



Bellevue ISD

Student Handbook

2010 - 2011

Attention Parents:

Please pay particular attention to the last two (2) colored pages located in the back of the handbook.

- Acknowledgement of Student Handbook
- Directory Information

**Bellevue
Independent School District
P.O. Box 38
500 Seventh Street
Bellevue, Texas 76228
(940) 928-2104**

Mission Statement

Bellevue ISD is committed to providing a quality education to meet the varied needs of a diverse student body. Every learner will have the opportunity to be challenged, successful, and prepared for a future as a responsible and productive citizen.

Belief Statement

The District believes that quality education will provide the student the opportunity to develop critical thinking skills and effective communication skills for life in an ever-changing world. A quality education will also promote academic, social, physical, and emotional growth for every child.

Dean Gilstrap
Superintendent

Aaron Tefertiller
Principal

SCHOOL BOARD

Billy Tyson - President
Mark Hanson - Vice President
Perry Garrison - Secretary
Ross Cantrell
Kendall Spikes
Jimmy Terry
John Grunseich

Pledge of Allegiance to the Flag

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

Pledge to the Texas Flag

Honor the Texas Flag: I pledge allegiance to thee, Texas, one state under God, one and indivisible.

School Song

We march down the aisles of fame
Eagles of Bellevue High that's our name.
Our Eagle spirit shines bright today
True and loyal in every way.
We offer our tribute and praise
And to our dear old high school we raise
Our colors of black and gold.
We're all for you
We love you true.
Dear Bellevue High School

Public Notification of Nondiscrimination in Career and Technology Education Programs

1. Bellevue ISD offers career and technology education programs in Agricultural Science and Technology Education and Business Education. Admission to these programs is based on school enrollment, grade placement, age appropriateness, interest and aptitude and class space available.
2. Bellevue ISD will not discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.
3. Bellevue ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.
4. For information about your rights or grievance procedures, contact the Title IX Coordinator, and/or the Section 504 Coordinator, Terry Davis, at PO Box 38, Bellevue, Texas 76228, (940) 928-2104.

Notification of Rights under FERPA For Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible students, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA by contacting:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

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I. ATTENDANCE AND ABSENCES

Between a student's 6th and 18th birthdays, attendance is required each day during the instructional year unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. These attendance requirements also apply to any District-required tutorial sessions. A student who is absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. 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.

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.

A student must attend at least 90% of the days the class is offered to obtain credit for the class. An attendance committee or committees will hear petitions for class credit by students who are in attendance less than 90% of the days the class is offered. These committees may give class credit to students in attendance less than the required number of days during a semester because of extenuating circumstances. Students will be required by alternate ways to make up work or regain credit lost due to absences. Since school district certified employees may not be required to perform additional duties as a result of the bill's requirements, parents may be asked to pay \$50 per day for additional instruction if Saturday make-up or other time is required. Students may appeal an attendance committee decision to the local school board.

If a student is absent from school without an excuse for 10 or more days or parts of days within a six-month period in the same school year, or on three or more days or parts of days within a four-week period, the parents and student are subject to prosecution.

In those rare circumstances 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. Students, who do not bring a parent-signed note within two days after returning to school, will receive an unexcused absence. Absences will be coded Excused, Unexcused, or Prearranged Excused. Examples of an excused absence include: Parent signed note for absence due to illness, emergency, funeral, or a medical note for a doctor's appointment. Students with an unexcused absence will be given make-up work to be completed with a maximum grade of a 50 given. Students wishing to attend a non-emergency, non-medical, or "family" trip must receive permission from the principal for a prearranged excused absence. The principal should be notified at least 2 days in advance of the request. A prearranged excused absence is coded as excused; and, the students are allowed the opportunity to turn their work in for full grade credit the day they return to class. Students with excused

absences are allowed the number of days absent, plus one additional day, to turn their work in for full credit.

Students who become ill during the day should receive permission from the teacher to report to the Business office. Students may not leave the campus without a note or phone call from a parent or guardian and teacher/administration approval.

If a parent wants to pick up classroom assignments for an ill student, the request should be called to the counselor before 8:00 am to be picked up at 3:25 pm.

Students who are absent from school for the entire school day will not be allowed to participate in school-related activities on that day or evening except for emergency situations approved by the Principal or Superintendent.

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 office. The principal or designee will decide whether the student should be sent home and will notify the student's parent.

Withdrawal from School

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

Attendance Requirements for a Driving Permit:

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.

II. CAMPUS/CLASSROOM RULES

In addition to the Student Code of Conduct, the District will employ Campus/Classroom Rules. The Campus/Classroom Rules examine a variety of issues and needs not specifically addressed in the Student Code of Conduct. Also, elementary students may receive a handout from their teacher regarding general expectations for classroom, cafeteria, and playground behavior. Junior high and/or high school teachers may deliver a class syllabus to their students as well.

Some specific Campus/Classroom Rules and Guidelines include:

1. Assemblies – Students are expected to conduct themselves in assemblies as they would in class. No candy, gum, food, or drinks are allowed in an assembly.
2. Computer Resources – District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher’s supervision and approved instructional purposes only. Students and parents will be asked to sign a student agreement regarding appropriate use of these resources. Violations of this agreement may prompt termination of privileges and other disciplinary action.
3. Corporal Punishment – Corporal punishment shall be limited to spanking or paddling the student and shall be administered only in accordance with the following guidelines:
 - a. The student shall be told the reason corporal punishment is being administered.
 - b. Corporal punishment shall be administered only by the principal or teacher.
 - c. The instrument to be used in administering corporal punishment shall be approved by the principal or a designee.
 - d. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.
4. Detention – Students may be detained outside of school hours (for not more than 2 hours) on one or more days if a student violates the Campus/Classroom Rules. The detention shall not begin, however, until the student’s parents have been notified of the reason for the detention and that the parents should make arrangements for the student’s transportation on the day(s) of detention.
5. Dress Code –
Purpose: Based on educational research, a dress code instills self-discipline, maintains a positive learning environment, lessens negative peer pressure, instills respect for authority, and aids in protection of students and staff. In dressing for school, students and parents are required to use good judgment. Because research indicates that student dress often sets a pattern for classroom behavior, the district does expect that students will look reasonably neat, that their hair be combed, and that they not wear garments so revealing or in such a state of disrepair as to be a distraction or safety hazard.

