

**Berkner High-School
Student Handbook
2020 - 2021**



**“Where Inspiration and Dedication,
Lead to success in the Global
Community”**

Where all students, connect, learn, grow, and succeed.



SECTION 1 – ATTENDANCE

The single most emphasized discipline in any successful institute of learning is attendance. **The greatest single cause of student failure is irregular attendance.** In order to be successful in any endeavor, it is necessary that students be present. We will be in session 185 days this year and, unless a student is ill or some serious emergency related absence is considered a day in attendance.

The 74th Texas Legislature amended the attendance requirement by Senate Bill I which requires the student to be in attendance 90% of the days the class is offered during a semester. **Failure to attend a class 90% of the days a class is offered during a semester will result in loss of credit.** An attendance committee will determine if credit is to be granted and/or if any stipulations will be added to regain credit.

ABSENCE NOTES

Parent absence notes Must be turned in to Ram Central WITHIN three school days. Students must sign and date the note on the day the absence note is turned in to Ram Central. When a student is picked up from the clinic, an excused not MUST be turned in to Ram Central WITHIN three school days. A student can go to court for absences not covered by a note. In order to secure better attendance, the district's attendance system (SAMS) will phone home after an absence.

Students that are more than 10 minutes late to class will be marked absent.

Extenuating circumstances shall include, but not be limited, to the following:

1. Personal illness – home restriction required and/or temporary hospitalization.
2. Childhood diseases – temporary quarantine required (measles, chicken pox, etc.)
3. Chronic illness – if a student has a chronic medical condition which would cause the student to be absent excessively, **a doctor's note is required stating the nature of the illness.** The doctor's letter (on doctor's stationery) will be placed in the student's file.
4. Unusual causes – required appearance(s), subpoenas or detentions; family emergencies or incidents that are unforeseen or unavoidable, which require immediate attention. **Documentation is required.**

5. Family illness – sickness or death in the immediate family (parents, siblings, grandparents, and other family members residing in the household)

Non-extenuating circumstances shall include, but not limited, to the following:

1. Truancy
2. Personal or family vacation (Skiing, hunting, fishing, or other pleasure trips), business trips, non-school related trips, classes, or activities, work activities other than district work-approved programs, and private lessons.
3. Driver's license tests and personal business.
4. Job interviews, college visitations, and educational trips not approved by the school.
5. Off-campus instruction activities that cause the student to miss other classes (excluding approved extracurricular activities).
6. Babysitting siblings.
7. Students who are more than 10 minutes late for a class period will be marked for that period.

In order to apply for or to renew for a TX driver's license, a student must not be denied credit because of attendance issued from the previous semester. Students must furnish the Department of Public Safety with a complete and signed copy of a TEA Verification of Enrollment and Attendance form available at Ram Central.

TRUANCY

Students absent from school without permission of parent(s)/guardian(s) or absent without the principal's permission shall be considered truant and shall be subject to disciplinary action. A student is considered truant if he/she misses all or part of a school day without parental or school permission or knowledge. Truant students may make up work missed. A 30% grade penalty will be applied to make-up work or test(s) due on the date of the truancy. **At no time are students to leave the campus without parents being contacted or granting permission and the student signing out at Ram Central.** Students will be assigned demerits on a per period basis. If a student is **truant for four or more classes, the student will be assigned to ISS. If a student is truant any part of 4th period, ISS will be assigned.** If a student is truant off campus anytime during the day, ISS will be assigned.

Students late to school who drive, will not be permitted to enter a campus parking lot after 9:00 AM without the appropriate parking pass posted on their windshield. Students arriving after 9:00 AM who drive, who do not have a valid parking permit will have to park off campus.

Students that are more than half the class will be marked truant.

COURT FILINGS

Texas compulsory school attendance requires children to attend school each school day for the entire period the program of instruction is provided. As a parent, legal guardian, or standing in a parental relation to the child, that person (as listed above) is responsible for monitoring the child's attendance and ensuring that the child attends school regularly. When a child fails to attend school for 10 or more days (or part of days) within a six-month period in the same school year or three or more days (or parts of days) within a four-week period, the school district must file a complaint against the student or the student's parents (or both) under the Texas Education Code, or refer the child to a juvenile court for conduct indicating a need for supervision under the Family code. Additionally, the child shall be subject to any applicable discipline under school district's policies. Violations of the compulsory school attendance laws are serious offenses may result in monetary fines, court costs, and other consequences for the parent and child.

CREDIT DENIAL

If a student fails to attend school for 10 or more days (Excused or unexcused) within a school semester, he or she is in jeopardy of being denied credit for the courses affected. Opportunities for regaining credit will be determined on an individual basis by the student's assistant principal.

EXCESSIVE TARDIES

All students must report to class on time. Classroom teacher's administrators, which may result in disciplinary actions (s) that may include any, will document all tardies or all options stated in the RISD Student Code of Conduct.

Students late to school who drive, will not be permitted to enter a campus parking lot after 9:00 AM without the appropriate parking pass posted on their windshield. Students arriving after 9:00 AM who drive, who do not have a valid parking permit will have to park off campus

LATE WORK POLICY

Daily work will be accepted one day late with a maximum grade of 70%. Long-term assignments will be accepted up to two days late with a maximum grade of 70%.

MAKE-UP PROCEDURES

Students should make every effort to be present each day of the school year. It is not possible for a student to receive full benefit from regular classes missed; regardless of the reasons for being absent. Make-up work may be required for all absences. Work to be made up is a determination made by the individual teacher. **It is the responsibility of the student to contact the teacher relative to work missed**. Each teacher has their method established for allowing students to complete required make-up work in a reasonable length of time (in accordance with the school board policy). The student is expected to comply with the teacher's established method and time allowed for make-up work. Failure of the student to carry out the terms of the arrangement made with the teacher will result in forfeiting the right to make up work.

OUT-OF-SCHOOL SUSPENSION

If a student must serve an out-of-school suspension, he/she will be considered absent from school and **the absence(s) will apply against the 90 percent requirement for the days in attendance.**

RELIGIOUS HOLY DAYS

The district shall excuse students from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time. The district shall excuse the student for days on which the religious holy days are observed and for days on which the student must travel to and from the site where the holy days will be

observed. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days.

It is the student's responsibility to notify his/her teachers in advance of the absence and to get assignments from teachers in advance of extended holy day absences.

A student whose absence is excused for religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance (ADA) in the district. Students excused under this provision shall be allowed a reasonable time to make up school work missed on those days, generally a day for each day missed.

Students who leave campus for holy day observances are required to sign out and in back before 7th period at Ram Central. **Students leaving campus for observances must insure that a written parent consent form must be on file at Ram Central.**

TARDY TERMINATOR AND ID TERMINATOR

The Tardy Terminator is our current system for monitoring managing and maintaining tardies at Berkner High School. Students have 35 opportunities/chances to be tardy each week. Parents will be notified by phone call or email after each tardy. Students will get a terminator receipt from a station letting them know how many tardies they have and their consequence. The system consequences start over each six weeks.

