

Bells High School



Student Handbook

2011-2012

STRIVING FOR EXCELLENCE

"TRADITION"

Bells High School is committed to maximizing the individual abilities of all students in such a way that all:

- Students develop a positive self-concept
- Students acquire the necessary knowledge and skills to cope responsibly with life's situations
- Students learn the importance of loyalty to their self-beliefs and the tolerance for the beliefs of others

Bells High School focuses on teaching skills for life today and tomorrow so that students will strive for academic excellence and contribute to society in a positive manner.

To Students and Parents:

For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members.

The Bells High School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into three sections:

Section I—IMPORTANT INFORMATION FOR PARENTS—with information all parents will need about assisting their child and responding to school-related issues;

Section II—CURRICULUM-RELATED INFORMATION—providing information to students and their parents about graduation programs, required courses, class rank, and extracurricular and other activities; and

Section III—GENERAL INFORMATION AND REQUIREMENTS—describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged.

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student. Both students and parents must be familiar with the Bells High School Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found, as a separate document sent home to parents and available in the principal’s office. The student handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed. A copy of the District’s policy manual is available in the Superintendent’s school office.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment and consent/opt-out forms so that we have a record of your choices

Sincerely,

Will Steger, Principal Bells High School

School District Information

Mr. Joe Moore
Superintendent of Schools
P. O. Box 7
Bells, Texas 75414
965-7721

Will Steger
High School Principal
965-7315

Paula Mortensen
Junior High Principal
965-4835

Dan Crawford
Elementary Principal
965-7725

Steffani Cornelison
High School Counselor
965-7315

Traci Bush
Elementary Counselor
965-7725

Tricia Meek
Curriculum Director
965-7721

Chris Cornelison
Athletic Director
965-4831

School Board Trustees

Jeannie Russell	President
E.T. Pettit	Vice President
Gary Payne	Secretary
Nancy Davis	
Paul Richards	
Terri Sanford	
Brent Shults	

Posting Location of all School Board Meetings:

Administration Office Front Door
High School Front Door
Anna Ruth Prichard Junior High Front Door

Board of Trustees — Monthly Meetings

The Bells ISD Board of Trustees meets at least once a month, generally at the administrative offices. Date, time and location of each meeting are posted on the front door of the administration building and all three campuses prior to each meeting. The public is welcome to attend all meetings.

Nondiscrimination

Bells I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex:

Name: Joe Moore
Position: Superintendent
Address: P.O. Box 7
1550 Ole Ambrose Road,
Bells TX 75414
Telephone: (903) 965-7721

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

Name: Joe Moore
Superintendent
Address: P.O. Box 7
1550 Ole Ambrose Road,
Bells TX 75414
Telephone: (903) 965-7721

Liaison for Homeless Children and Youths, who coordinates services for homeless students:

Name: Steffani Cornelison
Position: Bells High School Counselor
Address: PO Box 7
1550 Ole Ambrose Road,
Bells TX 75414
Telephone: (903) 965-7315

Bells ISD does not discriminate on the basis of disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA) interested persons should contact Mr. Joe Moore.

Services for Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time.

Name: Christy Nolen
Position: Director, Grayson County Special Education Coop
Address: 201 E. Lamar,
Sherman, Tx., 75090
Telephone: (903) 893-3114

SECTION I IMPORTANT INFORMATION FOR PARENTS

This section of the Bells High School Student Handbook includes information on topics of particular interest to you as a parent.

QUICK REFERENCE:

Where to look when you need information about...

Parental involvement	page 7
Grading guidelines	page 9
Report cards/progress reports and conferences	page 10
State-mandated assessment testing	page 11
Promotion and retention	page 11
Other standardized testing: College Requirements	page 12
Medicine at school	page 13
Psychotropic drugs	page 13
Student records	page 13
Student or parent complaints and concerns	page 16
Release of students from school	page 16

PARENTAL INVOLVEMENT

Working Together

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.

Becoming familiar with all of your child's school activities and with the academic programs, including special programs offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed. [See Academic Counseling on page 21 and Academic Programs on page 18.]

Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 903-965-7315 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or before or after school. [See Report Cards/Progress Reports and Conferences on page 10.]

Attending Board meetings to learn more about District operations.

Conferences

Students and parents may expect teachers to request a conference:

1. If the student is not meeting academic expectations.
2. If the student presents any problem to the teacher.

A parent who wishes to confer with a teacher may call the office for an appointment at 903-965-7315.

Obtaining Information and Protecting Student Rights

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:
Political affiliations or beliefs of the student or the student's parent

Mental or psychological problems of the student or the student's family

Sexual behavior or attitudes

Illegal, antisocial, self-incriminating, or demeaning behavior

Critical appraisals of individuals with whom the student has a close family relationship

Relationships privileged under law, such as relationships with lawyers, physicians, and ministers

Religious practices, affiliations, or beliefs of the student or parents

Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation

"Opting Out" of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating in:

Any survey concerning the private information listed above, regardless of funding

School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information

Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

As a parent, you also have a right:

To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child

To inspect a survey created by a third party before the survey is administered or distributed to your child

To review your child's student records when needed. These records include:

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission
- Health and immunization information
- Other medical records
- Teacher and counselor evaluations
- Reports of behavioral patterns
- State assessment instruments that have been administered to your child.

[See **Student Records** on page 13.]

To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety.
- When it relates to classroom instruction or a cocurricular or extracurricular activity.
- When it relates to media coverage of the school.

To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States Flag and the Pledge of Allegiance to the Texas Flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. See **Pledges of Allegiance and a Minute of Silence** on page 45.

To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion

GRADING GUIDELINES

In grades 9-12, achievement is reported to parents as number grades. The grading system is based on a 100-point scale. In order to gain credit for a class, students must maintain an average score of at least 70. The grade scale may be described as:

90—100	A
80---89	B
70---79	C
0----69	F

Transfer students with grade reports using letter grades are converted using the following scale:

A = 95
B = 85
C = 77
D = 72
F = 65

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

Students will receive progress reports from each teacher on the Wednesday following the third week of the reporting period. The progress report will include grades earned on daily work and tests to the end of the third week. Students having grade averages of less than 70 at this time will have a progress report mailed to the home for those subjects. If the student receives a grade lower than 70 in any class or subject during a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 10 for how to schedule a conference.]

Teachers follow grading guidelines approved by the principal that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 3 days.

Report cards will be issued on the Wednesday following the end of the sixth week of the reporting period.

Exemptions

Juniors and seniors may be exempt from semester tests if guidelines are met. The guidelines are as follows:

- *an overall average of 95 for the semester & not more than 3 excused absences
- *an overall average of 90 for the semester & not more than 2 excused absences
- *an overall average of 85 for the semester & not more than 1 excused absence.

Absences supported by notes from dentists and doctors may be considered for exemption purposes as well as a family crisis.

Freshmen and sophomores may be exempt from spring final exams if they pass all TAKS exams, and if they meet all of the other requirements for exemptions.

Students **may not** be exempt from exams in a class if they have an unexcused absence or a grade of 0 during that semester. In addition, if a student has been assigned to DAEP for any reason during the semester, he/she shall not be exempt from any exams. Students who are assigned to ISS may be exempt at the discretion of the principal depending on the severity of the assignment and the number of times assigned to ISS.

