



**Bastrop High School  
2017-2018 Student Handbook  
Appendix XIV**

# **BASTROP HIGH SCHOOL**

1614 CHAMBERS STREET  
BASTROP, TEXAS 78602

Phone 512-772-7200 / Fax 512-772-7920

[www.bisdtx.org](http://www.bisdtx.org)

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#### **MISSION STATEMENT:**

*To inspire passion, pride, and purpose while developing confident,  
active learners to lead in a global society.*

Dear BHS Students and Parents,

Welcome to school year 2017-2018! We strongly recommend that you review the entire handbook with your student and keep it as a reference during this school year. If you, or your student, have questions about any of the material in this handbook, please contact a teacher, the counselor, assistant principal, or the principal. Also, please complete and return the acknowledgment form and information packet.



In parts of the handbook please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student. We encourage both students and parents to review and become familiar with the Student Code of Conduct. You will find students expectations and the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. The document is a separate document that is included in your student's first day packet and is also available in the office.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct that is adopted by the Board. Please be aware that the handbook is updated annually, while policy adoption and revision takes place throughout the calendar year. Changes in policy that affect student handbook provisions will be made available to students and parents through website updates and other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed. Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's Policy Manual is available on-line at [www.bisdtx.org](http://www.bisdtx.org)

At Bastrop High School, you will find a rigorous, relevant curriculum taught by our excellent teaching faculty. We strive to also provide a safe learning environment for our students. Please feel free to contact any teacher or member of our high school team, and we will gladly assist you in anything you need. We look forward to working with you and your student. I am certain 2017-2018 will be an enjoyable and productive school year. If you have any questions please call my office at 512-772-7200, or email: [bbrown1@bisdtx.org](mailto:bbrown1@bisdtx.org). I welcome opportunities for reflections and discussions about improving your child's high school experience as well as our institution.

At Bastrop High School, we teach "Every Student...Every Day!" Go Bears!

Sincerely,  
Brad Brown  
Principal

# **BASTROP HIGH SCHOOL**

*District founded in 1883*

## **VISION STATEMENT**

To prepare leaders: today, tomorrow, for life.

## **MISSION STATEMENT**

To inspire passion, pride, and purpose while developing confident, active learners to lead in a global society.

## **MOTTO**

Every Student, Every Day!

## **SCHOOL COLORS**

Maroon and White

## **MASCOT**

Bear



## **ALMA MATER**

Hail to the Bastrop Bears  
Cheer them along their way  
Onward to victory  
May they win the game today.

We'll give a cheer for the Bastrop Bears  
Long may they reign supreme  
Shout 'til the echoes ring,  
For the glory of our Team!

## **MISSION STATEMENT**

The mission of Bastrop Independent School District, a leader in innovative student centered education, is to motivate and ignite passion for lifelong learning and successfully prepare all students to compete globally by ensuring engagement in a diverse, rigorous, and relevant learning experience that incorporates 21st Century Skills.

Critical Thinking & Problem Solving  
Collaboration across Networks & Leading by Influence  
Agility & Adaptability  
Initiative & Entrepreneurialism  
Effective Oral & Written Communication  
Accessing & Analyzing Information  
Curiosity & Imagination

## **WE BELIEVE THAT...**

Family is the foundation that supports the development of the individual and the community.  
Respect for others and self is shown through attitude and action.  
Appreciation for diversity strengthens our community.  
Investment in optimism leads to success.  
Service to others builds community and personal growth.  
Collaboration and teamwork enrich outcomes.  
Commitment and strong work ethic are valued qualities.  
A Culture of high expectations is a commitment to our future.  
Positive character produces positive actions.

## **OBJECTIVES**

- 1.To have 100% of Bastrop ISD students graduate.
- 2.To have 100% of our students enter post secondary schooling, military, or workforce within three months after graduating.
- 3.To have 100% of our students successful in post secondary schooling, military or workforce.
- 4.To have 100% of our students involved in extra or co-curricular activities.
- 5.To have 100% of our students develop and exhibit strong character traits in their daily lives.

## **STRATEGIES**

### **Strategy # 1-Learning**

We will meet the needs of each student by providing diverse, meaningful and personal learning experiences and environments.

### **Strategy # 2-Student Involvement**

We will put into place a framework of independent and interdependent programs and opportunities to encourage and grow student involvement in extra and co-curricular activities.

### **Strategy # 3-Post Secondary Readiness**

We will strategically organize the district to provide instructional programs to prepare students for postsecondary readiness.

### **Strategy # 4-Post Secondary Success**

We will take a comprehensive approach to develop a network of support to ensure success after high school.

### **Strategy # 5-Character**

We will promote age appropriate character development with emphasis on modeling common expectations of behavior.

### **Strategy # 6-Relationships**

We will encourage our diverse community to ensure the social and emotional well-being of our students and families.

