator to coordinate dropout prevention and recovery efforts, with the five-member dropout team established by the principal. Accountability and equity are priorities. High schools have several options to address their dropout population but each school must develop a plan of action to serve this student population.

School personnel should attempt to contact these students' families to determine their student's current school status. After several attempts to locate these students, referrals should be made to the Dropout Prevention Specialist assigned to work with the school. Dropout specialists advocate for students to return to school and facilitate enrollment in alternative school, if necessary.

TRUANCY

Students become truant after three (3) unexcused absences. These absences need not be concurrent. All teachers should email Mary Ugalde and Monica Contreras when a student has missed 3 or more days in their class without an excuse (note). The truancy report is generated from 2nd period absences. If the student is missing from any other class, the teacher is a vital link in communication between the classroom and the truancy office.

HONORS PROGRAM

International Baccalaureate Program

The International Baccalaureate (IB) Program is an internationally recognized curriculum that offers 11th and 12th grade students an opportunity to earn the IB diploma. To earn the IB diploma, students complete and examine in six IB subjects, write an extended essay of independent research guided by a faculty mentor, complete creative action, and service activities (CAS) and participate in the Theory of Knowledge course examining aspects of critical thinking. This advanced, comprehensive program of study offers an integrated approach to learning across disciplines with an emphasis on meeting the challenges of living and working in a global, technological society. IB, like the AP program, provides the opportunity for students to earn college

placement credits while exposed to college-level materials and instruction in an academically challenging course. Most IB courses are combined with the AP courses in core areas.

Advanced Placement Program

The Advanced Placement Program (AP) is a cooperative educational service with the College Board provided by Bellaire High School. The AP curriculum enhances specific honors coursework so that high school students can be exposed to college-level material and take advantage of the opportunity to demonstrate their mastery by taking the AP Exam for college credit. A significant aspect of the program gives students the opportunity to learn a subject in greater depth, demonstrating to colleges the willingness to undertake a challenging course. While the IB program is a comprehensive diploma seeking program, AP courses can be combined with general education courses. Most AP courses are combined with the IB courses in core areas.

Advanced Placement/International Baccalaureate-Grades

Students receive a one (1) point bonus for each grade earned in an AP/IB course; An “A” equals five (5) grade points, a “B” equal for 4 grade points, etc. Once accepted into the AP/IB program, students are encouraged to maintain a minimum semester grade of 75 to remain enrolled in the course and achieve success.

TUTORING

Teachers are available for tutoring and club meetings during Cardinal Hour. Listed below are the days tutoring sessions are linked to specific subjects. Students without a specific commitment are free to go to any subject on any day. Please note that club meetings are also held during Cardinal Hour, and there will be days that teachers have commitments to host those meetings.

Department Tutoring Sessions:

Department

English/Communications
Math
Science
Social Studies
Foreign Languages
Fine Arts
Career and Technology
PE/Health/ROTC

Tutoring sessions/days

Thursday/Friday
Tuesday/Wednesday
Wednesday/Thursday
Friday/Monday
Monday/Tuesday
Thursday/Friday
Wednesday/Thursday
Friday/Monday

TESTING

The testing 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

Department

English/Communication/Fine Arts

Day

Monday

Social Studies/Health/PE
Foreign Language
Math
Science

Tuesday
Wednesday
Thursday
Friday

PARENT TEACHER CONFERENCES

Parent/Teacher conferences can be scheduled between a parent/teacher by contacting the teacher through email or leaving a phone message. All teacher emails can be found on the Bellaire website at [Directory - Searchable / Staff Directory Searchable](#)

STUDENT ORGANIZATIONS AND CLUBS

An up to date list of clubs and student organizations can be found on the Bellaire Website at [Clubs / Overview](#)

HONOR CODE

Believing that the school community has the obligation not only to educate the students but also to foster a high level of ethical conduct, Bellaire High School has formally adopted the following Honor System: The HONOR SYSTEM promotes the following principles as inherent in the educational process;

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

Therefore, it follows that:

1. Cheating, by any means or method, is a violation of the Honor Code.
2. Lying, forgery, and plagiarism are violations of the Honor Code.
3. Stealing and/or defacing property are violations of the Honor Code.

The Honor Pledge, to be written on appropriate assignments and signed by the student, states, "On my honor, I have neither given nor received any help with this work."

HISD CODE OF STUDENT CONDUCT

Bellaire High School follows and adheres to the HISD Code of Student Conduct. Each teacher establishes the rules for the classroom and for school-related activities. Behavior can be successfully managed by the classroom teacher. Our campus is served by HISD officers and a Student Case Worker. The link to the code of conduct can be found here: [21818 English Code of Conduct V2.indd](#)

TARDIES

Greet students at your door. **Do not release students the first 15 minutes and the last 15 minutes of class.** All students should have a hall pass when they are in the hall during class. In order to ensure that students are provided a full period of instruction, the following tardy policy is enforced.