Freshmen and sophomores may also be exempt from final exams at the end of the school year, if they have met all of the above criteria, and have passed all state mandated tests.

Honor Roll

Students earning grade averages of 92 or greater with no grade less than a 90, excluding PE/PE equivalent, and maintaining satisfactory or better citizenship in all subjects will be placed on the Superintendent's Honor Roll. Students enrolled in Advanced Placement courses may retain eligibility for Superintendent Honor roll placement with a minimum grade of "87" on the report card at the end of the six-weeks grading period

Students earning a grade average of 90 or greater with no grades less than 80, excluding PE/PE equivalent, and maintaining satisfactory or better citizenship in all subjects, will be placed on the Principal's Honor roll.

STATE-MANDATED ASSESSMENT TESTS

Students at certain grade levels will take state assessment tests (such as TAKS) in the following subjects, as well as routine testing and other measures of achievement:

Mathematics, annually in grades 3–7 without the aid of technology and, in grades 8–11, with the aid of technology on any assessment test that includes algebra

Reading, annually in grades 3–9

Writing, including spelling and grammar, in grades 4 and 7

English language arts in grade 10

Social studies in grades 8 and 10

Science in grades 5, 8, and 10

Any other subject and grade required by federal law

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In addition, students at certain grade levels will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) as a further requirement for promotion:

In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish.

In order to be promoted to grade 6, students enrolled in grade 5 in the 2004–2005 school year must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment test in English or Spanish.

In order to be promoted to grade 9, students enrolled in grade 8 in the 2007–2008 school year must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment test in English.

In addition, students in grades 3, 5, and 8 must meet promotion standards established by the District in order to be promoted.

Parents of students in grades 1-8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will identify the student's educational goals and include consideration of the parent's educational expectations for the student. For additional information, see the counselor.

Students in grade 11 must pass the secondary exit-level assessment in English language arts, mathematics, social studies, and science in order to receive a diploma. A student who does not pass the exit-level assessment will have additional opportunities to take the test. [See STATE-MANDATED ASSESSMENT TESTS on page 11 for information regarding exit-level tests required by state law.]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor during their junior year to determine the appropriate exam to take; entrance exams are usually taken at the end of the junior year. Prior to enrollment in a Texas public college or university, most students must take

an assessment test, such as the Texas Higher Education Assessment (THEA) test [formerly the TASP test]. See the counselor for more information concerning registration deadlines and fees.

MEDICINE AT SCHOOL

Students are not to self medicate and must receive all medication of any kind from the office according to the following guidelines. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container
- Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container
- Nonprescription medication provided by the parent along with a written request, and in the original, properly labeled container
- Herbal or dietary supplements provided by the parent if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities

In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the District's medical advisor and
- When the parent has previously provided written consent to emergency treatment on the District's form

A student with asthma who has written authorization from his or her parent and physician or other licensed health-care provider, may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day

PSYCHOTROPIC DRUGS

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate. In addition, a District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

“Psychotropic drug” means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance.

STUDENT RECORDS

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about Bells I.S.D. students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:

A student’s name, address, telephone number, and date and place of birth

The student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams

The student’s dates of attendance, grade level, enrollment status, honors and awards received in school and most recent school previously attended

The student’s e-mail address

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child’s first day of instruction for this school year. [See the acknowledgement form attached to this handbook.]

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to: The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records go to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes

District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant)

Various governmental agencies or in response to a subpoena or court order

A school to which a student transfers or in which he or she subsequently enrolls

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The District must comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the District not to release their child’s information without prior written consent.

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated. Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the District will either provide a

copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address(es) of the principals' offices are:

P.O. Box 7

1500 Ole Ambrose Rd.

Bells, TX 78414

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG. [See **Report Cards/Progress Reports and Conferences** on page 10 and **Student or Parent Complaints and Concerns** on page 16 for an overview of the process.]

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Transcripts

Transcripts are available upon request by the student or parent.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy regarding student records is available from the principal's or Superintendent's office.

The parent's or eligible student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records—such as teachers' personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Enrollment Forms

An enrollment form must be completely filled out and maintained on file in the office for each student. Please use your correct mailing address on the card to ensure prompt receipt of important information from the school. This card must be returned to the office prior to the fifth day of classes; students that have not returned their enrollment card by this date may be sent home.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher involved in an effort to resolve any questions &/or conflicts prior to consulting the principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's or Superintendent's office

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Leaving Campus---Sign-Out Procedures

Students are required to sign out if they are leaving the campus. Students not signing out prior to leaving will be considered truant regardless of the excuse. Students must have a note from the parent explaining the need to leave school. Students without a note will not be allowed to sign out unless an emergency exists. In case of an emergency, verbal permission from the parent will be required prior to signing out.

Late Arrival to School

Tardies

Students who are not in the room when the tardy bell rings will be considered tardy to that class. Students are to go to the office for all tardy notes. The following schedule will be administered for excessive tardies for each semester: (total tardies, not per class)

1 st	Warning
2 nd	Break Detention
3 rd	Three days break detention
4 th	Lunch detention
5 th	Three days lunch detention
6 th	One day of after school detention 3:40 PM ---4:30M
7 th	Saturday School
8 th	2 days Saturday School
9 th	Consequent tardies will result in 3 days ISS
10 th	Failure to attend Saturday school will result in 3 days of ISS. Those who miss detentions will have extra detentions assigned. If the student continues to miss detentions, he/she will be assigned to ISS, or DAEP.

A record of each student's tardies will be kept in the office. Tardy count is accumulative for the entire school day, not per class. Records will be kept per semester.

Withdrawing from School

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

SECTION II CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them—especially if you are entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

QUICK REFERENCE:

Where to look when you need help with...

Academic programs	page 18
Class rank/top ten percent/highest-ranking student	page 19
State scholarships and grants	page 20
Class schedules	page 20
Student schedule changes	page 21
Computer resources	page 21
Internet	page 21
Correspondence courses	page 21
Counseling: academic	page 21
Counseling: personal	page 22
College Internet Coursework	page 23
Credit by exam	page 22
Distance Learning	page 23
Dual credit courses/college courses	page 23
Career and technology programs	page 23
Extracurricular activities, clubs, and organizations	page 23
Grade classification	page 24
Graduation	page 25
Special programs	page 28
Summer school	page 29
Textbooks	page 29
Work Release for Seniors	page 30

ACADEMIC PROGRAMS

The school counselor provides students and their parents information regarding academic programs to prepare for higher education and career choices. Students are encouraged to talk

with a school counselor, teachers and principals in order to learn about the curriculum, course offerings, graduation requirements and differences between graduation programs. All students in grades 7-12 and their parents will be notified annually about the recommended courses for students preparing to attend college. Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with their counselor so that they take the high school courses to best prepare them for further work. The counselor can also provide information about entrance examinations required by any colleges and universities, as well as information about financial aid and housing.

Assemblies

Assemblies will normally involve the entire student body and faculty; therefore everyone is expected to attend. Students are expected to show courtesy, respectfulness and attention during assembly programs.