Teachers are required to direct students to correct any dress code violation immediately, and to document the correction to the Principal. For dress code offenses the student cannot or does not correct, send students directly to the office. The Principal will administer a step-discipline plan response for each dress code offense.

GENERAL GUIDELINES: Although everyone will concede there should be a line of reasonable expectation for dress and appearance at school, not everyone will agree as to where that line should be drawn. In an effort to establish appropriate guidelines, representatives of our school, along with student, parent, and community representatives, worked together to create the following rules.

- a) Halter-tops, spaghetti straps, tube tops, midriff shirts, tank tops, shirts with sleeves cut out and muscle shirts must not be worn. Tops and pants must meet all the way around and show no skin. When seated, standing, stooping, bending or raising arms overhead, if skin is visible, it will not be permitted. Undergarments must never be visible. No see-thru or sheer clothing is permitted.
- b) No risqué clothing or accessories with abusive, suggestive, offensive, lewd or violent themes may be worn. Clothing and accessories that advertise tobacco, alcohol products, or illegal substances and messages that are suggestive of these themes or that undermine authority are prohibited.
- c) Boy's shorts must have a minimum inseam length of 10 inches.
- d) Girl's shorts, skirts, and dresses must have a minimum inseam length of 10 inches while properly fitted at the waist.
- e) Overalls must be worn with all buttons/straps securely fastened with a proper top underneath.
- f) Pants and shorts will be fitted or belted at the waist. No hip huggers will be allowed if skin is visible.
- g) Headgear: hats, sunglasses, toboggans, etc. are not to be worn during the school day in the school building unless it is an official dress up day. For students not complying with this policy, teachers will take up any hat/cap/etc. and turn the item into the Principal's office.
- h) BISD Athletic gear is only allowed during athletic periods.
- i) Appropriate footwear will be worn at all times, properly fastened. House shoes and wheelies are prohibited.
- j) Coats/jackets worn in the classroom will be at the teacher's discretion.
- k) Wearing of pajamas is limited to official dress up days.
- l) Body piercing adornments are limited to the ears only for girls, regardless of whether they are covered or not. Covering unacceptable piercings, such as with a band aid, does not negate this rule. Spacers are prohibited. Earrings are not allowed in P.E. or athletics.
- m) Extremely unnatural hair coloring, hairstyles, and/or make-up are prohibited. Boys will not be allowed to wear beards or mustaches and must remain clean-shaven. Sideburns may not extend past bottom of earlobe. Boy's hair should be cut so that it does not pass the bottom of the shirt collar, middle of the ear, or the eyebrow. Girls and boys hair must be kept clean and well groomed.

- n) Any clothing or accessory deemed to be gang-related is prohibited. Objects may not hang out of pant pockets.
- o) Clothing that is cut or torn above the knee is not permitted. All garments will have finished seams and hems.
- p) Tattoos must be covered.
- q) Cleavage shall not be visible.
- r) No oversized clothing will be allowed

Any other regulation pertaining to dress and/or attire is left to the discretion of the Principal. Violations of the dress code will result in disciplinary action.

6. Lockers – Lockers are school property and remain under the control and jurisdiction of the school even when assigned to the individual student. The student has full responsibility for the security of the assigned locker for making certain that the locker is locked, and that the combination is not available to others. Decorations will not be allowed on the outside of lockers without approval of the principal.

Lockers are subject to blanket searches or inspections by District administrators. Searches or inspections may be conducted at any time and without notice.

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

7. Off-Campus Lunch – Only those students whose parents pick them up for lunch may leave campus and they must sign out before leaving.
8. Parties and Socials – The rules of good conduct and grooming must be observed for school social events. Guests will be expected to observe the same rules as students attending the event. The person inviting the guest will share responsibility for the conduct of the guest. Students attending a party or social may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be readmitted.
9. Publications and Posters – All student publications and other written material intended for distribution to students shall be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student shall have a reasonable period of time to present his or her viewpoint. Signs and posters that students wish to display must first be approved by the principal. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action.
10. Tardies – All students are expected to be in their seats with necessary supplies when the tardy bell starts ringing. Three unexcused tardies will cause the

student to be assigned to detention. Students who are tardy for first period may be counted absent. Every six (6) tardies will equal one (1) step on discipline plan.

11. Textbooks – State-approved textbooks are provided free of charge for each subject or class. Students are required to use these books carefully and keep them in their locker when not in use. Books must be covered by the student, as directed by the teacher. Students who are issued a damaged book should report that fact to the teacher.

Any student failing to return a book, or damaging a book issued by the school shall lose the right to free textbooks until the book is returned or paid for by the parent or guardian.

12. Vehicles – Vehicles parked on or adjacent to school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for the security of their vehicles and will make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons that are found in their cars and will be subject to disciplinary action. Searches of vehicles, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so, with or without the presence of the student. Students are to leave their cars and go into the building as soon as they arrive at school. Students are not allowed to go to their cars during the school day without Principal's permission.