TARDY SWEEP AND ID CONSEQUENCES

- 1st offense – Written warning, phone call/email to parent
- 2nd offense – Written warning, phone call/email to parent
- 3rd offense – Written warning, phone call/email parent
- 4th offense – Wednesday or Saturday school
- 5th offense – Parent/Student conference with administrator
- 6th offense – Wednesday AND Saturday school
- 7th offense – One (1) day RAC
- 8th offense – Two (2) days RAC
- 9th offense – Three (3) days RAC

SECTION II – DISCIPLINE

The primary objective of school discipline is to assist young people in establishing an acceptable standard of self-discipline. Discipline at Berkner High School is based upon the belief that students will strive to conduct themselves in an acceptable and honorable manner when treated with courtesy, respect, and fairness.

BUILDING ARRIVAL

If a student arrives at the building prior to 8:52 a.m., he or she is to report to the cafeteria, tutoring, or to the library. To attend tutoring, a student must have a pass from the teacher or a note from home to access other areas of the building. The student must be in the teacher's classroom by 8:30 a.m. Students will remain in tutoring with that teacher until 8:52 a.m. After 9:00 a.m., all students must enter through the main entrance.

BUILDING DEPARTURE

Students are expected to leave campus promptly after their last class of the day. If a student's last class ends before 4:10 p.m., student **MUST** wait outside in **FRONT** of building. All rides need to be arranged in advance to prevent loitering. Failure to comply will result in disciplinary action.

DETENTION HALL

Detention Hall

- Students must show their current student ID badge.
- Students who arrive late will not be permitted to enter.
- Students must have a **SCHOOL-RELATED BOOK OR ACCEPTABLE NOVEL** or they will or be allowed to enter detention hall.
- There is no eating, talking, or sleeping in detention hall.
- Failure to attend assigned detention or to comply with any and all of these requirements will result in further discipline.

Detention Hall Schedule

Sat. mornings 9:00 am – noon (lecture hall) Wed. afternoons 4:20 pm – 7:20 pm (Rm#A253)

IN-SCHOOL SUSPENSION (RAC)

Any student who demonstrates disruptive behavior anywhere on campus will be subject to detention, Saturday detention, or RAC placement. The number of days a student is placed in RAC will depend upon the nature of the student offense. A student may be placed in RAC by the principal or assistant principal for offenses stated in the Student Handbook or the RISD Discipline Management Handbook.

RAC Procedures:

1. Only the principal and/or assistant principals shall determine when RAC will be used.
2. **RAC begins at 9:00 a.m. and ends at 4:10 p.m. Monday through Friday. Students will report directly to A119A and will be required to remain there the full day. Students involved in work program or who normally leave early will remain in RAC until 4:10 p.m. NO EXCEPTIONS.**
3. The assistant principal placing a student in RAC shall notify each of the teachers to send assignments to RAC. The student may consult teachers or after school regarding assignments but will not be allowed to attend any class for any reason during RAC.
4. **Any student who is non-compliant with RAC (Rams Academic Center) rules will receive out-of-school suspension (OSS).**
5. Students will eat lunch in the RAC room. Students may bring a sack lunch or purchase a plate lunch from the cafeteria. There will be no substitutions.
6. **Students placed in RAC are not permitted to participate in any school activities during their placement in RAC.**
7. **Continual RAC/OSS placements because of continued Code of Conduct violations may result in a referral to the (CMLC) Christa McAuliffe Learning Center.**

CODE OF CONDUCT (STUDENT) – RISD

District staff will administer discipline when necessary to protect students, employees or property, and to maintain order. Staff will treat students fairly and in an equitable manner and will administer discipline based on a careful assessment of the circumstances. In general, discipline will be designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Teachers and administrators will draw their on their professional judgement and discretion and form a range of discipline management techniques in assigning disciplinary consequences. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the effect of the misconduct on the school environment and other persons, any statutory requirements, and other relevant factors. When an order of suspension, removal to a Disciplinary Alternative Education Program (DAEP), or expulsion may be appropriate, the District will consider whether the Student's actions were in self-defense.

The principal or other appropriate administrator will notify a Student's parent by telephone or in writing of any violation of the Student Code of Conduct that may result in a suspension, removal to a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

For specific categorical offenses, see RISD Student /Parent Guidebook and Student Code of Conduct.

CODE OF EXCELLENCE – BERKNER

To maintain the tradition of excellence at Berkner High School, students are expected to exhibit behavior that models established Berkner High School standards. A strong value system is a necessary part of a successful school. Students who fail to abide by this code are subject to disciplinary action as warranted.

- 1. All students and staff deserve a safe learning environment. Students involved in fighting will be suspended from school and may be ticketed and/or arrested by the Richardson Police Department. Students involved in fighting may be referred to the CMLC**

2. Public displays of affection are prohibited and will result in a three-hour detention.
3. Food and drink items are to be consumed only in the cafeteria. Any drinks leaving this area must be placed in student's backpack. No food items and/or drinks (except bottled water) are allowed in the halls.
4. Being in the cafeteria during a lunch period that is not the student's assigned period will result in RAC placement. If a student has a substitute teacher for 4th period, the student's regular lunch schedule still applies. Students arriving to the cafeteria before their scheduled lunchtime could receive disciplinary consequences.
5. Loitering and/or congregating are unacceptable. Violations will result in disciplinary action.

CRIME CONTROL ACT OF 1990

The Crime Control Act of 1990 includes the "Gun-Free Zone Act" which makes it a federal offense for an individual knowingly to possess a firearm in a school zone. The term "school zone" means the grounds of a public, parochial or private school, or within 1000 feet of such grounds. A violation of this statute subjects one to imprisonment of up to five years, a fine up to \$250,000, or both imprisonment and fine.

DRESS CODE

Students are expected to follow the District's dress and grooming guidelines, as well as any local standards established and approved by the Local School Council at each campus. Students and their parents/guardians are charged with the responsibility of ensuring that modesty, appropriateness and neatness of dress are maintained. The principal and the person in charge of an extracurricular activity may determine the dress and grooming of students participating in the activity. An individual school's Local School Council may adopt alternative dress standards as long as they remain within the parameters of the District policy.

Berkner High School is aware that dress code has long been a challenge. With today's fashion's, choosing school appropriate clothing can be difficult. Ninety-nine percent of our dress code issues concern modesty. A student is not appropriately dressed if the clothing has a distracting influence in school. Students will observe **MODESTY** in clothing and appearances. **Some guidelines have been changed for the 2017-2018 school year.**

