

# Student Handbook

## 2023-2024



Dr. Joe Harrington

Superintendent

**Kathleen Harrell**

Principal

Kellie Lowe  
Holly Gregg

Asst. Principal (A-L)  
Asst. Principal (M-Z)

Carley Givens  
Jennifer Still

Counselor (A-L)  
Counselor (M-Z)

## Table of Contents

TABLE OF CONTENTS	ii
WHAT TO DO IF...	1
ADVANCED ACADEMICS & ADVANCED PLACEMENT	1
ATTENDANCE	1
LATE TO SCHOOL	2
MAKE-UP WORK FOR EXCUSED ABSENCES	2
TARDY POLICY	2
TRUANCY	2
BELL SCHEDULE	3
BICYCLES	4
BOOK BAGS/LARGE TOTES/PURSES	4
BOOKS	4
CAFETERIA SERVICES	4
CHEATING	4
CALENDAR	4
CLOSED CAMPUS	4
COMMUNICATIONS	4
COMPUTER RESOURCES	5
CONFISCATED ITEMS	5
COUNSELING	5
CREDIT BY EXAMINATION	5
DANCES	6
DELIVERY OF FLOWERS	6
DISCIPLINE	6
Conduct	6
Teacher Detention	6
Lunch Detention	7
One Hour/Two Hour Detention(s)	7
ISS	7
DAEP	7
Student Referral Process	7
DISTRIBUTION OF MATERIALS	7
School Materials:	7
Non-school Materials:	8
DRESS AND GROOMING	8-9

ELECTRONICS, CELL PHONES, SPEAKERS	9
EXAM EXEMPTION POLICY	9
General Guidelines	9
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS	9
FIELD TRIPS	10
GRADING GUIDELINES	10
CATEGORY A AND B GRADES	10
CONDUCT GRADES	10
HOMEWORK	10
NO PASS NO PLAY WAIVER	10
LATE WORK	10-11
In the Gradebook:	11
REPORT CARDS, ON-LINE GRADES, PROGRESS REPORTS, AND CONFERENCES	11
TEST/RETEST CAMPUS POLICY	11
GUM	11
HONOR ROLL	11
LIBRARY INFORMATION	11
LOCKERS	12
MEDICAL CLINIC	12
COMMUNICABLE DISEASES / CONDITIONS	12
EMERGENCY MEDICAL TREATMENT AND INFORMATION	12
IMMUNIZATION	12
MEDICATION AT SCHOOL	12
ONLINE PAYMENTS	12
FEES	12
FUND-RAISING	13
PASSING PERIODS	13
PICK-UP AND DROP OFF OF STUDENTS	13
PRAYER	13
RESTROOMS	13
SAFETY	14
BULLYING	14
CRIME STOPPERS	14
Drill: Fire, Tornado, and Other Emergencies	14
SCHOOL INJURY	14

SCHOOL DAY	14
Before School	14
During Lunch	14
After School	14
SCHOOL TELEPHONE NUMBERS	15
SEARCHES	15
Drug Detection Dogs	15
Metal Detectors	15
SEXUAL HARASSMENT/SEXUAL ABUSE	15
STUDENT IDs	16
STUDENT PLANNERS	16
STUDENT PROMOTION/RETENTION	16
STUDENTS OF THE MONTH	16
TRANSPORTATION	16
Campus Bus Procedures	16
BUS GUIDELINES	16
Busses and Other School Vehicles	16
School Sponsored	17
VISITORS	17
WATER BOTTLES	17
WEBSITE	17

### **Dear Bedford JH Students and Parents,**

This handbook contains information that students and parents are likely to need during the school year. Students and parents also need to be familiar with the HEB ISD Student Code of Conduct, which details the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and a positive learning environment. The Student Handbook is designed to be in harmony with HEB Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an on-going process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parent through newsletters 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. The Hurst-Euless-Bedford I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. H-E-B will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

### **WHAT TO DO IF...**

**...You're tardy** — Report to your class. The only exception occurs if you are more than 26 minutes late to first period, at which time you must check in at the attendance office.

**...You're absent** — If a student is absent all or part of a school day, you must bring a note to the attendance office the day you return to school.

**...You become ill at school** — You should obtain a hall pass from your teacher and report to the nurse's office who can best assist you in health matters. DO NOT call home from your cell phone.

**...You lose a book** — You need to get the book number from the library and then pay for the book in the office. The district is responsible to the state for all lost books; therefore, payment must be collected.

**...You need to see a counselor** — You should make an appointment at the counseling center. You may make the appointment before or after school, during your lunch period, or via the Counselor's Canvas page.

**...You need to use a telephone** — You must have permission from an administrator to use the phone, except after school. Emergencies only.

**...You must leave class (school)** — You must sign out in the Attendance office if you need to leave school for any reason including 9<sup>th</sup> grade athletics. A parent or guardian must provide an ID to check you out.