## BASTROP INDEPENDENT SCHOOL DISTRICT



### BOARD OF TRUSTEES

President  
Vice President  
Secretary  
Trustee - Place 1  
Trustee - Place 2  
Trustee - Place 3  
Trustee - Place 5

Ashley Mutschink  
Molly McClure  
Matthew Mix  
James Allen  
Kelly Seekatz  
Billy Moore  
Glenn Peterson

### CENTRAL OFFICE ADMINISTRATION

Superintendent  
Deputy Superintendent

Steve Murray  
Barry Edwards

### BASTROP HIGH SCHOOL OFFICE STAFF

Principal  
Associate Principal  
Assistant Principal (last names A-G)  
Assistant Principal (last names H-P)  
Assistant Principal (last names Q-Z)  
Athletic Coordinator  
Lead Counselor (last names A-G)  
Counselor (last names H-P)  
Counselor (last names Q-Z)  
College and Career Counselor  
District Career Specialist  
Librarian  
Nurse  
Registrar  
Secretary to Principal  
Receptionist  
Secretary to Assistant Principals  
Secretary to the Counselors  
Secretary to the Associate Principal and Testing Coordinator  
Bookkeeper/Athletic Secretary  
Attendance Clerk

Brad Brown  
Liz Wysocki  
John Gosselink  
Missy Schuelke  
Natalie Bennight  
Todd Patmon  
Gayla Zamora  
Christine Rector  
Paula Rodriguez  
Nathan Mouser  
Tammy Johnson  
Jana Allen  
Darla Dodge  
Leslie Crouch  
Kathy Thomas  
Maribel Perez  
Brandy Mueller  
Karen Estrada  
Melissa Cotta Paz  
Jennifer Adare  
Rose Sullivan

## **ACADEMIC INTEGRITY**

If it is determined that the student is guilty of cheating, credit for the work will be denied and a “0” may be entered in its place and/or the student may be given an opportunity to make up a comparable assignment for a grade up to a 70. In addition, the teacher will contact the parent and complete a discipline referral.

If there is no clear determination of cheating, but there is sufficient evidence to support a reasonable suspicion of cheating, the teacher and/or administrator may require the student to reproduce the work under conditions of close supervision and at a specified time and place. If the student refuses to accept that opportunity, no credit will be awarded for the work.

## **PLAGIARISM**

### **Rationale**

The faculty at Bastrop High School is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by Bastrop High School or any other institution of higher learning. It is an expectation that all departments and students adhere to and enforce this policy.

### **Definition of Plagiarism**

Plagiarism is defined as:

- Copying of another person’s ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one’s own.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the Works Cited page.

### **Teacher Responsibilities**

Bastrop High School teachers are to provide the following at the beginning of the paper or project:

- An assignment with detailed instructions;
- A rubric outlining assessment at all points of the process and for the final product;
- Clear guidelines regarding acceptable amounts of help from peers or other adults.

In addition, teachers are responsible for:

- Assisting students who are having difficulty in the location and evaluation of information;
- Assisting students in how to manage time and deadlines throughout the research process;
- Conferencing with students on formatting and composing the project or paper.

### **Student Responsibilities**

- Submit authentic work;

- Follow the project instructions and deadlines assigned by the teacher;
- Ask questions and seek help from appropriate persons (teachers, the librarian, peers);
- Follow the Bastrop High School Research and style guide per teacher direction;
- Cite in-text or in-project sources correctly and accurately;
- Format Works Cited pages correctly and accurately.

## **Plagiarism Violations**

Bastrop High School may utilize an Internet service to verify the writings of students. If a teacher has sufficient reason to believe that a student has plagiarized, the teacher must determine the level of plagiarism according to the criteria below.

### **Degrees of Plagiarism**

- I. A first-degree violation may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve a student's using a paragraph or a few lines of text without citing the material properly; however, most of the paper is the student's own work.

Recommended procedures for first-degree violations are outlined below:

1. A review session with librarian as assigned by the classroom teacher.
2. Parent notification of the offense.

- II. A second-degree violation is considered a more serious plagiarism offense. Examples of this violation include use of one or more paragraphs of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and not referenced.

Recommended procedures for second-degree violations are outlined below; any one or more procedures may be chosen:

1. A grade reduction on the original assignment.
2. A discipline entry in the student file detailing the offense.
3. Notification to National Honor Society advisor, if appropriate.
4. Parent notification of the offense.

- III. A third degree violation is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced. An example may be the use of a purchased term paper or other materials as one's own. Also, this violation may involve improperly acquiring information and/or intentionally altering it, i.e. citing sources that are not actually sources. In addition, a third degree violation occurs when a student has been found guilty of plagiarism in a prior instance.

Recommended procedures for third degree violations are outlined below; any one or more procedures may be chosen:

1. A recommendation that no credit be given for the original assignment.



2. Notification to National Honor Society advisor, if appropriate.
3. A reduction in overall course grade for the term or year.
4. Disciplinary action taken by administration, including parent notification.

## **ATTENDANCE**

### **Regaining Academic Credit**

Students who do not attend 90% of each semester must recapture attendance hours through Academic Tutorials, Saturday School, Detention (Before School, After School, or Lunch.) Students will receive attendance letters from the administration office at regular intervals throughout the school year.

### **Making up Missed Time**

When students are required to make up clock hours missed due to absences, they may attend Tutorials or Saturday School. They will be required to bring assignments to work on during the complete session. (The Saturday School is also used by administration as an alternate discipline form. Students serving detention in the Saturday School for violations of school discipline rules will also be granted absences time equivalency during that same detention.) Students are responsible for their own transportation to and from the Saturday School. Graduating seniors who have not completed assigned attendance hours by end of school year, will not be allowed to participate in commencement ceremonies.