- Tardy passes from a Tardy Station will be issued for students to gain entrance into the class periods 1, 5 and 7. Once students have received a tardy pass, they should be in class within three minutes.
- Tardies will be issued by classroom teachers 2nd, 3rd, 4th, and 6th periods
- Teachers must maintain a tardy log for each period.
- A student who is 20 minutes or more tardy must go to their Alpha Assistant Principal for a permit even though they will be counted as absent by the teacher. The student should be accepted into class.

Consequences:

- 1st-3rd Tardies - Warning from Teacher and entered on PowerSchools
- 4th - Parental contact from teacher.
- 5th tardy- teacher assigns consequence*
- 6th tardy- teacher submits discipline referral form with documentation and after school detention will be assigned/Parental Contact.
- 7th and 8th tardy - discipline referral form to Assistant Principal-after school detention. Begin RTI Process
- 9th and 10th - In School Suspension
- 11th -Suspension

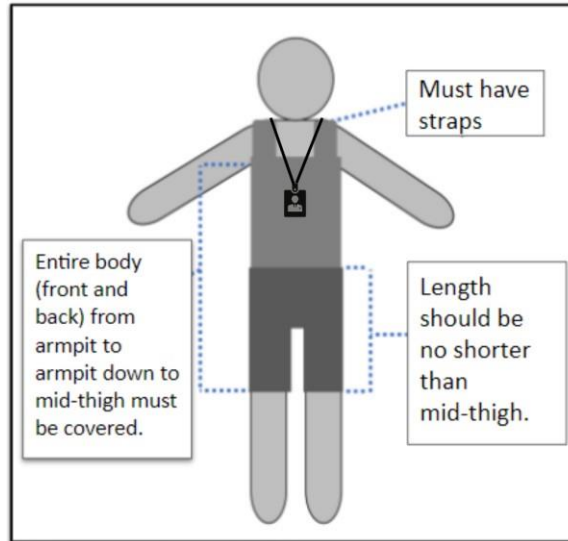
The tardy calculator is reset each 6 weeks period.

All tardies are recorded in Power Schools by the teacher (except for 2nd period) and tardies should be recorded in a teacher log. Referrals to Assistant Principals will be recorded in PowerSchool by the AP. Any questions or concerns related to the tardy policy and/or detention must be directed to the appropriate Alpha Assistant Principal.

*Failure of student to complete assigned consequence is automatic referral to their Assistant Principal

DRESS CODE

Appropriate Dress for School



- IDs must be worn at all times
- Hats, bandanas, non-religious head coverings, do-rags, and sleep caps are not allowed to be worn on school grounds.
- The length of shorts, skirts, and dresses should be no shorter than mid-thigh.
- 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, hate, and/or reference to or association with gang activity.
- Pants and shorts must be worn at the waist. Clothing must be size appropriate.
- Any clothing with holes above the knees should not have skin exposed.
- Students must wear shoes. Sandals are permissible.
- Leggings are permissible, but must not be sheer. The leggings should be paired with a shirt of appropriate length.
- All clothing must cover the entire midriff area. Low-cut revealing tops are not allowed. Tank tops, camis, transparent clothing, and clothing designed to be worn as an undergarment are not permitted.
- Pajamas and sleep attire are not permitted.

SKATEBOARDS

Skateboards are not allowed on campus. If a student brings a skateboard to campus, then it will need to be turned in to his or her assistant principal upon arrival to the school. The skateboard can then be returned to the student upon dismissal at the end of the school day. Use of skateboards, skates, and roller blades are strictly prohibited on campus at all times.

ELECTRONIC EQUIPMENT/CELL PHONES

Headphones, headsets, iPod, computers, iPad 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 periods. Confiscated phones will be returned in accordance with HISD policy.

SOCIOECONOMIC INFORMATION FORMS

The Socioeconomic Information Forms affect the Title 1 funding that Bellaire H.S. receives. All students must submit a Socioeconomic Information Form. Please return the forms to Ms. Miriam Mulet.