### **ADVANCED ACADEMICS and ADVANCED PLACEMENT**

Advanced Academic (AA) classes and College Board Advanced Placement (AP) courses are considered to be a privilege for eligible students. Continued eligibility for AA courses will be contingent upon maintaining a 74% or higher percentage for the six weeks. Failure to maintain this average will result in the student being placed on probation. A subsequent six weeks grade below 74% will result in the student being removed from the course. Teachers will notify parents and counselors when a student is placed on probation and communicate the potential future removal from the class. Continued eligibility for AP courses will be contingent upon maintaining a 70% or higher percentage for the six weeks. Failure to maintain this average may result in the student being placed in an on-level class.

### **ATTENDANCE**

State law mandates that students missing more than 90% of school will not receive credit for classes unless extenuating circumstances have caused the absences. Section 25.092 conditions credit for a class on a student's attendance for at least 90 percent of the days a class is offered. Students who are not in compliance will be informed on how to make up hours to meet the attendance requirements. High achievement is damaged by sporadic attendance. We encourage consistent attendance. All work missed during an absence will receive one day make-up time for each day absent. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

- Any student who arrives more than 26 minutes late to school must report to the attendance office before going to class. Oversleeping, car trouble, and other transportation problems are not considered excused tardies or absences.

- Students may not leave campus for any reason during the school day without parent permission and signing out in the attendance office. Failure to do so is subject to disciplinary action.
- Missing two or more classes will count as missing a whole school day.
- A student who will need to leave during the school day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. [FDG (local)] If a student directly contacts a parent or guardian, without approval from the nurse, the absence may be considered unexcused.
- Excused absences are issued for personal sickness, sickness or death in the family, funeral, quarantine, weather or road conditions making travel dangerous, doctor or dental appointments, and special circumstances made prior to the absence that the Principal deems excused under the law.
- Unexcused absences will consist of all absences not covered above.
- Absences for illness not cleared with the necessary documentation (doctor's note, etc.) can result in a disciplinary action.
- Attendance at detention(s) will be used to appeal to the campus attendance committee.
- For unexcused absences, the district has established a plan of action for students to follow. Students with unexcused absences will begin receiving consequences.

### ***LATE TO SCHOOL***

Students who are more than 26 min late to school will receive a mark of LTS (late to school). The LTS code will be considered an unexcused absence. This absence will be used by the assistant principals to process in the campus truancy program. LTS will count as an absence towards exemptions as well.

### ***MAKE-UP WORK FOR EXCUSED ABSENCES***

The responsibility for making up work lies entirely with the student. Upon return to school after an absence, the student should make an appointment with the teachers to obtain any missed work. Students have one day for every day absent to make up work, not to exceed five calendar days with the following exceptions:

- The absence extends more than 5 consecutive school days.
- If tests or work are assigned while the student is present, he/she will be expected to assume responsibility for that work on the student's return to school.
- Students absent for school-related activities are expected to make up or turn in all work on the day they return to school.

### ***TARDY POLICY***

Students may be tardy 2 times per class during each six weeks. On the 3<sup>rd</sup> tardy, the student will receive a detention. Students may be marked tardy if they are not in their seat when the bell rings. Parents will be contacted by phone and/or by a written notice and the student will receive detention. Five or more tardies may result in a two hour detention or ISS. Teachers are to enter students tardy on the School Center system anytime a student is not on time to class. The attendance secretary will run daily reports, which will indicate any student with more than two tardies total (not per class period, but all periods combined). In addition, 4 tardies (total, not per period) will equal 1 absence for the purposes of exemptions only.

### ***TRUANCY***

A student absent from school or from any class without parental permission and/or absent from class without the principal's/designee's permission will be considered unexcused and subject to disciplinary action, including, but not limited to, detention(s), ISS/Crossroads assignment(s), denial of TEA form necessary for the student to obtain a driver's license, citation and/or a referral to the proper court for appropriate judicial action.

## BELL SCHEDULE

# Bedford Junior High

## 2023-2024

### REGULAR BELL SCHEDULE

Building Open for Tutorials	7:45
Building Open for All students	8:00
Breakfast Served	8:00 - 8:15
Warning Bell #1	8:15
Period 1	8:20 - 9:15
Period 2	9:20 - 10:15
Period 3	10:20 - 11:15
Period 4	11:20 - 12:45
A Lunch	11:15 - 11:45 (*11:50 Bell)
B Lunch	11:45 - 12:15 (*12:18 Bell)
C Lunch	12:15 - 12:45
Period 5	12:50 - 1:45
Period 6	1:50 - 2:40
Period 7	2:45 - 3:35

### HOMEROOM/STAMPEDE BELL SCHEDULE

Building Open for Tutorials	7:45
Building Open for All students	8:00
Breakfast Served	8:00 - 8:15
Warning Bell #1	8:15
Period 1	8:20 - 9:10
2nd p Homeroom/Stampede	9:15 - 9:45
Period 2	9:45 - 10:35
Period 3	10:40 - 11:25
Period 4	11:30 - 12:55
A Lunch	11:25 - 11:55 (*12:00)
B Lunch	11:55 - 12:25 (*12:28)
C Lunch	12:25 - 12:55
Period 5	1:00 - 1:45
Period 6	1:50 - 2:40
Period 7	2:45 - 3:35