CLASS RANK / TOP TEN PERCENT / HIGHEST-RANKING STUDENT

Selection of Valedictorian and Salutatorian and Graduation Honors

1. Graduating seniors will be ranked within the graduating class on the basis of their weighted grade point average taken for high school credit or to satisfy state graduation requirements in all subjects except those listed as exempt in item #5.
2. The valedictorian and salutatorian will be two students with the highest weighted grade point averages. To be eligible, a student must have been enrolled at Bells High School as a full-time student for his/her entire junior and senior year.
3. Students changing from an Honors/Advanced, Regular or Basic class will be awarded the grade weight appropriate for the class they are in at the end of the semester.
4. Concurrent credit college courses will be awarded weighted grade points if that subject at the college level is also available as a weighted class at BHS. Concurrent credit courses taken during the second semester of the senior year will not be included in ranking averages.
5. All subjects taken will be used in computed weighted grade average for either award, except: band, physical education, athletics, choir, summer homemaking, yearbook, or any other course which awards “blanket grades” or “pass fail” credit.
6. In determining the valedictorian and salutatorian, weighted course grades, except those as noted as exceptions, will be averaged from the student’s grades for the ninth grade through the end of the fifth six weeks of the twelfth grade, inclusive, with the student having achieved the highest average being declared the valedictorian and the student having the second highest average being declared the salutatorian.

7. In case of a tie for either of these honors, when carried to four decimal places, both students will share the honor. In case of a tie for the valedictorian, both students will share the honor, in order to determine which student will receive the state scholarship the average will be carried to whatever decimal place breaks the tie.
8. Students with an overall weighted average of 90 or above will be designated as Honor Graduates.

For two school years following their graduation, District graduates who ranked in the top ten percent of their graduating class are eligible for admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor for further information about how to apply and the deadline for application.

STATE SCHOLARSHIPS AND GRANTS

Under the Texas Early High School Graduation Scholarship Program, eligible students may earn financial credits in varying amounts, depending on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned. Students may choose public or private Texas higher education institutions within the state. Except for ninth graders who entered high school in the 2003–2004 school year, these financial credits will be limited to students who complete the Recommended or Advanced (Distinguished Achievement) High School Program. Exceptions will apply if necessary courses were unavailable at the appropriate times in the student's high school years because of course scheduling, lack of enrollment capacity, or another reason outside the student's control. If the exception applies, the District will indicate the fact on the student's transcript. The counselor can provide additional information about meeting the program's eligibility requirements. Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

CLASS SCHEDULES

Tutorials:	7:40-7:58
1 st Period	8:05-8:50
2 nd	8:55-9:45
Break	9:45-9:55
3 rd	10:00-10:50
4 th	10:55-11:45
A Lunch	11:45-12:15
5 th B	11:50-12:35 (for those students who have B Lunch)
B Lunch	12:35-1:05
5 th A	12:20-1:05 (for those students who have A Lunch)
6 th	1:10-1:55
7 th	2:00-2:45
8 th	2:50-3:35

STUDENT SCHEDULE CHANGES

Students may request a schedule change at the beginning of each semester during the first week of each term. Schedule changes may be requested in the office to the counselor or principal.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Laptops and computer related equipment from home should not be brought to school without administrative permission and are subject to administrative approval and shall not contain inappropriate material. In such cases, the equipment shall be taken and not returned. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff.

INTERNET

All students using internet resources are required to sign an Acceptable Use Policy. Guidelines and policies for use must be read thoroughly. Internet use shall be limited to educational resources only. Use of the internet for personal reasons is prohibited.

CORRESPONDENCE COURSES

The District permits high school students to take correspondence courses—courses by mail—for credit toward high school graduation.

Students may be allowed to take a maximum of two (2) correspondence courses in order to meet graduation requirements. Enrollment in a correspondence program must have prior written approval of the principal and the counselor. Please contact the counselor if further information is needed. Correspondence course work must be completed by May 1st.

Internet courses will not be awarded credit toward graduation.

COUNSELING

ACADEMIC COUNSELING

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 7 through 12 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, including attendance at a college, university, or training school, or pursuit of some other type of advanced education, students should work closely with the counselor in order to take the high school courses that best prepare them. The counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

PERSONAL COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should call the office and ask for an appointment. **Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher and counselor or principal, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam. In other instances, the District administration will determine whether any opportunity for credit by exam will be offered.

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

CREDIT BY EXAM—If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The dates on which exams are scheduled during the 2007-2008 school year include:

2011

August 10th, 11th, 12th

2012

January 20th

2012

June 4th, 5th, 6th

August 12th, 13th

The passing score required to earn credit on an exam is 90.

If a student plans to take an exam, the student (or parent) must register with the counselor no later than 30 days prior to the scheduled testing date. The District will administer a test only on published dates. The parent will be responsible for purchasing the test from a university approved by the State Board of Education.

DISTANCE LEARNING

Distance learning is provided through Grayson County College.

DUAL CREDIT COURSES / COLLEGE COURSES

Students must maintain a grade of at least a “B” for the first semester in order to take the second semester. If the student does not have a grade of at least a “B” the parent must submit a written request for the student to enroll in the second semester. The counselor and principal must approve this request.

Students may take college/dual credit courses following their sophomore year and receive high school credit. It is recommended that students confer with the counselor regarding course choices.

Dual credit classes may be taken to satisfy high school graduation requirements. Dual credit coursework may be completed through distance learning classes on campus or outside the regular school day. In order to be considered a full-time student at BHS, a student must be enrolled in at least five periods per day, one of which may be a distance learning dual credit course on campus. First period late arrival may be offered in place of an evening dual credit course.

College level work completed in distance learning situations may also be weighted. The level of the coursework and the subject area will be considered when awarding grade points. Students are responsible for verifying grades and course completion. Grade reports must be presented for course work to be documented.

Internet course work will not qualify for high school credit.

CAREER AND TECHNOLOGY PROGRAMS

The District offers career and technology programs in Ag. Science, FCCLA and Computer Science classes. Admission to these programs is open to all students. Bells High School will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

A student who receives at the end of a grading period a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks

A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks

An ineligible student may practice or rehearse

A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions

A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence

Eligibility Rules for UIL Competition

Bells High School is a member of the University Interscholastic League and is therefore governed by its regulations. League rules stipulate that: “No one shall take part in any contest in the League who is not passing at the end of the six-weeks period prior to the contest, in every course, with a grade of 70 or above for the following three week period”. The suspension is removed after three weeks if all applicable grades equal or exceed 70. This regulation applies to all UIL activities.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation

of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

Athletics

Participants and spectators attending athletic events are expected to conduct themselves appropriately and to exhibit courtesy and good sportsmanship at all times. Students or fans choosing not to do so may be removed by administration and barred from attending any future events.

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Classification is based on cumulative credits earned.

Freshmen: 0-7 Credits

Sophomores: 8-14

Juniors: 15-21

Seniors: 22-28

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

The grade 11 exit-level test, required for students in grade 11 in the 2003–2004 school year and thereafter, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History.

Beginning with students who enter grade 9 in the 2011-2012 school year, EOC assessments will be administered for the following courses and will replace exit level TAKS tests: English 1, English 2, English 3, Algebra 1, Geometry, Algebra 2, Biology, Chemistry, Physics, World Geography, World history, and US History.

Graduation Programs

The District offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Plan will be granted only after the student, the student's parent or guardian, and a school counselor or administrator reach an agreement that the student should be permitted to take courses under the MHSP. The agreement must be in writing and signed by

each party. The counselor can help you decide which program is best for you.

