

# **PARENT HANDBOOK**

**2010-11**

## **BELLAIRE HIGH SCHOOL**



**ESTABLISHED:** 1955

**MASCOT:** Cardinal

**SCHOOL COLORS:** Cardinal Red and White

### **MISSION STATEMENT**

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

Welcome to Bellaire High School for the 2010-2011 school year. The parent handbook is produced by the PTO, in collaboration with the administration, to provide parents with answers to common and not so common questions. The information in the handbook is available on the school website at [www.bellaire.org](http://www.bellaire.org).

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

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

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

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# **BELL SCHEDULES**

[http://www.bellaire.org/bell\\_schedule2.php](http://www.bellaire.org/bell_schedule2.php)

## PROCEDURE FOR EARLY STUDENT ARRIVAL:

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

# CALENDAR

## 2010-2011 SCHOOL YEAR

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

<p>August 31 12<sup>th</sup> Grade; College Admissions Process 6PM Aud – Seniors &amp; Parents</p> <p>September 2 Open House / 6:00 (info) / 6:30 (classroom visits)</p> <p>September 6 LABOR DAY HOLIDAY</p> <p>September 7 PTO Meeting / 7:30 pm</p> <p>September 14 9<sup>th</sup> &amp; 10<sup>th</sup> Grade Parents – Promoting Student Success – 6PM Aud</p> <p>September 17 Fall Holiday</p> <p>September 21 11<sup>th</sup> Grade College Application Process 6PM Aud</p> <p>September 28 Time Management</p> <p>September 29 National Performing &amp; Visual Arts College Fair (<a href="http://www.nacacnet.org">www.nacacnet.org</a>) Rice University</p> <p>October 5 11<sup>th</sup>&amp;12<sup>th</sup> - College Financial Aid Night – Searching for Scholarships 6PM Aud</p> <p>October 5 PTO Meeting / 7:30 pm / MPR</p> <p>October 13 PSAT/NMSQT (National Merit Scholarship Qualifying Test)</p> <p>October 14 BHS College Fair / Meet College Representatives 6 pm /MRP &amp; Cafeteria All Grade Levels</p> <p>October 26 – 27 Stanford 10</p> <p>November 9 PTO Meeting / 7:30 pm / MPR</p> <p>November 13 HISD Asian College &amp; Career Day 8:30- 11:30AM (Bellaire HS)</p> <p>November 24-26 THANKSGIVING HOLIDAY</p> <p>December 14-17 Final Exams</p> <p>December 18 Last day of First Semester</p> <p>Dec 20 - Jan 3 STUDENT HOLIDAYS</p> <p>Aud – Auditorium MPR – Multit-purpose Room</p>	<p>January 4 Classes Resume</p> <p>January 11 PTO Meeting / 7:30 pm</p> <p>January 17 MARTIN LUTHER KING HOLIDAY</p> <p>January 18 8<sup>th</sup> Grade Information 6PM Aud</p> <p>February 1 PTO Meeting / 7:30 pm</p> <p>February 8 9<sup>th</sup>&amp;10<sup>th</sup> Grade College Information 6PM Aud</p> <p>February 19 Career &amp; Education Day GR Brown</p> <p>March 1 PTO Meeting / 7:30 pm</p> <p>March 14-18 SPRING BREAK</p> <p>April 2 SPRING STUDENT HOLIDAY</p> <p>April 5 PTO Meeting / 7:30 pm</p> <p>April 12 Transitioning from High School to College 6PM MRP - Seniors &amp; Parents</p> <p>April 13 Career &amp; Job Fair – Lunch MRP</p> <p>April 19 Natl College Fair – GR Brown</p> <p>April 22 Spring Holiday</p> <p>April 26-29 TAKS*</p> <p>May 3 PTO Meeting / 7:30 pm</p> <p>May 11 Texas Scholars Breakfast (Seniors) 2<sup>nd</sup> Period Aud &amp; Cafeteria</p> <p>May 28 Senior Prom</p> <p>May 27- June 2 Final Exams</p> <p>May 30 Memorial Day Holiday</p> <p>June 2 Last day of School</p> <p>TBA Graduation</p> <p>* For HISD calendar and information, and major testing dates, visit <a href="http://www.hisd.org/calendar">www.hisd.org/calendar</a></p> <p>Calendar details were verified before publication. However, please be aware that schedules can and do change, and some times may be adjusted to eliminate conflicts.</p> <p>.</p>
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<p style="text-align: center;"><b>Varsity Football Schedule</b></p> <p>8/27 vs. Brazoswood @ Butler /7:30 PM</p> <p>9/4 vs. Hastings @ Crump/6:00 PM</p> <p>9/10 vs. Oakridge @Delmar /7:30 PM</p> <p>9/23 vs. Milby @ Butler /7:00 PM</p> <p>9/30 vs. Sam Houston @ Delmar / 7:00 PM</p> <p>10/9 vs. Westbury @ Butler /1:00 PM (Homecoming)</p> <p>10/16 vs. Chavez @ Butler/6:00 PM</p> <p>10/23 vs. Lamar @ Delmar /1:00 PM</p> <p>10/31 vs. Westside @ Butler /7:30 PM</p> <p>11/4 vs. Madison @ Butler/7:00 PM</p>	<p style="text-align: center;"><b>Report Cards</b></p> <p>October 8</p> <p>November 12</p> <p>January 7</p> <p>February 25</p> <p>April 15</p> <p>June 8</p>	<p style="text-align: center;"><b>SAT Test Dates</b></p> <p>10/9/10 (Reg. by: 9/10/10)</p> <p>11/6/10 (Reg. by: 10/08/10)</p> <p>12/4/10 (Reg. by: 11/4/10)</p> <p>1/22/101 (Reg. by: 12/23/10)</p> <p>3/12/11 (Reg. by: 2/11/11)</p> <p>5/7/11 (Reg. by: 04/08/11)</p> <p>6/4/11 (Reg. by: 05/06/11)</p> <p style="text-align: center;"><b>ACT Test Dates</b></p> <p>10/23/10 (Reg. by: 9/17/10)</p> <p>12/11/10 (Reg. by: 11/5/10)</p> <p>2/12/11 (Reg. by: 1/1/11)</p> <p>4/9/11 (Reg. by: 3/4/11)</p> <p>6/11/11 (Reg. by: 5/6/11)</p>
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# **COMMUNICATION**

