

# **PARENT HANDBOOK**

**2008-09**

## **BELLAIRE HIGH SCHOOL**



**ESTABLISHED:** 1955

**MASCOT:** Cardinal

**SCHOOL COLORS:** Cardinal Red and White

### **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.

Welcome to Bellaire High School for the 2008-2009 school year. The parent handbook is produced by the PTO, in collaboration with the administration, to provide parents with answers to common and not so common questions. The information in the handbook is also available on the school website at [www.bellaire.org](http://www.bellaire.org).

The handbook is designed to improve communication between the school and parents. The administration seeks to increase parental involvement in order to improve the overall academic performance of the students as well as to nurture the feeling of community at Bellaire High School. Parental involvement is directly correlated to student success and well-being. The PTO encourages parents to become more involved in your student's education by attending PTO meetings and by volunteering at the school.

**Please note that information in this handbook could change during the school year. For the most current information, check the school's website, [www.bellaire.org](http://www.bellaire.org)**

Best wishes for a successful and busy school year. We hope to see you around the school and that the Parent Handbook answers some of your questions.

Leisa Lovy  
PTO President 2008-2009  
[leisalovy@aol.com](mailto:leisalovy@aol.com)

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# BELL SCHEDULES

<http://www.bellaire.org/bellschedule2008-09.pdf>

Regular	
7:40-8:33	Period 1
8:40-9:38	Period 2**
9:44-10:37	Period 3
10:43-11:36	Period 4
11:36-12:21	Lunch
12:28-1:21	Period 5
1:27-2:20	Period 6
2:26-3:19	Period 7
3:25-4:18	Period 8

Early Dismissal	
7:40-8:20	Period 1
8:30-9:15	Period 2**
9:21-10:01	Period 3
10:07-10:47	Period 4
10:47-11:33	Lunch
11:39-12:19	Period 5
12:25-1:05	Period 6
1:11-1:51	Period 7
1:57-2:37	Period 8

Dates\*: 9/4/08; 9/18/08;  
10/24/08; 10/31/08;  
11/11/08; 2/6/09; 2/24/09; 4/2/09

Advocacy*	
7:40-8:28	Period 1
8:35-9:28	Period 2**
9:34-10:03	Advocacy
10:09-10:57	Period 3
11:03-11:51	Period 4
11:51-12:37	Lunch
12:43-1:31	Period 5
1:37-2:25	Period 6
2:31-3:19	Period 7
3:25- 4:13	Period 8

Dates\*: 9/24/08; 11/19/08;  
12/3/08; 1/14/09; 2/11/09;  
3/25/09; 4/22/09; 5/6/09; 5/13/09

Testing A - All Periods*	
7:40-11:00	Testing
11:10-11:38	Period 1**
11:38-12:25	Lunch
12:31-12:54	Period 2
1:00-1:23	Period 3
1:29-1:52	Period 4
1:58- 2:21	Period 6
2:27-2:50	Period 6
2:56-3:19	Period 7
3:25-3:48	Period 8
Dates*: 10/15/08; 3/3/09	

Testing B - Odd Periods*	
7:40-11:00	Testing
11:10-12:00	Period 1**
12:00-12:46	Lunch
12:52-1:37	Period 3
1:43-2:28	Period 5
2:43-3:19	Period 7
Dates*: 1/27/09; 4/28/09; 4/30/09	

Testing B - Even Periods *	
7:40-11:00	Testing
11:10-12:00	Period 2**
12:00-12:46	Lunch
12:52-1:37	Period 4
1:43-2:28	Period 6
2:43-3:19	Period 8
Dates*: 1/28/09; 4/29/09; 5/1/09	

\* Date changes are posted on BHS Website: [www.bellaire.org](http://www.bellaire.org).

\*\* Announcements during this period.

## EARLY DISMISSAL

For the 2008-2009 school years, there will be ~ 8 dates scheduled as early dismissal days that teachers meet for professional development. In addition, other dates will arise when the students will be dismissed early. For example, there are different bell schedules for testing days, report card days, advocacy days, and special event days. Be sure to check the school website for updates.

## ADVOCACY

[Advocacy](#) is described on page on page 9.

### PROCEDURE FOR EARLY STUDENT ARRIVAL:

- No students are allowed to go to the 2<sup>nd</sup> or 3<sup>rd</sup> floor before 7:30 A.M.
- Students who do **not** have a first period class and who arrive before 8:10 A.M. must report to the cafeteria.

# CALENDAR

## 2008-2009 SCHOOL YEAR

**Updated Calendar:** <http://www.bellaire.org/calendar>

<p>August 11 – 14 Textbook &amp; Schedule Pickup / 9 am - 2 pm, Mon: 12th Grade, Tues: 11th Grade, Wed: 10th Grade; Thurs: 9th Grade</p> <p>August 12 – 14 Cardinal Camp / 9 am - 12 noon or 1 - 4 pm (pre-registration required)</p> <p>August 18, 19, 21 Book Room Open, 9 am - 3 pm</p> <p>August 20 Book Room Open, 3 pm - 8 pm</p> <p>August 25 First Day of Classes</p> <p>September 1 LABOR DAY HOLIDAY</p> <p>September 2 PTO Meeting / 7:30 pm / MPR</p> <p>September 4 Open House / 5:45 (info) / 6:30 (classroom visits)</p> <p>September 18 SDMC Meeting / 3:45 pm / S166</p> <p>September 27 Bellaire Fall Fever Fun Run / 8:05 am / hosted by Alumni and Friends of Bellaire High School</p> <p>October 7 College Night / All Grade Levels / 7 pm / 1st Floor / Meet College Representatives</p> <p>October 9 FALL HOLIDAY</p> <p>October 14 PTO Meeting / 7:30 pm / MPR</p> <p>October 15 PSAT/NMSQT (National Merit Scholarship Qualifying Test)</p> <p>October 16 SDMC Meeting / 3:45 pm / S166</p> <p>November 11 PTO Meeting / 7:30 pm / MPR</p> <p>November 20 SDMC Meeting / 3:45 pm / S166</p> <p>November 26-28 THANKSGIVING HOLIDAY</p> <p>December 19 Last day of First Semester</p> <p>Dec 22 - Jan 5 STUDENT HOLIDAYS</p> <p> </p> <p>Aud – Auditorium MPR – Multi-purpose Room</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">January 6</td> <td>Classes Resume</td> </tr> <tr> <td>January 6</td> <td>PTO Meeting / 7:30 pm / MPR</td> </tr> <tr> <td>January 15</td> <td>SDMC Meeting / 3:45 pm / S166</td> </tr> <tr> <td>January 19</td> <td>MARTIN LUTHER KING HOLIDAY</td> </tr> <tr> <td>January 27-28</td> <td>Stanford 10 (Grades 9-11)</td> </tr> <tr> <td>February 3</td> <td>PTO Meeting / 7:30 pm / MPR</td> </tr> <tr> <td>February 19</td> <td>SDMC Meeting / 3:45 pm / S166</td> </tr> <tr> <td>March 3</td> <td>PTO Meeting / 7:30 pm / MPR</td> </tr> <tr> <td>March 12</td> <td>SDMC Meeting / 3:45 pm / S166</td> </tr> <tr> <td>March 16 - 20</td> <td>SPRING BREAK</td> </tr> <tr> <td>April 7</td> <td>PTO Meeting / 7:30 pm / MPR</td> </tr> <tr> <td>April 10</td> <td>SPRING HOLIDAY</td> </tr> <tr> <td>April 16</td> <td>SDMC Meeting / 3:45 pm / S166</td> </tr> <tr> <td>May 5</td> <td>PTO Meeting / 7:30 pm / MPR</td> </tr> <tr> <td>May 21</td> <td>SDMC Meeting / 3:45 pm / S166</td> </tr> <tr> <td>May 25</td> <td>MEMORIAL DAY</td> </tr> <tr> <td>May 28</td> <td>Last day of School</td> </tr> </table> <p style="margin-top: 20px;">Calendar details were verified before publication. However, please be aware that schedules can and do change, and some times may be adjusted to eliminate conflicts.</p> <p style="margin-top: 10px;">* See TAKS Testing Schedule <a href="http://www.bellaire.org">www.bellaire.org</a></p> <p style="margin-top: 10px;">For HISD calendar and information, and major testing dates, visit: <a href="http://www.houstonisd.org">www.houstonisd.org</a>.</p>	January 6	Classes Resume	January 6	PTO Meeting / 7:30 pm / MPR	January 15	SDMC Meeting / 3:45 pm / S166	January 19	MARTIN LUTHER KING HOLIDAY	January 27-28	Stanford 10 (Grades 9-11)	February 3	PTO Meeting / 7:30 pm / MPR	February 19	SDMC Meeting / 3:45 pm / S166	March 3	PTO Meeting / 7:30 pm / MPR	March 12	SDMC Meeting / 3:45 pm / S166	March 16 - 20	SPRING BREAK	April 7	PTO Meeting / 7:30 pm / MPR	April 10	SPRING HOLIDAY	April 16	SDMC Meeting / 3:45 pm / S166	May 5	PTO Meeting / 7:30 pm / MPR	May 21	SDMC Meeting / 3:45 pm / S166	May 25	MEMORIAL DAY	May 28	Last day of School
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<p style="text-align: center;"><b>Varsity Football Schedule</b></p> <p>8/28 vs. Alief Taylor @ Butler /7:00 PM</p> <p>9/6 vs. Washington @ Butler /6:00 PM</p> <p>9/12 vs. Southlake Carroll @Southlake /7:30 PM</p> <p>9/27 vs. Milby @ Barnett /6:00 PM</p> <p>10/4 vs. Autsin @ Barnett / 1:00 PM</p> <p>10/10 vs. Madison @ Butler /7:00 PM</p> <p>10/18 vs. Chavez @ Barnett /1:00 PM</p> <p>10/24 vs. Westside @ Butler /7:30 PM</p> <p>11/1 vs. Lamar @ Delmar /1:00 PM</p> <p>11/8 vs. Sam Houston @ Butler /1:00 PM (Homecoming)</p>	<p style="text-align: center;"><b>Report Cards</b></p> <p>October 15</p> <p>November 19</p> <p>January 14</p> <p>March 4</p> <p>April 22</p> <p>June 10</p>	<p style="text-align: center;"><b>SAT Test Dates</b></p> <p>10/4/08 (Reg. by: 9/9/08)</p> <p>11/1/08 (Reg. by: 9/26/8)</p> <p>12/6/08 (Reg. by: 11/5/08)</p> <p>1/24/09 (Reg. by: 12/26/08)</p> <p>3/14/09 (Reg. by: 2/10/09)</p> <p>5/2/09 (Reg. by: 3/31/09)</p> <p>6/6/08 (Reg. by: 5/5/09)</p> <p style="text-align: center;"><b>ACT Test Dates</b></p> <p>9/13/08 (Reg. by: 8/12/08)</p> <p>10/25/08 (Reg. by: 9/22/08)</p> <p>12/13/08 (Reg. by: 11/7/08)</p> <p>2/7/09 (Reg. by: 1/6/06)</p> <p>4/4/09 (Reg. by: 2/27/09)</p> <p>6/13/09 (Reg. by: 5/8/09)</p>
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# COMMUNICATION

