

BELLAIRE CARDINALS



Bellaire High School Student Handbook 2023-2024

**Bellaire High School
5100 Maple Street
Bellaire, Texas 77401**

Phone: 713-295-3704
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Website: www.bellaire.org

Principal Michael Niggli

[2023-24 Academic Calendar](#)

The Student Handbook is Subject to Updates Throughout the Year

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 VISION STATEMENT

Bellaire High School prepares students for post-secondary education and a competitive global workforce through rigorous academic instruction, an array of quality fine arts programs, and comprehensive career and technology education.

BELLAIRE HIGH SCHOOL ALMA MATER

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

Bellaire High School Administration and Support Staff 2023-24

email contacts are available at [Bellaire High School Directory](#)

Michael Niggli – Principal
Angelina Solis – School Secretary

Cilya Frank – Associate Principal

Debra Campbell – Dean of Instruction

Grade Level Administrators

9 th Grade	10 th Grade	11 th Grade	12 th Grade
Lawrence Garnett, Jr. (A-G) Office 3723 Alyssa Gieseemann (H-R) Office 2723 Terri Williams (S-Z) Office 1720	Jessyca Stewart (A-K) Office 2614 Al Lloyd (L-Z) Office 2614	Laura Perez (A-K) Office 1720 Jesse Rivera Office 2723	Rachel Burgan Office 2308

Counseling Department

Room	Name	Alpha Assignment
1142	Brown, Alex	Counselors' Clerk
1123	Rodriguez, Sabrina	Emergent Bilingual
1122	Davis, Janet	S, T
1119	Day, Pippa	C, I, J
1118	Magilke, Trish	K, L
1121	Ray, Sarah	D, E, F, O
1120	Stubbins, Yvonne	A, B
1128	Lawler, Charles	U-Z
1126	Hill, Amelia	P, Q, R
1127	Fernandez, Lourdes	M, N
1125	DeLoach-Jackson, Stacey	G, H

Instructional Leadership

Department	Department Chair	Room	Administrator
Career & Technology Education	Terri Smith	1712	Al Lloyd
English Language Arts & Reading	Elizabeth Chapman	2712	Laura Perez
Fine Arts	Laurette Reynosa	2209	Rachel Burgan
LOTE	Michael Rossow	2720	Terri Williams
Grad Lab	Joseph Ogle	1152	Debra Campbell
Mathematics	Kay Kubena	3709	Lawrence Garnet, Jr.
Physical Education & Health	Roxanne Perez	Gym	Rachel Burgan
Science	Stephanie Stone	3601	Cilya Frank
Social Studies	Justin Cothran	2708	Jesse Rivera
Special Education	Gina Hawkins/Kimberly Williams	1132	Jessyca Stewart

Campus Support Staff

Title	Name
Athletic Coordinators	Herb Kunz and Ap Clarke
Attendance Clerk	Maria Flores de Gomez
Business Manager	Dylan Black
College Access Coordinator	Jasmine Davis
HISD Connect/PowerSchool	Monica Contreras
IB Coordinator	Ann Kennedy-Linsley
IT Customer Service Representatives	Allen Scarrow and Luis Hernandez
Librarian	Kaitlyn Carpenter
Magnet Coordinator	Yabei Yin
Nurse	Chanthini Thomas
Registrar	Cara Boynton
Social Worker	Rene Lasprilla
Student Case Worker	Maritere Ugalde
Testing Coordinator	Gregory Mills
Clubs & Organizations	Elizabeth Chapman
Safety Coordinators	Jesse Rivera and Cilya Frank

OPEN HOUSE: September 20th, 2023

All parents and students are encouraged to attend Open House. This is a perfect opportunity to meet teachers and hear about expectations and protocols in classrooms across the campus. View the complete course syllabi that includes contact information, course outline, dates of major projects and any specific expectations related to student courses. This is your night to get involved in a positive school year.