## **STAFF CONTACT INFORMATION**

[http://www.bellaire.org/faculty\\_list.php](http://www.bellaire.org/faculty_list.php)

## **COUSELOR & ASSISTANT PRINCIPAL CONTACT INFORMATION**

[http://www.bellaire.org/ap\\_counselor\\_list.php](http://www.bellaire.org/ap_counselor_list.php)

### **ADMINSTRATIVE STAFF**

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

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

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

### **COMMUNICATION ABOUT SCHOOL ACTIVITIES**

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

- Daily bulletins are posted on teacher bulletin boards, in the display case across from the Textbook Room and on the Bellaire High School (BHS) Website ([www.bellaire.org](http://www.bellaire.org))
- Announcements are made each day over the intercom during second period.
- Posters and flyers are posted in the cafeteria, on the courtyard walls, and in teacher classrooms.

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

- BHS Website [www.bellaire.org](http://www.bellaire.org).
- "Daily Bulletin" on the BHS website.
- BHS Today, the monthly newsletter, highlighting the activities of BHS.
- Join the PTO and attend PTO meetings. When you join and provide your e-mail address, you will receive frequent "e-bulletins" from our PTO President. [www.bellairepto.org](http://www.bellairepto.org)
- Register for Parent Student Connect (PSC) to your students access daily grades, assignments, progress reports, attendance, standardized test results and more at <http://www.hisd.org/PSC> The students HISD student number and birth date are required to register.