The following table shows the required credits in each discipline for the Recommended and Distinguished Achievement Program. The counselor or principal will help students decide their best sequence of classes, or requirements by the Texas Education Agency.

Course/Credit	Recommended	Distinguished
English/Language	4	4
Mathematics	4	4
Science	4	4
Social Studies	3.5	3.5
Economics	½	½
Foreign Language	2	3
Fine Arts	1	1
Physical Education	1	1
Communications Application (Speech)	½	½
Health Education	½	½
Technology Applications	1	1
Electives	6	6
	28	28

Distinguished Achievement Program`

Students must complete at least four advanced measures to receive DAP. Advanced measures may include research projects, AP exams with a score of at least 3, or college courses with grades of B or better.

Early Graduation

Beginning with the class of 2011, students who are on the Recommended or Distinguished Achievement Graduation Program may be considered as a candidate for early graduation, if they have met all other requirements for graduation. Students who have met the criteria for graduation for 2010 will be considered for early graduation in 2010.

Disciplinary Alternative Education Program (DAEP)

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete a course needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the coursework through any method available, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school.

Permission to complete the Minimum Graduation Plan will be granted only if an agreement is reached among:

The student

The student's parent or person standing in parental relation

The counselor or appropriate administrator

Please be aware that not all courses are offered at every secondary campus in the District. A student who desires to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or career and technology, then for the following year the District will offer the course either by teleconference or at the school from which the transfers were requested.

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level tests.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, cap and gown, and senior picture,

both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Student Fees** on page 45.]

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the counselor.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within 60 calendar days of the date the District receives the written consent. The District must give a copy of the report to the parent.

If the District determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the District.

Additionally, the notice must inform the parent how to obtain a copy of the **Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities**.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Martha Wilson at 903-965-7721

Gifted / Talented Program

Overview

Bells I.S.D. operates a gifted/talented program for students in grades K-12 according to guidelines mandated by state law, Section 29.121-123 of the Texas Education Code. Subchapter D, §29.121, states that “ ‘gifted and talented students’ means a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who: (1) exhibits high performance capability in an intellectual, creative, or artistic area; (2) possesses an unusual capacity for leadership; or (3) excels in a specific academic field”. “Each school district shall

adopt a process for identifying and serving gifted and talented students in the district and shall establish a program for those students in each grade level (§29.122)”. “The State Board of Education shall develop and periodically update a state plan for the education of gifted and talented students to guide school districts in establishing and improving programs for identified students (§29.123).”

Identification Procedures for Gifted and Talented Program

Referral

Any teacher, parent, student, counselor or other appropriate person may refer a student for assessment/screening.

Referral Process

- Referral form sent to director of special programs
 - File created and student assigned an identification number
 - Letter sent to parents requesting permission to conduct screening
 - Appropriate data gathered:
 1. Mental ability score
 2. MAT-SF score
 3. Watson-Glaser Thinking Appraisal
 4. Achievement test score
 5. Parent rating instrument
 6. Teacher rating instrument
 7. Academic performance
 - Data entered on identification matrix
 - Selection committee receives matrix for review/consideration
 - Committee meets to make placement determination
 - Parents notified of placement/non-placement
 - Appropriate teachers/principals notified of placement/non-placement
 - Parents may make appointment to review student’s assessment data
- Appeals process outlined in district policy

SUMMER SCHOOL

Bells High School does offer summer school based on the needs of students and the number of students who may need to make up credits during the summer break. Tuition charges to cover costs of instruction may be charged for students attending summer school.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.

TECH PREP

Students at BHS may earn college credit while completing high school courses under the tech prep program. Through an articulation agreement with Grayson County College, students may earn credit in vocational courses. A credit petition must be completed by the student and the student must declare a tech prep major in order to receive the credit on their college transcript. A complete list of current courses which are eligible for tech prep credit may be obtained in the counselor's office.

SENIOR WORK RELEASE

Seniors who are not enrolled in VAC or Diversified Career Prep classes may be released from school at the end of 7th period, if they have met all credit requirements and are on track to graduate. If a student has met all credit requirements during their 9th, 10th, and 11th grades, and has maintained all A's and B's on semester grades during their junior year, then those students may be released at the end of 6th period with the principal's permission. Students must be maintaining a passing grade in all classes during their senior year to qualify for this privilege.

SECTION III GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student health and safety issues; fees; the school's expectations for student conduct (other than Student Code of Conduct requirements); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

QUICK REFERENCE:

Where to look when you need information about...

Asbestos regulation	page 31
Attendance	page 31
Driver license attendance verification	page 33

Make up work	page 33
Retest	page 34
DAEP or in-school-suspension make up work	page 34
Communicable diseases/conditions	page 34
Health-related matters	page 36
Conduct	page 36
Law enforcement agencies	page 41
Distribution of published materials or documents	page 42
Dress and grooming	page 43
Student fees	page 44
Immunization	page 45
Pledges of allegiance and a minute of silence	page 45
Prayer	page 45
Safety	page 46
Emergency school-closings information	page 47
School facilities	page 47
Searches	page 48
Transportation	page 50
Videotaping of students	page 52
Visitors to the school	page 52
Random drug testing program	page 54

Asbestos Regulation

Bells ISD is working hard to maintain compliance with federal and state regulation concerning asbestos. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the Superintendent's office in the school's central administration office.

If you have any questions, contact Billy Frosch at 965-7315.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education-to benefit from teacher-led activities; to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the

other with attendance for course credit, are of special interest to students and parents. Each is discussed in the following sections:

COMPULSORY ATTENDANCE

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class; from required special programs, such as additional special instruction (termed "accelerated instruction") assigned by the grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the law and subject to disciplinary action.

A school-aged student's deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or

Is absent on three or more days or parts of days within a four-week period

All absences from school must be cleared in the office. Parents of students missing school are asked to contact the school between 8:00 a.m. and 8:30 a.m. the day of the absence. Parents not calling the school will receive a call from school personnel to confirm the whereabouts of their child by 9:30 a.m. Students will receive an absentee notice marked pending if they fail to bring a parent or doctor's note. Students have three days to bring a note from a parent or doctor, after the three days have passed the absence will be changed to unexcused. Absences not cleared through the office will be considered non-extenuating with applicable rules of make-up work in effect. Proper documentation of absences will be required for the student's attendance file; all absences not properly documented with a parent note or a doctor's excuse will be considered non-extenuating.

Pre-arranged absences must be requested in writing by the parent at least one week prior to the absence. All assignments must be completed in accordance with the time line established by the teacher with a maximum of three days.

A student absent from school for more than half a day, other than for a documented health care appointment, will not be allowed to participate in school-related activities on that day or evening.

ATTENDANCE FOR CREDIT

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit. Saturday School and/or after school detention may be an option as an alternative method of regaining credit.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose

A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered

In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student

The committee will consider the acceptability and authenticity of documented reasons for the student's absences

The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control

The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject

The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit

The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year.

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent, that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Students becoming ill during school hours must report to the teacher prior to coming to the office for treatment. If it becomes necessary for the student to go home, parental permission must be obtained; no student will be allowed to go home without prior approval from the parent unless permission is granted from the principal.