13. Radios, CD players 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 by the principal. Without such permission, teachers will collect the item and turn it in to the principal's office.

14. CELL PHONES – Believing that high school represents a student's job, our policy allows students to use cell phones during the lunch period only. Parents need to be aware that any emergency calls outside of the lunch period are expected to be made to the Bellevue School office, and students will be notified. Students are asked to use an office phone for emergency needs out side of the lunch period.

Cell phones should not be seen or heard during the school day. Teachers are asked to take up any phones which are seen or heard or if they suspect a student is using them. It is the student's responsibility to secure his/her phone. "Checking the time" or "It just fell out" means they should be taken up. Please be sure your phone is completely off and securely placed away.

Students – Please be specifically aware that just because you may not have a class scheduled during the day, your phone may be taken. The only safe time is during lunch period.

1st offense the phone will be returned to the student at the end of the day. 2nd offense the phone will be returned to the parent. 3rd offense the student will have to pay \$15 before the phone will be returned and assigned a step on the discipline plan. All future offenses will require a \$15 payment before the phone will be returned.

In addition, students are prohibited from:

- Behaving in any way that disrupts the school environment or educational process.
- Cheating or copying the work of another.
- Directing profanity, vulgar language, or obscene gestures toward other students or District employees.
- Disobeying school rules about conduct on school buses.
- Embracing or other intimate or sexual contact.
- Failing to comply with directives given by school personnel.
- Possessing a laser pointer at any school-related activity.
- Possessing or using matches or a lighter.
- Scuffling or fighting.
- Stealing from students, staff or the school
- Throwing objects that can cause bodily injury or property damage.
- Using a cellular telephone or other telecommunications device at school during the school day with the exception of the high school lunch period.
- Violating dress and grooming standards.
- Violating safety rules.
- Using any tobacco products on school property.

Consequences of violating Campus/Classroom Rules shall include, but not be limited to:

- Oral correction.
- Cooling-off time or “time-out”.
- Seating changes in the classroom.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Temporary confiscation of items that disrupt the educational process.
- Grade reductions as permitted by policy.
- Rewards or demerits.
- Behavioral contracts.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Detention.
- Assigned school duties other than class tasks.
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices.
- Techniques or penalties identified in individual student organizations codes of conduct.
- Withdrawal of parking privileges.
- Withdrawing or restricting bus privileges.
- School-assessed and school-administered probation.
- Corporal punishment.

III. SCHOOL BUSES

Students being transported in school-owned vehicles shall comply with the Student Code of Conduct and Campus/Classroom Rules. Any student who fails to comply with that code or established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action.

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. When on the bus, passengers shall not stand while the bus is in motion.
4. Passengers shall keep books, tote bags, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms or legs out of the window nor hold any object out of the windows or throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco on school buses.
8. Upon leaving the bus, the student shall not cross immediately in front of the bus until directed by the driver.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or on an extracurricular activity:

1. The driver shall attempt to correct the behavior of the passenger.
2. If the driver is unable to resolve the problem, the principal shall be notified immediately, or if the incident occurs in the afternoon, not later than the morning of the next school day.
3. The principal shall investigate the incident and notify the driver of the action taken.
4. A conference involving the principal, the student passenger, the driver and parent(s) may be required.
5. The principal may suspend the student's bus riding privileges. If such a suspension occurs, the parents shall be notified prior to the time the suspension takes effect.

6. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to put the student off the bus or to call for law enforcement assistance; the principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary actions and changes in transportation for a handicapped student shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

IV. REPORT CARDS AND TUTORIALS

Written reports of students' grades and absences shall be issued to parents at least once every six weeks. At the end of the first three weeks of a grading period, parents will be given written notice if the student's grade average is near or below 75. If a student receives a six-week grade of less than 70 in any class or subject, the parent will be requested to schedule a conference with the teacher of that class or subject. Report cards must be signed by the parent and returned to the school within five days. A student whose grade in a subject for a reporting period is lower than 70 will be required to attend tutorials during the following reporting period. Students may also be required to attend tutorials to make up any Essential Knowledge and Skills not mastered or for TAKS remediation.

The following guidelines will be used in reporting students' progress:

Achievement or progress in kindergarten shall be reported as follows:

E = exceeds kindergarten level

S = satisfactory (student has mastered objective)

N = needs improvement (student is having trouble but is making steady progress)

U = unsatisfactory (insufficient progress)

In grades 1-5, achievement shall be reported as:

1. Numerical scores for language arts, math, science, and social studies.
2. Letter will be used for grades in health, fine arts, and physical education.
 - U – unsatisfactory
 - N – needs improvement
 - S – satisfactory
 - E – excellent

In grades 6-12, the district shall report progress to parents as numerical scores.

In grades 2-12, citizenship performance shall be reported as:

- U – unsatisfactory
- N – needs improvement
- S – satisfactory
- E – excellent

V. PROMOTION, RETENTION, GRADE CLASSIFICATION, SCHEDULING, GRADUATION REQUIREMENTS, AND CLASS RANKING.

TESTING

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests in the following subjects.

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 and 10

To receive a high school diploma, students must successfully pass exit-level tests.

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, students must take the Texas Academic Skill Program (TASP) test.

Test results will be reported to students and parents; parents may review any assessment test that has been given to their child.

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.

PROMOTION AND RETENTION IN KINDERGARTEN THROUGH GRADE 8 – Students shall be promoted from one grade to the next on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. In grades 1-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies. Please be aware that, effective in the school years set out below, a student’s satisfactory performance on state exams, called the Texas Assessment of Knowledge and Skills (TAKS), will be required for promotion. This requirement will be effective for the following students:

- Third graders in the 2002-2003 school year,
- Fifth graders in the 2004-2005 school year, and
- Eighth graders in the 2007-2008 school year.