- **Current Berkner student ID cards must be visibly worn at all times on provided lanyards. Failure to do so will result in further disciplinary actions.**
- Students will wear shoes at all times. No house shoes are allowed.
- Midriff tops, mesh tops, halter-tops, backless shirts, spaghetti straps, one-strap, strapless, off the shoulder, and low-cut tops are not acceptable. Tops must have a shoulder strap at least the width of BHS student ID.
- Shirts that advertise, suggest, or resemble advertisement of alcoholic beverages, tobacco products, drug paraphernalia, or any other inappropriate logos (as determined by principals) will not be permitted. Homecoming and/or prom t-shirts whose logos resemble alcoholic/tobacco or sexually explicit images are not acceptable.
- All clothing must be free of inappropriate or disruptive slogans, signs, patches and cannot be gang related.
- Excessively baggy, ripped, or torn clothing is not acceptable; regardless of what is worn underneath.
- “Sagging” of pants, shorts or trousers is not acceptable. Students who choose to “sag” will be given plastic tie straps to secure their pants and be issued discipline consequences.
- Short skirts, shorts, or mini dresses must be no shorter than mid-thigh in both the front and back. Skirts or dresses with high slits are not acceptable. **Length of skirts/shorts/dresses must be no shorter FOUR INCHES ABOVE THE KNEE in both the front and back; even if leggings are worn underneath.** Students will be required to change and will be issued a detention if any of the dress code is violated.
- **A top that reaches mid-thigh must cover form-fitting yoga and yoga-like pants.**
- **Leggings** cannot be worn as pants. They must be covered to a length no shorter than mid-thigh in both the front and back by a skirt, shorts or a dress.
- Lycra, sport, athletic, dance, boxer, biking shorts, cut-offs, or any exposed underwear are not acceptable.
- Pajama pants or scrub pants are not acceptable.
- Tall Tees will not be permitted (even over another shirt).
- Muscle shirts are not acceptable for boys or girls.
- All sleeveless jerseys must be worn with a t-shirt.
- No grills. (Grills will be confiscated and will only be returned to parent or legal guardian).
- Earrings and nose piercings (studs) for all students are acceptable. All other piercings are not acceptable and will be confiscated and only returned to parent or guardian.

While it is inevitable that there will be differences of opinion as to the appropriateness of dress, the final decision will be that of the building principal.

Additional dress code guidelines may be added if deemed necessary by administrators.

The following items will be confiscated and not returned:

- Head covering of any kind may be worn or seen in the building (religious exception).
- Sweatbands and bandannas (of any color) worn anywhere on the body are not acceptable.
- Towels thrown over the shoulder, hanging out of pockets, or carried are not acceptable.
- All chains, locks, and spiked jewelry are not acceptable.
- Sunglasses may not be worn or seen in the building.

Dress code violations will be disciplined and documented in a database to be reviewed by a student's assistant principal and student's parents. Habitual violations will result in further disciplinary action. Students sent home for dress code violations will receive an unexcused absence for periods missed. Nothing contained in this dress code shall prohibit regulations of dress, grooming, or appearance of students participating in co-curricular activities by the teacher or coach sponsoring or directing such activities upon prior approval of the principal. **Failure to address dress code issues at the first request by faculty is considered insubordination and will result in further disciplinary action.**

DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1986

The Drug-Free Schools and Communities Act of 1986 was amended by Congress making it a federal offense to possess controlled substances with intent to distribute them on school property or within 1000 feet of school property. Severe penalties of imprisonment and fines are applicable to such offense. Reports to administrators that a student is buying, selling, or under the influence of a control substance will be pursued very aggressively. **Students who want to buy and / or sell drugs are not welcome at Berkner High School.**

ELECTRONIC COMMUNICATION DEVICES

A student violates the Electronic Communication Device Policy if the student's electronic device is either visible and/ or turned on at school during the school day without the express permission of a student official or in violation of the BOYD rules for the student's campus and grade level. To help ensure the testing environment is not compromised, school may impose different rules for possession of electronic communication device on days that statewide assessments or District benchmarks are administered.

Berkner High School prohibits students from using communication devices without permission on campus during the instructional day (including lunch). The instructional day at Berkner High School is 8:00 a.m. through 4:10 p.m. Library hours for non-usage are 7:30 a.m. to 5:00 p.m.

Secondary students may possess communication devices; **such devices shall remain off during classroom instruction; unless the technology is being used with teacher permission as an instructional resource.** If a student's phone rings or if a student is found to be receiving or sending a text message, the expectation is that the instructor will take up the student's phone or instructor's assistant. Students who are uncooperative with the instructor or assistant will be subject to further disciplinary action.

These policies also apply to students who are assigned to after-school detention. While we want students to be able to communicate when necessary, we do not want to disruption associated with students walking around the hallways talking on cell phones. Students may text in the hallways between classes and during lunch; however, at no time may students call or listen to music in the hallways. Students may listen to music in the cafeteria as long as headphones are utilized.

A violation of this policy will result in confiscation of the device. The device will only be returned to the student's parent. The time for electronic device pickup will be 8:30 a.m. to 4:30 p.m. unless parent contacts student's principal to make special arrangements. The District is not responsible for theft, damage, or loss of such confiscated devices. Any electronic devices not retrieved by noon on the last day of the semester in which the device is confiscated will not be returned and will be forwarded to Student Services for disposal.

ELECTRONIC PHOTOGRAPHY DEVICES

Video, digital or 35mm cameras should not be used or seen anywhere in the building during school hours (7:30 a.m. to 4:10 p.m.) or in the library (7:30 a.m. to 5:00 p.m.) We do not want to confiscate students' photography equipment. Students should not bring these items to school. Photography equipment that is confiscated will be returned to the parent. The school expects the parents will promptly retrieve electronic photography devices confiscated under this policy. **The school is not responsible for the theft, damage, or loss of the confiscated devices.**

VAPING

Estimados padres y estudiantes de secundaria de RISD,

Como ya habrá escuchado, el vapeo ha ganado atención nacional como una epidemia entre los jóvenes con diversos efectos físicos negativos. El Distrito Escolar de Richardson ha experimentado un crecimiento acelerado en el número de estudiantes que hemos encontrado utilizando dispositivos de vapeo en todos los niveles de nuestras escuelas. En respuesta a este aumento en el vapeo, el Departamento de Servicios al Estudiante (*Student Services Department*) ha organizado un Comité de Vapeo para evaluar el impacto de esta nueva tendencia y desarrollar algunos cambios sistemáticos y procesos de apoyo en todo el distrito.

Estos nuevos procesos son una combinación de consecuencias y educación. Con respecto a las consecuencias, tener o usar un vape en las escuelas incurrirá a una medida disciplinaria estándar de 3 días de Suspensión En La Escuela (ISS). Se tomarán medidas estrictas a éstas consecuencias en las cuatro escuelas secundarias del distrito. Aunque esto no es nuevo, otro factor muy importante para que los padres y los estudiantes tengan en cuenta, es que si se descubre que su estudiante tiene un dispositivo de vapeo que contiene aceite THC (derivado de marihuana), su estudiante habrá cometido un delito grave y podría ser expulsado del distrito por 90 días e irá al Centro de Colocación Educativo Alternativo de Justicia Juvenil (*Juvenile Justice Alternative Educational Placement Center*) y será arrestado por este delito. Obviamente, tener un arresto por delito grave puede tener consecuencias a largo plazo y de gran alcance para el estudiante y debe tomarse muy en serio.

El componente educativo de la campaña del distrito se centrará en crear conciencia con los estudiantes, los padres y el personal, así como en una mayor presencia de observación en las cuatro escuelas de secundaria durante el día escolar y en todas las actividades patrocinadas por la escuela. Además, a través de nuestra iniciativa #liveWiselyHealthy, los estudiantes, el personal de las escuelas y los padres, tendrán acceso a información sobre el vapeo durante todo el año. Lanzaremos un video educativo sobre los peligros y las consecuencias del vapeo a principios del año que será accesible para todos los interesados en el distrito de RISD. También publicaremos varios avisos en las escuelas de secundaria para recordarles a los estudiantes que los dispositivos de vapeo son artículos prohibidos en cualquier propiedad de las escuelas o en el distrito.