A maximum of two days of college visitation may be scheduled. The days approved for college visitation count as extra-curricular absences. College visitations for seniors must be cleared through the counselor a minimum of two days prior to the visit. Excused college visitation days are limited to senior students only. It is the responsibility of the student to provide the office with verification of the visit.

The district may count absent students present for ADA purposes only if the student:

- Participation in a Board-approved and appropriately supervised extracurricular activity or performance
- Participation in an approved mentorship fulfilling the student's Distinguished Achievement Program
- Screening, diagnosis, or treatment of a Medicaid-eligible student
- Religious holy days
- An appointment with a health care professional with written confirmation of the appointment

UNEXCUSED ABSENCES

Work missed for unexcused absences may be made up for partial credit. Students shall receive a maximum of a 65 on work made up. If a student makes less than a 65 on the work, he/she shall receive the actual grade made. For unexcused absences, teachers may assign the date missed work is due.

DRIVER LICENSE ATTENDANCE VERIFICATION

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus office.

MAKEUP WORK

Routine and In-Depth Makeup Work Assignments

Students absent from school will be expected to make up work missed in order to meet the minimum requirements of attendance accounting. On the day of the student's return to school the student will obtain, from the teacher, a schedule of make-up work listing the assignments and their due date.

A student will be permitted to make up tests and to turn in projects due in any class missed because of an excused absence. Secondary teachers may assign a late penalty to any project in accordance with time lines approved by the principal and previously communicated to students. For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. Students missing school for non-extenuating circumstances will be allowed to make up work also. The maximum grade awarded for work completed under these circumstances will be a 65. If the student scores greater than 65% a grade of 65 will be recorded. Students missing school

for non-extenuating circumstances may be subject to disciplinary action, to include Saturday School assignment.

RETEST

Retesting may be offered when deemed necessary by the teacher.

DAEP or In-School Suspension Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete coursework needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the coursework through any method available, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school.

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases

Bacterial Meningitis

State law requires the District to provide the following information:

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about

meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

HEALTH-RELATED MATTERS

SCHOOL HEALTH ADVISORY COUNCIL

Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year, and information regarding vending machines in District facilities and student access to the machines is available from the principal

OTHER HEALTH RELATED MATTERS

TOBACCO

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-sponsored or school-related activities. Use of tobacco is hazardous to health and against Texas laws on school property. Therefore, smoking or the consumption of tobacco, in any form to include chewing or dipping is prohibited on the school grounds, school buses, or at any school activities to include athletic events and school dances. Students carrying tobacco on school property may have it taken and not returned and are subject for disciplinary actions according to the student Code of Conduct. The administration is obligated by law to report any use or possession of tobacco by a student on school property or school sponsored activity to the local law enforcement officials. This will result in fines and suspension of driver's license.

CONDUCT

APPLICABILITY OF SCHOOL RULES

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has authority over a student in accordance with the Student Code of Conduct during the regular school day and while going to and from school on District transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

STUDENT CAFETERIA AND NOON RULES

Bells ISD serves nutritious meals every school day. Students may buy lunch for \$1.75 and breakfast for \$1.00.

When getting your food, go to the end of the line and quietly wait your turn. Crowding in the line makes for inefficiency. Be polite and courteous to the server when they ask what you are getting. Exit the serving line in an orderly fashion. When you have completed your meal please place all waste in the trash can and leave your table in a neat and clean condition.

Due to new USDA guidelines carbonated drinks may not be sold within the cafeteria during breakfast or lunch.

Students bringing their lunches will eat in the cafeteria. Food and drinks are not allowed in the classroom or the hallways. If drinks are brought to school they must be in sealed unopened cans.

SOCIAL EVENTS

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

FIELD TRIPS

On school-sponsored trips of any kind, all students are expected to go on the bus and return on the bus. Students will behave in an orderly manner, keeping in mind that their behavior is a reflection of themselves, their parents, and of the school. All school related rules apply to any school-sponsored trip, including dress and behavior.

CORPORAL PUNISHMENT

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy .

Corporal punishment is limited to spanking or paddling the student, and is governed by the following guidelines:

1. The student is told the reason for the corporal punishment.
2. Corporal Punishment may be administered by the principal, assistant principal or a teacher.
3. The instrument to be used will be approved by the principal.
4. Corporal punishment will be administered in the presence of one other District professional employee and out of view of other students.

A record will be maintained of each instance of corporal punishment.

Parents may request in writing that their child be exempt from corporal punishment. In such cases, students are subject to other means of appropriate punishment as deemed acceptable by the high school administration.

DETENTION

TEACHER ASSIGNED

Teachers may assign detention for students that choose to behave in an unacceptable manner. This detention may be before school, during break, or after school. Students choosing not to meet the requirements of the teacher will be subject to further disciplinary actions.

SATURDAY SCHOOL

Students requiring in school suspension due to disciplinary actions may be assigned to Saturday School. Students assigned to Saturday School will be required to report, on time, with school related work that will occupy the entire time of detention. Students will enter the detention area between 7:55 and 8:00 a.m. Students who are tardy to Saturday School will not be allowed to enter the building and will be assigned an additional day of detention. Students will begin working promptly at 8:00. Talking to other students is not allowed; students talking will be dismissed from school with no credit for time served and will be assigned an additional day of detention. Students must be working on school related activities for the entire period of detention, students not working will be dismissed with no credit for time served and will be assigned an additional day of detention. Students will be allowed one restroom break in the morning, a twenty (20) minute lunch break with ten (10) minutes of free time (inside of the building), and one restroom break in the afternoon. Students will be responsible for bringing their own lunch. Students will be released from school at 11:30 if assigned to one-half of a day of detention and at 3:00 if assigned to a full day of detention.

Students not attending Saturday School as scheduled will be assigned an additional day of detention. Refusal to attend will be grounds for dismissal from school for the remainder of the current semester with loss of credit.

Students may be assigned Saturday School as a consequence of failure to meet attendance requirements. These students may be charged tuition.

DISRUPTIONS

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or nonstudent—who:
Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.

Interferes with an authorized activity by seizing control of all or part of a building

Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly

Uses force, violence, or threats to cause disruption during an assembly

Interferes with the movement of people at an exit or an entrance to District property

Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator

Disrupts classes or other school activities while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with profane language or any misconduct.

Interferes with the transportation of students in District vehicles

TELEPHONES

Students will not be called to the telephone during class periods except in the case of an emergency. Students receiving messages during class will be contacted at the end of the period.

Office telephones are for official use only. Students will not be allowed to use the phone except for an extreme emergency.

Radios, CD Players, Cell Phones, and Other Electronic Devices and Games

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Cell phones should be turned off and not used during the hours of 7:35 a.m. to 3:35 p.m. Students needing to use the phone should report to the office for permission to use the phone. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine punishment and whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items, such as cell phones and pagers, in which a third party retains a legal right of ownership, an administrative fee may be charged. Students and parents are reminded that use of a cell phone to text threats or phone threats is considered harassment, and/or bullying, and may result in school disciplinary action, as well as criminal charges being filed.

Students will be allowed to use their cell phones before school from arrival till the 8:05 bell. They may also use them during passing between classes, break, and lunch. If a student uses his/her cell phone during class, they will be subject to the following consequences.