## ADMINISTRATIVE STAFF CONTACT INFORMATION

Principal		Tim Salem	713-295-3704	<a href="mailto:tsalem@houstonisd.org">tsalem@houstonisd.org</a>
School Secretary		Theresa Saldana	713-295-2064	<a href="mailto:talvarad@houstonisd.org">talvarad@houstonisd.org</a>
Associate Principal		Dave DeBlasio	713-295-3717	<a href="mailto:ddeblasi@houstonisd.org">ddeblasi@houstonisd.org</a>
Asst. Principal	(A-E)	Michelle Shoulders	713-295-3702	<a href="mailto:mshoulde@houstonisd.org">mshoulde@houstonisd.org</a>
Asst. Principal	(F-Le)	Andrea Murray	713-592-3849	<a href="mailto:amurray@houstonisd.org">amurray@houstonisd.org</a>
Asst. Principal	(Lf-P)	Marcellars Mason	713-295-3703	<a href="mailto:mmason@houstonisd.org">mmason@houstonisd.org</a>
Asst. Principal	(Q-V)	Andrew Monzon	713-295-3700	<a href="mailto:amonzon@houstonisd.org">amonzon@houstonisd.org</a>
Asst. Principal	(W)	Dave DeBlasio	713-295-3717	<a href="mailto:ddeblasi@houstonisd.org">ddeblasi@houstonisd.org</a>
Asst. Principal	(X-Z)	Willie Mae Franklyn	713-295-3719	<a href="mailto:Wfrank12@houstonisd.org">Wfrank12@houstonisd.org</a>
Asst. Principal	Spec.Ed.	Gary Tunstall	713-295-3701	<a href="mailto:gtunstall@houstonisd.org">gtunstall@houstonisd.org</a>
Lead Counselor		Willie Mae Franklyn	713-295-3719	<a href="mailto:wfrankl2@houstonisd.org">wfrankl2@houstonisd.org</a>
Counselor	(A-Cas)	Pippa Day	713-295-3708	<a href="mailto:pday@houstonisd.org">pday@houstonisd.org</a>
Counselor	(Cat-Fo)	Susan Spence	713-295-3711	<a href="mailto:sspence@houstonisd.org">sspence@houstonisd.org</a>
Counselor	(Fr-H)	Susan Lede	713-295-3709	<a href="mailto:slede@houstonisd.org">slede@houstonisd.org</a>
Counselor	(I-L)	Pauline Hendryx	713-295-3714	<a href="mailto:phendryx@houstonisd.org">phendryx@houstonisd.org</a>
Counselor	(M-N)	Lordes Fernandex	713-295-3710	<a href="mailto:eyork@houstonisd.org">eyork@houstonisd.org</a>
Counselor	(O-Rosa)	Amelia Hill	713-295-3721	<a href="mailto:ahill@houstonisd.org">ahill@houstonisd.org</a>
Counselor	(Rosen-Ti)	Verlyn Revere	713-295-3706	<a href="mailto:vreve@houstonisd.org">vreve@houstonisd.org</a>
Counselor	(Tj-Z)	Charles Lawler	713-295-3707	<a href="mailto:clawler@houstonisd.org">clawler@houstonisd.org</a>
College Access Coordinator		Marlene Rubin	713-2953856	<a href="mailto:mrubin@houstonisd.org">mrubin@houstonisd.org</a>
Magnet Coordinator		Rosalon Moorhead	713-295-3716	<a href="mailto:rmoorhea@houstonisd.org">rmoorhea@houstonisd.org</a>
IB Coordinator		Jamey Schaaf	713-295-3744	<a href="mailto:jschaaf@houstonisd.org">jschaaf@houstonisd.org</a>
Registrar		Sandra Farmer	713-295-3718	<a href="mailto:sfarmer@houstonisd.org">sfarmer@houstonisd.org</a>
School Nurse		Daryl Lott, R.N.	713-295-3724	<a href="mailto:dlott@houstonisd.org">dlott@houstonisd.org</a>
School Nurse		Ramona Wiltz, R.N.	713-295-3705	<a href="mailto:rbernard@houstonisd.org">rbernard@houstonisd.org</a>
School Social Worker		Sharon Brener	713-295-3778	<a href="mailto:sbrener@houstonisd.org">sbrener@houstonisd.org</a>
Librarian / Literary Coach		Carl Casteel	713-295-3728	<a href="mailto:ccasteel@houstonisd.org">ccasteel@houstonisd.org</a>
Attendance		Donna Raines	713-295-3722	<a href="mailto:draines@houstonisd.org">draines@houstonisd.org</a>
Campus Police		Officer	713-295-3750	
Substance Abuse Monitor		Asia Duhon	713-295-3832	<a href="mailto:aduhon@houstonisd.org">aduhon@houstonisd.org</a>
School Improvement Facilitator		Michelle Shoulders	713-295-3772	<a href="mailto:mshoulde@houstonisd.org">mshoulde@houstonisd.org</a>
G.T. Coordinator		Jamey Schaaf	713-295-3744	<a href="mailto:jschaaf@houstonisd.org">jschaaf@houstonisd.org</a>
Athletic Coordinator		Bruce Glover	713-295-3711	<a href="mailto:Jglover1@houstonisd.org">Jglover1@houstonisd.org</a>
Public Relations Coordinator		Nancy Brown	713-295-3830	<a href="mailto:nbrown6@houstonisd.org">nbrown6@houstonisd.org</a>

## **ADMINISTRATIVE STAFF**

Eight academic **Counselors** are available to assist students to reach their full academic potential, prepare for post secondary educational and employment opportunities, investigate career pathways, and support academic and personal growth. In addition, Counselors work with students on scheduling, write student's college recommendations, coordinate the SAT and ACT tests and schedule for college visits. Pupils are assigned to counselors by alphabetical division, according to the student's last name.

Assistant Principals are responsible for assigned academic content areas, and administrative duties such as testing, parking lots, Volunteers in Public Schools (VIPS), class activity sponsor, professional development, teacher appreciation, sponsorship of UIL and extra-curricular activities, tutorials attendance, and facilities etc. Additionally, each **Assistant Principal** is assigned to students, alphabetically by last name, to work with academic issues as well as disciplinary actions.

A **Social Worker** is available to assist students with personal problems that may impact instructional goals.

## **COMMUNICATION ABOUT SCHOOL ACTIVITIES**

### **For STUDENTS to keep informed:**

- Daily bulletins are e-mailed to teachers daily and posted on teacher bulletin boards. The bulletin is also posted daily in the display case across from the Textbook Room.
- Daily verbal announcements are made each day over the intercom at the end of second period.
- Posters and flyers are posted in the cafeteria, on the courtyard walls, and in teacher classrooms.
- Students may visit the Bellaire High website: [www.bellaire.org](http://www.bellaire.org) (view Daily Bulletins to keep informed)
- Students may join "Yahoo Group," which is free for current students. To join the "Yahoo" group, go to <http://groups.yahoo.com/group/bhsinfo/>  
Click on "Join this Group!"  
Fill in the appropriate information  
Do not hide your e-mail address  
In the comments section, state whether you are a current student or guardian of a student  
Follow the rest of the instructions.

### **For PARENTS to keep informed:**

- Join the "Yahoo" group (see above instructions)
- Join the PTO. When you join and provide your e-mail address, you will receive frequent "e-bulletins" from our PTO President
- Attend PTO meetings
- Read the "Daily Bulletin" every day on the BHS website, [www.bellaire.org](http://www.bellaire.org)

# **ACADEMIC INFORMATION**

## **STUDENT CLASSIFICATION**

Placement as a 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grader is determined by the number of credits earned:

- 9<sup>th</sup>: 0-5.5 credits
- 10<sup>th</sup>: 6.0- 11.5 credits
- 11<sup>th</sup>: 12- 17.5 credits
- 12<sup>th</sup>: 18 plus credits

Beginning with the Class of 2005, all students must complete 24.0 credits and be enrolled in the Recommended Program. See your counselor for more information. Beginning with the 2007 Freshman class, students must complete 26.0 credits to graduate.

## **SCHEDULE OF MAJOR TESTS**

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

Homework for each subject should normally require no more than thirty minutes a day. Some AP classes will have more homework. This schedule does not prohibit the assigning of ordinary or daily homework or short tests any day of the week.

## **ACADEMIC COURSE OFFERINGS**

<u>SUBJECT</u>	<u>REGULAR</u>	<u>ADVANCED</u>	<u>Pre-AP/AP / IB</u>
English	English 1 – 4	English 1 – 4	English 1 – 4
Mathematics	Algebra 1 Geometry Algebra 2 Pre-Calculus Statistics	Geometry	Algebra 1 Geometry Algebra 2 Pre-Calculus Calculus A & B
Social Studies	World Geography World History US History Government Economics		World Geography World History US History Government Economics
Science	Integrated Physics & Chemistry Biology Chemistry Physics	Advanced Integrated Physics & Chemistry Technical Biology Technical Chemistry Technical Physics	Integrated Physics & Chemistry Biology Chemistry Physics

See the counselor for a complete listing of all courses, including electives, offered.

Courses are listed on the transcript by TEA / HISD coding to identify level and academic rigor. College admissions boards have this information available

### **ADVANCED PLACEMENT PROGRAM**

The Advanced Placement Program® (AP) is a cooperative educational endeavor between secondary schools and colleges and universities. Since its inception in 1955, the Program has provided motivated high school students with the opportunity to take college-level courses in a high school setting. Students who participate in the Program not only gain college-level skills, but in many cases they also earn college credit while they are still in high school. AP courses are taught by dedicated and enthusiastic high school teachers who follow course guidelines developed and published by the College Board. For more information contact Jamey Schaaf, 713-295-3744, [jschaaf@houstonisd.org](mailto:jschaaf@houstonisd.org) or go to [http://www.bellaire.org/ap\\_program.php](http://www.bellaire.org/ap_program.php)

### **INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM**

The International Baccalaureate Organization (IBO), founded in 1968, is a recognized leader in the field of international education. It is a non-profit, mission-driven foundation that works with 1,579 schools (July 2005) to develop and offer three challenging programmes in 121 countries to approximately 200,000 students.

While the IB programmes cultivate internationalism and respect for other cultures, they also adapt to the local environment and allow students to maintain a strong sense of cultural identity. Students are taught to be active learners, well-rounded individuals and engaged citizens, who gain practical experience of being part of an international community.