Con toda esta nueva información, les pedimos que tomen unos minutos para hablar con su estudiante de secundaria sobre los peligros de vapear y las posibles consecuencias al llevar estos dispositivos a cualquiera de nuestras escuelas de RISD. Confío en que, como socios, podamos aumentar el conocimiento sobre los peligros de vapear y disminuir el uso de estos dispositivos en todas nuestras escuelas. Para más información, la página, <https://e-cigarettes.surgeongeneral.gov/> también es un recurso valioso si tiene preguntas específicas sobre el vapeo y sus posibles consecuencias.

Si tiene más preguntas sobre la información en esta carta, no dude en comunicarse con el administrador de su escuela.

Sinceramente,

Dr. Matthew Gibbins
Chief Executive Director Student Services

VAPING

Dear RISD Parents and High School Students,

As you may have heard, vaping has gained national attention as an epidemic among young people with wide ranging negative physical effects. Richardson ISD has experienced exponential growth in the number of students who have been found using vaping devices across all levels of our campuses. In response to this increase in vaping, the Student Services Department has organized a Vaping Committee to evaluate the impact of this new trend, develop some systematic changes, and support processes districtwide.

These new processes are a combination of both consequences and education. In regard to consequences, having or using a vape on campus will incur a standard discipline measure of three days of In School Suspension (ISS). There will be strict enforcement of this consequence across all four high schools. Although it is not new, another very important factor for parents and students to be made aware of is if your student is found to have a vaping device (DAB pen) that contains THC oil (marijuana derivative) your student will have committed a felony and could be expelled from the district for 90 days to the Juvenile Justice Alternative Educational Placement Center and be arrested for the offense. Obviously, having a felony arrest can have long term and wide ranging consequences for students and should be taken very seriously.

The educational component to the district campaign will focus on building awareness with students, parents and staff as well as increased observational presence on all four high schools during the school day and at all school sponsored activities. Also, through our #liveWiselyHealthy initiative, students, staff and parents will have access to vaping information throughout the year. We will be releasing a vaping educational video about the dangers and consequences of vaping at the beginning of the year that will be accessible to all RISD stakeholders. We will also be posting several signs throughout the high school campuses reminding students that vaping devices are prohibited items on any campus or district property.

With all of this new information, I would request that you take a few minutes to speak with your high school student on the dangers of vaping and the potential consequences for bringing these devices onto any RISD campus. I am confident that as partners we can increase knowledge on the dangers of vaping and decrease the usage of these devices on all of our campuses. For more information, <https://e-cigarettes.surgeongeneral.gov/> is also a valuable resource if you have specific questions on vaping and its potential consequences.

If you have, any further questions about the information in this letter please feel free to reach out to your campus administrator.

Sincerely,

Dr. Matthew Gibbins
Chief Executive Director Student Services

EXPULSION

Offenses warranting expulsion: Refer to the RISD Student Code Conduct.

HALLWAY EXPECTATIONS

With school safety being a high priority, students are not to congregate or loiter in the halls before school, after school, or during passing periods. Students should move through the halls with the intent of arriving to class in a timely manner.

PICTURE IDENTIFICATION CARDS

Current Berkner student ID cards will be provided to all students. Students are required to wear ID cards every day on the provided lanyards. They will also need to present their ID cards to any staff member upon request. Failure to provide ID will result in a student is being assigned a detention.

Further action will be taken for students failing to comply with staff member's request. Students who have lost their ID cards will need to purchase a replacement made in the Library at a cost of \$3.00. Lanyards will cost \$1.00. Students not paying for the ID card at the time will be placed on the hold list.

RISD STUDENT CODE OF CONDUCT

All new students to the Richardson Independent School District will receive a copy of the RISD Student Code of Conduct booklet at the beginning of the school year. Students are responsible for reading and becoming familiar with the plan. A form will be issued requiring student signatures to verify that the copies of the RISD Student Code of Conduct and the Berkner Student Handbook have been received.

SMOKING AND / OR POSSESSION OF TOBACCO PRODUCTS

RISD prohibits the possession and use by students, of tobacco products and lighters, as well as electronic cigarettes, including any substances or equipment related to an electronic cigarette at

school-related activities on or off school property and in any District vehicle. **This includes all sidewalk areas within 300 feet of school property.** Students that chose to violate this policy will be suspended from school for three days and may be ticketed by the Richardson Police Department. Repeated violations will result in further disciplinary consequences.

WITHDRAWALS

A student who plans to withdraw from BHS must give the assistant principals' secretaries a minimum of twenty-four (24) to forty-eight (48) hour advance notice before the withdrawal date. Students should be prepared to:

- **Turn in current ID badge**
- **Turn in all textbooks and all RISD library books**
- **Pay for lost books and clear library fines**
- **Clear immunizations regulations**
- **Return extracurricular uniforms or equipment / other responsibilities to clear their records**

WITHDRAWALS CAN ONLY BE PROCESSED IN THE ASSISTANT PRINCIPAL'S OFFICE FROM 8:30 A.M. TO 11:30 A.M.

SECTION III – GRADUATION REQUIREMENTS

Please consult the RISD program and studies or contact your student's counselor.

ACADEMIC PENALTIES

Penalties for violation of academic procedures or practices are acceptable given the penalty imposed corresponds to the gravity of the offense and is consistently applied. **Such violations are cheating on exams, failure to meet specified assignments, or truancy are appropriate instances where academic penalties may be assessed.**

ADDING AND DROPPING COURSES

All freshmen/sophomore students will be required to enroll in seven credit-bearing courses each semester. All junior students will be required to enroll in a minimum of six credit-bearing courses each semester. All senior students will be required to enroll in a minimum of five credit-bearing courses each semester. Quite often, students (particularly seniors) enroll in six or seven classes and want to drop a class in order to leave school earlier. We will do this **only** if the class that the student wants to move into is smaller than the class from which he or she was coming.

It is the student's responsibility to make sure he/she is enrolled in the appropriate number of courses each year to meet graduation requirements. All students enrolled after 2006-2007 school year are required to meet the 26-credit requirement. These changes are due to state legislation. Students must enroll in at least five credit-bearing courses to be eligible for UIL activities. Students must follow previous instructions from counselors regarding dropping/adding courses.

1. Students may drop an AP or Pre-AP course at the end of the first six weeks with parental approval.
2. Any Schedule change that would remove a student from DAP (Distinguished Achievement Program), State Recommended Program, and Plan II requires approval by the principal.
3. Written parental permission is required for any secondary student to add or drop a course.
4. **A student may add a course up to the 9th day of each semester** if conditions essential for a schedule change are met.
5. **A student may drop a course only until the 45th day of each semester.** The drop may only occur if the student will be in the correct number of courses and is willing to be a teacher aide or an office aide.
6. **After the nine-week deadlines, a student may not drop a full-year course until the beginning of the next semester. A student will not be allowed to drop a one-semester course after the last day of the ninth week of each semester.**
7. No student will be allowed to carry less than five credit-bearing courses (or its equivalent) each semester. Seniors who start with only five courses will carry those throughout the year. No student will be allowed to withdraw leaving only four classes, even if failing a course.
8. RISD policy requires that all students must be full-time students. This means that students will be enrolled in at least five classes for the full school day unless the Student Services' Associate Principal gives prior approval for a change.