Consequences for electronic device abuse and improper use of cell phones:

1st Offense: Phone will be taken up by the teacher or aide and taken to the principal's office. The phone will remain in the principal's office for the remainder of the day, at which time the student may regain possession by paying a fine of \$10.00. Students will be required to pay the \$10.00 fine for each subsequent occurrence. Repeated improper use of cell phones may result in additional consequences, such as "before or after" school detentions, lunch detentions, or ISS..

Persistent abuse may result in assignment to DAEP for a period of six weeks and loss of cell phone privileges.

BULLYING OR TAUNTING BEHAVIORS

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct

HARASSMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN OR DISABILITY

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or superintendent.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal or counselor. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct. The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG(LOCAL).

SEXUAL HARASSMENT / SEXUAL ABUSE

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The District will notify the parents of all students involved in sexual harassment by students when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator, Joe Moore, Superintendent.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ(LOCAL).

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school

The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection

The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection

The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody:

To comply with an order of the juvenile court

To comply with the laws of arrest

By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision

By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court

To comply with a properly issued directive to take a student into custody

By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors

All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or adjudicated of delinquent conduct for any felony offense or certain misdemeanors

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

All aspects of school sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and the principal.

Written material, photographs, petitions, etc. may not be circulated without administrative approval.

School Materials

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc. The school yearbook, The Panther is available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

Student Nonschool Materials

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials over which the school does not exercise control may not be posted, sold, circulated, or distributed on any school campus. To be considered, any nonschool material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The principal has designated high school commons as the location for approved nonschool materials to be placed for voluntary viewing by other students. The student may appeal the principal's decision in accordance with policy FNG(LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

Nonstudent Nonschool Materials

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the Superintendent or designee for specific prior review. The Superintendent or designee will approve or reject the materials within two school days of the time the materials are

received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy.

Prior review will not be required for:

Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours

Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy

Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law

All nonschool materials distributed under these circumstances must be removed from District property immediately following the event at which the materials are distributed.

DRESS AND GROOMING

It is impossible to list every possible detail of dress and grooming. We have high expectations for our students in the areas of grooming and dress. The principal of each campus will make the final decisions regarding what is acceptable and appropriate, taking into consideration the ages and activities of the students

Students should dress in a way that does not disrupt the learning process at Bells High School. All students must be neat, clean, and appropriately dressed for school at all times.

From time to time “fads” show up on our campuses. We are not listing these, nor are we trying to make a regulation to cover all problems that may arise. If a fad becomes distracting, it will be eliminated.

The following guidelines for dress apply to ALL students:

1. Students are not allowed to wear head apparel--hats, caps, headbands, hoods, etc., or sunshades inside the building. Sun glasses may not be worn inside the building, unless they are prescription glasses. Hats and caps should not be brought inside the buildings. Bandanas or handkerchiefs will not be allowed to be worn or displayed at school or school activities.
2. Shirts or blouses must be long enough to cover the top of the bottom garment, unless the shirt or blouse is tucked into the bottom garment, so that flesh is not visible at the waist during normal school activities.
3. Tank tops, mesh shirts, tops with spaghetti straps, see-through clothing, clothing that is low cut or revealing, clothing that is obscene, suggestive, or advertise alcoholic beverages, drugs, or tobacco products or other prohibited items, are not appropriate for school and will not be allowed for boys or girls. Sleeveless clothing may not be worn. Cap sleeves must cover the shoulder and extend over the top of the arm.

Clothing that contains pictures or writing that is provocative, suggestive, designed to draw attention or that causes a distraction to normal school activities shall not be worn. No writing across the seat of clothing.

4. Shorts must be longer “walking short” knee length style. They must fit properly, be in good repair with no holes, cuts, rips, tears or ragged / frayed edges. Skirts must meet the same guidelines for length as shorts.

Cut-off jeans will be allowed only if they meet all of the above guidelines; in addition, they must have sewn hems and no ragged or frayed edges.

5. Pants/jeans must be in good repair no holes, cuts, rips or tears or no ragged / frayed edges, no skin showing..
6. Excessively tight fitting clothing is not allowed. No excessively saggy or sagging clothing will be allowed. No visible underwear will be allowed. No garments designed as underwear may be worn as outerware.
7. Students are not allowed to wear as outer garments clothing that is designed to be worn as underwear.
8. Shirts, tops, or blouses must cover the top of the bottom garment so that no skin is visible at the waist during normal school activities. No tank tops, sleeveless tops, mesh shirts, spaghetti straps, see-throughs, low –cut or reveling clothing. Pants and shorts may not be worn below the natural waist line and must cover the hipbone. A belt must be worn when appropriate.
9. Body piercing and ear gauging is not allowed with the exception of pierced ears for girls. Boys are not allowed to wear ear rings or any piercing jewelry. Tattoos or inappropriate piercings must be covered or hidden at all times.
10. Students are to wear their hair clean, well groomed, and out of their eyes. Inappropriate or unnatural hair coloring and distracting hair cuts and hair styles will not allowed. Boys’ hair must not extend past the bottom of the shirt collar, below the earlobes, or below the eyebrows: no pony tails, no extreme hair cuts, or symbols cut into the hair will be allowed. Facial hair will not be allowed.
11. No chains, wallet chains, dog collars, spiked collars / wristbands or heavy chain necklaces will be allowed for safety reasons.
12. Shoes will be worn at all times and be of a style appropriate for the activity. House shoes are not appropriate for school.
13. Apparel from other high schools may not be worn to school with the exception of letter jackets. Items such as sweats, workout uniforms, uniforms normally belonging to the other school, will be returned to that school.

14. Sleep wear should not be worn to school. No pajamas and/or house shoes unless the school is sponsoring a specific spirit day.
15. Shoes with roller skates built in are not allowed.
16. Alternative clothing will be provided for those not abiding by dress code. Students will not be allowed to go home to change.

VIOLATIONS

1ST Warning: If a student's clothing or grooming violates the Bells High School Code, the student will be given an opportunity to correct the problem at school. Alternative clothing will be provided if needed. Students will not be allowed to go home to change. If the problem cannot be corrected, the student will be assigned to in-school suspension for the rest of the day.

2nd Warning: Same as 1st warning, plus 1 break detention.

3rd Warning: Disciplinary action will be taken at the discretion of the administrative staff, taking into the account the nature of the violation and the student's attitude. Consequences may include before or after school detentions, or assignment to ISS or DAEP for habitual dress code abusers.

STUDENT FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

Costs for materials for a class project that the student will keep

Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities

Security deposits

Personal physical education and athletic equipment and apparel

Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc

Voluntarily purchased student accident insurance

Musical instrument rental and uniform maintenance, when uniforms are provided by the District

Personal apparel used in extracurricular activities that becomes the property of the student

Fees for lost, damaged, or overdue library books

Fees for optional courses offered for credit that require use of facilities not available on District premises

Transfer fee

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

Pledge of Allegiance to the Flag of the United States of America

I pledge allegiance to the Flag of the United States of America, and the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Flag of Texas

Honor the Texas Flag; I pledge allegiance to thee, Texas, one and indivisible.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not

require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

SAFETY

An emergency procedure card must be filled out by the student's parent at the beginning of the school and placed on file in the office. This card gives the school valuable information should an accident occur requiring immediate action by school personnel.

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

Avoid conduct that is likely to put the student or other students at risk

Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers

Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member

Know emergency evacuation routes and signals

Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students

ACCIDENT INSURANCE

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child.

Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

When the alarm sounds all students in each classroom should immediately rise and form single file lines while exiting the building as quickly and quietly as possible. When outside the building students should remain with their group, listening for instructions from their teacher.

It is a serious offense to falsely report a fire. When the alarms in the building are pulled it automatically reports to the sheriff's office, the fire department, and the security offices that a fire has occurred at Bells High School. Setting off a fire alarm is grounds for expulsion.

EMERGENCY MEDICAL TREATMENT AND INFORMATION

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

EMERGENCY SCHOOL-CLOSING INFORMATION

In the event of severely inclement weather or mechanical breakdown, the school may be closed or starting time delayed. School closing, delayed starting times, or early dismissal will be announced over radio station 93.1 FM or Channel 12, KXII TV. If no report is heard, it can be assumed that school will be in session. Please do not call the school, phone lines must be kept open for emergencies.

SCHOOL FACILITIES

USED BY STUDENTS BEFORE AND AFTER SCHOOL

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school beginning at 7:00 a.m.

- High School Commons

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

CONDUCT BEFORE AND AFTER SCHOOL

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct for extracurricular participants established by the sponsor in accordance with Board policy.

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See Kathy Robertson, (903)-965-7725.

The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

LEAVING CLASS / HALL PASS

Students are requested to go to the classroom prepared for the assignment of the day. If, however, it becomes necessary to be in the halls during class, the student must secure a hall pass from the teacher. It is the student's responsibility to obtain proper permission prior to leaving the classroom.

LIBRARY

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use with a teacher permit.

LOCKERS

Lockers are assigned to students at the beginning of the school year to be used for books and personal property. Locker doors should be closed gently at all times and only your assigned locker should be used. There may be a locker clean out and inspection at the end of each semester. Lockers are subject to inspection at any time without warning.

LOST AND FOUND

Articles that may be misplaced or lost may be turned in to the office. Students losing articles should check with the office periodically to see if the article has been turned in. Unclaimed articles will be donated to a charitable organization at the end of each semester.

PEST CONTROL INFORMATION

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact Sandy Peters (903)-965-7315.

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they

cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

STUDENTS' DESKS AND LOCKERS

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

VEHICLES ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. Vehicles must have a parking permit.

TRAINED DOGS

From time to time trained dogs may be used to search buildings and vehicles.

TRANSPORTATION

School-Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Jack Galloway (903)-965-7687

See the Student Code of Conduct for provisions regarding transportation to the disciplinary alternative education program.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in District vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

Follow the driver's directions at all times

Enter and leave the bus or van in an orderly manner at the designated stop nearest home

Keep feet, books, band instrument cases, and other objects out of the aisle

Not deface the bus, van, or its equipment

Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van

Be seated while the vehicle is moving

Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle

When students ride in a District van or passenger car, seat belts must be fastened at all times.

Prior to Loading

- Students are to wait for the bus at the assigned stop in an orderly manner until the bus comes to a complete stop before attempting to enter
- Students will refrain from harassment of the public, or damage to private or public property at the designated stop

While on the Bus

- Students should board and leave the bus in an orderly manner
- Students should move promptly to their seats, which may be assigned by the driver
- Students should remain seated until they reach their destination
- Students will not be allowed to eat or drink on the bus. Litter should be picked up and placed in the proper disposal receptacle
- Students will keep all objects out of the aisles
- Tobacco products are prohibited on school buses
- In case of an emergency all students will remain on the bus unless otherwise directed by the driver

Leaving the Bus

- Students will remain seated until the bus comes to a complete stop
- If you must cross the street or road after getting off of the bus, walk ahead of the bus about 5 steps, look to the driver of the bus for a signal to cross, then walk all the way across the road after looking carefully in both directions
- Bus drivers will not discharge riders at any place other than the regular bus stop at the home or at school

VIDEOTAPING OF STUDENTS

For safety purposes, video/audio equipment will be used to monitor student behavior on buses, in-school-suspension, (and in common areas on campus). Students will not be told when the equipment is being used.

The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

Attendance Review Committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the Board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for a disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. The DAEP will be separated from students not assigned to the program. It will focus on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as directory information, unless the student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services, and program modifications or support for school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or districtwide tests, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a disciplinary alternative education program (DAEP), ISS removes the student from the regular classroom.

NCLBA is the federal No Child Left Behind Act of 2001 that, along with other requirements for schools, provides for parent information and opportunities for “opting” their students out of certain activities or surveys.

Personal Graduation Plan (PGP) is a new state requirement for any student in middle school or higher who fails a section on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SAT refers to the second of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

State assessment tests are required of students at certain grade levels and in specified subjects. Successful performance is a condition of promotion and the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests.

Alternate assessment tests, developed by the state, may be given to students in special education and students identified as limited English proficient.

Student Code of Conduct, developed with the advice of the District-level committee and adopted by the Board, identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a disciplinary alternative education program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student’s violation of one of its provisions.

TAKS is short for the Texas Assessment of Knowledge and Skills the state’s current standardized achievement test given to students in certain grade levels and subjects in grades 3–11.

UIL refers to the University Interscholastic League, the statewide voluntary non-profit organization that oversees educational extracurricular academic, athletic, and music contests.

BELLS INDEPENDENT SCHOOL DISTRICT RANDOM DRUG TESTING POLICY

Bells ISD [“District”] provides opportunities for students to participate in extracurricular activities. This participation should be viewed as a privilege, which carries additional expectations for the students involved. An important goal of extracurricular activities is to give students direction in developing healthful living habits, self-discipline, leadership, teamwork, and respect for authority, rules, and regulations. Bells ISD has determined that it has a substantial interest in student participation in these extracurricular activities because of the discipline, health and safety of all students participating in extracurricular activities. This determination is based on a variety of health risks associated with drug and alcohol use. Therefore, Bells ISD has taken the following measures to maintain the discipline, health, and safety of the students by instituting the Mandatory Drug Testing (“Program”)

Drug Testing Objectives:

All University Interscholastic League participants and any student in any extracurricular activities in grades 9-12, to be eligible to participate, shall be subject to random testing throughout the school year for the presence of alcohol or illegal drugs. The District shall employ a drug-testing program with the following objectives:

1. Provide a deterrent to drug/alcohol use for Bells ISD students.
2. Ensure the health and safety of students representing Bells ISD in any extracurricular activity.
3. Provide a drug education program for students who test positive for drug/alcohol use and for those students who are at risk of drug use; those student’s parents/guardians will be included in the counseling program.

Definitions

“**Alcohol**” is defined as ethyl alcohol. Alcohol, as used herein, includes any beverage, mixture or preparation containing ethyl alcohol.

“**Controlled Substance**” means a drug or substance which the use, possession, sale, transfer, attempted sale or transfer, manufacture or storage of it is illegal under any federal, state or local law or regulation and includes, but is not limited to inhalants, marijuana, cocaine, narcotics, opiates, opium derivatives, phencyclidine, hallucinogens and any other substances having either a stimulant or depressant effect on the central nervous system such as amphetamines or barbiturates, methadone, methaqualone, propoxyphene, steroids, or other metabolites. Also included in this definition are prescription drugs used for any reason other than a legitimate,

prescribed medical reason and inhalants used illegally. All references to “drugs” throughout this Program mean the same as “controlled substances”.