A student who does not perform satisfactorily will participate in special instructional programs designed to help improve performance and will also have 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; the parent can appeal this decision, however, to the grade placement committee. Whether the student is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level. Students in grades K-8 who are not promoted shall be retained in the same grade.

GRADE CLASSIFICATION IN GRADES 9-12 – After the 9th grade, students are classified according to the number of units earned toward graduation. Classifications are earned at the end of each school year, not at mid-year.

Units of Credit Earned	Grade Placement
6	10 (Sophomore)
12	11 (Junior)
18	12 (Senior)

COURSE SCHEDULING IN GRADES 9-12 – Each student in grades 9-11 must be enrolled in at least 6 credit courses each semester. Students may not make a schedule change without a parent conference. No drop will be considered if it affects the six class requirement. Also, no schedule change will be allowed after the third week of school if the course is a full year course or after the third week of the semester if it is a one semester long course.

GRADUATION REQUIREMENTS – To receive a high school diploma from the District, you must successfully complete the required number of credits and pass a statewide exit-level examination.

The District will introduce a new state test for graduation in the 2004-2005 school year. The new grade 11 exit-level test will cover English language arts, mathematics, science, and social studies and will require knowledge of Algebra 1, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History.

1. Students in the Minimum High School Program are required to complete the following courses:
 - a. English – 4 credits
 - b. Math – 3 credits
 - c. Science – 2 credits
 - d. Social Studies – 2.5 credits
 - e. Science/Social Studies Elective – 1 credit
 - f. Economics - .5 credit
 - g. Spanish I – 1 credit
 - h. Physical Education – 1.5 credits
 - i. Health Education - .5 credit
 - j. Technology Applications – 1 credit
 - k. Speech - .5 credit
 - l. Electives – 6.5 credits

A total of 24 credits are required to graduate under the minimum plan.

2. Students in the Recommended High School Program are required to complete the following courses:
 - a. English – 4 credits
 - b. Math – 3 credits
 - c. Science – 3 credits
 - d. Social Studies – 3.5 credits
 - e. Economics - .5 credit
 - f. Foreign Language – 2 credits
 - g. Physical Education – 1.5 credits
 - h. Health Education - .5 credit
 - i. Technology Applications – 1 credit
 - j. Fine Arts – 1 credit
 - k. Speech - .5 credit
 - l. Additional Components – 3.5 credits

A total of 24 credits are required to graduate under the recommended plan.

***Freshmen class of 2007-08 will be required to have 26 credits with 1 additional credit in Math and 1 additional credit in Science.**

3. Students in the Distinguished High School Program are required to complete the following courses:
 - a. English – 4 credits
 - b. Math – 3 credits
 - c. Science – 3 credits
 - d. Social Studies – 3.5 credits
 - e. Economics -- .5 credits
 - f. Foreign Language – 3 credits

- g. P.E. – 1.5 credits
- h. Health Education -- .5 credits
- i. Speech -- .5 credits
- j. Technology Applications – 1 credit
- k. Fine Arts – 1 credit
- l. Additional Components – 2.5 credits

A total of 24 credits in addition to 4 advanced measures are required to graduate under the distinguished high school program.

***Freshmen class of 2007-08 will be required to have 26 credits with 1 additional credit in Math and 1 additional credit in Science.**

The advanced measures may include any combination of four of the following:

- 1. Original research/project,
 - 2. Grade of 3.0 or higher on courses for college credit,
 - 3. Score of 3 or above on an Advanced Placement examination,
 - 4. Score of 4 or above on an International Baccalaureate examination,
 - 5. Recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation.
4. Students planning to graduate early must make application during the first two weeks of the junior year.

CLASS RANKING – Graduating seniors shall be ranked within the graduating class on the basis of weighted grade averages for the 4 year program. This average will be taken at the end of the fifth six weeks. Ten points per semester will be added to the grade achieved in any advanced level class. Students may visit with the principal or the counselor for more information regarding class ranking procedures.

Students who are ranked in the top ten percent of their graduating class are eligible for a period of two school years following their graduation for automatic admission into Texas general academic universities and colleges. Students and parents should see the counselor for further information about how to apply and the deadline for application.

VI. EXTRACURRICULAR ACTIVITIES

Students shall be permitted to participate in extracurricular activities, subject to the following restrictions:

- 1. During the initial six-week period of the school year, students shall have been promoted into the next grade level or shall have accumulated the required number of units toward graduation.
- 2. During the subsequent six-week periods, students who receive a six-week grade below 70 may not participate in extracurricular activities during the following three-week school period; however, an ineligible student may practice

or rehearse. The suspension from extracurricular activities goes into effect seven days after the last day of the six-week period during which the grade lower than 70 was earned. Students shall be allowed to participate at the end of any three-week period in which the student earns course averages of 70 or more in all academic classes, other than those that are honors or advanced.

3. Sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the Campus/Classroom Rules and the Student Code of Conduct and may condition membership or participation in the activity on adherence to these standards.
4. Extra-curricular absences - Students are allowed in a school year up to 12 extra-curricular absences not related to post-district competition. If the student has an average of 80 or above in all academic classes, they may be allowed up to three more. All extra-curricular activities approved by the board are subject to these restrictions.

VII. AWARDS AND HONORS

SIX WEEKS HONOR ROLL – All students with no grade below an 80 will be included. Students making no grade below a 90 will receive special recognition.

YEARLY “A” HONOR ROLL – Students with no subject grade below 90 for the entire year will be included.

YEARLY “A-B” HONOR ROLL – Students with no grade below 80 will be included.