The Diploma Programme (DP) is a demanding pre-university course of study that leads to examinations. It is designed for highly motivated secondary school students aged 16 to 19. For more information contact: Jamey Schaaf, 713-295-3744, [jschaaf@houstonisd.org](mailto:jschaaf@houstonisd.org) or go to <http://bellaire.org/IB/>.

### **NOTICE TO PARENTS OF UNSATISFACTORY GRADES**

The parent or legal guardian will be notified as early as the 3<sup>rd</sup> week with a progress report if a student is at risk to receive a failing six weeks grade. The student has the responsibility to deliver the report home. The report must be signed by the parent / guardian and returned to the teacher.



## Bellaire High School Graduation Requirements

All students are required to follow the Recommended Program.  
Only with parental approval may the student leave the Recommended Program.  
See your kid's counselor for details.

### Students entering 9<sup>th</sup> grade prior to 2007-2008:

Core Program	Recommended Program	Distinguished Scholars Program
4.0 English	4.0 English	4.0 English
3.0 Mathematics (in grades 9-12)	3.0 Mathematics (in grades 9-12)	3.0 Mathematics (in grades 9-12)
3.0 Science (in grades 9-12)	3.0 Science (in grades 9-12)	3.0 Science (in grades 9-12)
4.0 Social Studies	4.0 Social Studies	4.0 Social Studies
0.5 Communications Applications	0.5 Communications Applications	0.5 Communications Applications
1.0 Foreign Language	2.0 Foreign Language	3.0 Foreign Language
1.0 Computer	1.0 Computer	1.0 Computer
1.5 Physical Education	1.0 Fine Arts	1.0 Fine Arts
0.5 Health	1.5 Physical Education	1.5 Physical Education
5.5 Elective	0.5 Health	0.5 Health
3.5 Elective	2.5 Elective	
24 Total Credits	24 Total Credits	24 Total Credits**

### Students entering 9<sup>th</sup> grade 2007-2008 and after:

Core Program	Recommended Program	Distinguished Scholars Program
4.0 English	4.0 English	4.0 English
4.0 Mathematics (in grades 9-12)	4.0 Mathematics (in grades 9-12)	4.0 Mathematics (in grades 9-12)
4.0 Science (in grades 9-12)	4.0 Science (in grades 9-12)	4.0 Science (in grades 9-12)
4.0 Social Studies	4.0 Social Studies	4.0 Social Studies
0.5 Communications Applications	0.5 Communications Applications	0.5 Communications Applications
1.0 Foreign Language	2.0 Foreign Language	3.0 Foreign Language
1.0 Computer	1.0 Computer	1.0 Computer
1.5 Physical Education	1.0 Fine Arts	1.0 Fine Arts
0.5 Health	1.5 Physical Education	1.5 Physical Education
5.5 Elective	0.5 Health	0.5 Health
	3.5 Elective	2.5 Elective
26 Total Credits	26 Total Credits	26 Total Credits**

\*\*For the Distinguished Scholar Program, a student must also receive a combination of four of the advanced measures approved by the State Board of Education which focuses on demonstrated student performances at the college or professional level and which must be assessed through an external review process.

Physical Education, Health, Communications Applications, and Keyboarding (or passing grade on the Keyboarding proficiency test) **must** be completed by the end of the Spring Semester of the 11<sup>th</sup> grade. If any of these courses are not taken by the end of sophomore year, the counselors will schedule them for the students during their junior year

Note 1: An approved sport or waiver may take the place of Physical Education. It takes 5-15 hours of weekly training, letters from parents and instructors, among other things, and approval from the principal. Also, within school hours, other classes can substitute for high school P.E. They include athletics, drill team, marching band, cheerleading, JROTC, dance, and designated career and technology courses. Some of these courses

are allowed to be substitutes only in the fall semester. For further details on alternatives to P.E., contact HISD. See registrar for waiver.

Note 2: Foreign language credits must be in the same language.

Note 3: Students must show typing proficiency or pass keyboarding prior to enrolling in most computer classes. A proficiency test is offered several times each year so that pupils may meet this ½ credit Keyboarding course.

### **\*DISTINGUISHED ACHIEVEMENT PROGRAM**

All course requirements for the Distinguished Achievement Program must be met, plus any four Advanced Measures from the following: (For example, a student scoring a 3 on four Advanced Placement Exams would receive the Distinguished Achievement recognition.)

- Score of “3” or more on four Advanced Placement exams (Maximum of 4 scores considered).
- Score of “4” or more on four International Baccalaureate (IB) exams (maximum of four scores considered).
- PSAT identification as a Commended Scholar, National Merit Semi-Finalist, National Hispanic Scholar, National Achievement Scholar (only one of these awards may count as an Advanced Measure.)
- Grade of “A” or “B” for a college course offered by HISD (Dual Credit Course).

Some of these measures require prior approval. Contact your counselor for more information.

### **ACADEMIC IMPROVEMENT INITIATIVES**

A goal of Bellaire High School is for each student to meet their full academic potential. As such, several programs that involve the students, teachers, administrators, and parents, described below, have been designed to help students achieve this goal.

#### **ADVOCACY**

Bellaire High School’s district required Advocacy program is called **REACH** (Relationships; Engagement; Achievement; Communication; Help). In our program, teachers work with upperclassmen (Grades 10-12) in the **REACH** program; and teachers and trained junior/senior mentors assist incoming freshmen in the **Freshmen REACH** component. As the name implies, we endeavor to provide on-going academic, social, and emotional support for our students through regular meetings focused upon key adolescent issues. Students will meet with their mentors in groups arranged alphabetically by grade level. Counselors and Assistant Principals will also assist their students during these times. Activities include icebreakers, bonding activities, grade and attendance checks, and teacher created lessons. Our **REACH** program is one of the best ways we can personalize our students’ experiences while at Bellaire.

#### **PARENT VALUES STATEMENT**

The Parent Values Committee met during the school year 2004 – 2005 to create a **PARENT VALUES STATEMENT**, reflecting the uniqueness of Bellaire High School. The Parent Values Committee was created as part of the ongoing school reform process that includes the staff

Professional Learning Communities (PLC's) and the Students as Allies student group. These groups endeavor to strengthen education at Bellaire and bring students, parents and teachers together to improve learning for all students. The statement is as follows:

We recognize that as our children's first and most influential teachers, we can promote their success and contribute to an excellent school if we make and fulfill the following commitments:

- Encourage our children to succeed academically and to understand the value of that success
- Encourage our children to find valuable extra-curricular activities that interest them
- Celebrate our variety in thinking, learning, communicating, and cultures
- Be supportive of school standards
- Teach respect
- Be available to communicate with teachers and counselors
- Volunteer in our school where possible
- Provide necessary learning tools (e.g. study place, supplies)
- Model the importance of reading and lifelong learning

### **STUDY SKILLS**

The study skills program is implemented in all academic core classes. The goal is for all students to reach their fullest academic potential. This program involves the active cooperation of students, parents, and instructors. Included in the student planner are suggestions for Organizational Skills, Study Environment, Time Management Skills, and Resources. Also, the student planner includes a Time Management Chart, a Parent Signature page and other general study skills and test-taking techniques.

### **TUTORIALS**

Since all students and teachers have a common lunch period each day, tutorials are offered during this time. Tutorial sessions last twenty five minutes, usually beginning at 11:36 on the specified days:

#### **DEPARTMENT**

English / Communications  
Fine Arts  
Math  
ESL  
Science  
Career and Technology  
Social Studies  
PE / Health / ROTC  
Foreign Language  
Special Ed

#### **TUTORIAL DAYS**

Thursday and Friday  
Thursday and Friday  
Tuesday and Wednesday  
Tuesday and Wednesday  
Wednesday and Thursday  
Wednesday and Thursday  
Friday and Monday  
Friday and Monday  
Monday and Tuesday  
Monday and Tuesday

In addition, The National Honor Society provides lunch time tutoring on Tuesday and Wednesday as well as some after school tutoring.

## RESPONSIBILITY FOR ACADEMIC SUCCESS

Students, parents, teachers and staff members have certain responsibilities given a common goal for each student to attain their full academic potential. The responsibilities of each group are outlined below.

### MUTUAL RESPECT AMONG STUDENTS:

Bellaire High School students are expected to respect the right of others to learn and work in a secure environment. Harassment, threatening behavior, vandalism, and / or violence are not acceptable at any time. These behaviors will result in serious consequences which may include removal from Bellaire High School.

### IT IS THE STUDENT'S RESPONSIBILITY TO:

- Be organized. Bring all materials to class daily. Keep a daily assignment sheet for each class
- Study daily. Have a regular time period devoted to homework and/or studying each day. Ideally, this would be in a quiet, well-lit area free from distractions.
- Complete and turn-in ALL assignments and homework when due.
- Attend school regularly and arrive on time to all classes.
- Ask teachers for help during class or during tutorials when a lesson or concept is not understood.
- Attend tutorial sessions offered during lunch as needed
- Discuss course work problems with the assigned counselor.
- Go to teachers when classes are missed, even if for school-sponsored activities, to find out what work was missed. Then, the work must be made-up.
- Become involved in a club or organization.
- Check the Daily Bulletin on your Bellaire website.

### IT IS THE PARENT'S RESPONSIBILITY TO:

- Establish and closely monitor a daily homework / study period. Have a regular time period devoted to homework and / or studying every day. This should be in a quiet, well-lighted area free from distractions, such as television and telephone.
- Treat school personnel with courtesy and as a partner in their children's education
- Support school, district, and classroom rules for student behavior and ensure that their children conduct themselves according to district standards
- Read all communications from the school
- **Supply accurate, updated information (including current address and telephone numbers) to the school promptly. Notify the Maria Davila in the Attendance Office; 713-295-3722.**
- Monitor homework progress. Check your student's assignment sheet to see that all work is completed on time. Take a genuine interest in your student's studies. Ask about the work he / she is doing and what is being learned.
- Monitor your student's grades. You should receive a computer printed report card every six weeks throughout the school year. If your child is in danger of failing, you should receive a progress report as early as the third week of the six week grading cycle. Additional grade checks can be arranged with your child's counselor. Review all these reports with your student.

- Set realistic academic goals with your student and reward him / her when these goals are met.
- Communicate with school personnel. Attend Open House, parent workshops, and call, e-mail, or meet with teachers, counselors, and / or administrators about your child's progress.
- Methods to reach your child's teacher are e-mail, phone message on their voice mail, or by calling the school and asking that a message be placed in their box. Keep in mind that there are times during the school year when staff are busy doing schedules, testing, etc. When leaving a voice mail, **speak slowly** and leave phone numbers (including cell phone), and e-mail address. If you have not heard back from the teacher within 72 (working) hours, the next step to take is to contact your child's Assistant Principal.