### **Appealing**

Students who fall below the 90% attendance must recapture attendance hours (Tutorials/Detention/Saturday School). If the student has as an excessive absence situation as a result of an extenuating circumstance, an Appeal form may be completed. A student who wishes to appeal loss of credit should obtain the form from the Associate Principal, fill it out completely and return the form to the Associate Principal. This document will be provided to members of the Attendance Committee. Petitions for credit may be filed at any time the student receives notice, but in any event no later than 30 days after the last day of classes.

### **Attendance Appeals Committee**

The Attendance Appeals Committee will review the appeals requested and determine whether the student should be eligible for credit. The Committee may take into consideration days under a doctor's care, prearranged absences, extenuating circumstances, attendance in Tutorials/Saturday School and overall behavior.

### **Options of the Appeal Committee**

After review of the case, the Attendance Appeals Committee will make a recommendation to either grant credit, grant credit with stipulations, or deny credit. Students wishing to appeal the committee's decision should refer to Board Policy FEC Local.

### **Parent's Note after an Absence**

When a student must be absent from school, the student—upon returning to school—must bring a note signed by the parent or the parent can send an email to the attendance office describing the reason for the absence. Emails may be sent to [rsullivan@bisdtx.org](mailto:rsullivan@bisdtx.org). A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or



older. Students who do not bring a note signed by the parent or doctor within **3 days** of the absence will be subject to disciplinary action.

### **Permits to Leave During the School Day**

#### **For all students:**

1. A parent or authorized adult listed on the emergency contact list must come into the front office and present a photo ID to sign out a student.
2. The campus staff member must verify that the photo ID matches the person in front of them and matches the person listed on the emergency contact list.
3. An individual who arrives to check out a student who is NOT a parent or authorized adult will not be allowed to check out the student.
4. An individual who is not an authorized adult but who presents a note signed by the parent will not be accepted as authorization. A phone call also will not be accepted as authorization unless the call originates from campus staff to the parent.
5. At the campus principal's discretion, campus staff may contact the child's parent (but not other authorized adults) by phone to verify that the individual who has arrived at the front office can check out the child. In the event the parent cannot be reached, the child will NOT be allowed to be checked out even with a note.
6. If campus staff reaches the parent by phone and receives verbal permission from the parent for an individual to check out the child, the campus staff should photocopy the individual's ID and document the date, time and manner in which permission was received (i.e., 5/2/17 2:00 pm mother Jane Doe authorized).
7. **For high school students only**, a parent may authorize a student to leave campus unaccompanied ONLY IF the parent provides the front office with a signed note at least two hours in advance of the time the student needs to leave campus. A phone call received from the parent MAY be accepted, but this will be at the discretion of the principal on a case-by-case basis.
8. A student who is 18 or an emancipated minor may produce a note on his/her own behalf.

If there are court papers indicating who is allowed and/or not allowed to check out a student, that paperwork must be followed unless and until new court papers are produced indicating otherwise. A statement from a parent or an attorney is NOT sufficient authorization for campus staff to make a different decision.

A campus staff member who has personal knowledge of the individual arriving to check out a student but who is not on the approved list is NOT allowed to deviate from the procedures outlined above. Procedures are in place to ensure the safety of all students.

Bastrop High School is a closed campus. Students who have arrived on campus must remain on campus for the duration of the school day. At the time specified on the permit, the student will present the permit to the teacher and then leave campus. Students leaving campus without permission will be subject to disciplinary consequences.

**Dismissal through Nurse**—A student who is ill and leaves school must have a permit to leave requested by the campus nurse.

**NOTE: Checkout procedures are established for student safety. Students leaving school for any reason other than a school sponsored activity without checking out through the Attendance Office may be subject to an unexcused absence, truancy and/or disciplinary action. This procedure must be followed regardless of parental knowledge or consent.**

In the event of a campus emergency, administration may employ alternative check out procedures. Instructions will be communicated via Twitter, Facebook, School Messenger, and Remind texts.

**PERMITS TO LEAVE CAMPUS WILL NOT BE ISSUED AFTER 2:00 P.M.**

## **AWARDS AND HONORS**

### **BHS Vision and Mission Awards**

These awards recognize one student from each grade level in the following three categories:

**Leadership**—The students recognized for leadership leave this school, his/her organizations, and teams better than they were before. He/she leads others, makes a positive difference at BHS, and leaves a legacy at Bastrop High School.

**Purpose**—The student is goal oriented and purpose driven. He/she truly begins with the end in mind.

**Service**—The student demonstrates the behavior of putting others first and showing self-sacrifice.

### **Departmental Awards**

These awards recognize those students in each grade level who have demonstrated exceptional achievement in each subject area. These awards are selected by the entire department.

### **Perfect Attendance Award**

Perfect attendance certificates may be awarded to students with no absences recorded for any period during the day throughout the school year. All excused absences (including doctor or

dentel absences for an entire day) will be considered an absence for perfect attendance purposes. Perfect attendance means no absences for any reason each period, each day, for the school year.

**President’s Award for Educational Excellence**

This award recognizes academic success in the classroom, and award winners are selected by individual classroom teachers. In order to be eligible, the student must have maintained a 90% or higher in the class. The teacher could also consider motivation, integrity, intellectual depth, leadership, community service, co-curricular involvement, and creativity.