# **ACADEMIC INFORMATION**

## **STUDENT CLASSIFICATION**

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

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

## **SCHEDULE OF MAJOR TESTS**

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

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

## **ACADEMIC COURSE OFFERINGS**

<u>SUBJECT</u>	<u>REGULAR</u>	<u>COLLEGE PREP DUAL CREDIT/</u>	<u>Pre-AP/AP / IB</u>
English	English 1 – 4	English 1 – 3 English 4 (Dual Credit)	English 1 – 4
Mathematics	Algebra 1 Geometry Algebra 2 Pre-Calculus Statistics	Geometry	Algebra 1 Geometry Algebra 2 Pre-Calculus Calculus A & B
Social Studies	World Geography World History US History Government Economics	World Geography	World Geography World History US History Government Economics
Science	Integrated Physics & Chemistry Biology Chemistry Physics	Integrated Physics & Chemistry Biology	Integrated Physics & Chemistry Biology Chemistry Physics

See the counselor for a complete listing of all courses, including electives, offered. Courses are listed on the transcript by TEA / HISD coding to identify level and academic rigor. College admissions boards have this information available.

## **ADVANCED PLACEMENT PROGRAM**

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

## **INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM**

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

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

The Diploma Program (DP) is a demanding pre-university course of study that leads to examinations. It is designed for highly motivated secondary school students aged 16 to 19.

For more information contact: Ann Linsley-Kennedy, 713-295-3770, [akennedy@houstonisd.org](mailto:akennedy@houstonisd.org) or go to <http://bellaire.org/IB/>.

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

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



## **GRADUATION REQUIREMENTS**

Students must complete either 24.0 or 26.0 credits to graduate depending on the year the student entered high school and the graduation program chosen. There are 3 different graduation programs; Core Program, Recommended Program and Distinguished Scholars Program. For detail graduation requirements, contact your student's counselor or visit the Counselor's Page on the BHS Website. [http://www.bellaire.org/from\\_the\\_counselors.php](http://www.bellaire.org/from_the_counselors.php)

## **ACADEMIC IMPROVEMENT INITIATIVES**

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

### **ADVOCACY**

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

### **PARENT VALUES STATEMENT**

The Parent Values Committee met during the school year 2004 – 2005 to create a **PARENT VALUES STATEMENT**, reflecting the uniqueness of Bellaire High School. The Parent Values Committee was created as part of the ongoing school reform process that includes the staff Professional Learning Communities (PLC's) and the Students as Allies student group. These groups endeavor to strengthen education at Bellaire and bring students, parents and teachers together to improve learning for all students. The statement is as follows:

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

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

## STUDY SKILLS

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

## TUTORIALS

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

<u>DEPARTMENT</u>	<u>TUTORIAL DAYS</u>
English / Communications	Thursday and Friday*
Fine Arts	Thursday and Friday*
Math	Tuesday and Wednesday*
ESL	Tuesday and Wednesday*
Science	Wednesday and Thursday*
Career and Technology	Wednesday and Thursday*
Social Studies	Friday and Monday*
PE / Health / ROTC	Friday and Monday*
Foreign Language	Monday and Tuesday*

\*Designated Day

In addition, the National Honor Society provides lunch time tutoring on Tuesday and Wednesday in room E340.

## RESPONSIBILITY FOR ACADEMIC SUCCESS

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

### MUTUAL RESPECT AMONG STUDENTS:

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

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

- Be organized. Bring all materials to class daily. Keep a daily assignment sheet for each class
- Study daily. Have a regular time period devoted to homework and/or studying each day. Ideally, this would be in a quiet, well-lit area free from distractions.
- Complete and turn-in ALL assignments and homework when due.
- Attend school regularly and arrive on time to all classes.
- Become involved in a club or organization.

- Ask teachers for help during class or during tutorials when you do not understand a lesson or concept.
- Attend tutorial sessions held during lunch as needed or after school
- Discuss course work problems with the assigned counselor and your teacher advocate.
- Check the Daily Bulletin on your Bellaire website.