Bell Schedule 2023 - 2024

Bell Schedule	Start Time	End Time
Period 0	7:30 AM	8:22 AM
Period 1	8:30 AM	9:22 AM
Period 2*	9:28 AM	10:25 AM
Period 3	10:31 AM	11:23 AM
Period 4	11:29 AM	12:21 PM
Cardinal Hour <i>(including lunch)</i>	12:26 PM	12:51 PM
	12:51 PM	1:16 PM
Period 5	1:22 PM	2:14 PM
Period 6	2:20 PM	3:12 PM
Period 7	3:18 PM	4:10 PM

GRADE REPORTING

Progress Reports are available after the third week of each 6 week cycle. A Progress Report will be completed for every student. Progress Reports will be sent via HISD student email and be available in PowerSchool.

REPORT CARD DATES

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

October 6, 2023

November 17, 2023

January 12, 2024

March 8, 2024

April 26, 2024

June 14, 2024

Semester report cards will be sent to each student's HISD email address and mailed home.

Teachers should have a minimum of 2 grades per week posted. 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.

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.

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.

Qualifying Electives - Pass/Fail

- 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:

- | | |
|---------------|----------------------|
| □ athletics | ∅ dance |
| □ art | ∅ drill team |
| □ band | ∅ driver education |
| □ cheer | ∅ JROTC |
| □ choir | ∅ music |
| □ color guard | ∅ theatre |
| | ∅ 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 STUDENT CONDUCT

Conduct grades are given to each student at the end of the grading cycle.

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.

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.

EXTRACURRICULAR ELIGIBILITY

- 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
Theater
Volleyball
Water Polo
Wrestling

Sponsor

Negri, Andrea
Waltmath, Bill
Ozuna, Nick
Glover, Bruce
Patrick, Willie
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
Boffone, Kayla
Martin, Melissa
Johnson, Gary
Pettigrew, Kevin

FINAL EXAM EXEMPTIONS

Spring Semester 2024

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.

SCHEDULE OF MAJOR TESTS AND QUIZZES

Subject to Change

<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.

ADVANCED ACADEMICS 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) which includes AP Capstone 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.



BELLAIRE HIGH SCHOOL

2023-24 Campus Dress Code

The faculty and staff of Bellaire High School expect students to come to school each day dressed appropriately, according to dress code, in order to ensure the health and safety of everyone on campus in addition to neatness of appearance and suitability on campus at all-times including while representing Bellaire High School at school-related activities. Clothing may not be inappropriately revealing, excessively tight, or excessively baggy. Students must dress in a presentable manner.

Masks: Only medical masks may be worn on campus. No decorative masks may be worn.

ID Badges: Students are required to wear their ID badge with a lanyard around the neck at all times while on campus. All students will be issued one ID badge and a lanyard.

Shirts: Although there is no color requirement for clothes, no crop tops, spaghetti straps, or strapless shirts are allowed and all shirts must cover the top of the pants. Shirts must be worn in such a manner that no cleavage or midriff is exposed.

Pants: Pants must fit appropriately at the waist and crotch. That means no sagging pants. Skirts, shorts, skorts must be of appropriate length (not above mid-thigh). Any pants with holes or tears above the knees must not show skin. Any holes in pants more than two inches in length on *any part* of the pant must not show skin. No holes above the mid-thigh are allowed. Athletic attire may be worn if it meets the criteria noted in the Bellaire High School dress code. Leggings may be worn but they must not be sheer and they must be paired with a top that covers the buttock area.

Undergarments: Students must wear appropriate undergarments at all times. Undergarments must NOT be visible. Pajamas are not allowed.

Headwear: Hats, caps, bandanas, skull caps, ski masks, do-rags, hoods or any other head covering may not be worn at any time while on campus, whether inside or out. Hoodless sweatshirts or fleeces are encouraged. Bellaire spirit wear in school colors are available at the Bellaire Student Store.

Footwear: Students must wear shoes. For safety reasons, closed-toe designs such as tennis shoes are the preferred type of footwear. Footwear deemed unsafe will not be allowed. If wearing Crocs, students should use the back strap for safety of use. House slippers are not allowed.