**President’s Award for Educational Achievement**

This award recognizes outstanding educational growth, improvement, commitment, or intellectual development in academic subjects. Award winners were selected by individual classroom teachers as well.

**UIL Awards**

These awards recognize those students who have qualified for competition at the **regional, state, or national level** or who have been recognized beyond our **UIL** district.

**Regular Bell Schedule (Tuesday/Thursday/Friday)**

<b>Class Period</b>	<b>A Lunch</b>	<b>B Lunch</b>
Tutorials	8:00 – 8:30	8:00 – 8:30
1st (55)	8:40 – 9:35	8:40 – 9:35
2nd (55)	9:40 – 10:35	9:40 – 10:35
3rd (60) +5 Announcements	10:40 – 11:40	10:40 – 11:40
4th Period/Lunch A Lunch (30) A Class (55) B Lunch (30) B Class (55)	11:40 – 12:10 12:15 – 1:10	12:40 – 1:10 11:45 – 12:40
5th (55)	1:15 – 2:10	1:15 – 2:10
6th (55)	2:15 – 3:10	2:15 – 3:10
7th (55)	3:15 – 4:10	3:15 – 4:10

**Bear Time Schedule (Mondays/Wednesdays and Rotation @ End of the Six Weeks)**

<b>Class Period</b>	<b>A Lunch</b>	<b>B Lunch</b>
Tutorials	8:00 – 8:30	8:00 – 8:30
1st (50)	8:40 – 9:30	8:40 – 9:30
2nd (50)	9:35 – 10:25	9:35 – 10:25
BEAR Time (35) and Announcements	10:30 – 11:05	10:30 – 11:05
3rd (50)	11:10 – 12:00	11:10 – 12:00
4th Period/Lunch A Lunch (30) A Class (50) B Lunch (30) B Class (50)	12:00 – 12:30 12:35 – 1:25	12:55 – 1:25 12:05 – 12:55
5th (50)	1:30 – 2:20	1:30 – 2:20
6th (50)	2:25 – 3:15	2:25 – 3:15
7th (50)	3:20 – 4:10	3:20 – 4:10

**PEP Rally Bell Schedule (Dates TBD)**

<b>Class Period</b>	<b>A Lunch</b>	<b>B Lunch</b>
Tutorials	8:00 – 8:30	8:00 – 8:30
PEP Rally (30)	8:40 – 9:10	8:40 – 9:10
1st (50)	9:15 – 10:05	9:15 – 10:05
2nd (50)	10:10 – 11:00	10:10 – 11:00
3rd (50) and Announcements	11:05 – 12:00	11:05 – 12:00
4th Period/Lunch A Lunch (30) A Class (50) B Lunch(30) B Class (50)	12:00 – 12:30 12:35 – 1:25	12:55 – 1:25 12:05 – 12:55
5th (50)	1:30 – 2:20	1:30 – 2:20
6th (50)	2:25 – 3:15	2:25 – 3:15
7th (50)	3:20 – 4:10	3:20 – 4:10

## Early Dismissal Bell Schedule (September 27th, November 1st, March 7th)

(December 22nd and May 31st - Exam Schedule TBD)

Class Period	Time
Tutorials	8:00 – 8:30
1st (30)	8:40 – 9:10
2nd (30)	9:15 – 9:45
3rd +5 Announcements (35)	9:50 – 10:20
4th (30)	10:25 – 10:55
5th (30)	11:00 – 11:30
6th (30)	11:35 – 12:05
7th (30)	12:10 – 12:40
Lunch (30)	12:40 – 1:10

## CLUBS

Supplementing the class work of Bastrop High School are a number of extracurricular student activities, which are designed to meet the varied interests of the student body. All students are urged to join one or more of these activities. New clubs may organize during the school year as the demand arises. Students wishing to form a new club should find a sponsor (teacher), write a constitution, and submit this information to the Principal. All valid requests will be given serious consideration.

**Anime Club** – Elizabeth Dollery

**Art Club** – Patty Green, Tiffany Jimenez

**Band** – Kenneth Gilbreath and Andrew Tuck

**Band Color Guard** – Garnet Gilbreath

**Business Prof. of America** – Tim Partain

**Cheerleaders** – Alysha Currie and Kim Hamrick

**Choir** – Stephanie Rodriguez

**Drama Club** – Amanda Tapia/ Guillermo DeLeon and Jeanie DeLeon

**Family, Career and Community Leaders of America** – Donna Cassel

**FCA** –

**FFA** – Phyllis Sams

**FHA** – Donna Cassel

**French Club** – Sonya Walczyk

**GSA Club** – Michelle Dowell

**Honeybears Drill Team** – Ashley Trevino

**HOSA/HSTE** – Annette Harrison/ Connie Toussaint

**Interact Club** – Carmen Gogu

**National Honor Society** – Lindsey Moseley/ Mark Mengel

**Naval JROTC** – Chief David Canales/Captain Fletcher

**Newspaper (Bear Facts)** – Sheridan Stephenson

**PALS** – Ian Jaschek

**Robotics Club (BEST Team)** – Ryan Gibson

**Skills USA, VICA** – James Cunningham and David Hale

**Spanish Club** – Lisa Hutchinson

**Student Council** – Megan Hancock

**UIL Academics** – Michelle Dowell

**Yearbook** – Sheridan Stephenson

**Winter Guard** – Garnet Gilbreath

## **DETENTION**

Teacher Detention	Monday–Friday at teacher discretion
Administrative Detention	8:00 – 8:30 am Monday – Friday (room 106) 4:20 – 5:20 pm, Monday – Friday (room 106)
Saturday Detention	8:30 a.m. – 12:30 p.m. (room 207)
Lunch Detention	A and B lunch (room 418)

STUDENTS MUST BE SEATED IN THE DESIGNATED AREA READY TO BEGIN AT 8:30 A.M. TO GET CREDIT FOR SATURDAY DETENTION. SATURDAY DETENTION POLICY – Only an administrator can assign Saturday D-Halls.