CHANGING SCHEDULES

Schedule changes are normally made for one or more of the following conditions:

1. A student fails a required course making a schedule adjustment necessary.
2. Change is needed as a result of credit earned in summer school.
3. Change is needed to balance class loads within the master schedule.
4. Change is needed as a result of a student having trouble, which obviously is not educationally defensible, i.e., not having the courses requested or not having the courses needed for graduation.
5. Change is needed as a result of a student being elected to or administratively assigned to an activity within the school.
6. Change, which enables a student to graduate in that particular year as opposed to not graduating.
7. Any change (in the judgement of the principal) which is in the best interest of the student and/or teacher.

RISD policy allows a student an opportunity to drop a course up to and including the last day of the first nine (9) weeks of each semester without the course appearing on his/her transcript. TEA adds two (2) additional stipulations for a student involved in UIL activities to remain eligible for participation. Those stipulations are as follows:

- 1. A student may withdraw from a course up to and including the 45th day of a semester providing the student is passing the course at the time of withdrawal and remains in five credit-bearing courses.**
- 2. A student may not drop a course with a failing average after the end of the fourth week of the first six weeks' grading period of each semester without it being considered a failing grade for eligibility purposes.**

CLASSIFICATION

All students enrolled after 2020-2021 school year as freshmen will be required to successfully complete:

Sophomore	10th grade	6 credits earned
Junior	11th grade	12 credits earned
Senior	12th grade	18 credits earned

Students with fewer than 15 credits will be classified as juniors for the duration of the school year. Junior students who are carrying a course load at Berkner and in a RISD-approved credit recovery program sufficient enough to fulfill the credit graduation requirement may be

reclassified as seniors at midterm. (Correspondence courses will not be considered for the purpose of reclassifying to senior status.)

CONFERENCES

Students and parents may expect teachers to request a conference if:

1. The student is not maintain passing grades or achieving the expected level of performances.
2. The student presents any other problem to the teacher.
3. In any other case, the teacher considers it necessary.

A student or parent who wants information or wants to raise a question or concern is encouraged to confer with the appropriate teacher, counselor, or principal. A parent who wished to confer with a teacher should call the teacher directly and provide 24-hour notice.

GRADING

1. A student receiving an incomplete for a grading period has two weeks to convert the incomplete grade to an earned grade. In unusual cases when the student has missed a large quantity of work, the time may be extended. In all cases, the teacher must communicate to the student he nature of work outstanding and the time limitation for completing the work.
2. Teachers shall not change grades unless an error has been made. Such grade changes shall be subject to the principal's approval.
3. The nine-week numerical grade shall reflect student performance work from a variety of instructional tasks: projects, classroom activities, homework, tests (daily, weekly, unit, etc.)
4. Daily Grades – A sufficient number of grades shall be taken from daily classroom and homework activities reflect the student's performance over the full nine weeks.

5. An overall average of 70 is required for successful completion of a full-year course. In the event that the average is less than 70, students are required to repeat only semester failed. In repeating, the student must attain a minimum of 70 in the semester failed. Students repeating both semesters shall attain an overall average of 70 for successful completion of the course.
6. Major Grades – In a nine weeks' period when a major project is evaluated or major assessment is administered, that project or test shall not comprise more than 25% of the nine-week' grade.
7. In the case of an ongoing, long-term project (i.e., research paper), multiple grades may be taken from the steps within the project. Those grades for the steps within the project would be considered daily grades.
8. Semester grades shall consists of the three nine weeks' grades and a semester exam. The semester exam count as 20% of the overall semester grade. The following formula shall be used for computing the semester grade and the semester average:

A = Average of the three nine weeks' grades

E = Semester Examination grade

$\frac{(4 \times A) + E}{5}$ = Semester Average

9. The final grade for a full-year course shall be determined by averaging the two semester grades.
10. Mastery of a subject or course is demonstrated through performance of the essential elements for the subject or course. Mastery of essential elements is indicated by grade of 70 or above. The acceptable level of mastery of essential elements in a course or subject is that level which is determined to be necessary for success at the next level or in the next course.
11. **Final Exam Exemptions** Policy (spring semester only). Details of this policy will be provided in early spring.

ACADEMIC ACHIEVEMENTS

QUALITY POINTS/GPA. – The district shall reward all 9th – 12th grade students who enroll in advanced level courses by awarding quality points in those courses for purposes of determining GPA for class rank and senior exemptions as follows:

- At the end of the semester, **passing** (70+) earned in AP courses shall receive eight quality points.
- At the end of the semester, **passing** grades earned in Honors/PreAP courses shall receive five points.
- All **passing** (70+) grades earned in AP Honors/PreAP courses taken in other districts shall receive quality points if the following conditions are met:
 - The course in the other districts are taken in a sequence that is equivalent of advanced to one used by the District as outlined in the District's Advanced High School Honors Program Chart. If there are more than two categories of courses, only the highest level will be accepted as Honors courses (i.e., Pre-Honors, academic courses).
 - The student (or parent) provides the official documentation from the sending school for the Advanced courses taken.
 - Quality points awarded from schools outside the District will not exceed or less than the numerical weight of quality points awarded in the District.
 - The graduation plans maintain and enhance the District's exemplary Honors/PreAP/AP course offerings. Students who distinguish themselves academically during their secondary public education in RISD shall receive recognition for those achievements. Students who complete graduation requirements in fewer than four years shall not, by that fact, lose eligibility for the following awards/honors:

VALEDICTORIAN / SALUTATORIAN - The valedictorian and salutatorian are those senior members of a graduating class who have attained the two highest overall scholastic GPA average

for grades 9-11 and the first six-week grading period of grade 12 as determined by courses included in computing **Formal GPA/Rank in class**.

ELIGIBILITY – To be eligible for **Valedictorian** and **Salutatorian** honors, qualified seniors shall:

1. Have been in attendance in the District for all of high school in **grades 10 through 12**.
2. Carry at least a minimum course schedule each semester of **2.5 credits in grades 9 through 12**.

TOP TEN GRADUATES – Students designated as “**Top Ten Graduates**” are the ten graduating members with the highest scholastic averages in grades 9-11 and the first five six-week grading periods of grade 12 as determined by courses included in computing **Formal GPA/Rank in class**.

ELIGIBILITY – To be eligible for “Top Ten Graduates”, qualified seniors shall:

1. Have been in attendance in the District for all of high school in **grades 10 through 12**.
2. Carry at least a minimum course schedule each semester of 2.5 credits in **grades 9 through 12**.

HONOR GRADUATES – “**Honor Graduates**” are those senior members of a graduating class attaining an overall average of 90 or above for **grades 9-11** and the first five six-week grading periods of grade 12 as determined by courses included in computing **Formal GPA/Rank in class**.

ELIGIBILITY – All seniors eligible to receive a diploma from the District are eligible for this honor.

SCHOLASTIC AWARDS - These awards are given to the twelve seniors and eight juniors who have the **highest GPA** for their class and meet the following criteria:

Seniors must have attained the twelve highest overall scholastic grade point averages for grades 9-11 and the first five six-week grading periods of grade 12 as determined by District procedures for calculation of **Formal GPA / Rank in class**.