IT IS THE PARENT'S RESPONSIBILITY TO:

- Establish and closely monitor a daily homework / study period. Have a regular time period devoted to homework and / or studying every day. This should be in a quiet, well-lighted area free from distractions, such as television and telephone.
- Monitor homework progress. Check your student's assignment sheet to see that all work is completed on time. Take a genuine interest in your student's studies. Ask about the work he / she is doing and what is being learned.
- Monitor your student's grades. You should receive a computer printed report card every six weeks throughout the school year. If your child is in danger of failing, you should receive a progress report as early as the third week of the six week grading cycle. Additional grade checks can be arranged with your child's counselor. Review all these reports with your student.
- Set realistic academic goals with your student and reward him / her when these goals are met.
- Communicate with school personnel. Attend Open House, parent workshops, and call, e-mail, or meet with teachers, counselors, and / or administrators about your child's progress.
- Methods to reach your child's teacher are e-mail, phone message on their voice mail, or by calling the school and asking that a message be placed in their box. Keep in mind that there are times during the school year when staff are busy doing schedules, testing, etc. When leaving a voice mail, **speak slowly** and leave phone numbers (including cell phone), and e-mail address. If you have not heard back from the teacher within 72 (working) hours, the next step to take is to contact your child's Assistant Principal.

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

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

## **GRAD LAB**

Bellaire High School (BHS) offers a year round education program for high school students to make up coursework. These online classes, monitored by the Graduation Coach and a BHS core content teacher, enable high school students to obtain credit toward graduation. Students may take the course as part of their regular class schedule or complete course work outside of the normal school day. All tests and finals must be taken on the BHS campus in the GRAD LAB classroom. New students choosing to work outside the normal school day must spend at least 12 hours in the GRAD LAB working on their course work. Interested students should contact their counselor to obtain a registration form for GRAD LAB. <http://www.bellaire.org/GradLab.php>

## **SUMMER SCHOOL**

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

## **LIBRARY MEDIA CENTER**

<http://bellaire.org/library/>

## **AWARDS / ACADEMIC RECOGNITION**

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

## **TEST INFORMATION**

### **TAKS TEST**

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

### **STANFORD 10**

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

### **PSAT**

- The PSAT / NMSQT is a standardized test students take in October of their freshman, sophomore and junior years. HISD pays for the students to take the PSAT freshman and sophomore years. All 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> graders are encouraged to take this test as it provides practice for the SAT.
- Registration will be conducted at school (for juniors). Students need to listen to announcements for the registration process
- The PSAT score the junior year is used to qualify students for the National Merit Scholarship programs, including National Achievement Scholars, National Hispanic Scholars, and Commended Students. Many colleges / universities offer scholarships based on the scores.
- Score reports are mailed to the principal in December. The scores are then distributed to the students. Questions regarding this should be directed to the counselors.

### **AP / IB EXAMS**

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

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

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

ACT, SAT I, SAT II:

- Most universities and colleges require students to take either the ACT or SAT I prior to admission.
- The Counselors' Suite (Room 119) and the College/Career Center contain college books to help determine which tests are required; however, it's best to look at each college's website for the most p-to-date information. Registration for the ACT, SAT, and THEA can be found as follows:  
[ACT - www.actstudent.org](http://www.actstudent.org)  
[SAT - www.collegeboard.com](http://www.collegeboard.com)  
[THEA - www.thea.nesinc.com](http://www.thea.nesinc.com)
- **The CEEB school code for Bellaire is 440557.**
- Registration is completed by mail, phone, or internet. Watch the postmark deadlines carefully if registering by mail.
- Both the ACT and SAT I and SAT II prefer registration by the internet.
- Usually the SAT I and ACT exams are taken in the spring semester of the junior year and the fall semester of the senior year. See calendar for all testing dates,
- Students must retake the **entire** SAT I or ACT test if they want to re-test
- Some schools use the SAT II for college placement. Students may want to consider taking the SAT II after completing a course, as some colleges require them.