Before a student is assigned a Saturday D-Hall, the importance of attendance will be emphasized during a conference. If a student reports to D-Hall late, he/she will not be allowed to enter.

If a student is dismissed from Saturday D-Hall for disciplinary reasons, parent contact will be made at the site if possible. The appropriate principal will be notified. Disciplinary action will be determined during the conference depending on the severity of the offense.

If a student does not attend Saturday D-Hall, the student may be rescheduled by the Assistant Principal or assigned In-School Suspension.

## **EARLY RELEASE PRIVILEGES, SENIORS**

From time to time throughout the year, there may be events during early release periods that require seniors' attendance. For example, cohort presentations, career fair, graduation meetings, etc.

### **Requirements for obtaining senior release period(s):**

1. The student **must be able to secure transportation and be off school grounds upon dismissal from class.**
2. Student must have met passing requirements on all areas of STAAR/EOC exams.
3. Student must have maintained at least a 90% attendance rate during the junior year in every class period.
4. Student must have a positive discipline standing – no discipline infractions that resulted in Gateway during the junior year.
5. Student must have earned a minimum of 18 credits.

### **Reasons to revoke senior release period(s):**

1. Failure to leave school property.
2. Excessive tardies during senior year (more than eight)
3. Two or more unexcused absences for any core course during senior year.
4. Any discipline infraction that results in OSS or Gateway during senior year.
5. Failing a fall semester course required for graduation.

Students will be required to sign a contract containing these guidelines. In addition, the contract states that students found in the hallways without permission or on school grounds in unauthorized areas may be charged with trespassing.

## **EARBUDS**

For the safety of students, the use of earbuds must not interfere with the ability of a student to hear the directions of an adult on campus. When walking in the hall or common areas, a student may use only one earbud.

## **ELECTIONS – STUDENT**

1. Any election at school is held only after consultation with the principal and subsequent approval and scheduling.
2. Election of class officers should be held in the spring semester preceding the new school year.
3. All elections will be conducted under the supervision of an administrator.
4. School elections should resemble actual procedures utilized in community elections as much as is feasible. Elections, appropriate rules, and requirements expected of candidates for offices and honors should be publicized well in advance of nominations for such. Rules should not be changed during or after an election.
5. All persons responsible for holding an election must double check ballots to make certain that all have been nominated properly, are duly qualified, are on the ballot, and all election returns are in before the final count is made and results are declared.
6. Only students who are absent on approved school trips may cast absentee ballots in advance, and only with the approval of the sponsor and the principal.
7. All election materials will be kept in a secure manner for a semester after the election so that audits can be conducted if necessary.
8. In the event of a tie, a runoff will be held. The candidate receiving the majority vote in the runoff election will be declared winner.
9. Any election held in any manner other than stated above will be considered invalid.

## **EXEMPTIONS (Final Exams)**

Students must meet these grade and attendance qualifications to be eligible for exemptions:

- **Regardless of exemptions received, the student must attend school for at least 4 hours each day as per state attendance law.**
- 95-100 semester average with 2 absences in the class
- 90-94 semester average with 1 absence in the class
- 85-89 semester average with 0 absences in the class
- Absences are those that count against 90% attendance necessary for credit.
- Three tardies equal 1 absence.
- Field Trips do not count against the student's total number of absences in a class.



- Students who have been assigned 3 days or more In School Suspension or have been assigned to Gateway or Out of School Suspension will not be eligible for exemptions that semester.
- District exams which are taken in the place of semester or final exams may not be exempted.
- Juniors may not be exempt from the same class each semester unless they maintain a 95 average or better for both semesters in that class.
- Students eligible for exemptions may choose to take the exam and have the exam count as 20 percent of the semester grade. However, if the exam lowers the semester grade, it would not be recorded.
- The official attendance records will be used to determine a student's exemption status.
- Only Juniors and Seniors are eligible for exemption. Juniors may be exempt from only 3 classes 1<sup>st</sup> Semester and 3 classes 2<sup>nd</sup> Semester. Seniors may only be exempt from 4 classes 1<sup>st</sup> Semester and 4 classes 2<sup>nd</sup> Semester.
- Senior students may take one prearranged college visit per semester (up to two days depending on location) without impacting exemption status.
- Students on the obligation list are not eligible for exemptions. The student must be clear of financial obligations (textbooks, library, club and organizations).
- The student must be on the "Eligible for Exemption" list provided by the administration.
  - a. Associate Principal produces list of students eligible for exemptions based on attendance and discipline and provides students with an eligibility form.
  - b. Student must take the exemption eligibility form and obtain the eligibility grade and corresponding teacher's signature on the form.
  - c. Student must submit exemption eligibility form with required teacher's signatures to the Associate Principal's office by set deadline.
  - d. Associate Principal will create the final "Eligible for Exemption List" that is distributed to the faculty.
  - e. The student is not eligible for final exam exemptions until all steps are completed.
- The student must attend the review session prior to the exam to maintain exemption status.
- Students enrolled in an AP course who take an AP exam will be eligible to receive an exemption from the course's spring semester exam if they meet all attendance, discipline and financial qualifications.
- Students must follow the presented process including adherence to submission deadlines.
- SPECIAL NOTE: Students who receive an advanced score on an EOC exam do not have to take the final exam in that subject.
- Students who are exempt from exams will report to the cafeteria. Students who do not report to the cafeteria will lose their exemption.