PERFECT ATTENDANCE AWARD – Any student who is neither absent nor tardy in any class during the school year will receive a certificate. This means that all students – grades K-12 – must be in attendance 100% of the time unless they are attending a school-sponsored activity away from the campus.

UIL AWARDS – All athletic awards are made in conformity with Interscholastic League rules and regulations and must be recommended by the coach. A student may receive one jacket or sweater during his/her high school years. Any student, who has participated for four years in any sport and is in good standing, shall be entitled to receive a jacket. Only lettermen will receive awards. In basketball, a student must play in at least one third of the total number of quarters of the varsity games to letter. In baseball/softball, a student may letter by playing in one third of the innings played during the year. In cross-country, track, tennis, and golf, a student may letter by advancing past district competition. (The student must have competed against an opposing player at the district level before advancing to regional.) A jacket may be awarded in other UIL events if the student advances to the finals in UIL Regional competition. Other UIL participants may be awarded a letter if they advance to the Regional meet by actually competing against students from the other schools at the district meets.

VIII. STUDENTS WITH SPECIAL NEEDS AND 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 Principal or Counselor.

IX. ELEMENTARY SCHEDULES AND ROOM PARTIES

All students in grades K-5 should not arrive on the school grounds prior to 7:30 a.m. Students in grades K-5 should report to the cafeteria upon arrival at school. At 7:55 a.m., all students should report to their classrooms. School is dismissed at 3:25 p.m., and students should be picked up or board the bus promptly at dismissal time.

Elementary parties are on the last day before Christmas holidays and Valentine's Day. No other classroom parties should be scheduled without permission of the Principal. Refreshments may be occasionally served as special treats during the last 15 minutes of the school day. However, this arrangement must have full approval of the teacher and under no circumstances is this to become a regular occurrence.

X. EMERGENCY AND MEDICAL INFORMATION

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers quickly and in an orderly manner.

- Fire: The sounding of the fire alarm indicates there is a fire and all persons should leave the building immediately by the routes designated in each room.
- Tornado: A continuous ringing of the bell indicates a tornado and all persons should follow designated routes to the basement.
- Lockdown: The announcement "This is a lockdown" will be broadcast over the speaker system. All persons should follow guidelines outlined in the school safety plan.

Students should remain in a place of safety until notified otherwise by school personnel.

EMERGENCY CLOSING INFORMATION – Any school closing due to weather or other emergency situations will be reported on KRJT radio, Channel 3 TV and Channel 6 TV.

EMERGENCY MEDICAL TREATMENT – Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency. Parents should update this information as often as necessary. 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.

MEDICINE AT SCHOOL

No District employee will give a student prescription medication, nonprescription medication, herbal substances or dietary supplements except:

Authorized employees, in accordance with policy, and:

- If the medication is prescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the medication is nonprescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if it is required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

COMMUNICABLE DISEASES – To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the Principal so that other students who have been exposed to the disease can be alerted. These diseases include:

Amebiasis	Hepatitis, Viral A	Rubella (German Measles Including congenital)
Campylobacteriosis	Impetigo	Salmonellosis, including
Chickenpox	Infectious mononucleosis	Typhoid fever
Common cold with fever	Influenza	Scabies
Fifth disease (Erythema Infectiosum)	Measles (Rubeola)	Shigellosis
Gastroenteritis, Viral	Meningitis, Bacterial	Streptococcal disease, invasive
Giardiasis	Mumps	Tuberculosis, Pulmonary
Head Lice (Pediculosis)	Pinkeye (Conjunctivitis)	Whooping Cough (Pertussis)
	Ringworm of the scalp	

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 administrators, 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: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us

IMMUNIZATION – All students must be immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are: diphtheria/tetanus, polio, measles (rubeola), mumps, rubella, haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chickenpox). School administrators can provide information on the required doses of these vaccines. Proof of immunization may be personal records by 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 that states that, in the doctor's opinion, the immunization required would be harmful 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.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the parent of the student that states that the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

XI. CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers free and reduced-price lunches and breakfasts based on a student's financial need. Information can be obtained from Tracie Wise at 928-2104.

The regular price of breakfast for a student is \$1.25. The regular price for lunch is \$1.75. A snack bar will be available for grades 6-12.

Parents and students are encouraged to prepay meal charges. Charges will not be allowed to exceed \$5.00 at any time. If a student reaches this amount, they will be provided a peanut butter sandwich at no cost.

No cafeteria charges should remain unpaid for more than 30 days.

XII. COUNSELING SERVICES

ACADEMIC COUNSELING – Students are encouraged to talk with school counselors, teachers, and principal in order to learn about the curriculum, course offerings, graduation requirements, and differences between graduation requirements for the minimum high school program and the recommended high school program. Students who are interested in attending a college, university, training school or some other advanced education should work closely with the District’s counselor so that they may take the high school courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

PERSONAL COUNSELING – The counselor is also able to help students with a wide range of personal concerns. The counselor is familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns with the counselor should make an appointment with the counselor.

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.**

XIII. STUDENT COMPLAINTS

Student complaint procedures are designed to secure prompt and equitable resolutions. If the complaint involves a problem with a teacher, the student shall in most circumstances be expected to discuss the matter with the teacher before requesting a conference with the principal. A student who has a complaint shall request a conference with the principal within ten calendar days of the time the student knew or should have known of the event or series of events causing the complaint. The principal shall schedule and hold a conference with the student within five days. If the outcome of the conference with the principal is not to the student’s satisfaction, the student has ten calendar days to request a conference with the Superintendent or designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student’s signature, and the date of the conference with the principal.

If the outcome of the conference with the Superintendent or designee is not to the student’s satisfaction, the student may submit to the Superintendent a written request to place the matter on the agenda for a School Board meeting.