Juniors must have attained the twelve highest overall scholastic grade for point averages for grades 9-10 and the first five six-week grading periods of grade 11 as determined by District procedures for calculation of **Formal GPA / Rank in class**. Eligibility criteria for this honor will be listed in the Secondary Program of Students and annually communicated in writing to 9th through 12th grade students.

(All awards to be determined and provided by individual campuses.)

ELIGIBILITY - To be eligible for this honor, a student shall:

1. Have a current year citizenship grade average of 90 or above.
2. Have never been suspended from school.
3. Have never missed school without parent authorization.

TOP 10% - Seniors must have attained an overall scholastic grade point average in grades 9-11 and the first five six weeks grading in grade 12 as determined by courses included in computing Formal GPA / Rank in Class. Seniors enrolled in 2nd semester of senior year eligibility based on transcript (AAR) record.

TEXAS SCHOLARS RECOGNITION PROGRAM – Students who have completed the Texas Scholars Program will be honored at graduation. To be recognized as a **Texas Scholar**, seniors must have earned the Plan 1 or Plan 2 Recommended Program seal. Certain Texas Scholar recipients are eligible for free tuition and fees at Texas public universities through the TEXAS Grant Program.

SENIOR SERVICE LEARNING AWARD - Sharing time and talents for the benefit of others is an important part of displaying individual and civic responsibility that is reflected through our District's goals and valued by our community. This requires sensitivity, perception of need, determination, perseverance, and dedication. Students who participate will be recognized at graduation for voluntary service hours. This recognition will reflect the completion of a service-learning project in the student's area of choice.

OTHER AWARD AND GRADUATION HONORS – In the event that an award (TEA certificate or other) is made available, utilizing "highest ranking graduates" as eligibility criteria requirements, those students will be identified according to the District's policy for "Top Ten Graduates".

HOMEWORK GUIDELINES

Homework should have a specific purpose and be an integral part of students' total learning experience. It should help to reinforce a skill already learned or prepare students for upcoming lessons or units.

- **Time allocated for homework** – The recommended amount of time varies according to type and number of subjects a student is taking. Homework assigned should be appropriate for the student. A general guideline is an average of 90 minutes total for classes combined per day. Advanced courses may require larger amounts of homework time.
- **Grading of homework** – Guidelines for grading, returning, and providing feedback on homework should be clearly communicated to students and parents. These guidelines should be distributed the first day of class and at open houses.
- **Strategies for teachers:**
 1. Teachers will clearly communicate homework assignments verbally and in writing,
 2. Teachers will explain procedure for late work and makeup work.
 3. Teachers will clarify assignments for students when students do not know what to do.
 4. Teachers will provide an outline for long-term projects well in advance of the due dates.
 5. Teachers will provide alternative ways for students with special needs to complete assignments.
 6. Teachers will inform parents of incomplete work or other academic concerns that may impact progress, in a timely manner.

NO PASS / NO PLAY

(Texas Education Agency SB1 33.081-UIL) – A student who is enrolled in a school district in this state or who participates in UIL competition shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district or the UIL after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced class. A suspension continues for at least three weeks and is not removed during the school year until the conditions of Subsection (d) are met. A suspension does not last beyond the end of a school year. For purposes of this subsection, “grade evaluation period” means:

- 1. The nine-week grade reporting period; or**

2. The first nine weeks of a semester and each grade reporting period thereafter, in the case of a district with a grade-reporting period longer than nine weeks.

Until the suspension removed under this subsection or the school year ends, a school district shall review the grades of a student under Subsection(c) at the end of each nine-week period following the date on which the suspension began. At the time of a review, the suspension is removed if the student’s grade in each class, other than an identified honors or advanced class, is equal to or greater than equivalent of 70 on a scale of 100. The principal and each of the student’s teachers shall make the determination concerning the student’s grades.

Suspension of a student with a disability that significantly interferes with the ability to meet regular academic standards must be based on the student’s failure to meet the requirements of the student’s individualized education program (IEP). The determination of whether a disability significantly interferes with a student’s ability to meet regular academic standards must be made by the student’s admission, review, and dismissal committee. For purposes of this subsection, “student with a disability” means a student who is eligible for a district’s special education program under section 29.003(b). A student suspended under this section may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance.

Key Points:

1. Suspended students do not regain eligibility immediately. They must wait seven calendar days after the end of the grading period.
2. Students who were eligible shall not lose eligibility until seven calendar days after the end of the grading period.
3. The semester grade has no bearing on eligibility. Grades for the last grading period of the semester determine eligibility.
4. Students who pass all courses for the grading period remain eligible throughout the next grading period.

Chart for the Nine-Week Grading Periods

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30

- If semester ends prior to holidays, student loses or regains eligibility 7 calendar days later.
- All students are academically eligible during summer recess.

Legend:

Grading period ends

Student is in (regains eligibility) or out (loses eligibility) at the end of that week at the time, the regular school day is scheduled to end.

STUDENT ELIGIBILITY FORMS

Students who forge UIL eligibility forms will be subject to suspension from school and/or extracurricular activities.

TEN-DAY RULE

The Richardson ISD shall not schedule nor permit students to participate in any school-related or school-sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than ten times during the 180- day school year (full-year course).

EXCEPTIONS:

The Richardson ISD shall inform the Commissioner of Education of specific exceptions to the ten absences per class limitation stated above. Such exceptions shall be made only on behalf of individual students who are competing in UIL-sponsored activities or in post-district competitions sponsored by other organizations approved by the Commissioner of Education. The exception shall not be granted to allow students who have not earned the right to complete at the post-district level to participate in more district-level activities than permitted under the ten absences per class limitations.

SECTION IV – GENERAL INFORMATION

CAFETERIA:

To keep students from having to carry extra money at school and to move students through the lunch lines quickly, we have implemented the cashless cafeteria. Students may bring cash or checks to the cafeteria any time between 7:30-9:00 a.m. Monday-Friday. All monies will be entered into the student's account by lunch the same day. When students go through the line, they will use their ID card. Students who use another student's ID will receive disciplinary consequences and may be ticketed by the Richardson Police Department for theft.

Students are expected to be seated while in the cafeteria unless they are in for food. Students may deposit money in their lunch account (7:30 – 9:00 a.m. only) **There will be no standing or congregating along the walls.**

IF A STUDENT IS TRUANT ANY PART OF 4TH PERIOD, RAC WILL BE ASSIGNED.

CLUBS, ACTIVITIES, AND ORGANIZATIONS

Clubs, activities, and organizations are an important part of our school. In order for a student to ensure a well-balanced high school education and an enjoyable and more meaningful program, the student should select early in the freshmen or sophomore year the activities in which the student is most interested. It is more desirable to be proficient in a few well-chosen activities than it is to be a mediocre member of too many organizations. The following policies governing school activities and clubs have been adopted:

1. The principal shall approve all student activities and clubs scheduled.
2. Each sponsor will be required to furnish the principal with a request for approval to schedule student events.
3. All requests for approval to schedule events must be in the principal's office at the beginning of the school year or as soon as possible thereafter. From these requests, a master calendar of events will be prepared.
4. All student clubs and activities will meet at BHS. The principal must approve any exception.
5. All night activities or club meetings should end by 10:00 p.m. on school nights (Monday through Thursday) and by midnight on Friday or Saturday nights.