## **FIELD TRIPS**

Both co-curricular and extracurricular trips occur throughout the year. Some trips require students to miss classes. U.I.L. eligibility rules allow a student to have no more than 10 absences per year for these activities. The student must satisfy the basic eligibility

requirements to participate in these trips. At no time is a student allowed to go on a trip unless qualified by the rules governing the activity. Students participating in activities away from campus are expected to continue to follow the rules in the Student Code of Conduct. Violators are subject to the same disciplinary measures as if on campus. Students who ride buses to school sponsored activities must return on the bus. In some cases, a sponsor will accept a notarized alternative transportation request form in advance of the trip. Students are expected to adhere to all rules/procedures outlined by the sponsor for his/her school-sponsored trip.

**Students attending a field trip are responsible for fulfilling all class assignments missed during the field trip. The allotted time for students to turn in assignments following absences from a field trip is equal to one day for each day of the absences plus one additional day. For example, if the student is absent for one day, the student has two days to submit assignments. Students must not have outstanding disciplinary consequences including tardies or obligations in order to attend. It is the responsibility of the sponsor to secure clearance on all students attending the trip and notify BHS News of the students participating at least 3 working days prior to the event.**

**Seniors** participating in the end-of-year trip will be required to sign a contract with the following rules:

1. Student will follow **ALL** Bastrop High School rules, and will conduct themselves in an appropriate manner while attending this function.
2. Student will not bring alcohol, drugs, or tobacco products to this function.
3. Student will not be under the influence of alcohol and/ or drugs while attending this function.
4. Student will not leave the park/facility at any time while on this function. Student must remain within the boundaries of the park/facility and not venture out in the parking lot until departure. Student will travel to the park/facility in the school sponsored form of transportation and return to Bastrop High School in the same transportation.
5. Student understands that if they have any disciplinary action while on this function they may **NOT** be able to participate in the graduation ceremony.
6. Student understands they must meet all school obligations and graduation requirements in order to participate.
7. Student understands that this is an opportunity for them to participate in a senior class function that is age-appropriate and fun. It is one last chance to be with their senior class.
8. Student understands that this is an opportunity for them to represent Bastrop High School and the community in a positive manner.
9. Student understands that **no refunds** will be issued if they change their mind about attending or if there are unforeseen circumstances that prevent them from attending. The fee will be used as a donation to the senior class.
10. Student understands that if they are involved in a problem at the park/facility, they may not be allowed to return on the school sponsored form of transportation. Their parents will be called and they will be left at the park with security. Their parents will have to provide transportation back home.

## FOOD AND DRINKS

Nutritious snacks and water may be consumed throughout the school day with teacher permission. In order to ensure that the District adheres to all federal regulation and guidance, food or beverage deliveries will no longer be allowed. Specifically, pizza, fast food or any other food purchase/deliveries will not be allowed at any Bastrop ISD schools. However, food provided/delivered by parents or guardians to students is considered to be food given and is not subject to the Competitive Food Nutrition Standards. It is the student's responsibility to check the front office for deliveries. Students in ISS may not receive deliveries.

## GRADING PRACTICES

- See Appendix III Comprehensive Grading Guidelines in the BISD Student Handbook for complete information regarding grading.
- Grades shall be posted on a weekly basis and shall be updated every Monday by 5:00 p.m.
- A student's grades are considered private information. Students are not allowed to examine grading records.
- All graded student products will be part of a student's emerging mastery of the content, and grades should reflect student progress towards mastery of learning objectives.
- In determining the final semester grades, the semester average counts 80% and the final exam counts 20%.
- All incompletes, whether for six-week or semester grades, must be approved by the supervising principal. Incompletes will be marked as an "I". Incomplete grades must be changed within one week after grades are due. Please note that an incomplete grade makes a student ineligible for UIL participation when they are not changed within the specified deadline.
- It is the teacher's responsibility to contact parents and inform them about incomplete grades and the timelines for submitting necessary work.
- All students shall receive a progress report at the midpoint of each six-week period.
- **Semester Exams** must be administered in the designated time period. If a student cannot be present for a legitimate reason, the exam will be given at designated time as arranged by the teacher and student after exams are administered. **Early exams are NOT permitted.**
- No one assignment will count more than **25%** of any one six weeks' grade.
- In order for a student to receive full credit for a yearlong course, grades for Semester 1 and Semester 2 will be averaged **only if** the Semester 1 grade is a 50 or above and the Semester 2 grade is a 60 or above. Grade averaging will occur only within the academic year (August to June). If the resulting average is 70 or above, the student passes the course and earns full credit. *BISD Policy EI (Local)*

## GRADUATION ACTIVITIES

Graduation activities will include:

- Senior field trip
- Baccalaureate, to be held as one district ceremony at the PAC
- Graduation practice
- Graduation ceremony
- Senior Walk

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on exit-level tests or end-of-course assessments will not be allowed to participate in graduation activities unless the student has participated in the Individual Graduation Committee process. Please keep in mind that participating in the activities and ceremonies is not synonymous with graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation and all obligations are cleared.