The Superintendent shall inform the student of the date, time and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate. The lack of official action by the Board upholds the Superintendent or designee's administrative decision. Announcing a decision in the student's presence constitutes communication of the decision.

If the complaint involves complaints or charges about an employee, it shall be heard by the Board in closed meeting unless the employee complained about requests it to be public. The student may be represented by an adult at any level of the complaint.

XIV. SEXUAL HARASSMENT AND SEXUAL ABUSE

Notice of Parent and Student Rights:

What is the District policy concerning sexual misconduct?

The District forbids employee conduct constituting sexual harassment or sexual abuse of students. The District forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee.

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools.

What is sexual harassment?

Sexual harassment of a student **by an employee** includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefit.

Sexual harassment of a student **by another student** includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

What is sexual abuse?

Sexual abuse is defined as "illegal sex acts performed against a minor..." It may include, but is not limited to, fondling, sexual assault, or sexual intercourse. Sexual abuse is a form of child abuse that must be reported to appropriate law enforcement authorities.

What laws address sexual harassment of students?

Sexual harassment or abuse of students by District employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

Will I be informed if my child has been sexually harassed or sexually abused at school?

The District will notify parents of students involved in sexual harassment by students when the allegations are not minor or of any incident regarding sexual harassment or sexual abuse by an employee. Notification may be by telephone, letter, or personal conference.

What will the District do when it learns of sexual harassment or sexual abuse of a student?

When a principal or other school administrator receives a report that a student is being sexually harassed or abused, he or she will initiate an investigation and take prompt action to intervene.

What do I do if I am concerned that my child has been sexually harassed or sexually abused at school?

A student or parent who has a complaint alleging sexual harassment by other student(s) or sexual harassment or sexual abuse by an employee may request a conference with the principal, the principal's designee, or the District's Title IX coordinator. The conference will be scheduled and held as soon as possible but within five school days. The principal or Title IX coordinator will coordinate an investigation. Oral complaints should be reduced to writing to assist in the District's investigation.

Who is the Title IX coordinator and how do I contact that person?

The Title IX coordinator for the District is:

Name:	Aaron Tefertiller
Position:	Principal
Address:	Box 38, Bellevue, TX 76228
Telephone:	(940) 928-2104

The Title IX coordinator is a District employee who has the responsibility to assure District compliance with the requirements of Title IX. The coordinator will investigate or oversee an investigation of a complaint alleging violations of Title IX.

The District has adopted complaint procedures for handling Title IX complaints, which may be obtained from the principal or Title IX coordinator. The student may be accompanied by the parent or other advisor throughout the complaint process.

Will my complaint be confidential?

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

What if I am not satisfied by the District's resolution of my complaint?

If the parent is not satisfied with the District's initial response to the complaint, he or she has ten school days to request a conference with the Superintendent or designee, who will schedule and hold a conference. Prior to or at the conference, the parent must submit a written complaint that contains: a statement of the complaint; any evidence to support the complaint; the resolution sought; the student's and/or parent's signature; and the date of the conference with the principal.

If the parent considers the resolution unsatisfactory, he or she may request that the complaint be heard by the Board of Trustees at its next regular meeting, in accordance with policy BE (LOCAL). The Board will hear the complaint in closed meeting, unless otherwise required by the Texas Open Meetings Act. At the conclusion of the hearing, the Board will decide what action it deems appropriate.

XV. SCHOOL RECORDS

Both federal and state law safeguards 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 Bellevue ISD 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 goes 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 Superintendent 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 shall 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 of the Superintendent's office is 500 7th Street, Bellevue, TX 76228. The address of the principal is 500 7th Street, Bellevue, TX 76228.

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 **Student or Parent Complaints and Concerns** in section XIII.)

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.

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.

SPECIAL EDUCATION RECORDS:

Bellevue Independent School District maintains attendance, academic, and health records on all students enrolled in the school. Special education records on all students enrolled in special education and on all students referred for consideration of special education are kept in Henrietta, Texas, at the Clay-Jack Cooperative's office and are kept under lock. The Director of the Cooperative has responsibility for special eligibility records. In addition the special education teachers keep, in their classrooms copies of the individual education plans (IEP) and academic evaluation reports for their assigned students.

There is posted on the file cabinet names of those persons who have a legitimate education interest and therefore, are entitled to access of the records without consent of the parent or adult student with a disability. Persons with legitimate educational interests are those persons who are assigned responsibility for a portion of the student's educational experience, or who have a need to inspect the records for audit purposes. These individuals include designated teachers and support personnel within the district and Clay-Jack Education Agency. Personnel within the public school system whose names are not posted will sign the record of access form on the eligibility folder, stating the date, his/her name, title, agency, and the reason for access to the student's eligibility folder. All other persons must present written consent before access will be permitted, and they must also sign the record of access form.

The Clay-Jack Cooperative recognizes the rights of parents, adult students with a disability, and/or their designee as outlined under the Family Educational Rights and Privacy Act of 1974. The policy regarding these rights and administrative procedures are included in Confidentiality of Records, CFR 300.560.300.576. Copies of these policies and administrative procedures are located in the principal's office of your campus and in the office of the director of special education. The filing of complaints of alleged failures of the School District or Cooperative to comply with these policies and administrative procedures will follow complaint procedures as established in the policies.

Requests to inspect the special education records will be directed to the Director of the Clay-Jack Cooperative and an appointment with the appropriate school personnel will be scheduled without necessary delay and before any meeting regarding an individual educational plan or hearing. In no case will the appointment be scheduled more that 30 days after the request. Any information in the records will be interpreted by appropriate personnel upon request.