IT IS THE TEACHER'S AND STAFF'S RESPONSIBILITY TO:

- Provide appropriate curriculum and instruction that prepares students for life-long learning and the world of work.
- Provide counselors and support staff that assist students with academic and career guidance as well as support for individual problems.
- Provide a student tutoring program available to all students.
- Monitor each student's academic achievement and progress towards graduation and communicate with students and parents in these areas.
- Notify the parent or legal guardian if the student is not progressing satisfactorily with a progress report as early as the 3<sup>rd</sup> week of a 6 week grading period if the student is at risk of failing.
- Provide a safe and orderly environment in which students have the maximum opportunity for academic success.
- Have clear, concise homework assignments posted for students to record in their daily planners / agendas.
- Provide clear, concise expectations of assigned projects, including due date(s)
- Treat parents and students with courtesy

## SUMMER SCHOOL

Each year, HISD offers a summer education program for high school students to make up coursework or to advance for the next school year. The district offers a variety of tuition-based programs for students who want to take courses for advancement. These tuition classes enable high school students to obtain credit toward graduation. All interested students should obtain a Summer School Counselor Approval Form from their counselor prior to registration. In addition, Rice University offers AP credit courses and other private learning centers offer summer high school courses. Interested parents/students should contact these schools directly about their programs. Contact your child's counselor during the spring semester to obtain more information on summer school.

## LIBRARY MEDIA CENTER

- The Library is open from 7:30 a.m.-4:00 p.m. Monday through Thursday and 7:30 a.m.-3:18 p.m. on Fridays, but will close earlier on early dismissal days.
- The Library Media Center (LMC) contains over 29,000 volumes and subscribes to over 150 periodicals. The LMC also houses 48 computer workstations with access to the Microsoft Office Suite, four on-line periodical databases, and access to the internet.
- A Bellaire ID card is required to use computers and to check out all books and periodicals.

- Students going to the LMC during class must have a yellow library pass signed by their teacher.
- Before school, during lunch, and after school students must show their Bellaire ID card to enter.
- Students may go to the library to do homework after school until the library closes. They must show their student I.D. cards.
- Library website, which includes an on-line catalog <http://bellaire.org/library/>.

## **AWARDS / ACADEMIC RECOGNITION**

In May of each year students are recognized for their scholastic achievements in an awards assembly. Each department honors students with awards recognizing those who have excelled in a specific field.

Academic recognition is also available through numerous academic competition opportunities such as UIL Academic Competition, Academic Challenge, Science Fair, Debate, etc. Students should check with their teachers in individual disciplines for competition opportunities.

## **TEST INFORMATION**

### **TAKS TEST**

- The new Texas Assessment of Knowledge and Skills (TAKS) is a state public school testing program that is intended to set a higher standard of achievement and to reflect current curriculum requirements set by the TEA (Texas Education Agency).
- All students in grades 9, 10, and 11 take exams in English / Reading, Social Studies, Science, and Mathematics.
- Students in the 11<sup>th</sup> grade must pass all four sections to graduate from high school.
- Retests for each student not passing the state standards of a section are offered in July, October, and April.

### **STANFORD 10**

- The Stanford 10 is a nationally-normed achievement test that provides a means to determine the relative standing of a student's academic performance as compared to the performance of students from a nationally representative sample.
- All students in grades 9, 10 and 11 take exams in Reading, Language, Spelling, Math, Science, Social Science and Thinking Skills.
- Unlike the TAKS exam that tests specific curriculum requirements, the Stanford is used for comparison purposes and therefore a particular score is not required for graduation.

### **PSAT**

- The PSAT / NMSQT is a standardized test students take in October of their sophomore and junior years. HISD pays for the students to take the PSAT sophomore year. All 10<sup>th</sup> and 11<sup>th</sup> graders are encouraged to take this test as it provides practice for the SAT.
- Registration will be conducted at school (for juniors). Students need to listen to announcements for the registration process
- The PSAT score the junior year is used to qualify students for the National Merit Scholarship programs, including National Achievement Scholars, National Hispanic Scholars, and Commended Students. Many colleges / universities offer scholarships based on the scores.

- Score reports are mailed to the principal in December. The scores are then distributed to the students. Questions regarding this should be directed to the counselors.
- Eliza York (counselor) is Bellaire's PSAT Coordinator.

### AP / IB EXAMS

**AP (Advanced Placement)** exams are usually taken in May of the junior or senior year, although the AP World History exam could be taken sophomore year. A student must be enrolled in an AP class to have the proper preparation for this exam. Additionally, for necessary background information, students need to have taken the pre-AP classes offered. Registration for AP exams usually occurs in February.

**IB (International Baccalaureate)** exams are taken in May of the junior and senior years only. A student should be enrolled in the IB/AP class to take the exams. Registration for IB exams usually takes place in November.

### COLLEGE PREPARATION TESTS: ACT, SAT I, SAT II, THEA

ACT, SAT I, SAT II:

- Most universities and colleges require students to take either the ACT or SAT I prior to admission.
- The Counselors' Suite (Room 119) and the College Information Center contain catalogues from most colleges to help determine which tests are required. Registration booklets for the ACT, SAT, and THEA are also located in the Counselors' Suite.
- **The CEEB school code for Bellaire is 440557.**
- Registration is completed by mail, phone, or internet. Watch the postmark deadlines carefully if registering by mail.
- Both the ACT and SAT I and SAT II prefer registration by the internet:  
     SAT: [www.collegeboard.com](http://www.collegeboard.com)  
     ACT: [www.act.com](http://www.act.com)
- Usually the SAT I and ACT exams are taken in the spring semester of the junior year and the fall semester of the senior year. See calendar for all testing dates,
- Students must retake the **entire** SAT I or ACT test if they want to re-test
- Some schools use the SAT II for college placement. Students may want to consider taking the SAT II after completing a course, as some colleges require them.

TEXAS HIGHER EDUCATION ASSESSMENT (THEA):

- THEA (Texas Higher Education Assessment) Test - Formerly known as the TASP test-is not an admissions test. Students may need to pass the THEA test to begin taking credit courses at a public community college or university in Texas or if planning to enter any educator preparation program in Texas.
- Students planning to attend a Texas public university should take the THEA test before beginning their first semester of college if they did not do well on the ACT, SAT, and/or TAKS test. Usually, this test is taken the spring semester of the senior year.
- Some schools may use the THEA for placement.
- Some students are exempt from taking the THEA; students will need to see their counselors to discover if they qualify:
  - ACT composite score of 23 with a minimum of 19 on both the English and Math sections
  - SAT combined score of 1070 with 500 minimum on both the Verbal and Math section
  - TAKS—an exemption based on EXIT TAKS scores will be determined.

- Graduation from high school with a GPA of 3.5 or higher. You must enroll in a Texas public university within two years of your date of graduation.
  - Obtain a registration form from your counselor; or register by the internet: [www.thea.nesinc.com](http://www.thea.nesinc.com)
- Passing Scores for the THEA:  
Writing – 220    Reading – 230    Mathematics – 230  
(Any section passed does not need to be retaken)

# SCHOOL POLICIES AND PROCEDURES

## ATTENDANCE

Daily attendance in ALL classes is necessary for academic success.

## ABSENSES

### DAILY ABSENCE PROCEDURE:

When a student is absent from school, parent/guardian may call the Attendance Office (713-295-3723) to report the absence. Upon return to school from an absence, the student must submit a written parent/guardian excuse to the Attendance Office within **three** school days after the absence. This is **mandatory** for the absence to be excused. This absence note must include:

- Student's full name
- Date of note and date of absence(s)
- Specific reason for absence(s)
- Parent / Guardian signature
- Phone number(s) where parent / guardian may be reached for verification. This year, the Attendance Office is implementing a phone-out system for reporting absences to parents.
- Absence of 5 or more consecutive days must be excused with a Doctor's note.

The attendance office will provide an excuse form to the student for each teacher's signature. The excuse form is the student's record that the absence was excused.

### TYPES OF ABSENCES:

- **Excused, non-school sponsored absences:** personal illness or death in the immediate family, medical / dental appointments, quarantine, weather / road conditions making travel dangerous, and emergencies or unusual circumstances excused by the administrative team.
- **Excused extracurricular absences:** college visits (2) during the senior year (with advance approval by the student's Assistant Principal). There is a limit of 3 school days (for these visits).
- **Excused Religious / Holy Day absences:** excused if a parent / guardian provides the Attendance Office with a signed note **prior** to the absence.
- **Unexcused, non-school sponsored absences** (not related to school). More than four **unexcused** absences per semester may result in loss of credit in the course affected. Loss of credit may be appealed through the credit restoration process. State law provides that if a student is absent from school without parental consent for any portion of the school day for 3 days in a 4 week period or for 10 or more days in a 6 month period, the student and the student's parent or legal guardian are subject to prosecution by the Harris County Justice of the Peace Courts. The student may also be referred to Juvenile Court.
- **Absences for school-scheduled / sponsored field trips:** excused. However, the student should check with the Attendance Office within 5 days of returning to ensure that the absence was documented properly, so it will be an excused absence.

## ASSIGNMENTS MISSED DUE TO ABSENCE

Any daily assignments that occur on the day of the absence, whether excused or unexcused, must be made up. When a student is out due to illness, he/she has 3 days (for each day missed) to make up class work.

## LEAVING SCHOOL EARLY

- Student must present a note to the Attendance Office upon arrival to school on the day of the absence. This note must include the following information:
  - Time, date, and reason for leaving school early
  - Telephone number(s) where the parent / guardian may be reached to confirm the note
  - The parent/guardian signature
- The Attendance Office will verify the signature and then grant approval
- The Attendance Office will then provide the student with a permit to show to the teacher.
- At the time of dismissal, the student's teacher signs the permit issued by the Attendance Office.
- Student must report to the Attendance Office to sign out before leaving school during the school day. Student will bring signed permit to office. Failure to follow this step results in an unexcused absence for each class missed.

## ARRIVING AT SCHOOL LATE- EXCUSED

(i.e. for Doctor's Appointment)

- Upon arrival, the student must report directly to the Attendance Office.
- The student must bring a note from the doctor's office verifying visit.
- The student will receive a permit from the Attendance Office.
- The student will go directly to class and give the permit to the teacher.

## ARRIVING AT SCHOOL OR CLASS LATE/SKIPPING CLASS – UNEXCUSED

### TARDY POLICY:

Tardiness is unacceptable. To provide a full 53 minute period of instruction, students need to be in class on time. As soon as the tardy bell rings, the teachers will begin the day's lessons.