The principal or district have final discretion over participation in commencement ceremonies.

Students who have received a mandatory placement in DAEP through the end of the school year, may not be eligible to participate in commencement ceremonies. Their diploma will be mailed to them.

## HALL PASSES

**Students will not leave the classroom during the first 10 minutes or last 10 minutes of the class period.** Students will be allowed to leave the classroom with a student I.D. at teacher's discretion, and must be given a dated and timed hall pass. Upon return, students will give the hall pass (which must be signed by the receiving office or teacher) to the teacher. Any student who leaves class with an authorized pass and fails to go to the proper place will be considered truant from class. Students in the hall without a pass will be considered truant and subject to disciplinary action. **Hall passes will not be issued the first or last 10 minutes of the class period.**

## IDENTIFICATION CARDS (Student I.D.s)

Students are provided with an initial student I.D. free of charge. Students are required to wear/display/possess their student I.D. at all times while at school. Students are required to show their I.D. card when requested by any staff member. Failure to cooperate will result in disciplinary action. Replacement I.D.'s will be made at a cost of \$5.00. I.D. cards may be required for participation in all school events and for library use. Random checks will be conducted on a daily basis. Students without I.D.'s will have to pay for a replacement. I.D.s will be printed in the counseling office.

## LOCKERS

Lockers are provided for your use and convenience. They are to be used to store school supplies and personal items necessary for use in school. Lockers are school property and may be subject to inspection by school officials. A student will be held responsible for any prohibited

objects or substances, such as alcohol, drugs or weapons that are found in his or her locker and will be subject to disciplinary action by the District, as well as referred for criminal prosecution. If items are stolen from your locker, the school officials will do whatever possible to retrieve your property, but the ultimate responsibility for materials left in lockers rests with the student. Do not share your combination with other students. You are not allowed to place or write anything on the locker door. Lockers in need of repair or unable to be opened should be immediately reported to the Assistant Principal's' office.

Locks for lockers may be rented from the school. Students using their own lock need to bring a key or report the combination to the Assistant Principal's Office. Any lock that cannot be opened through a key or combination will be cut off. Student is responsible for replacing it. Lockers will be issued to students in the Assistant Principal's Office during lunch the first week of school.

## **LUNCH PERIODS**

Bastrop High School has a closed campus policy regarding lunches. **This means that students may not leave campus during the lunch period.**

Students are to enter in an orderly fashion, remain in their correct place in line and, and clean their eating area after they are finished. During lunchtime, students are to use the restrooms in the cafeteria. All other restrooms are "off-limits" at this time. Stay in designated places:

- Bistro
- Cafeteria
- Cafeteria side and front porches on Chambers Street
- Foyer
- Library

Students are not to wander the halls, go to parking lots or portable areas, go to their locker, or use restrooms other than those in the cafeteria. Disciplinary action will be assigned for not following lunchtime rules.

## **MEETINGS OF NON-CURRICULUM RELATED GROUPS**

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

## **MESSAGES AND DELIVERIES**

To avoid unnecessary classroom disruption, we are unable to deliver messages to students except in cases of extreme emergency such as medical emergency or family illness. The nature of all such emergencies must be established prior to the delivery of the message. Non-emergency messages will be placed on the message board/window next to the attendance office. Students are encouraged to check the board regularly.

## **PARENT CONFERENCES**

Parent conferences may be scheduled during the teacher's scheduled conference period or pre-arranged before or after school. Parents and/or teachers may request that a counselor or administrator be present at the conference depending on the circumstances surrounding the parent conference.

## **PARKING REGULATIONS**

Parking at Bastrop High School is a privilege. Students who do not abide by the rules are subject to disciplinary actions that can lead to losing the privilege of parking on campus.

**All student vehicles must have a current Bastrop High School parking permit after the first two weeks of school.** Students may purchase a parking permit from the bookkeeper.

Items Needed to Obtain a Parking Sticker

- Drivers license
- Proof of insurance
- License plate number
- \$20.00 per parking sticker
- Student ID

### **Regulations for Student Parking Lot**

Student vehicles must be parked in designated student parking lots. **Student vehicles parked anywhere else on school property are subject to \$10 fine and will be placed on the obligation list. A violation sticker may be placed on your vehicle notifying you of a violation.** Students are not allowed to park in the car-riders' driveway ("The Horseshoe") in front of the school entrance, faculty parking lots, visitor parking lots or the Performing Arts Center (PAC) parking lot.

Parking permits must be clearly displayed on the driver's side of the windshield or the left side of the motorcycle gas tank.

Students must observe a 10 mph speed limit.

No loitering in the parking lot before, during or after school.

Students are not permitted to leave campus during the school day or take other students off campus.