TEXAS HIGHER EDUCATION ASSESSMENT (THEA):

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

## **COLLEGE AND CAREER PLANNING**

The Counseling Department offers College and Career Planning to all Bellaire High School students beginning in the 9<sup>th</sup> grade. The goal is to provide information to students to help them select a vocation, technical school, college and ultimate career path that meets their interests and abilities. This information is available to students and parents from a variety of sources.

**Bellaire High School (BHS) Website** [http://www.bellaire.org/from\\_the\\_counselors.php](http://www.bellaire.org/from_the_counselors.php)

The Counselor's page on the Bellaire website includes a variety of information and services provided by the Counseling Department, including College and Career Planning.

One of those resources, **PrepHQ**, maintained by the College Access Coordinator, is a comprehensive resource for college and career planning. It includes such topics as:

- College, Financial Aid and Scholarship Information,
- College Admission test Preparation and Registration
- Career Information and Assessment Testing
- Community Service Opportunities
- Military Opportunities
- College Planning Checklist for Students by Grade Level

In addition, students can set up their own account to maintain information about their college search, scholarships and financial aid, and track college application information and progress.

**College/Career Center**

College/Career Center, staffed by the College Access Coordinator, is open during lunch, after school and by appointment. Resources include college videos, brochures and course catalogs, reference books for selecting colleges and scholarship information and computers for conducting on-line career and college, scholarship research and submitting college applications. The College Access Coordinator is available to guide students in the use of these resources.

**Student Information Sessions**

The counseling department conducts college information meetings during school for students beginning in 9<sup>th</sup> grade. For students in the 11<sup>th</sup> grade, these meetings include information about the college application process. The 12<sup>th</sup> grade student meetings include information about the college application process as well as financial aid and scholarships. See the counselor calendar on the Bellaire website for dates/times. [www.bellaire.org/from\\_the\\_counselors.php](http://www.bellaire.org/from_the_counselors.php)

**Evening Parent Meetings**

Topics of Evening Parent Meetings parallel the Student Information Sessions. The meeting for parents of 9<sup>th</sup> and 10<sup>th</sup> graders focuses on how to determine the type of college that matches a student's needs and interest; such as courses/majors, size, location, admission requirements, cost, facilities, athletics, campus life and security. The 11<sup>th</sup> and 12<sup>th</sup> grade parents meetings include information about the application process and financial aid and scholarships. See the counselor calendar on the Bellaire website for dates/times. [www.bellaire.org/from\\_the\\_counselors.php](http://www.bellaire.org/from_the_counselors.php)

**Career/Job and College Fairs**

The Antares Club hosts the annual College Fair at Bellaire High School in the fall that is open to all students, parents and the community. Representatives from over 100 colleges and universities attend this event. Other Career/College Fairs are posted on the BHS Calendar on the BHS Website.

**College Visits**

College Admission Counselors from all over the United States visit Bellaire annually. The dates, times and admission counselor's contact information are posted on the Counselor Calendar. [www.bellaire.org/from\\_the\\_counselors.php](http://www.bellaire.org/from_the_counselors.php)

# SCHOOL POLICIES AND PROCEDURES

## ATTENDANCE

Daily attendance in ALL classes is necessary for academic success.

## ABSENCES

### DAILY ABSENCE PROCEDURE:

Upon return to school from an absence, the student must submit a written parent/guardian excuse to the Attendance Office within **three** school days after the absence. This is **mandatory** for the absence to be excused. This absence note must include:

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

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

Students will need to request a receipt within three days after the note is turned in to the attendance office. Students can request this receipt during lunch or after school only.

This receipt is proof that the student has turned in a note to the attendance office.