### PROCEDURE WHEN TARDY:

- Any student tardy to class will report to the doorway of the second floor Assistant Principal's office at the west end of the Library Media Center. The student will sign in and present a school ID to the staff.
- The student's tardy, the specific period, and date will be recorded in the computer. All tardies are recorded. **No written excuses are considered.**
- The student will be issued a stamped, timed pass to return to class. The student then has three minutes to get to class.
- The student gives the pass to the classroom teacher and begins work.

### CONSEQUENCES FOR EXCESSIVE TARDINESS:

- Upon the 5<sup>th</sup> (fifth) tardy noted in the computer, the student will be issued a detention notice for the following Thursday afternoon from 3:30-6:30 p.m.
- After the 5<sup>th</sup> tardy, the student must meet with his / her assigned Assistant Principal. The following disciplinary actions will be enforced:
  - 5<sup>th</sup>/6<sup>th</sup> Tardy – 3 hour detention and parent contact

- 7<sup>th</sup>/8<sup>th</sup> Tardy – 1 day SAC (Student Assignment Center), which is in- school suspension. See rules below.
- 9<sup>th</sup>/10<sup>th</sup> Tardy – 2 day SAC assignment

More than 10 tardies in one semester will result in home suspension and mandatory parent conference.

**FAILURE TO FOLLOW THE TARDY PROCEDURE / SKIPPING A CLASS:**

If a student remains out of class and does not report to the second floor office for a tardy pass, or, if a pupil is in the hallways without a permit after the tardy bell rings, school staff assume he / she is skipping class and will be subject to the following process:

- Parental contact
- Detention
- SAC Placement
- Parent Conference
- Home Suspension
- Behavior Contract
- Optional Removal to a DAEP

**RULES FOR THE BELLAIRE HIGH SCHOOL STUDENT ASSIGNMENT CENTER (SAC)**

- If the session is not served successfully, the student will be reassigned by the student’s Assistant Principal. Failure to serve detention without prior approval will result in the original assignment being doubled. **STUDENTS WHO FAIL TO SERVE SAC ASSIGNMENTS WILL BE SUSPENDED (SAC OR HOME) PENDING A PARENT/ASSISTANT PRINCIPAL CONFERENCE.**
- Any change in detention time must be arranged in advance by a parent phone call to the student’s Assistant Principal.
- If a student is dismissed from SAC for talking, not working, or any inappropriate behavior, the matter will be handled as though the student did not attend the session. Rule number 1 will then be enforced.
- Students who arrive after the SAC starting time will not be allowed into the session. A doubled assignment will then be made by the student’s Assistant Principal.
- Students must bring sufficient textbooks and materials to the SAC to keep busy during the entire session.
- Students will not be allowed to go to their lockers.
- All work in SAC must be school-related. Reading of non-school materials is prohibited.
- There will be no talking to other students.
- Students will be allowed to go to the restroom at a specified break time.
- No food or drink will be allowed in SAC.
- Students must furnish their own transportation to and from the SAC. Prompt pick- up of students is expected.
- Bellaire student I.D. is required for admittance.

Any questions concerning the Tardy Policy or Detention Policy need to be addressed to the appropriate Assistant Principal.

## BUS TRANSPORTATION

HISD bus transportation is provided for students who live two or more miles from the school and for Magnet students. Bus schedules are posted at the beginning of the school year. Questions concerning bus transportation should be directed to Ms. Moorhead in the Magnet Office: 713-295-3715 or 713-295-3716.

## CLINIC

The function of the school nurse is health promotion through assessment, counseling, education, and minor first aid; however, the nurse cannot diagnose and / or treat.

- The nurse must be made aware of any student with a chronic or serious illness. A medical statement describing the condition should be provided by the parent / legal guardian for the student's confidential school health record.
- Except in extreme emergencies, to be admitted to the Clinic, a student must have a written permit from the teacher whose class the student is missing.
- A student may come to the Clinic during lunch without a permit.
- Each student must sign in and out on the daily register when coming to the Clinic.
- Any student who wishes to leave school because of illness must come through the Clinic and sign out in the Attendance Office.
- A parent or responsible adult must be notified before the student is dismissed from school because of illness.
- Students may **not** stay in school with any of the following conditions:
  - Fever of 100.4 or higher
  - Suspected contagious condition
  - Vomiting
  - Diarrhea
  - Undetermined rash
- The parent is to pick up the student from the Clinic as quickly as possible after being notified.
- Students who call their parents to pick them up before they come to the Clinic will be sent to the appropriate Assistant Principal for permission to go home.
- Students who go home without a permit from the nurse will be considered truant and subject to disciplinary action.

### MEDICATIONS:

- HISD Board policy does not allow students to bring medications to school; however, should it be medically necessary for a student to take long-term medication at school, an HISD form must be completed by the student's physician and kept on file in the Clinic. The medication is then kept in the Clinic and administered by the school nurse. No medication (prescription or non-prescription) will be dispensed without this form on file. With the required documentation on file in the Clinic, students with asthma may self-administer asthma medication.
- All medications kept for students in the Clinic must be in its original container with an affixed prescription label which includes the student's name, the drug name, and the proper dosage and administration information.
- Special permits to leave class early for health reasons must be secured from the school nurse. The student must return to the Clinic for renewal if the permit is required after the expiration date.
- All medical excuses for P.E. restrictions must originate with the school nurse.

### IMMUNIZATIONS:

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

### OTHER HEALTH RELATED SERVICES:

- **PREGNANCY RELATED SERVICES**  
A teen pregnancy and parenting program designed to provide support services for pregnant students
- **DROP-OUT RECOVERY AND PREVENTION OUTREACH PROGRAM**  
A program designed to assist pregnant and parenting students as they seek to remain in school or return to school
- **BLOOD SUGAR / GLUCOSE MONITORING**  
A procedure conducted in the clinic with no exceptions
- **HOMEBOUND PROGRAM**  
A program whereby students who expect to be out of school for at least four consecutive weeks for health reasons as documented by a physician may receive instruction at home
- **EYE CARE FOR KIDS**  
A non-profit organization that provides comprehensive eye exams and corrective lenses for children from families that need financial assistance
- **TEXCARE PARTNERSHIP—CHIPS / MEDICAID APPLICATION**  
A health insurance program for Texas children from families with income levels above Medicaid income guidelines but with the inability to afford private insurance.

See one of the school nurses for applications and / or information on the above services.

## CONDUCT

All students must comply with all policies and procedures as outlined in the *HISD CODE OF STUDENT CONDUCT: YOUR RIGHTS AND RESPONSIBILITIES*.

Students who violate the rights of others or who violate district or school policies shall face disciplinary action in accordance with established district and school policies, including removal from participation in school activities, such as commencement exercises. All district and school rules apply to actions of students at all school-sponsored or school-related activities or events, such as field trips, sporting events, stadium assemblies, fairs, or evening school-related activities.

### CONDUCT MARKS:

- |                  |   |
|------------------|---|
| E Excellent      | Behavior is satisfactory. The student has demonstrated a positive, cooperative attitude that characterizes a good citizen.  |
| S Satisfactory   | Behavior is generally satisfactory but not of the highest rank.   |
| P Probationary   | Behavior is not satisfactory; improvement is needed.  |
| U Unsatisfactory | Behavior is not satisfactory; insufficient improvement has not been demonstrated. A conference with the appropriate Assistant Principal is required. Suspension or disciplinary reassignment results in an Office “U” for the six weeks grading period. |

## **CREDIT RESTORATION**

CREDIT RESTORATION WILL NOT BE GRANTED FOR STUDENTS WITH MORE THAN 10 UNEXCUSED ABSENCES FOR THE SEMESTER.

The following process must be followed for removal of asterisk and "0" credit for a class with excessive absences:

- Complete a Credit Restoration Application in ink, available in Room 337.
- An automatic review of each student's attendance will be completed to determine eligibility.
- All students must complete the restoration hours process and have credit restored
- A committee may stipulate additional requirements a student must meet to regain credit in a class
- Credit Restoration Application filing months: September, November, January, March, and May

To receive credit for classes during the 2008-2009 school year students must complete an application and serve detention by December 2008.

## **DRESS AND GROOMING**

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

### REQUIREMENTS:

- No hats, caps, head coverings are permitted.
- Dark glasses may not be worn.
- Shorts, skorts, skirts and dresses must be at the knee. Spandex or body hugging shorts and tights are restricted to the physical education or work out area.
- All clothing must cover entire mid-riff area when standing, walking, or sitting. Clothing must completely cover the chest, back and top of shoulder area. Tank tops, transparent clothing, and clothing designed to be worn as an undergarment are not permitted.
- All clothing and accessories must be free of profane, suggestive or provocative language and/or symbols, advertisement or promotion of alcohol, tobacco, or drug use, and/or reference to or association with gang activity.
- Undergarments are required and should not be visible.
- Pants must be worn at the waist. Clothing must be size appropriate. Oversized clothing is unacceptable. All pajama tops and bottoms or clothing that is designed as beachwear are not appropriate.
- Suspenders or overall tops must be worn on the shoulders.
- Any clothing with holes above the knees is unacceptable.
- Students must wear shoes. Sandals are permissible. House/bedroom slippers are not.
- Accessories/clothing which constitute a safety hazard to self and/or others are unacceptable.

The administration reserves the right to make the final decision regarding the appropriateness of clothing and / or accessories.

### **CONSEQUENCES FOR FAILURE TO COMPLY WITH THE DRESS CODE:**

- 1st offense: Parent Contact

- 2nd offense: Detention
- 3rd offense: Detention
- 4th offense: SRC (In School Suspension)

Repeated infraction may result in out of school suspension.

## **FIELD TRIPS**

When a student leaves the school campus during the school day or represents the school in a school sponsored off-campus activity, a parent or legal guardian needs to sign a field trip form issued by the sponsoring teacher / staff member.

### **INFORMATION PROVIDED ON THE FORM:**

- Description of event
- Location
- Date
- Times of departure and return to the Bellaire High School campus
- Method of Transportation
- Cost
- Authorized chaperones (if information known)

### **INFORMATION THE PARENT MUST PROVIDE AND RETURN PRIOR TO THE EVENT:**

- Signed release form
- Emergency home, business, and / or cell phone contact numbers

## **HONOR CODE**

Violations of the honor code include cheating (by any means or method), lying, forgery, plagiarism, stealing, and/or defacing property. Bellaire High School's Honor Code promotes the following principles as inherent in the educational process:

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

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

## **IDENTIFICATION CARDS**

- Each student is issued an ID card at the beginning of the freshman year.
- There is no charge for this initial card. Replacement cards may be obtained Thursdays in the Attendance Office for \$3.
- The ID card must be carried by the student on campus and at all school events (any event on or off campus sponsored by HISD).