The parent or adult student with a disability requests the deletion or change of any portion of the records, this request will be considered, unless that portion is necessary to document eligibility for services. If the request is denied, the parent or an adult student with a disability has the right to write a dissent or addition to be included in the records, and/or appeal the decision by following the complain procedures as established in the Explanation of Procedural Safeguards.

Copies of their student records will be supplied to parent or adult student with a disability at their request as expeditiously as possible with a fee of \$.10 per page required.

Student's eligibility folders will be maintained within the Cooperative office at least seven years after the cessation of services to students with a disability. After that time, in the event it is planned to destroy these records, parents or adult students will be informed before the records are scheduled to be destroyed. Written requests not to destroy the special education records from parents or adult students with a disability will be honored.

XVI. MISCELLANEOUS INFORMATION

1. **ASBESTOS** – This notice is pursuant to the requirements of Section 763.84 and Section 763.93 of the EPA Asbestos in Schools Regulation (40 CFR Part 763), as to the availability of the Asbestos Containing Building Materials Management plan for Bellevue ISD. The management plan is available at the administrative building located at 500 7th Street, Bellevue, Texas. The management plan is available for review during normal operation hours.

The district was initially inspected for asbestos containing building materials in 1988 and has been re-inspected during 2004. The next re-inspection will be conducted in 2007.

The designated person for Bellevue ISD is Jackie Gill. He may be contacted at (940) 928-2104 during normal business hours.

2. **COLLEGE VISITATION DAY** – Seniors will be allowed one college visitation day per year. This will be counted as a prearranged unexcused absence and it will not count against semester test exemption. Each student needs to arrange the absence with the principal at least three days prior to the day of visitation.
3. **CORRESPONDENCE COURSES** – All high school students shall be eligible to take correspondence courses and earn credit toward graduation. These credits will not count toward honors or class ranking. Students may earn a maximum of three state-required credits through correspondence and may be enrolled in only one correspondence course at a time.
 - Students shall make written request to the principal for permission to enroll in a correspondence course. If approval is not granted prior to enrollment, credit toward graduation shall not be awarded to the student.
 - Institutions offering the course are the University of Texas at Austin, Texas Technological University or other public institutions of higher education approved by the commissioner of education.
 - The course shall include the state-required elements for such a course.
4. **CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION** – Bellevue ISD provides opportunities for students to be accelerated in their instructional program. Students in grades K-6, who meet the criteria for acceleration, may be accelerated one

grade. Secondary students in grades 7-12, may receive credit for any course in which they take a district-approved test and meet a district-approved standard.

Bellevue ISD provides a testing program at no cost to the student.

Below are the 2010 – 2011 testing dates.

<u>TESTING DATES</u>	<u>APPLICATION DEADLINE TO REGION IX</u>
October 16, 2010	Before September 8, 2010
February 26, 2011	January 14, 2011
June 11, 2011	May 2, 2011
June 18, 2011	May 9, 2011
July 8, 2011	June 1, 2011
July 9, 2011	June 1, 2011
October 15, 2011	September 2, 2011

Parents or students seeking acceleration can contact Johny Chandler or Aaron Tefertiller for information.

5. **FIELD TRIPS** – Field trips are intended to be an extension of the learning experiences of the classroom. Students will be accompanied on such trips by school personnel and/or others that may be selected by the principal and the teacher involved. **All students making a school-sponsored trip are expected to go and come by school bus or school-provided transportation.** Parent permission and release of liability must be in writing and in the possession of the sponsor prior to the group leaving campus. Field trips are considered to be a privilege. Students with excessive absences or discipline referrals may not be allowed to go on field trips.
6. **FUND RAISING** – Occasionally, student clubs, classes, and organizations and parent groups will be permitted to conduct fund-raising drives. Organizations must keep records as to who sold what and how much was made. An application for permission must be made to the principal at least 10 days before the event. Except as approved by the principal, fund raising shall not take place on school property.
7. **PARENT CLASS SPONSORS** – Parent class sponsors are selected by the students. The following guidelines should be followed in selecting class sponsors.
 - a. The parents must be willing to serve as class sponsors.
 - b. The selection of parent class sponsors should be a democratic process by secret ballot.
 - c. The parents selected by the freshman class will remain that class sponsor through their senior year. (If the parents choose to withdraw their sponsorship during this four-year period, the class may then select another parent to replace the previous sponsor).

- d. If necessary, a parent may serve as the class sponsor of two different classes. However, it is strongly recommended that the class sponsor only commit to one class.
 - e. Each class will be limited to two sets of parent class sponsors.
8. **PESTICIDE APPLICATION** – This school periodically applies pesticides. Information concerning these applications may be obtained from the Superintendent’s office at 928-2104.
9. **SEMESTER AND FINAL EXAM EXEMPTIONS** – Students in grades 9-12 may be exempt from semester examinations if they meet the following requirements for grades and attendance:
- A student will be allowed no more than three absences in a class, and exemptions will be administered according to the following sliding scale. Grades represent semester averages.
 - a. 0 - 1 absence – the grade must be 80 or above
 - b. 2 absences – the grade must be 85 or above
 - c. 3 absences – the grade must be 90 or above
 - d. 4 absences – no exemption from test

In addition, the following guidelines shall apply:

- a. Freshmen and Sophomores may not be exempt in more than three classes.
- b. Juniors and Seniors must have passed all sections of the TAKS to be eligible for the exemption.
- c. Students have the option to take the exam to improve their grade without the risk of having their grade lowered.
- d. Three tardies per six weeks grading period in any one class shall equal one absence in that class.
- e. Students who have received more than three disciplinary written referrals, either Campus/Classroom Rule Violations or Student Code of Conduct Violations, during a semester, shall not be eligible for exemption.
- f. Students placed in an Alternative Education Program, suspended, (including In-school suspension), or expelled during the semester shall not be eligible for exemption.
- g. Teachers shall maintain all records for their students. All absences, excused or unexcused, shall be counted. One college visitation day will not count toward exemptions.