Vehicles must be removed from the paved parking lot next to the Band Hall by 4:30 p.m. during football season (Aug. thru Nov.)

Recurring parking violations can lead to the loss of parking privileges.

Vehicles without permits or parked illegally are subject to a \$10 fine, and students will be placed on the obligation list.

### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle (with or without the presence of the student) any time that the administrator

has a reasonable basis to suspect there may be contraband of any kind in the vehicle. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs or weapons that are found in his or her vehicle and will be subject to disciplinary action by the District, as well as referred for criminal prosecution.

## **PDA (PUBLIC DISPLAYS OF AFFECTION)**

We do not permit overt displays of affection. Hand holding is the only prolonged physical contact permitted.

## **SCHOOL FACILITIES**

### **Use by Students Before and After School**

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

The following areas are open to students before school, beginning at 8:00 a.m.

- Cafeteria (7:30 a.m.)
- Library
- Bistro
- Foyer

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

Students may enter the main buildings for tutorials beginning at 8:00 a.m. **Students are not permitted to wander or congregate in the instructional hallways between 8:00 and 8:30 a.m.**

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

## **SCHOOL RESOURCE OFFICER**

Bastrop High School has a uniformed police officer on campus during the school day and at certain school-related events. These individuals will assist the administrators, teachers/staff and students in situations that warrant this type of help. The police officer will also be involved with planning and conducting prevention programs for Bastrop High School and B.I.S.D.

## **SKATEBOARDS/HOVERBOARDS**

Skateboarding or hoverboarding are not allowed on campus. Students must store skateboards in their locker or in the front office during the school day. Students who use their skateboards



during the day will have their boards confiscated in the assistant principal's office until the end of the day. Hoverboards are not allowed on campus at anytime.

## **TARDIES**

Students arriving after the bell rings shall be considered tardy. A student is tardy when he/she is not physically present inside the classroom when the class is scheduled to begin. Tardies are considered classroom interruptions and diminish the overall effectiveness of classroom instruction.

- 1<sup>st</sup> Tardy – Warning
- 2<sup>nd</sup> Tardy – Warning
- 3<sup>rd</sup> Tardy – Warning
- 4<sup>th</sup> Tardy – Lunch detention
- 5<sup>th</sup> Tardy – 2 Lunch detentions or 1 hour detention
- 6<sup>th</sup> Tardy – 3 Lunch detentions or 1.5 hour detention
- 7<sup>th</sup> Tardy – Saturday School
- 8<sup>th</sup> Tardy – 2 Saturday Schools and added to the no pass list
- 9<sup>th</sup> Tardy – In School Suspension
- 10<sup>th</sup> Tardy – RTI meeting, student, parents, teachers and administrator meet to determine plan and consequences for further tardies, as well as other issues.

Tardy counts start over at the beginning of each semester.

## **TUTORIALS**

Morning tutorials are provided Monday through Friday from 8:00 a.m. until 8:35 a.m. Afternoon tutorials are by appointment only. During this time, you may go to any teacher's room to receive assistance. Students required to attend mandatory tutorials will receive a disciplinary referral for non-attendance and may be filed on for truancy depending on the number of absences.

Teachers' tutorial times are posted outside their classroom doors.

## **UIL**

The University Interscholastic League sets policy for all high school extracurricular activities.

### **Eligibility**

A student in grades 9-12 may participate in extracurricular activities on or off campus during the first six weeks of the school year only if the student has earned the cumulative number of credits in state-approved courses.

- Beginning at the ninth grade year – have been promoted from the eighth grade to the ninth.
- Beginning the second year in high school – at least five credits toward graduation.
- Beginning the third year in high school – at least 10 credits toward graduation.
- Beginning the fourth year in high school – at least 15 credits toward graduation.

## **Loss of Eligibility**

Loss of eligibility will occur at the end of the seventh calendar day following the end of the six weeks grading period. Students lose the opportunity to participate in school activities if either of the following conditions exists:

- Failing Grade – A student will become ineligible if he or she receives a grade of less than 70 in any class (or 60 in a Pre-AP or AP class) at the end of a six weeks grading period.
- Incomplete Grade – A student with an incomplete grade is ineligible at the end of a seven (7) day grace period unless the incomplete grade is replaced with a passing grade prior to the end of the seven (7) day grace period.

## **Reinstatement of Eligibility**

A student may regain eligibility seven (7) days after the three weeks progress report period or the six weeks grading period if the student is passing all courses on the last day of the progress report/grading period. The student must have a minimum grade of 70 in all classes for work done since the previous grading period.

## **Attendance for UIL Participation**

No student shall be allowed to participate in any extracurricular activity if he or she has an unexcused absence for any period the day of the event or attends fewer than four hours the day of the event, unless the student presents a doctor's statement verifying the illness or other condition requiring the student's absence from school. In the case of illness, the doctor's statement shall also certify that the student is in sufficiently good health to participate in the activity.

## **UIL Waivers**

Waivers are only allowed in Pre-AP or AP courses for students earning grades between 60-69. (Students must still earn a 70 or higher to earn academic credit for the year.)

## **VISITORS**

Parents/guardians are welcome to visit Bastrop High School. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, parents will show identification and be screened through the Raptor System.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

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

## **Visitors Participating in Special Programs for Students**

Bastrop High School invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.