Jewelry and Accessories: Jewelry with symbols or representations of illegal/inappropriate items are not allowed. Sunglasses are not to be worn on campus, whether inside or out. No “grills” or other mouth accessory will be allowed (with the exception of orthodontia).

Campus Dress Code Tips

YES ✓

NO ✗



Always dress appropriately for an academic environment when at school, just as you would dress professionally for your job.

Student Identification Badges

Each student is issued an ID badge; this ID badge must be in possession of the student while on campus and at all school events. New ID badges will be issued to all new and returning students at the beginning of the school year at no cost to the student. A temporary ID badges may be purchased for \$1.00 when a student does not have their ID. Repeated violations will result in further disciplinary action. Replacement ID's are issued every day during before and at the beginning of the school day in the library.

Student ID Badge Requirements:

1. All students are required to wear their ID Badges on a lanyard around their necks. Lanyards must be visible while on school and district properties.
2. ID badges must be worn every day. Students should be in compliance with the ID badge policy from the time that he/she arrives at school until he/she leaves campus. Refusal to comply with the school ID policy can result in disciplinary action including SRC (Student Referral Center) and/or out school suspension.

Students will need their Student ID for all of the following:

- To check in or out of school through the attendance office.
- To receive breakfast or lunch
- To sign in at the clinic, trainer, etc.
- To conduct a transaction at the finance office.
- To check out a book at the library.
- To receive exemption cards, class ranks or results of state assessments.
- To enter and exit each classroom.
- To purchase student tickets during school hours for school sponsored athletic events.
- To request transcripts or other confidential documents through the registrar's office.
- To leave the classroom for the restroom or clinic.
- To ride the late bus
- To attend after school tutoring or after school library.
- To be admitted to after school clubs.

Temporary ID Badges

1. If a student arrives to school without his/her badge, he/she will receive a temporary badge for \$1.00 from the library.
2. Temporary badges are good for 1 day only and must be displayed on clothing in a reasonable location. Avoid placing the temporary badge on your electronic device.
3. All ID fees must be paid in full for a student to exempt exams or participate in specified activities.
4. ID Badge fines will be paid in the financial office.
5. Chronic failure to wear an ID badge during the school day may result in further disciplinary consequences.

Replacement ID Badges

1. Permanent replacement ID badges may be purchased for \$5.00.
2. Lanyards and/or clip may be purchased for \$1.00.
3. Badge and lanyard may be purchased for \$5.00

DISCIPLINE AND PRIVILEGES: CONDUCT & HONOR CODE

· [HISD 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 available 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.

Additionally, with the new HISD there are three district-wide school rules, covered in greater detail in the [HISD Code of Student Conduct](#), that everyone should know about: (1) no disruptions to the classroom environment, (2) no bullying, and (3) no disrespect. Classroom teachers will share their classroom rules with students.

TARDIES

Students are expected to be to school and class on time. We ask that parents and guardians support the campus by supporting students to manage their time, arrive to school on time, and be to class on time. Tardiness is unacceptable and is a unnecessary cause of learning loss.

In order to support a full period of instruction, the following tardy policy will be enforced:

- After the second tardy to class, consequences include a call home to inform the parent and notification the grade-level counselor as well so that the counselor can schedule a conference with the student.
- After the fourth tardy, expect a call home and a parent meeting on the campus about the student's tardiness. At the fourth tardy you may also expect as a consequence a teacher-issued detention which may be served either before school, during lunch, or after school at the teacher's discretion (this could be a department detention).
- After the sixth tardy, administrative intervention will be necessary to assist with the student's excessive tardiness. It is at this time that an administrator may take disciplinary action including but not limited to restorative justice circle with stakeholders, small group conferences, behavior contract, administrator-issued after school detention or in-school suspension.
- Tardy passes from a tardy station located at assistant principal offices will be issued for students to gain entrance into the class. Once students have received a tardy pass, they should be in class within three minutes.
- Tardies will be managed by classroom teachers entering them into PowerSchool and the tardy tracker will be used by administration to enforce consequences.