Benefits to the student for completing and returning the form can include:

- SAT fee waivers
- ACT fee waivers
- Financial aid for college
- Various need-based scholarships for college
- Waived fees for in-state college applications
- Free medical, eye, dental, and hearing exams
- Free transportation to doctors' clinics
- Free immunizations
- Reduced price or free internet at home

At Bellaire our Title 1 funds pay for:

- Faculty positions
- Tutorials for students
- Extended library hours
- STAAR/SAT/ACT/PSAT test prep
- Technology in classrooms
- Summer School
- Professional Development for teachers
- School supplies

ADMINISTRATIVE ASSIGNMENTS

Michael Niggli, Principal

Angelina Solis, Secretary

- Mr. Niggli is responsible for the organizational and instructional leadership of the school. His duties include: facilitating and being accountable for planning and implementing the School Improvement Plan; directing the operations of the shared decision-making process by serving as chairperson of the SDMC; implementing central administrative directives, regulations, and programs; planning, leading, implementing, and directing the school's curricular and extracurricular programs in compliance with state policies; marketing the school among the various communities, observing and evaluating the school's total educational program; and working in concert with teachers to improve the academic environment of Bellaire High School.

Cilya Frank – Associate Principal

- Supervisor of the Science department
- Supervisor of office personnel
- Counseling Department Liaison
- Campus Discipline Data Management Supervisor

- Dropout Prevention
- Credit Restoration
- Works with Grad Lab Coach
- Senior Class Sponsor- Prom
- Student Emergency First Response (Main)
- Shared extracurricular events
- Senior Parking Lottery

Debbie Campbell - Dean of Instruction

- Appraises (English ESL, Algebra 1, Yearbook, TPP, & Library)
- Professional Development
- New teacher on-boarding and development- support
- Cardinal Camp/Freshman Transition
- Instructional Technology
- Formative Assessment Coordinator
- School Communications - Website, eNews, and Social Media
- Master Calendar
- Facilities Usage
- PLC Leaders
- Shared Extracurricular Events
- Senior Class Sponsor - Graduation, CPR AND Peace Officer Tracking for grad requirements
- Teacher Appreciation
- TELPAS Administrator
- VOE for DPS
- PTO Faculty Representative/PTO Executive Board

Rachel Burgan – Assistant Principal

Clerk: Griselda Quinteros

- GT Coordinator
- Supervises the Visual and Performing Arts and JROTC
- Supervises students in alpha section A & B
- Works with Counselor Stubbins
- Athletics Administrator
- Shared Extracurricular Events
- Faculty Sponsor Boy’s Lacrosse
- Transportation (busses)
- School tours

Al Lloyd – Assistant Principal

Clerk: Monica Quintanilla

- Supervisor of CTE Department and ROTC
- Supervises students in alpha section E, F, G, I
- Works with Counselors Ray, DeLoach Jackson, Day
- Coordinates Office Assistants
- Coordinates Parking Garage

- Dual Credit Coordinator
- ISS/Detention
- Birdkeepers/ Booster Club
- Shared Extracurricular Events

Miriam Mulet – Assistant Principal

Clerk: Thania Padilla

- Supervises Special Education
- Title 1 Coordinator
- Supervises students in alpha section O, P, Q, R
- Works with Counselors Hill and Ray
- Volunteers in Public Schools (VIPS) Coordinator
- Summer School Coordinator/Administrator
- Shared Extracurricular Events

Jesse Rivera – Assistant Principal

Clerk: Thania Padilla

- Supervisor of Social Studies Department
- Supervises students in alpha section T-Z
- Works with Counselors Stubbins and Lawler
- Building Security and Emergency Procedures
- Fire drills
- Raptor Tardy System/Radios
- DAEP Liaison
- Student Emergency First Response (backup)
- Works with IB Coordinator
- Shared Extracurricular Events
- Door Cards/Keys

Laura Perez – Assistant Principal

- Supervises the Foreign Language Department
- Supervises students in alpha section S
- Works with Counselor Davis
- Testing Coordinator
- Shared Extracurricular Events

Terri Williams – Assistant Principal

Clerk: Olivia Orosco

- Supervises English Department
- Supervises students in alpha section L, M
- Works with Counselors: Fernandez, Hill and Ray
- Hall Passes
- At-Risk Folder Coordinator
- Shared Extracurricular Events

Jessyca Stewart - Assistant Principal

Clerk: Olivia Orosco

- Supervises Math Department
- TSIA2 Coordinator

- HB4545
- Supervises students in alpha range H, J, K, N
- Works with Counselors: Fernandez, Magilke, Ray, and DeLoach Jackson
- Shared Extracurricular Events

Lawrence Garnett – Assistant Principal

Clerk: Edith Barnes

- Supervises students in alpha range C & D
- Works with Counselors: Day and Ray
- Facilities Maintenance Support
- Building Calendar Support
- Supervises Physical Education and Co-Supervises Social Studies Departments

- Birdkeepers/ Booster Club
- Shared Extracurricular Events

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