10. **STUDENT FEES** – Materials that are part of the basic educational program are provided without charge to the students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

- a. Club dues
- b. Security deposits
- c. The materials for a class project the student will keep
- d. Personal physical education and athletic equipment and apparel
- e. Voluntary purchases of pictures, publications, class rings, etc.
- f. Student accident insurance
- g. Fees for damaged library books and school-owned equipment
- h. A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit due to absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

11. **STUDENT INSURANCE** – At the beginning of the school year, the District will make available to students and parents a student accident insurance program. The District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participating in a school-sponsored trip outside the District or in school-sponsored athletics, students and parents must purchase the student accident insurance, show proof of insurance, or sign a form rejecting the insurance offer and waiving any claim against the District for any injury which may result.

12. **VOLUNTARY DRUG SURVEY** – Students in grades eight and eleven will be offered the opportunity to participate in a drug survey. The results of this survey are confidential and participation is completely voluntary. A blank copy is on file for inspection.

13. **TRANSFER STUDENTS** – All continuing transfer students must file for renewal of transfer before April 15. All new transfer students must file a request for transfer and sign a transfer contract before the transfer will be considered by the Board.

14. **VISITORS ON CAMPUS** – Visitors are required to check in at the office and to conduct themselves according to the rules for students. Students absent from their own school may not visit another school. The principal may request identification from any person on school property and may ask any person not having legitimate business to leave.

XVII. PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to:

1. Encourage your child to put a high priority on education and commit to making the most of the educational opportunities the school provides. Sign and return the student, parent, and school compact.
2. Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate. Regular Board meetings are held the fourth Monday night of each month at 7:30 p.m. in the school library. An agenda is posted on the window next to the gym lobby and also on the bulletin board outside the central office.
3. Review the information in the Student Handbook (including the attached Student Code of Conduct) with your child; and sign and return the acknowledgment form(s) and the Directory information notice. Parents with questions are encouraged to contact Terry Davis.
4. Become familiar with all of your child's school activities and the academic programs, including special programs, offered in the District. Discuss with the principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to your child. Monitor your child's academic progress and contact teachers as needed.
5. Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
6. Review your child's student records when needed. You may review:
 - a. attendance records
 - b. test scores
 - c. grades
 - d. disciplinary records
 - e. counseling records
 - f. psychological records
 - g. applications for admission
 - h. health and immunization information
 - i. other medical records
 - j. teacher and counselor evaluations
 - k. reports of behavioral patterns
 - l. state assessment instruments administered
7. If an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs, you may temporarily remove your child from the classroom. 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 TEA.

8. Become a school volunteer. For further information, contact Terry Davis.
9. Participate in campus parent organizations. The activities are varied, ranging from PTFO to the District planning committees formulating District plans to improve educational opportunities for all students. For further information, contact Terry Davis.
10. Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording is to be used for school safety; relates to classroom instruction or a cocurricular or extracurricular activity; or relates to media coverage of the school as permitted by law.
11. Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (940) 928-2104 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
12. Bellevue ISD will use Title I funds to provide school wide services to all students. Parents will be involved in a variety of strategies as the district strives to develop and maintain an optimum learning environment for all students. Parents may contribute through volunteer programs as well as by creating a supportive home atmosphere. The community may participate through an array of activities that promote student success.

**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:

Contact Person: Aaron Tefertiller

Phone Number: 928-2104

ACKNOWLEDGEMENT OF STUDENT HANDBOOK

Dear Parents:

Attached please find a copy of the Student Handbook.

Please read and review this information with your student so that he/she clearly understands the expectations of the district. If your student fails to fulfill these expectations, be advised that misbehavior may result in a violation of the Student Code of Conduct as well as the Student Handbook. In the event of such violations, the student may be subject to:

1. Normal disciplinary techniques;
2. Removal to an Alternative Education Program;
3. Expulsion.

STUDENT INSURANCE

Please be aware of two types of insurance for your children.

1. Student Accident Insurance – Texas Kids First
It offers set amounts for accidental injury to your children. You will mail the payment directly to the insurance company. For more information, schedule of benefits and claim forms, you may go to the website as listed on your brochure. The form does not need to be returned to the school.
2. Student Health Insurance – TexCare Partnership – The State of Texas makes available to you free or low-cost health insurance for doctor's visits and hospitalization. For further information call 1-877-543-7669 or contact Terry Davis at BISD.

Failure to return this letter means agreement and/or acceptance of the policies as stated.

Sincerely,

Dean Gilstrap
Superintendent

Student Name (please print)

Student Signature

Parent Signature

Comments: _____

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 your child, unless you direct the District not to release this information without prior written consent, as indicated below.

The District (**may / may not**) release my child's name, address, and telephone listing to military recruiters and institutions of higher education upon their request, without my prior written consent.

Except as noted below (under EXCEPTIONS), I direct the District not to release to any third party the following information with out my prior written consent. I have marked through the items I do not want released.

EXCEPTIONS

1. Name
2. Address
3. Telephone listing
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Grade level
8. Enrollment status
9. Honors and awards received in school

For limited school-sponsored purposes (student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media), the District has my permission to release the following information. I have marked through the items I do not want released.

EXCEPTIONS

1. Name
2. Address
3. Telephone listing
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Grade level
8. Enrollment status
9. Honors and awards received in school

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

(Please fill out this page and return to Bellevue ISD)