



**Bastrop High School
2018-2019 Student Handbook
Appendix X**

BASTROP HIGH SCHOOL

1614 CHAMBERS STREET
BASTROP, TEXAS 78602

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

www.bisdtx.org

BRAD BROWN, CAMPUS PRINCIPAL
LIZ WYSOCKI, ASSOCIATE PRINCIPAL
JOHN GOSSELINK, ASSISTANT PRINCIPAL, ALPHA SPLIT A-G
MELISSA SCHUELKE, ASSISTANT PRINCIPAL, ALPHA SPLIT H-P
NATALIE BENNIGHT, ASSISTANT PRINCIPAL, ALPHA SPLIT Q-Z

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 2018-2019! 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

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. 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
Chris Dillon

CENTRAL OFFICE ADMINISTRATION

Superintendent
Assistant Superintendent

Barry Edwards
Laila Olivares

BASTROP HIGH SCHOOL OFFICE STAFF

Principal
Associate Principal
Assistant Principal
Assistant Principal
Assistant Principal
Instructional Coach
Testing Coordinator
Athletic Coordinator
Lead Counselor
Counselor
Counselor
College and Career Specialist
District Career Specialist
Librarian
Nurse
Registrar
Principal Secretary
Receptionist
Assistant Principal Secretary
Counselor Secretary
Associate Principal Secretary
Bookkeeper/Athletic Secretary
Attendance Clerk

Brad Brown
Liz Wysocki
Natalie Bennight
John Gosselink
Missy Schuelke
Christin Siller
Alysha Currie
Todd Patmon
Christine Rector
Paula Rodriguez
Stephanie Wade
Nathan Mouser
Tammy Johnson
Heather Adair
Dalyn Boswell
Leslie Crouch
Kathy Thomas
Maribel Perez
Brandy Mueller
Karen Estrada
Rosanna Medley
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. (Saturday School is also used by administration as an alternate discipline form. Students serving detention in 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 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 90% attendance must make up attendance hours (Tutorials/Detention/Saturday School). If the student has excessive absences as a result of an extenuating circumstances, 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 is absent from school, the student—upon returning to school—must bring a note signed by the parent. The parent may also send an email to the attendance office describing the reason for the absence. Emails may be sent to rsullivan@bisdtx.org. A note signed by the student, even with the parent's permission, will not be accepted. Students who do not bring a note signed by the parent or doctor within **3 days** of the absence may 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 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, Blackboard, 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 dental 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) **Mr. Brown adding new bell schedule**

Class Period	A Lunch	B Lunch
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)	11:40 – 12:10	
A Class (55)	12:15 – 1:10	
B Lunch (30)		12:40 – 1:10
B Class (55)		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)

Class Period	A Lunch	B Lunch
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)

Class Period	A Lunch	B Lunch
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

Bastrop High School offers a number of extracurricular student activities, which are designed to meet the varied interests of the student body and supplement the class work. 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 – Charles Munson

Cheerleaders – Alysha Currie and Kim Hamrick

Choir – Stephanie Rodriguez

Drama Club – Amanda Tapia/Bryan Cortes

Family, Career and Community Leaders of America – Donna Cassel

FCA – Abigail Blunt

FFA – Briana Teal and Brett Wheeler

FHA – Donna Cassel

French Club – Sonya Walczyk

GSA Club – Michelle Dowell

Honeybears Drill Team – Lauren MacNary

HOSA/HSTE – Annette Harrison/ Connie Toussaint/Becky Duty

Key Club - Ian Jaschek

National Honor Society – Lindsey Moseley

Naval JROTC – Chief David Canales/Captain Fletcher

Newspaper (Bear Facts) – Sheridan Stephenson

PALS – Ian Jaschek

Robotics Club (BEST Team) – Ryan Gibson

Skills USA – James Cunningham

Spanish Club – Lisa Hutchinson

Student Council – Carrie Paulo/Lauren Walther

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 or assigned In-School Suspension by the Assistant Principal .

EARLY RELEASE PRIVILEGES, SENIORS

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 1st Semester and 3 classes 2nd Semester. Seniors may only be exempt from 4 classes 1st Semester and 4 classes 2nd 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 represent Bastrop High School and the community in a positive manner.
8. 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.
9. 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 not 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.

GRADUATION ACTIVITIES

Graduation activities will include:

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

Graduation is a formal occasion.

Dress code for men: tie/slacks/no tennis shoes

Dress code for ladies: slacks, skirt, dress, dress shoes

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 \$3.00. 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 Assistant Principal's 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.

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
- \$10 per parking sticker the first 2 weeks of each semester
- \$20.00 per parking sticker after the first 2 weeks of each semester
- 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. On the second offense, a parent must pick up the skateboard. On the third offense, the skateboard will be confiscated until the end of the school year. Hoverboards are not allowed on campus at any time.

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 st Tardy	– Warning
2 nd Tardy	– Warning
3 rd Tardy	– Warning
4 th Tardy	– Lunch detention and parent communication
5 th Tardy	– 2 Lunch detentions or 1 hour detention
6 th Tardy	– 3 Lunch detentions or 1.5 hour detention
7 th Tardy	– Saturday School
8 th Tardy	– 2 Saturday Schools and added to the no pass list
9 th Tardy	– In School Suspension
10 th Tardy	–Tardy intervention meeting, student, parents, teachers, attendance officer, 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 of 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

See BISD Grading Guidelines

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.