- 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. Students are still expected to attend class in this scenario so that they do not miss out on instruction.

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.

CELL PHONES and PERSONAL DEVICES

Cell phones, personal devices, headphones, and earbuds are not to be out, visible, nor used during class time and during transitions between classes. Cell phones are not to be used during class time unless the teacher has specifically allowed it for instructional purposes. In addition to disciplinary action, the unauthorized use of electronic devices may result in confiscation. A \$15 administrative fee payable to HISD will be charged if the device is claimed within the 30 days. Devices not claimed will be sent to Property Management for disposal. As of publication, student may only use cell phones during the lunch period when on campus.

TRANSITIONS BETWEEN CLASSES

Students are expected to move directly to class during transitions between classes. Students should not loiter in any part of the building during transitions. Students are not to be released 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. The *hallway one-liners* noted below will be common language to communicate protocols and expectations during transitions.

1. “Walk and Talk” – Used when students have stopped to talk between passing periods. Students should keep moving directly to their next class during transitions between classes.
2. “ID’s On, Out, and Visible” – Used because everyone on campus must have a current school ID badge on, out, and visible. It’s a safety precaution at Bellaire High School.
3. “Hoodie, Hoodie”, “No Hats” or “No Hoods” – This one is self-explanatory. As noted in the dress code, “**H**ats, caps, bandanas, skull caps, do-rags, hoods or any other head covering may not be worn at any time while on campus, whether inside or out.” This is for safety and security reasons.
4. “Language, Please” – This one liner is used when inappropriate language is heard.
5. “Walk to The Right” – This helps everyone maintain a smooth flow of students moving through the halls.
6. “Open Ears” – Used when a student has earbuds or headphones on. For safety purposes, everyone must be able to hear in the hallways which is why you must have open ears!
7. “Catch and Release” – Used when students are found making public displays of affection. If students are holding hands and walking with a purpose to class that’s one thing, but students stopped and doing anything beyond holding hands warrants this one liner.
8. “Please Honor The Dress Code” – Used when students have easily fixable dress code violations (i.e., if a student is wearing a tank top and can put on a shirt to cover his/her shoulders, etc...). Bigger violations (such as torn or ripped jeans) need to be forwarded to the grade-level administrator.

As always, we want our students to respect everyone’s personal space. We also want to encourage a climate of respect and dignity at all times. These are the basic tenets of hallway procedures and expectations at Bellaire High School.

THANK YOU, students, for being personally and socially responsible citizens of Bellaire High School!

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. After the Junior lottery, if availability permits there may be a final lottery opportunity. 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 without exception:

- 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. Angelina Solis at angelina.solis@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 through VIPS.

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.

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. The forms are reserved for 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, 10th, and 11th 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 12th grade students with home lunch permits will be allowed to leave campus during Cardinal Hour.

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.

USE OF TECHNOLOGY AND INFORMATION SYSTEMS

All 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:

- 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.
- Students 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.

COMMUNICATIONS

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.

STUDENT ATTENDANCE POLICIES

ADA attendance is taken at 10:20 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 monica.contreras@houstonisd.org

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.

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/PowerSchool, 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 8:00am 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.*

- Any student on campus after 4:20 pm must be under the direct supervision of a staff member.
- Students with an off campus period must be off campus. Students for first period off campus may wait on the benches outside the front door.

PERSONAL ITEMS

Bellaire is not responsible for personal property at any time.

- Use of skateboards, skates, and roller blades are strictly prohibited on campus.
- Audio and electronic equipment such as lasers, wireless or wired speakers, radios, boom boxes, TVs, games, and similar electronic devices are prohibited on campus during school hours.