## **LOCKERS**

- It is the student's responsibility to prevent loss of books and other property from lockers.
- Lockers are issued through Assistant Principal's office in room 109. Student must register and provide locker combination before any textbooks or person items can be placed in the locker.
- Stolen textbooks should be reported to an HISD Police Officer within 24 hours of the loss.
- Students must provide combination locks and keep lockers locked. Locker combinations are not to be shared with anyone not officially assigned to the locker.
- No money, candy or expensive items are to be left in the locker.
- The exterior of the locker may not be decorated.

## **LOST AND FOUND**

Lost and Found is located in the Main Office. Check for lost items before school begins at 7:30 or after school until 3:30 P.M.

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

## **LUNCH POLICY**

### **CAFETERIA AND FOOD INFORMATION AND POLICIES:**

- Breakfast and lunch are to be eaten only in the cafeteria, inner courtyards, and other supervised lunch areas as designated.
- At other times, food and beverages are not allowed in the building without prior permission from an administrator.
- Students must leave their area clean and place all trash in the proper receptacles.
- Students are not allowed on the 2<sup>nd</sup> or 3<sup>rd</sup> floors during lunch, except to attend tutorials or club meetings.

Throughout the year, the PTO, Cardinal Cove / DECA (room 504), and other school organizations sell pizza, sandwiches, smoothies, and other food items during lunch.

### **OFF CAMPUS LUNCH PERMITS**

- 9<sup>th</sup> and 10<sup>th</sup> grade students are not to leave the campus during lunch
- Only students who have obtained official / parental permission may leave campus during lunch
- Home lunch permits are reserved for students classified as a junior or senior at the beginning of the Fall Semester. The parent or guardian of the junior or senior student who desires a home lunch permit must complete an application available from the appropriate Assistant Principal's office. The parent / guardian must provide definite assurance that the student will return to classes on time. Failure to comply with the agreement will result in the revoking of the privilege.
- Students must use designated exits (the circular drive on Maple or doors on Rice) when leaving the campus for lunch.

## **MESSAGES AND GIFTS FOR STUDENTS**

- Emergency telephone messages to students should be forwarded through the student's appropriate 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 convenient. Calls from someone other than the parent or legal guardian are not accepted.

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

## **PARKING RULES AND REGULATIONS**

Parking around Bellaire is always problematic. HISD and Bellaire Police recommend that students and parents read and obey all signs accordingly, as Bellaire Police do have cars towed regularly.

### **PERMITTED PARKING:**

- Limited visitor parking is located on Maple Street.
- Handicapped parking spaces are located on Maple Street.
- The school bus zone on Rice (beginning at the corner of South Rice and Maple and ending at the faculty/staff parking lot on South Rice) has available parking from 9:00 A.M. to 2:00 P.M., Monday through Friday
- Parking on side streets near Bellaire is by permit only; please observe all posted signs. Otherwise, the vehicle may be towed. Parking may be available before 8:00 A.M., between 9 A.M. and 1P.M., and after 2 P.M
- The Church of Christ parking lot located at 8001 South Rice at Holly is available for parents, volunteers, and visitors that have a permit. A permit may be obtained from staffs in the Main Office and is valid for the entire school year.

### **PROHIBITED OR RESTRICTED PARKING:**

- Parking is **prohibited** in all areas where the curb is painted yellow or red.
- The main parking lot, the service area and the parking spaces behind the shop wing are **reserved** for faculty and school employees. Only vehicles displaying an official parking permit are permitted in the faculty parking areas.
- Students **MAY NOT** park in the circle on Maple, in the reserved parking area on Maple, or in the visitors' parking area on South Rice.
- Parking is usually **prohibited** on the side streets from 8:00 – 9:00 a.m. and from 1:00 – 2:00 p.m. The police do not hesitate to tow.
- The senior parking lot is **not** available for visitors, as students pay a \$75 fee per car to park in this location

### **STUDENT PARKING:**

- Students are not allowed in the parking areas or in parked cars during school hours.
- Students who park on the side streets must abide by the City of Bellaire parking regulations. Cars illegally parked or in violation of regulations are towed at the owner's expense.
- When parking on adjacent streets, students must not block driveways and must respect the home property of the Bellaire High neighbors—no litter, no loud music, no fast or reckless driving on the neighborhood streets
- Student Parking Lot on the west end of the athletic field is open only to seniors with official permits.
  - Seniors secure a parking space through a lottery. To participate in the lottery, seniors will need to show driver's license, proof of insurance, and previous year's report card to Mr. DeBlasio's clerk. Also, each candidate's attendance record for prior school year will be checked. Students with excessive absences may not be permitted to participate.
  - The parking fee for students who win the lottery is \$75.00/year.

- Students enrolled in COOP classes (off campus employment supervised by a career & technology teacher) do not need to participate in the lottery. They can purchase a spot for \$75.00/year
- The car must display an official permit.
- Cars without a permit will be towed from the senior parking lot,

#### TOWING FEES AND INFORMATION:

- No wrecker driver may charge over the standard price approved by the City of Bellaire.
- This fee also applies to towing within the student parking lot.
- The contact number of the towing company for cars towed from the Senior Parking Lot or any other on-campus location will be posted outside of Dave DeBlasio's office.
- The City of Bellaire tows from all locations not on school property.

Questions about Parking Regulations and Towing may be directed to Dave DeBlasio, 713-295-3717, [ddeblasi@houstonisd.org](mailto:ddeblasi@houstonisd.org)

## **PHONES AND ELECTRONIC DEVICES**

#### PAY PHONES:

- Pay phones are located in the Courtyard but are to be used only before or after school and at lunch. The pay phones are coin operated.
- In an emergency, students should go to the office of their appropriate Assistant Principal to use the phone, but not during class.

#### ELECTRONIC DEVICES:

- No headphones, headsets, iPods, CD players, beepers, radio transmitters, or any other type electronic equipment are permitted on campus without alpha assistant principal written approval.
- Cell phone use is restricted to before and after school outside the building – not in the courtyard. Confiscated phones will be returned only to the parent in accordance with HISD policy.
- There is a \$15.00 fee for return of electronic equipment.

## **SCHEDULE CHANGES**

- Any changes in schedules are to be made before the end of the prior semester.
- Changes will be made after a semester begins only in case of failure or other error. Requests for teacher change will not be honored.
- Requests based on extenuating circumstances, such as an extended illness, must be approved by the principal.
- A student may not drop or add a class after the 15<sup>th</sup> day of the semester.
- A dropped class after the 15<sup>th</sup> day results in the penalty of a "50" on the student's permanent record / transcript.
- Any student in a Pre AP, AP/IB class must remain in the class for the entire first 6 weeks grading period, with the exception of freshmen, who may get out of a Pre AP class 3 weeks into the first 6 weeks grading period.
- If the student then needs to drop to a lower level, this change must take place within 5 days of the first report card of the semester. Otherwise, the student must remain in the class for the entire semester.

## **STUDENT DROP-OFF / PICK UP POLICIES**

- Students and parents should avoid blocking traffic while unloading or loading passengers.
- Parents may not drop off or pick up students at the entrance to or inside the faculty / staff parking lot.
- Students must always use the designated crosswalks when crossing Rice.

## **TEXTBOOKS**

### **PROCEDURE FOR ISSUING AND RETURNING TEXTBOOKS:**

- Textbooks are issued directly to students in August prior to the opening of school.
- Students go to the Textbook Room (around the corner from the Main Office on the 1<sup>st</sup> floor) to obtain books for their classes.
- A student needs to provide his student ID and schedule to receive the textbooks.
- Each textbook has a barcode assigned to track which textbooks are assigned to each student. The school's barcode will clear the record of the student to whom the book was originally issued.
- Textbooks should be returned at the end of the semester to a designated collection site. No textbooks should be left in an unattended area.
- Students may request a receipt for their records at the time they return their books.
- Textbook records should be cleared by the end of the final exam period

### **RESPONSIBILITY FOR DAMAGED, LOST OR STOLEN BOOKS:**

- It is the student's responsibility to keep the textbooks safe and secure.
- It is important to examine the textbooks issued at the beginning of the school year to make sure they are in good condition
- Textbooks need to be kept covered. Book covers are available by the bookroom.
- Any textbook returned to the bookroom without the original barcode intact will not be cleared from the student's record. Payment for the textbook will be required to clear the record.
- If a problem develops during the year with the barcode or the textbook, the students should immediately return it to the bookroom for correction
- Any textbook damaged to the extent that re-issue is impossible will require payment at the time the book is returned. This damage may include graffiti written in the book, water damage, missing pages, etc. Textbook prices range from \$38 to \$104.
- Stolen textbooks should be reported to the campus police office within 24 hours of the theft.
- Textbooks which disappear as a result of negligence on the part of the student are not considered valid thefts. This includes leaving the book unattended in the classroom, cafeteria, gym area, outside, or allowing other students to use the books.
- A signed affirmative campus police report is required to record the book as stolen.

**The Bookroom is open from 2:15 P.M. until 4:00 P.M. daily** during the school year. The contact person for the bookroom is Ms. Linsley-Kennedy, (713) 667-2064, [akennedy@houstonisd.org](mailto:akennedy@houstonisd.org).

## **TRANSCRIPT REQUESTS**

For the latest information visit: <http://www.bellaire.org/transcripts.php>

### **FALL SEMESTER REQUESTS:**

- Do not include any mid-year school reports.

### MID-YEAR REQUESTS:

- This transcript request is taken during January of each year.
- Specific dates and deadlines will be announced.
- Schools that use the National Common Application require the mid-year transcript.
- Texas public colleges and universities do not want the mid-year transcript unless the student's GPA /class rank are higher than on the Fall Semester Transcript.

### FINAL TRANSCRIPT REQUESTS FOR GRADUATING SENIORS:

- This transcript request will be accepted beginning mid-May. Specific dates and deadlines will be announced.
- A graduating senior may request three (3) final transcripts free of charge, if requested before the end of the school year.
- Additional final transcripts and those ordered after graduation will cost \$1.00 each.

### PROCEDURE FOR ORDERING AN OFFICIAL TRANSCRIPT (\$1.00 CHARGE FOR EACH TRANSCRIPT):

- By law, a parent may not request a transcript for a student over the age of 18. The student must request their transcript.
  - Completed package for request must be submitted at least **four weeks** before the postmark deadline for an official transcript that requires a counselor recommendation.
  - Completed package for request needs to be submitted at least **one week** before the postmark deadline for an official transcript that does not require a recommendation.
  - Steps to complete a transcript request package:
    - Complete the yellow card from the Registrar's office, Room 114D
    - Sign the senior ledger and place ledger number on the yellow card. This number determines the order in which your request will be processed.
    - Pay \$1.00 and sign the receipt sheet.
    - Use a white 9 ½" X 4 1/8" envelope only (unless a college or scholarship offers an envelope). No large envelopes will be accepted.
    - Affix one first class stamp for every four sheets of paper. We enclose three sheets. Most packages will require a minimum of two stamps.
    - On the back flap of the envelope, student writes name and Bellaire school ID number.
    - Return Address: Bellaire High School  
5100 Maple Street  
Bellaire, TX 77401
- Do not use personal return address!**
- Address the envelope to the college / scholarship.
  - Place application essay, letters of recommendation, etc. inside the envelope. Make sure all forms are completed and signed.
  - Paper clip the yellow card to the front of the envelope (paper clips are provided).
  - Place the completed package in the black box on transcript table

### PROCEDURE FOR ORDERING AN UNOFFICIAL TRANSCRIPT:

- Allow one week before deadline.
- Steps to complete an unofficial transcript request:
  - Fill in a yellow card.
  - Sign senior ledger and place ledger number on the yellow card.
  - Pay \$1.00 and sign receipt sheet.