### TYPES OF ABSENCES:

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

## ASSIGNMENTS MISSED DUE TO ABSENCE

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

## LEAVING SCHOOL EARLY

- When a parent comes into the school to pick up their child without sending a prior note, the parent's valid Texas ID will be photocopied every time the parent comes in. No Exceptions.
- Student must present a note to the Attendance Office upon arrival to school on the day of the absence. The parent may also email or fax a release note to any attendance clerk. The fax numbers and email addresses are located on the website [http://bellaire.org/faculty\\_list.php](http://bellaire.org/faculty_list.php).
- . These notes must include the following information:
  - Time, date, and reason for leaving school early
  - Telephone number(s) where the parent / guardian may be reached to confirm the note
  - The parent/guardian signature
- The Attendance Office will verify the signature and then grant approval
- The Attendance Office will then provide the student with a permit to show to the teacher. **The student is responsible for picking up their permit to get out of class.**
- At the time of dismissal, the student's teacher signs the permit issued by the Attendance Office.
- **Student must report to the Attendance Office to sign out before leaving school during the school day.** Student will bring signed permit to the Attendance office. Failure to follow this step may result in an unexcused absence for each class missed.
- Please pick your student up before 3:00pm. There is NO guarantee that we will be able to send for your student after 3:00pm.

## ARRIVING AT SCHOOL LATE- EXCUSED

(i.e. for Doctor's Appointment)

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

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

### TARDY POLICY:

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

### PROCEDURE WHEN TARDY:

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

**CONSEQUENCES FOR EXCESSIVE TARDINESS:**

- Upon the 5<sup>th</sup> (fifth) tardy noted in the computer, the student will be issued a detention notice. After the 18<sup>th</sup> tardy, the student must meet with his / her assigned Assistant Principal. The in- school suspension may be assigned.  
The Tardy Calculator is reset after the fall semester.

Any questions concerning the Tardy Policy or Detention Policy need to be addressed to the student's alpha assigned Assistant Principal.

**BUS TRANSPORTATION**

<http://bellaire.org/Buses.php>

**CLINIC**

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

**CONDUCT**

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

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

**CONDUCT MARKS:**

- |                  |   |
|------------------|---|
| E Excellent      | Behavior is excellent and the student has demonstrated a positive, cooperative attitude that characterizes a good citizen.  |
| S Satisfactory   | Behavior is generally satisfactory.   |
| P Probationary   | Behavior is not satisfactory; improvement is needed.  |
| U Unsatisfactory | Behavior is not satisfactory; sufficient improvement has not been demonstrated. A conference with the alpha Assistant Principal is required. Suspension or disciplinary reassignment results in an Office "U" for the six weeks grading period. |

## **CREDIT RESTORATION**

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

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

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

To receive credit for classes during the 2009-2010 school year students must complete an application and serve detention by December 2010.

## **DRESS AND GROOMING**

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

### **REQUIREMENTS:**

- Non-prescriptive sun glasses, hats, caps, head coverings are not allowed to be worn on school grounds.
- The length of shorts, skorts, skirts and dresses must be toward the knee. Spandex or body hugging shorts and tights are restricted to the physical education or work out area, unless covered by outer clothing
- All clothing must cover entire mid-riff area when standing, walking, or sitting. Low cut revealing tops are not allowed. Shirts without sleeves are not permitted Tank tops, transparent clothing, and clothing designed to be worn as an undergarment are not permitted.
- All clothing and accessories must be free of profane, suggestive or provocative language and/or symbols, advertisement or promotion of alcohol, tobacco, or drug use, and/or reference to or association with gang activity.
- Pants and shorts must be worn at the waist. Clothing must be size appropriate. All pajama tops and bottoms or clothing that is designed as beachwear are not appropriate.
- Suspenders or overall tops must be fastened and worn on the shoulders.
- Any clothing with holes above the knees is unacceptable.
- Students must wear shoes. Sandals are permissible. House/bedroom slippers are not permitted.
- Accessories/clothing which constitute a safety hazard to self and/or others are unacceptable.

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

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

- 1st offense: Parent Contact
- 2nd offense: Detention
- 3rd offense: Detention
- 4th offense: SRC (In School Suspension)

Repeated infractions will result in out of school suspension.

## **FIELD TRIPS**

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

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

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

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

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

## **HONOR CODE**

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

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

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

## **IDENTIFICATION CARDS**

- New students are issued an ID card at the beginning of the year.
- There is no charge for this initial card. Replacement cards may be obtained Thursdays in the Attendance Office for \$3.
- The ID card must be displayed by the student on campus and at all school events (any event on or off campus sponsored by HISD).
- ID cards must be shown when leaving or coming back from campus for lunch.