HOLD LIST

A hold list for lost textbooks, fines, ID badges etc. will be created each semester. Students placed on the hold list each semester must clear the hold list. Students who remain on the hold list at the end of the year may not pick up graduation tickets or register in August for the upcoming school year. Students may clear fines with sponsor or in the assistant principal's office.

IMMUNIZATION AND MEDICATION REQUIREMENTS

All students must meet the immunization requirements of the Texas Education Agency to enroll or remain in school. The extent of medical services is limited to "first aid" provision in the school clinic. A written form from the parent or guardian is required for the administration of medicine (including but not limited to aspirin), and a written form from a physician for prescription medicine. (Forms are to be obtained from the clinic.) All medication is to be stored by the nurse or nurse's aide. The school nurses are Mrs. Janet Rambo, R.N. and Mrs. Mandi Holton R.N.

LIBRARY

The library is a unique situation as it maintains a classroom atmosphere from 7:30 a.m. when it opens until it closes at 4:30 p.m. The relative quiet is necessary for students to be able to study and research and student talking on a cell phone or using other communication devices destroys the atmosphere; therefore no communication devices are to be seen or used from 7:30 am to 4:30 pm in the library.

ELECTRONIC RESOURCES - The BHS library has direct access to the internet. Online databases are EBSCO (magazine database), Proquest (magazine and newspaper database), SIRS (magazine and newspaper database), Gale's Discovering Biography, Gale's Discovering American History, Gale's Discovery World History, Electric Library, and Britannica Online.

BOOKS, MAGAZINES, AND AUDIOVISUALS – The library collection has 24,000 + books, access to 272 magazines, and over 1400 audiovisuals. A copy machine is available in the library. Copies are 15 cents a page. Two system laser printers provide for student printing from computer stations. The library has more than 3 dozen computers for student use. The library staff can search the Richardson public library catalog to check availability of books for student research.

STUDENT LIBRARY CARDS AND AUP - The required ID card serves as the library card. To check out a book, a student must have his/her ID card. To use the Internet or any database that is accessed through the internet, a student must have an **Acceptable Use Policy (AUP) signed and on file**. The Library will have an AUP designation.

LIBRARY HOURS – The library will be open Monday through Friday from 7:30 a.m. to 4:30 p.m. Students are welcome in the library before school and after seventh period without a pass. At all other times, students are admitted only with a pass from a teacher or principal. Substitutes should not issue passes.

CHECKING OUT BOOKS – Most books have a two-week checkout. Reference and reserve books have an overnight checkout. Fines of 15 cents a day are charged for late books. Fines of 25 cents a period are charged for late references and overnight books. Students are expected to pay for any lost damaged library books. Students can request books from other libraries without RISD.

LOCKERS

Lockers should be kept neat and orderly with doors locked and must not be shared with other students. Any damage to the locker or lock is the student's responsibility. Lockers are subject to being searched at any time if there is a reasonable suspicion for the search.

LOITERING AND DISRUPTION

All students will enter the building immediately upon arrival to the campus.

Laws amended and/or passed by the Texas Legislature are as follows:

S4.23 – Loitering on School Property – Any person loitering upon school property after a warning leave shall be subject to arrest by the person in charge. The definition of “school property” as used herein shall include public grounds, upon which any public school is located, and any grounds or buildings used by a school for assemblies or activities. “Public property” as used herein shall include any street, highway, alley, public park, or sidewalk. Conduct, which disrupts the educational activities of a school, include:

- Emission by any means of noise of an intensity which prevents or hinders classroom instruction
- Enticement or attempted enticement of students away from the classrooms or other school activities which students are required to attend.
- Prevention or attempted prevention of students from attending classes or other activities which students are required to attend.

All freshmen and sophomore students will be assigned to seven class periods per day. Juniors will need authorization from their parents allowing them to take only six classes instead of seven classes. Seniors will also need a notarized note from their parents allowing them to take only five to six classes instead of seven classes.

Students will not remain on campus when finished with classes unless under a teacher's supervision. Any student who remains on campus without teacher supervision or principal approval will be disciplined.

LOST AND FOUND

Found jewelry and other items of value must be brought to Mrs. McGee, Mr. Hall's executive assistant. All other articles, including books found on the school grounds or in the halls of the school building, should be taken to Ram Central. Lost articles not claimed by the end of each semester will be disposed of through proper channels.

NON-DISCRIMINATION POLICY

The policy of RISD is to comply fully with non-discrimination provisions of all state and federal laws and regulations by assuring that students are afforded equal access to regular, vocational, and special education programs and activities without regard to race, religion, color, national origin, sex, or handicapping conditions as provided in these laws and regulations.

PARKING ON CAMPUS

Students who drive cars to school and park on campus must complete a “Vehicle Registration Card” available in the assistant principal’s office. Parking permits will be limited to the available parking spaces. **Students are not to sit in or on cars that are parked and are not to loiter in the parking lot.** School officials or police officers may search vehicles parked on school property if there is reasonable suspicion. Students shall be responsible for any prohibited items found in their vehicles parked on school property. Search may include passenger compartment, engine compartment, trunk, and all containers (locked or unlocked) in or on the vehicle.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student’s parents. If the parents also refuse to permit the vehicle to be searched, the District may contact local law enforcement officials and turn the matter over to them (RISD Policy Manual, LDU-34-93, FNF Local-X, 8-23, 93).

Students purchasing parking stickers for the west lot for the school year will be required to keep the band rehearsal area clear of cars based on the following schedule:

- Mondays from 4:30 p.m. to 9:00 p.m.
- Tuesdays through Fridays from 7:00 a.m. to 8:20 a.m.
- Wednesdays from 4:30 p.m. to 6:30 p.m.
- Fridays beginning at 4:30 p.m. for pre-game rehearsal

If a student plans to be on campus during band rehearsal times, the student is to use the south lot next to the football field before school and use the teachers’ lot after school. Cars left in the practice area during these rehearsal times are subject to being towed at owner’s expense.

PARKING REGULATIONS – LOCK YOUR CAR

Absolutely no student parking is permitted in front of the building for any reason for any length of time. For safety reasons, students’ cars are to be parked on school-provided areas and not be driven during school hours including the lunch period. **Any student (and his/her passengers) driving from the campus during the school day must have a pass from Ram Central or an ID card designation the time leaving. Students entering or leaving the parking area without proper authorization are subject to suspension of their parking permits with no monies returned.** Students are not to be in the parking lots during school hours for any reason without a pass from the assistant principals. To assist in checking stickers on cars, stickers must be **attached permanently above the inspection sticker or the sticker will be confiscated.** Only one sticker will be issued on receipt of the parking fee. If a student must drive

an additional car, it must be cleared by an assistant principal. Parking stickers may be purchased for \$10.00 per year when schedules are picked up in August. Stickers will be sold to students who have valid operator's licenses. **Students are required to be cooperative with the parking lot attendants, answer their questions, and be prepared to identify themselves with their student IDs. Parking lot attendants are responsible for security on all school grounds**

To ease traffic congestion and promote safety on the parking lots, a few driving regulations are listed:

1. Observe one-way traffic upon entering and leaving.
2. Traffic speed should not exceed 5-10 mph. A second incident of speeding will result in student's parking sticker terminated for the remainder of the year.
3. Follow traffic patterns as indicated by arrows to parking areas and exists.
4. Observe handicapped parking areas.
5. Do not park in red fire lane areas.
6. Any student driving other student off-campus without permission will immediately be subject to termination of all parking privileges on campus for the remainder of the year.