- Place card in black box on transcript table
- Pick up unofficial transcript in the Registrar's Office.

## **VISITORS**

Only students of the school and school district employees conducting school business are permitted on campus. Others who have business on the campus must check in with the receptionist in the Main Office. Registered parent volunteers report to the College Information Center to sign in and get their name tags. School age visitors, toddlers, or infants are not permitted on campus unless accompanied by a parent who has checked in with the Main Office receptionist and received a visitor's badge.

## **V.O.E. FORM FOR DRIVER'S EDUCATION AND LICENSE**

According to Texas law and the Texas Department of Public Safety, a Texas Education Verification of Enrollment (VOE) Form is required to enroll in a Driver's Education Program to obtain a driving permit, to get a driver's license, or to renew a license.

### **PROCEDURE FOR OBTAINING A VOE FORM:**

- Students who are eligible for the form must go to the Attendance Office to order the form. Students who have more than eight unexcused absences for the prior semester are **not eligible** to receive this form.
- Students must present a school ID to get the VOE form
- The form will generally be ready for pick up the following day during lunch or after school.

**SCHOOL ORGANIZATIONS AND CLUBS**  
**BELLAIRE HIGH SCHOOL PTO**  
**EXECUTIVE BOARD AND COMMITTEES**  
**2008 – 2009**

<b>President:</b>	<b>Leisa Lovy</b>	713-283-1669	<a href="mailto:leisalovy@aol.com">leisalovy@aol.com</a>
<b>Secretary:</b>	<b>Cindy Chapman</b>	713-728-0240	<a href="mailto:cpchapman@yahoo.com">cpchapman@yahoo.com</a>
<b>Treasurer:</b>	<b>Susan Waldman</b>	713-667-3070	<a href="mailto:sgwaldman@bigfoot.com">sgwaldman@bigfoot.com</a>
<b>Past President:</b>	<b>Katie Coughlen</b>	713-885-0737	<a href="mailto:kdcoughlen@comcast.net">kdcoughlen@comcast.net</a>
<b>Parliamentarian:</b>	<b>Janet Herbert</b>	713-988-8426	<a href="mailto:jmherbert04@yahoo.com">jmherbert04@yahoo.com</a>
<b><u>Communications</u></b>			
<b>1<sup>ST</sup> VP- Communications</b>	<b>Marnine Thomas</b>	832-661-1200	<a href="mailto:marninethomas@sbcglobal.net">marninethomas@sbcglobal.net</a>
Teacher of the Year	Lynn Sawyer	713-723-1395	<a href="mailto:lynn.sawyer@sbcglobal.net">lynn.sawyer@sbcglobal.net</a>
Newsletter	Alan Rossiter	713-660-9503	<a href="mailto:alan@rossiters.org">alan@rossiters.org</a>
Public Relations	Nancy Brown	713-728-5639	<a href="mailto:brown.nf@comcast.net">brown.nf@comcast.net</a>
Parents Handbook	Nancy Delhommer	713-665-2356	<a href="mailto:ndelhommer@yahoo.com">ndelhommer@yahoo.com</a>
SDMC	Ed Klein	713-986-3122	<a href="mailto:edklein5231@yahoo.com">edklein5231@yahoo.com</a>
	Carlton Jordan	281-723-4692	<a href="mailto:cjordan28@hotmail.com">cjordan28@hotmail.com</a>
	Gail Tarsinos	713-907-1816	<a href="mailto:tarsinos@msn.com">tarsinos@msn.com</a>
<b><u>Membership and Fundraising</u></b>			
<b>2<sup>nd</sup> VP- Membership &amp; fundraising</b>	<b>Ed Klein</b>	713-986-3122	<a href="mailto:edklein5231@yahoo.com">edklein5231@yahoo.com</a>
Membership and Fundraising	Mellody Panzer	713-668-6604	<a href="mailto:mellodypanzer@hotmail.com">mellodypanzer@hotmail.com</a>
	AnnaMarie Levy	832-687-7485	<a href="mailto:anna-marielevy@comcast.net">anna-marielevy@comcast.net</a>
Pizza/Food Sales	Paula Permenter	832-265-3420	<a href="mailto:paulaperm@yahoo.com">paulaperm@yahoo.com</a>
Teacher Grants	Ruth Reid	713-995-7236	<a href="mailto:rrkreid@sbcglobal.net">rrkreid@sbcglobal.net</a>
Student Scholarships	Sandy Thompson	713-661-5422	<a href="mailto:sgthompson@central.uh.edu">sgthompson@central.uh.edu</a>
Study Abroad	Dagmar Beck	713-348-3188	<a href="mailto:dkbeck@rice.edu">dkbeck@rice.edu</a>
<b><u>School Relations</u></b>			
<b>3<sup>rd</sup> VP- School Relations</b>	<b>Susy Brown</b>	713-539-1923	<a href="mailto:susy12@yahoo.com">susy12@yahoo.com</a>
VIPS	Norma Ashmore	281-507-2895	<a href="mailto:nashmor@yahoo.com">nashmor@yahoo.com</a>
First Fridays	Carla Buerkle	713-664-0626	<a href="mailto:carlabuerkle@comcast.net">carlabuerkle@comcast.net</a>
	Georgia Graham	713-666-0626	<a href="mailto:georgia-graham@sbcglobal.net">georgia-graham@sbcglobal.net</a>
Teacher Luncheon	Norma Ashmore	281-507-2895	<a href="mailto:nashmor@yahoo.com">nashmor@yahoo.com</a>
	Carlton Jordan	281-723-4692	<a href="mailto:cjordan28@hotmail.com">cjordan28@hotmail.com</a>
College Center	Ann Pittman	713-218-0996	<a href="mailto:annspittman@hotmail.com">annspittman@hotmail.com</a>
	Wendy Polisini	713-721-3031	<a href="mailto:polisini@sbcglobal.net">polisini@sbcglobal.net</a>
Badges	Karine Delvaux	713-661-7286	<a href="mailto:karinedelvaux@hotmail.com">karinedelvaux@hotmail.com</a>

## **PTO VOLUNTEER OPPORTUNITIES**

All parents/guardians are encouraged to get involved at BHS by volunteering, either on a regular basis or for special events. When parents are involved, students achieve more, regardless of socioeconomic status, ethnic / racial background, or the parent's education level. When parents are involved, students exhibit more positive attitudes and behavior, are more likely to graduate, and are more likely to attend post secondary education. Some of the volunteer opportunities are as follows:

- **College Information Center** – answer phones, greet visitors, assist students and parents with accessing college/scholarship information.
- **PTO Food Sales** – volunteer during lunch on Tuesdays and Wednesdays selling food
- **Library** – help librarian with a variety of duties
- **School Tours** – conduct tours for prospective students/parents
- **Baking/hospitality** – perfect for those unable to come during the school day. Sign up and you will be called as needed to bring goodies/supplies
- **Attendance Office** – help with general office duties as needed, such as making phone calls, filing, etc.
- **Counselor's Office** – assist with distributing schedules the 1<sup>st</sup> week of each semester and with special short-term assignments
- **Assistant Principal's Office** – assist with special short-term assignments
- **Magnet Office** – Magnet Coordinator will call as needed for special assignments
- **Field Trip Chaperones** – upon teacher request. Let the teacher know you are available if chaperone needed
- **Cardinal Camp** – help out the beginning of August with freshman orientation activities

The Church of Christ parking lot located at 8001 South Rice at Holly is available for volunteers that have a permit. A permit may be obtained and is valid for the entire school year (will need to provide your license plate number).

If you are interested in helping out, please contact our Vice Presidents of School Relations and VIPS (Volunteers in Public Schools) Coordinator. See contact list above.

**HISD requires all volunteers to have an annual background check. Forms for this are in the College Information Center.**

## **SHARED DECISION MAKING COMMITTEE**

Shared Decision Making Committee (SDMC) is comprised of elected parents, faculty, and staff that meet the 2<sup>nd</sup> and/or 4<sup>th</sup> Thursday of each month to discuss issues and make recommendations to the Principal.

Parents, faculty, staff, and students are invited to participate on the many SDMC subcommittees. Each fall a sign-up sheet is available after the first meeting of the SDMC. Information will be available at the PTO Open House, in the Main Office, and on the Bellaire web site:

**[www.bellaire.org](http://www.bellaire.org)**

To submit ideas to be discussed at SDMC, e-mail or call the Principal or the PTO SDMC Representatives.

## **STUDENT ORGANIZATIONS AND CLUBS**

- All clubs and organizations have a designated faculty sponsor and must be approved by the administration as well as the extracurricular subcommittee of the SDMC and the SDMC. HISD Board Policy prohibits fraternities, sororities, or other secret organizations within HISD schools.
- Refer to the Bellaire web site for an updated list of each club: [www.bellaire.org](http://www.bellaire.org)
- Clubs and organizations desiring to book a school facility for an event must do so by following the procedures outlined in the faculty handbook. There is no stipulation on how much advance notice is needed. However, due to limited space it is always best to book an event when the club or organization has definite plans. Check with Mr. DeBlasio in the Main Office if you have further questions.
- All clubs and organizations are limited to one major fundraising activity per semester. A permission form must be on file in the office of the business manager / financial clerk, and the activity must be approved by school administration.

## **NATIONAL HONOR SOCIETY**

One of the most common misconceptions about the National Honor Society is that students only need good grades to become members. Scholarship is but one important element in the selection process. The National Constitution for NHS states in Article 1, section 2 that “the purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire for service, to promote leadership, and to develop character in the students of secondary schools.” The pillars of NHS (scholarship, leadership, service and character) are determined by the National Association of Secondary School Principals and its constitution prohibits choosing applicants based on scholarship alone. Doing so would place a school’s charter in jeopardy. Therefore, students interested in entering the selection process must demonstrate excellence in four areas: scholarship, leadership, service, and character.

In the spring, sophomores, juniors, and seniors with a cumulative weighted grade-point average of 3.50 or higher are invited to enter the selection process. A cumulative 3.50 GPA or above demonstrates a student’s commitment to scholarship and therefore fulfills one of the four requirements for selection.