## **LOCKERS**

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

## **LOST AND FOUND**

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

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

## **LUNCH POLICY**

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

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

Throughout the year, the PTO and other school organizations sell pizza, sandwiches, smoothies, and other food items during lunch.

### **HOME CAMPUS LUNCH PERMITS**

- 9<sup>th</sup> and 10<sup>th</sup> grade students are not to leave the campus during lunch
- Only students who have obtained official / parental permission may leave campus during lunch
- Home lunch permits are reserved for students classified as a junior or senior at the beginning of the Fall Semester who meet certain academic and attendance requirements; no unexcused absences in the previous semester, no level III discipline violations, no excessive tardies, passing grade on the all sections of the 10<sup>th</sup> grade EXIT TAKS.. The parent or guardian of the junior or senior student who desires a home lunch permit must complete an application available from the appropriate Assistant Principal's office. The parent / guardian must provide definite assurance that the student will return to classes on time. Failure to comply with the agreement will result in the revoking of the privilege.
- Students must use designated exits (the circular drive on Maple or doors on Rice) when leaving or returning to the campus for lunch and display their stamped ID on their lanyard.

## MESSAGES AND GIFTS FOR STUDENTS

- Emergency telephone messages to students should be forwarded through the student's alpha assigned Assistant Principal's office. Important messages from parents will be taken and an attempt will be made to deliver them to students as soon as convenient. Calls from someone other than the parent or legal guardian are not accepted.
- All deliveries of balloon bouquets, floral arrangements, and / or tributes for students will be held in the alpha assigned Assistant Principal's office until the end of the school day. Students will be notified by message during an appropriate class period.

## PARKING RULES AND REGULATIONS

Parking around Bellaire is always problematic. HISD and Bellaire Police recommend that students and parents read and obey all signs accordingly, as Bellaire Police do have cars towed regularly. **DO NOT DROP OFF OR PICK UP YOUR STUDENT IN THE FACULTY PARKING LOT.**

### PERMITTED PARKING:

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

### PROHIBITED OR RESTRICTED PARKING:

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

### STUDENT PARKING:

- Students are not allowed in the parking areas or in parked cars during school hours.
- Students who park on the side streets must abide by the City of Bellaire parking regulations. Cars illegally parked or in violation of regulations are towed at the owner's expense.
- When parking on adjacent streets, students must not block driveways and must respect the home property of the Bellaire High neighbors—no litter, no loud music, no fast or reckless driving on the neighborhood streets
- Student Parking Lot on the west end of the athletic field is open only to seniors with official permits.
  - Seniors secure a parking space through a lottery. To participate in the lottery, seniors will need to show driver's license, proof of insurance, and previous year's

report card to Mr. Monzon's clerk. Also, each candidate's attendance record for prior school year will be checked. Students with excessive absences may not be permitted to participate.

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

#### TOWING FEES AND INFORMATION:

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

Questions about Parking Regulations and Towing may be directed to Andrew Monzon, 713-295-3700, [amonzon@houstonisd.org](mailto:amonzon@houstonisd.org)

### **PHONES AND ELECTRONIC DEVICES**

#### PHONES:

- In an emergency, students should go to the office of their appropriate Assistant Principal to use the phone, but not during class.

#### ELECTRONIC DEVICES:

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

### **SCHEDULE CHANGES**

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

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

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

## **TEXTBOOKS**

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

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

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

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

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

## **TRANSCRIPT REQUESTS**

<http://www.bellaire.org/transcripts.php>

## **VISITORS**

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

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

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

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

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

# **SCHOOL ORGANIZATIONS AND CLUBS**

## **PTO EXECUTIVE BOARD AND COMMITTEES**

<http://www.bellairepto.org/bhspto-officers.html>

## **PTO VOLUNTEER OPPORTUNITIES**

<http://www.bellairepto.org/bhs-vips.html>

## **INSTRUCTIONS FOR REGISTERING FOR VIPS**

Please use the following procedures for registering as a volunteer at Bellaire High School. Do not use the old paper registration forms. It is an HISD requirement that ALL volunteers be registered in the VIPS on-line system. This is for the safety of the students.