“Reasonable Suspicion” is defined as an evaluation by the drug testing coordinator or extracurricular sponsor of a student’s conduct that would lead a reasonably prudent person to suspect that the student is under the influence of drugs and/or alcohol (see definition of “under the influence”). A conclusion can be based on personal observation and/or information received from third parties. Such indications may include, but are not limited to, a drop in the student’s performance level, impaired judgment or reasoning, decreased level of attention, or behavioral change. Characteristics indicating reasonable suspicion may include, but are not limited to:

- *A pattern of abnormal or erratic behavior
- *Physical symptoms such as glassy or bloodshot eyes, slurred speech, unsteady gait, poor coordination or reflexes;
- * Odor of alcoholic beverages or marijuana;
- *Unexcused absenteeism or tardiness; or
- *Direct observation of drug or alcohol use or possession.

“Under the influence” means not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated.

“Use” means a student has voluntarily introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

Parental Consent

Parental consent for a student to submit to biological testing by urine shall be a required condition for participation in the District’s extracurricular programs. A parent’s refusal to consent shall result in denial of the student’s participation in any extracurricular activity.

Each student in grades 9-12 who wishes to participate in extracurricular activities must sign a consent form agreeing to submit to the Program. Prior to testing, the student’s parent must also sign the consent form. Once signed, a consent form shall remain in effect for the duration of the student’s participation in any UIL and extracurricular activities in the District.

Initial Testing

For the 2008-2009 school year all student participating in extracurricular activities will be tested for illegal drugs prior to participation.

Testing Procedures/Laboratory

The District shall contract with a nationally-certified drug testing company, which shall conduct all drug testing authorized by this Program. The laboratory shall provide qualified persons to oversee the collection of all specimens and shall provide medical review officer services for interpretation and verification of results. The medical review officer shall report all drug test results to the designated District official.

Reasonable Suspicion Testing

When the drug testing coordinator or any extracurricular sponsor has a reasonable suspicion that a student subject to this Program is currently using illegal drugs, the drug testing coordinator may require the student to submit to a drug test. Any extracurricular sponsor or District staff member having a reasonable suspicion that a student subject to this Program is currently using illegal drugs should immediately report his/her suspicion to the designated District official.

Drugs Tested

The substances for which tests shall search shall include:

1. Alcohol as defined herein;
2. Drugs or controlled substances, as defined herein;
3. Performance-enhancing drugs, including steroids and their metabolites;
4. All prescription drugs, upon reasonable suspicion that they were obtained without proper authorization and;
5. All prescription and over-the-counter drugs, upon reasonable suspicion that they are being used in a manner inconsistent with the written prescription or written instructions.

Refusal to Test

If a student refuses to submit to any test as required or authorized by this Program, the student shall be subject to the same consequences as if he or she tested positive for drugs or alcohol.

Testing

Any student involved in UIL and extracurricular activities in grades 9 – 12 in the Bells ISD, shall be subject to the random testing program. Testing shall be done in accordance with the established practices and procedures as established by the drug-testing laboratory affiliated with the District.

The following procedures will be used for the testing:

*Each sponsor of an extracurricular activity shall submit a list of students to be consolidated into a master list of participants.

*The master list shall be submitted to the company employed by Bells ISD to conduct the testing.

*The testing company shall computerize the master list, generating a random list of participants to be tested.

*All students planning to participate in any UIL and extracurricular activity in Bells ISD shall be tested at the beginning of the school year or upon entrance to the activity; additionally, 10% of the students who are involved in UIL and extracurricular activities will be randomly selected to be tested every 30 days.

*A certified/licensed drug-testing vendor that has been approved by the Board will conduct testing by the use of a urinalysis test.

*The test shall occur at a time, place (a facility that provides reasonable privacy for the student), and date scheduled by the Superintendent or designee, in cooperation with the testing agency, without prior announcement to the students.

*A number will identify the students to the testing agency,

*The drug-testing administrator shall inform the designated campus administrator of the results. The campus administrator shall notify the parents and staff members responsible for implementation of the consequences as outlined in this policy.

*A student who refuses to submit a sample shall be given one hour to change his or her mind without leaving the testing area. If the student still refuses, he or she shall be subjected to the consequences associated with a positive test result.

*If after agreement to submit to testing, a student is unable to produce a sample within two hours, he or she shall be subjected to the consequences associated with a positive test result.

*Tampering with or assisting others in tampering with any sample shall subject the student to the consequences associated with a positive test result.

*In the case of questions about the effects of prescription or other medications, a school designated physician, or a medical review officer from the testing laboratory will make a determination about the outcome of the test.

Records

All records relating to the Program, including consent forms, test results, and intervention actions, shall be maintained in a separate file from the student's cumulative folder and academic records. Access to the records shall occur only in compliance with District policies and procedures, the Family Education Rights and Privacy Act, or other applicable state and federal laws and regulations.

Consequences for Positive Results

The following consequences apply for offenses under the Bells ISD Mandatory Drug Testing Program:

First Offense

1. Mandatory completion in a District approved Drug Counseling Program for students and parents.
2. Three week suspension from participation in any UIL or extracurricular activity.
3. Mandatory inclusion in all future random sampling during duration of participation in high school activities.
4. Subject to corrective action as outlined in departmental handbooks/guidelines

Second Offense:

1. Mandatory counseling program for student and parents
2. Exclusion from all UIL and extracurricular activities pending the production of 10 consecutive negative tests by the testing company selected by Bells I.S.D.
3. Mandatory inclusion in all samplings during duration of participation in high school activities
4. Subject to corrective action as outlined in departmental handbooks/guidelines

Third Offense:

1. Continued counseling program for student and parents
2. Exclusion from all UIL and extracurricular activities pending the production of 10 consecutive negative tests by the testing company selected by Bells I.S.D.
3. Mandatory inclusion in all samplings during duration of participation in high school activities.

Re-admittance to Extracurricular Programs

Students have the opportunity to re-gain eligibility for participation in extracurricular activities by producing ten (10) consecutive negative drug tests that have been administered by the Bells I.S.D. testing company after the second offense and ten (10) consecutive tests after a third offense. All tests dates will be determined by the testing company, are unannounced and will be administered over **at least** a ten month period. During this testing period, if any test is positive, the student may choose to stay in the testing program and begin a new count.

APPENDIX I ACKNOWLEDGMENT FORM

My child and I have received a copy of the Bells High School Student Handbook (and the Student Code of Conduct) for 2009-2010.. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act (FERPA) and state law require that “directory information” on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within ten school days of my child’s first day of instruction for this school year.

Directory information includes my child’s:

1. Name,
2. Address,
3. Telephone listing,
4. Date and place of birth,
5. Photograph,
6. Participation in officially recognized activities and sports,
7. Weight and height of members of athletic teams,
8. Dates of attendance,
9. Grade level,
10. Enrollment status,
11. Honors and awards received in school,
12. Most recent previous school attended, and
13. E-mail address.

For school use only

14. Name, photograph, grade level, honors and awards received in school for use in the school yearbook.

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the District not to release without my prior written consent. By signing below, I also acknowledge that I understand that a copy of the Student Handbook and the Student Code of Conduct is available on line at the Bells ISD web site. If I do not have access to the web site, I can request a paper copy of the Student Code of Conduct and the Student Handbook.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date : _____