Beyond scholarship, here are suggestions for qualifying in the other three areas:

- Service: Students can set up service projects of their own, or they may join Bellaire H.S. community service clubs, such as Interact.
- Leadership: Students may participate in co-curricular activities on campus or in community organizations that allow them to demonstrate initiative and dependability.
- Character: Students should consider how their behavior demonstrates the Six Pillars of Character defined in the NHS constitution: respect, responsibility, trustworthiness, fairness, caring and citizenship. Character is evaluated by Bellaire High School faculty.

The information forms are read and evaluated by a selection committee comprised of five faculty members. Students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service and character are selected. There is no limit on the number of students who can be selected.

The selection process begins in February, culminating in the induction ceremony in April. All students are informed by a letter on the selection committee’s decision.

# SENIOR INFORMATION

## COLLEGE APPLICATIONS AND FINANCIAL AID

Visit College Information for latest information

### GENERAL INFORMATION:

- Begin this process no later than the spring of the junior year.
- College and scholarship information is available in the new College Information Center (by the auditorium)
- Check in the Counselors' Suite or College Information Center for catalogs.
- Surf the PrepHq website for college and scholarship information
- Attend College Night in October.
- Meet with College Admissions Officers informally during lunch in the College Information Center. A weekly schedule is posted outside the College Center.
- Beginning in 9<sup>th</sup> grade, students are encouraged to keep a record of their awards, achievements and extracurricular and work activities in PreHQ resume maker.

### TEXAS COMMON APPLICATION ON-LINE ([www.applytexas.org](http://www.applytexas.org)):

- Electronic submission is the choice for every Texas University.
- This application for Freshman Admission may be used to apply to any Texas public university.
- A paper version is available in the Counselors' Suite.
- Print a copy for your files.
- Students will be assigned a user name and password and are to keep this information in a secure place.
- For any other questions about this process, visit the counselor or contact the university directly.

### UNIVERSAL COMMON APPLICATION: ([www.Commonapp.org](http://www.Commonapp.org))

- This form is the recommended application for 195 selective, independent colleges and university admissions.
- All colleges give equal consideration to the UCA and their own form.
- See the counselor for forms and additional information.

### FINANCIAL AID:

- FAFSA—Free Application for Financial Student Aid  
Forms are available on [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This source offers financial aid consideration for state, federal, and college grants, loans, and some scholarships.
- Financial Aid Workshop, Bellaire High School,  
Helps parents and students to complete forms and apply for financial aid. Check with counselor for the exact date.
- T.E.X.A.S. Grants Program: "Toward Excellence Access & Success"  
Offers grants to cover tuition and fees to Texas public and independent colleges, universities, community colleges, technical schools for students who have successfully completed the Recommended or higher program.  
Financial need is a criterion.

- **TEACH FOR TEXAS Grants**  
Offers grants to encourage students to become teachers in identified fields or geographical areas that are experiencing a critical shortage of teachers. An applicant must successfully complete the Recommended or higher program.  
Financial need is not a criterion.
- **OTHER SCHOLARSHIPS**  
Many scholarships are available for four year colleges, community colleges, and vocational schools. Criteria vary for each scholarship and may include grade point average, financial need, improvement in academic performance, and school/community involvement.  
Scholarship opportunities are posted in the Counselors' Suite and are available in the Scholarship Bulletin, published several times a year by the counselors, and through the Yahoo group (see instructions to join, page 25).
- PreHQ website provides links to other sites for College financial aid, grants, and college planning.

#### RECOMMENDED GUIDES FOR COLLEGE INFORMATION:

Baron's Profiles of American Colleges. Hauppauge, NY: Baron's Educational Service, annually.  
Cass-Liepmann, Julia. Cass and Birnbaum's Guide to American Colleges. New York: Harper, annually.

College Entrance Examination Board. The College Handbook. New York: College Board., annually.

Fiske, Edward G. The Fiske Guide to Colleges. New York: Times Books, annually.

The Insider's Guide to the Colleges. New York: Yale Daily News, annually.

Peterson's Guide to Four-Year Colleges. Princeton: Peterson's Guides, annually.

### **SCHOLARSHIPS**

Many scholarships are available for students who are planning on attending four year colleges, community colleges, or vocational schools. The criteria vary for each scholarship. Some requirements may include grade point average, financial need, improvement in academic performance, and school/community involvement. Scholarship information is posted on the PrepHQ website. Marlene Rubin is Bellaire's scholarship chairman.

Seniors may apply for financial aid by completing the **F**ree **A**pplication for **F**inancial **S**tudent **A**id form. A financial aid workshop is offered at Bellaire High School during the school year to help parents and students complete forms and apply for financial aid. Check with your counselor for the date of this workshop.

### **SENIOR EXEMPTIONS**

Students classified as seniors at the beginning of the Spring Semester may be exempt from finals if they meet the following standards:

- An "85" or above semester average in the course for which the exemption is sought
- No more than three absences during the Spring Semester, **none of which are unexcused**, in the course for which the exemption is sought. 2 college visits are allowed with prior approval.

- An “S” average or better conduct grade in the course for which the exemption is sought
- No office “P” or lower conduct grade

Students will receive applications for exemptions to complete, sign and have a parent sign and return to teachers by the designated deadline. Seniors, exempt from finals, must attend school during finals and participate in the planned activities for seniors exempt from finals. Seniors that are non-exempt from certain finals will take their finals according to the final exam schedule. ALL SENIORS must attend school each day either to take a final or participate in senior activities.

## **DIPLOMA HOLDS FOR FEES DUE**

Diplomas will not be issued until all fees, fines and dues owed to the school are cleared. If records are not cleared prior to the graduation ceremony, the registrar will hold diploma until all records are clear and all fees paid.

## **SENIOR EVENTS**

### **SENIOR DUES**

Senior Dues start at \$70.00 and increase by \$10.00 every six weeks. Senior dues pay for the Senior Brunch and Senior PROM.

The Senior Prom is scheduled for Saturday, May 16th at the Westin Galleria. School rules and policies apply; therefore no alcoholic beverages may be consumed prior to or during the Prom. Upon leaving the Prom, students and guests will not be permitted to return to the Prom or AfterProm. Prom Pictures will be available from a studio photographer for a fee. Seniors, who have paid their dues, will receive a Prom Pass. Guests, who are not Bellaire High School students, must pay a fee for the prom and obtain an official Prom Pass. Senior dues and Guest registration must be completed by the deadline, typically 3-4 weeks prior to the Prom. After the deadline, the dues increase significantly.

### **AFTER-PROM**

The Bellaire After Prom is a great big party held every year to finish off the Prom Celebration. Starting as soon as Prom ends, it goes until 5:00 the next morning, giving the Seniors and their dates a great finish to a wonderful evening! Check [www.bellaire.org/afterprom.php](http://www.bellaire.org/afterprom.php) for the latest information on After Prom. There is no charge for seniors who have paid their dues and their dates/guests.

All this fun and all these prizes cost a lot of money, which the Senior Class has been raising. The biggest fundraiser is Breakfast at Bellaire, which is November 22nd from 9 am to 12 noon in the cafeteria at BHS. We will have a live and silent auction as part of the breakfast. In addition, we are selling t-shirts, hoodies, tote bags, bag tags and other BHS items.

Student Directories – the production and sale of student directories has traditionally been a fundraiser for the AfterProm. If you own a business and would like to place an ad in the directory or if you would like to put in a shout-out message to your child, please click on the link below to view and print the form which shows the pricing information and ordering instructions. Once the directories are printed, they will be available for sale to students and parents at school, at PTO meetings, etc.

We are now in the process of actively recruiting the many, many parents who are needed before and after the Breakfast at Bellaire and After Prom to make these events a success. If you can help with these two events, or for general information about how you can help throughout the year, please contact: Kay Burns at 713-667-7046 or [kayburns4@comcast.net](mailto:kayburns4@comcast.net).

## **GRADUATION**

### **CAP AND GOWN:**

During April, Caps and gowns are paid for and fitted at Balfour Student Center, 2930 Chimney Rock Rd. They are delivered to the school in early May and are keepsake items.

### **ANNOUNCEMENTS:**

Announcements, ordered in February will be delivered to the school in late April.

### **CEREMONY:**

The graduation ceremony usually takes place on the Sunday following the last day of school. Girls are to wear dresses/skirts and heels: boys are to wear long pants, white dress shirt and black or brown dress shoes. Commencement is a dignified occasion that conveys the pride parents and educators have in the graduates' achievements: therefore, individuals using noise makers or exhibiting rude behavior will be escorted out by an HISD police officer. Pictures of each student receiving their diploma will be taken by a professional photographer and proofs mailed directly to the graduates.

Students not attending the Ceremony must submit a written note to the appropriate Assistant Principal by the designated deadline in May.

# ALUMNI ASSOCIATION

Bellaire has an extremely active Bellaire Friends and Alumni association that meets monthly and conducts several fundraisers, such as the Bellaire Fun Run in September and selling of personalized bricks for the inner Courtyard. This alumni association provides scholarships to graduating seniors and gifts for improvement to the school. Meetings are usually held on the first Monday evening of each month. Their web site is [www.bellairehighschoolalumni.org](http://www.bellairehighschoolalumni.org)

## Cardinal Courtyard Brick Order Form

Support the Alumni & Friend's courtyard beautification project by ordering a personalized brick. Pave the way for future Bellaire Alums as well as supporting student scholarships. Make a copy of this form for each brick you order.

### Brick Descriptions:

**\$50 Brick: 8"x 4"**  
14-characters/line  
2 lines maximum

**\$150 Brick: 9"x 6"**  
14 characters/line  
3 lines maximum

**\$250 Brick: 12"x 6"**  
16 characters/line  
3 lines maximum

**\$500 Brick: 12"x 12"**  
16 characters/line  
4 lines maximum

**For a donation of \$1,000 or more**  
a tree will be planted in the courtyard,  
commemorated with a 12"x 12" brick

**Return this form with check or money order payable to:** Alumni & Friends of Bellaire High School, P.O. Box 1374, Bellaire, Texas 77402-1374

Please reserve my personalized brick(s) for the Cardinal Courtyard as follows:

\_\_\_\_\_ Quantity at \$50 each                      \_\_\_\_\_ Quantity at \$500 each  
 \_\_\_\_\_ Quantity at \$150 each                    \_\_\_\_\_ Quantity at \$1,000 each  
 \_\_\_\_\_ Quantity at \$250 each

NAME (Please Print) \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**Print one letter or space per block. Spaces between names or numbers must be left as a blank block. Print a separate order form for each additional brick.**

\$50 brick (2 lines) or \$150 brick (3 lines) – Use these blocks (14 characters)


\$250 brick (3 lines), \$500 brick or Tree (4 lines) – Use these blocks (16 characters)