Every time you come on campus, for volunteering or any other reason, you must sign-in either at the main office or at the College Center. Also, you must record your hours on a VIPS sign-in sheet each time you volunteer. The organization you are volunteering with may get sign-in sheets to record volunteer time, which may be turned in to Mr. Thornhill as they are completed. If you are a frequent volunteer (and we love those!), we can give you a volunteer ID badge. See Mr. Thornhill, he will verify you are cleared in the system and give you a note so you may get your badge in the Attendance Office.

Thank you for all the many hours which parents and friends spend helping at Bellaire High School. If you have any questions, please see Mr. Thornhill in the library, call him at 713-295-3704, or e-mail him at [dthornhi@houstonisd.org](mailto:dthornhi@houstonisd.org).

### **Situation 1**

If you are already registered through the HISD on-line VIPS system, please go to the second page of your registration information and add Bellaire as one of the schools at which you will be volunteering. If you have forgotten your user ID and password, e-mail Mr. Thornhill at [dthornhi@houstonisd.org](mailto:dthornhi@houstonisd.org). I will **not** need a copy of your driver's license as your information is already in the system. HISD reruns everyone through the background check every summer.

### **Situation 2**

If you have access to a computer and have never registered as an HISD volunteer, go on-line to <http://www.houstonisd.org/>. Under the middle "Community" section of quick links, click on "VIPS log-in." When the Volunteers in Public Schools log-in screen appears click on "I have never used this program. Register me as a new user."

At the next screen type YES in the box signifying that you agree to a background check. Click continue and complete the required information. Do not forget to add Bellaire as a school at which you will volunteer. You may choose as many schools as you wish, but you will not show up on Bellaire's data base with out choosing BHS.

After you have successfully registered, bring a copy of your driver's license to Mr. Thornhill at school, his office is in the back of the library or put it in a sealed envelope and drop it off at the main office.

### **Situation 3**

If you do not have access to a computer, come by the library and see Mr. Thornhill. He will assist you in registering on-line. Please be sure to bring your driver's license or other picture ID with you.

## **SHARED DECISION MAKING COMMITTEE**

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

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

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

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

## **STUDENT ORGANIZATIONS AND CLUBS**

<http://www.bellaire.org/clubs.php>

### **NATIONAL HONOR SOCIETY**

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

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

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

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

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

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

# **SENIOR INFORMATION**

## **COLLEGE APPLICATIONS, SCHOLARSHIPS AND FINANCIAL AID**

See the College and Career Planning Section.

### **EXEMPTIONS FROM SPRING SEMESTER FINALS**

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

- An "85" or above semester average in the course for which the exemption is sought
- No more than a total of five absences; three excused absences plus two absences for college visits with prior approval from the students during the Spring Semester, **none of which are unexcused**, in the course for which the exemption is sought plus 2 absences for college visits with prior approval.
- An "S" average or better conduct grade in the course for which the exemption is sought
- No office "P" or lower conduct grade

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

### **DIPLOMA HOLDS FOR FEES DUE**

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

### **PICTURES**

Prestige Portraits will be taking the senior portraits this year. They are located at 13847 S.W. Frwy 77478 which is Hwy 59 & Dairy Ashford @ Sugar creek. The phone number is 281-277-3900. Call to make an appointment.

The 1<sup>st</sup> panoramic picture of the seniors will be taken at 9:30 AM on October 27, 2009. This will be taken at Bellaire HS by Goldbeck Photography Company.

The 2<sup>nd</sup> panoramic picture will be taken late in spring. That picture will be taken in cap and gown.

### **SENIOR EVENTS**

<http://www.bellaire.org/SeniorPage.php>

### **ALUMNI ASSOCIATION**

<http://www.bellairehighschoolalumni.org/>