PEP RALLY / ASSEMBLY / ATHLETIC CONTESTS

Students are to conduct themselves according to the standards set for them at BHS and are not to throw any objects in the stands or on the floor. Students who do so are subject to disciplinary action. Students in attendance at co-curricular events (home and away) are expected to conduct themselves in an appropriate behavior will result in disciplinary action. Students must wear visible ID or they cannot attend special events. This includes sporting events, pep rallies, or other designated school functions.

PERMISSION TO LEAVE THE BUILDING

A written or telephone request from the parent/guardian must be submitted when asking to leave the school building. If a student is leaving during the class period, he or she should show the note to that class period teacher and go to Ram Central to sign out. There is no reason parents need to call for a student if this is followed. Students are not to leave school in any instances without checking out at Ram Central. Students are to return to Ram Central to check in upon returning. Students who need to go to their cars will need to get a pass from their assistant principal.

POSTING OF SIGNS

For safety reasons, every precautionary measure must be taken in order to prevent bus related accidents. The following conduct policies must be observed by all students who ride the bus:

1. Bus drivers will report any students' misconduct to the assistant principal in charge of buses or to another available assistant principal.
2. Students riding the school bus are subject to all rules and regulations of BHS and RISD while at the bus stop or on the school bus.
3. Students must not extend their arms or heads out of the bus.
4. Students are not to try to get on or off the bus or move about within the bus while it is in motion.
5. Students must be on time. The bus will not wait for those who are late to their stop. The driver is on a set schedule that must be followed.
6. Students must never stand in the roadway while waiting for the bus. Pushing, shoving, or fighting at the bus stop or on the bus could result in a removal of the student from the bus, suspension and/or possible CMLC placement.
7. Students who ride the school busses will be issued a bus badge; which will indicate to the drivers that they are eligible to ride a bus to and from school. The bus badge will also inform the student of the only bus they are permitted to ride. Any student attempting to ride a bus that he or she is not permitted to ride will result in disciplinary action including possible removal from their bus for a period of time.
8. **Refusal to comply with safety precautions from the bus driver or any activities that would be against the best interest of other passengers is sufficient cause for a student to be suspended from riding the bus.**
 - 1st suspension – minimum of one week
 - 2nd suspension – minimum of three weeks
 - 3rd suspension – minimum of six weeks

On school-sponsored trips (athletics, band, choir, etc.), all students will go and come on the same bus except where special conditions may arise. When it is necessary for a student to return in a

private car, a signed statement from the parent must be presented to the sponsor for his/her approval. All rules governing student conduct in school will apply to school-sponsored trips.

STUDENT AND PARENT COMPLAINTS

The purpose of this policy is to secure at the lowest possible administrative level, prompt and equitable resolution of student or parent complaints. Except as provided below, all student or parent complaints shall be presented in accordance with this policy.

General Complaints – Complaints regarding certain topics are addressed by specific policies that modify this complaint process or require alternative process:

1. Discrimination on the basis of gender: FB
2. Sexual abuse or sexual harassment of a student: FNCJ(local)
3. Loss of credit on the basis of attendance: FDD
4. Teacher removal of a student for disciplinary alternative reasons: FOAA
5. Removal of a student to a disciplinary alternative education program: FOAB
6. Expulsion of a student: FOD
7. Identification, evaluation, or educational placement of a student with a disability within the scope of Section 504: FB
8. Identification, evaluation, or educational placement of a student with a disability within the scope of IDEA: EHBA and the parents' rights handbook provided to parents of all students referred to special education.
9. Instructional materials: EFA
10. On-campus distribution of non-school materials to students: FMA
11. Complaints against District peace officers: DKE

General Provisions – Unless otherwise provided by a policy referenced above, students or parents may take their complaint to the Board of Trustees. If a complaint involves a problem with a teacher, the student or parent in most circumstances shall be expected to discuss the matter with the teacher before requesting a conference with the principal at Level One. The student may be represented by an adult level of the complaint. For purposes of this policy, “days” shall mean calendar days. Announcement of a decision in the student’s or parent’s presence shall constitute communication of the decision.

- **Level One** – A student or parent who has a complaint shall request a conference with the principal within ten days of the time the student or parent knew, or should have known, of the event or series of events causing the complaint. The principal shall schedule and hold a conference with the student or parent within seven days of the request.

- **Level Two** - If the outcome of the conference with the principal is not to the student's or parent's satisfaction the student or parent may request within two days, a conference with the Superintendent or designee who shall schedule and hold a conference. Prior to or at the time of the conference, the student or parent shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the solution sought, the student's or parent's signature, and the date of the conference with the principal.

- **Level Three** – If the outcome of the conference with the Superintendent or designee is not to the student's or parent's satisfaction, the student or parent may submit to the Superintendent a written request to place the matter on the agenda of the next regular Board of Trustees' meeting. The Superintendent shall inform the student or parent of the date, time and place of the meeting. The presiding officer shall establish a reasonable time limit for complaint presentations. The Board of Trustees shall hear the complaint and take whatever action it deems appropriate. The lack of official action by the Board of Trustees shall uphold the administration decision at Level Two. A record shall be made of the proceeding before the Board of Trustees. If the complaint involves concerns or changes regarding an employee, the Board of Trustees shall hear it in closed meeting unless the employee to whom the complaint pertains request that it be made public.

TEXTBOOKS

Most textbooks are issued by the state of Texas at no cost to the student. They are the property of the state and must be covered and kept according to state law. Lost books must be paid at a set price determined by Texas Education Agency for new books. No grades for a student will be released until the textbook record is clear. **Students who fail to pay for lost textbooks will be placed on the hold list and will not be allowed to register for classes the next school year until removed from the hold list.**

The names of the student and teacher must be written in ink in the issued textbook. The student should keep a record of his / her textbook numbers for identification purposes. A fine will be assessed for any excessive damage done to the book while it is in student's possession. Students wishing to pay for a lost textbook must pay in the assistant principal's office from 9:00 a.m. – 12:00 p.m. A student is expected to pay the full publication price for the textbook. A receipt will be issued. The receipt is a clearance for the student to be issued another textbook. If a student finds the textbook for which he/she has paid, that student may secure a refund by bringing the textbook and receipt to the assistant principal's office. A refund check will be issued from the RISD accounting office and will be mailed directly to the student's parents. The school will retain the textbooks. The teacher's receipt will be turned in at the end of the semester or year in place of the lost textbook.

VIDEOTAPING

If a parent does not wish to have his or her student to be videotaped for educational purposes, the student's assistant principal must be notified.

WORK PROGRAM STUDENTS

Students who are enrolled in work programs should leave the building immediately after their final class of the day unless directly under the supervision of a teacher. Failure to comply will result in the student being removed from the work program. **All work program students gives RAC will not be released until 4:10 p.m.**