- Cell phone usage is not permitted during class time unless permission has been granted by a teacher or an administrator and is being used for instructional purposes only. Students that fail to comply with the cell phone policy are subject to disciplinary actions. *Confiscated cell phones will be placed in the assistant principals' office and will not be available for pick up until after 4:15 pm.* HISD policy requires a fee for the return of cell phones. Texas Education Code 37.082 requires a \$15.00 retrieval fee for cell phones.
- Confiscated items such as food, balloons, etc. may not be returned to students.

POWERUP DISTRIBUTION

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

Requirements:

- 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.

SAFETY EMERGENCY MANAGEMENT

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.

EMERGENCY MODES

Always follow administrative/teacher/staff instructions. Intercom directions may also be used in the case of an emergency. Note the following definitions of all emergency modes:

- **SECURE** –Secures the *exterior* portion of the building due to a threat *outside* of the campus. This can include a dangerous animal on the playground or police activity in the area. No one in and no one out, business as usual inside. **EXAMPLES:** *police activity in the area, reports of armed person near campus, dangerous animal on playground, threat OUTSIDE of the campus.*
- **LOCKDOWN** – Secures the *interior* portions of the building because of an active threat *inside* the building. Quickly go into a safe room, lock doors, turn off lights, remain silent, and wait on guidance from authorities. **EXAMPLES:** *active shooter, reports of a weapon on campus, irate or upset visitor, intruder on campus.*
- **SHELTER FOR WEATHER** – Everyone goes to a safe place, which can be a hallway or a large space like the gym or cafeteria. **EXAMPLES:** *tornado, severe thunderstorms, excessive rain (causing some flooding)*
- **SHELTER IN PLACE FOR HAZMAT**– Quickly moves everyone indoors, either to an assembly area or a sealed room. **EXAMPLES:** *pipeline explosion, train derailment, chemical fire*
- **EVACUATION** – Quickly and safely moves students, staff, and visitors to a safe location. Can include moving part of the campus to another part of the building or moving everyone away from the building. **EXAMPLES:** *gas leak, bomb threat, no electricity, water leak*
- **FIRE EVACUATION** – Evacuates everyone in the event of a fire. Please refer to the evacuation map in the classroom and follow the designated routes. **EXAMPLES:** *fire, obstructed or unobstructed*

SAY SOMETHING Anonymous Reporting System



The *Say Something Anonymous Reporting System* allows you to submit secure, anonymous safety concerns to help someone who may hurt themselves or others.

Download the App, go to [Say Something Tips — Sandy Hook Promise](#), or call 1-844-5-SayNow

BELLAIRE HS COUNSELING SERVICES

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 email their counselor to make an appointment. Parents may use the SAF (Student Assistance Form) found at the school website. 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.

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.

TRANSPORTATION

Bus transportation is provided for Magnet students, special education students, and any others per the guidelines at [Transportation / Home \(houstonisd.org\)](#). Questions concerning bus transportation should be directed to Ms. Yin at yyin@houstonisd.org. Special Education bus questions go to Ms. Hawkins at gina.hawkins@houstonisd.org. BHS students are required to have their BHS-issued ID badge along with their bus pass to ride the bus.

The time spent on the bus is considered an extension of the school day. All school rules apply. A student who misbehaves on the bus may lose bus-riding privileges. Metro bus riders will be held to the standards of Metro.

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](#)

CARDINAL HOUR

Cardinal Hour, which is reflected in the bell schedule, is designed to give students the opportunity to not only eat lunch, but to explore their favorite clubs and organizations, attend tutorials, and receive critical instructional interventions as needed. Cardinal Hour features a Red Block and White Block. During Cardinal Hour, all students are expected to participate in clubs, organizations, tutorials, and/or interventions during one of the blocks. Information will be available through teachers and counselors.

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."

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.

We are looking forward to a great 2023-24 school year at Bellaire High School. We appreciate the students for their dedication to academics and for their assistance in keeping their school beautiful, clean, and safe. If there are ever any questions, please do not hesitate to reach out to your teachers, counselors, assistant principals, or any other staff member at Bellaire High School.

Go Cardinals!