### PEP RALLY BELL SCHEDULE

Building Open for Tutorials	7:45
Building Open for All students	8:00
Breakfast Served	8:00 - 8:15
Warning Bell #1	8:15
Period 1	8:20 - 9:10
Period 2	9:15 - 10:05
Period 3	10:10 - 10:55
Period 4	11:00 - 12:25
A Lunch	10:55 - 11:25 (*11:30)
B Lunch	11:25 - 11:55 (*11:58)
C Lunch	11:55 - 12:25
Period 5	12:30 - 1:15
Period 6	1:20 - 2:05
Period 7	2:10 - 2:55
Assembly	3:00 - 3:35

## **BICYCLES**

All bicycles must be secured in the bike racks. You must have a lock. Students should walk their bikes while on school grounds. **Skateboards, roller blades, and Hoverboards are not allowed on campus.** A skateboard rack is located at the front next to the bicycle rack. You must have a lock.

## **BOOK BAGS/LARGE TOTES/PURSES**

Students may bring ONE backpack/large tote/purse to the classroom. The storage location of the bags within individual classrooms will be determined by the teacher.

## **BOOKS**

Each student will be provided access to textbooks. Most of these are virtual and accessed through Classlink. However if an actual textbook is checked out then students are responsible for it. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. A fine for damages may be charged. {Policy CMD (Legal)}

## **CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. Applications are available online. Bedford Junior High is a closed campus and students may not leave for lunch. **All students are encouraged to bring a lunch or purchase a lunch in the cafeteria. If a parent brings a student a meal, we welcome them to eat with their child in the cafeteria.**

Lunch periods are times when students will, of course, eat lunch and socialize with their peers. Parents are responsible for ensuring sufficient funds in lunch accounts. All food and drink must be consumed in the cafeteria. Tables should be left clean. Trash and trays should be transported to appropriate locations. **Students may not carry food or drinks into the courtyard or classrooms.** STUDENTS MAY NOT, UNDER ANY CIRCUMSTANCE, USE ANOTHER STUDENT'S LUNCH CARD OR NUMBER. **There will not be any third party delivery services allowed to drop food off for lunches (i.e. door dash, Grubhub, Ubereats,etc).**

## **CHEATING**

Whenever a student is determined to be guilty of cheating, the student shall be subject to grade penalties (determined by classroom teacher) and/or disciplinary action.

## **CALENDAR**

A campus event calendar will be posted on the school website.

## **CLOSED CAMPUS**

Grades 7-9 operate under a closed campus policy. To ensure safety, students should stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal. Leaving the campus grounds without permission from the office will be considered truant and the district truancy plan will be followed.

## **COMMUNICATIONS**

### **Teacher Websites/Canvas:**

These are kept updated so students and parents can monitor assignments, due dates, and other important information. Please feel free to use e-mail to contact your student's teachers.

### **Bronco Bulletin:**

This communication is sent out each week through e-mail. This weekly newsletter includes a wealth of information including important announcements, events, and spotlights student achievements. Please make sure your email is current so you will receive this important communication.



**Blackboard Parent Link:**

Blackboard Parent Link is used by teachers, administration, and the district to communicate important information over the phone. Please make sure we always have a working, accurate phone number and email so you receive these messages.

**Remind:** Teachers may also use Remind app to send out information. Any campus club, organization, or athletic team will use the Remind app for communications.

**COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instruction purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents must sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that electronic communications (e-mail) using District computers are not private and may be monitored by District staff.

**CONFISCATED ITEMS**

Inappropriate and non-instructional items brought by students to campus into the building could be confiscated and stored in the office. Parents will be contacted. Multiple infractions will result in disciplinary action.

**COUNSELING****Academic Counseling**

Students and parents are encouraged to visit with a school counselor, teacher or principal to learn about course offerings. Each spring, all students will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities. The District offers career and technology programs in Business Education, Computer Science, Family and Consumer Sciences, and Industrial and Career Technology. Admission to these programs is based on grade level and may require prerequisite courses.

**Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional issues or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should access their counselor before or after school, during lunch, or through their Canvas page. Teachers can also assist with this process.

Note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes. {Policy FFE}

**CREDIT BY EXAMINATION****With Prior Instruction**

A student who has received prior instruction in a course or subject – but did not receive credit for it – may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To be eligible to take the exam, the student must have been in attendance at least eighty percent (80%) of the days allocated for the semester course. The student or parent must complete and mail, with appropriate fees, the Texas Tech registration form directly to the University. To receive credit, a student must score at least 70 on the examination. According to HEB Board Policy, students may receive credit in some classes for meeting the requirement specifications on the STAAR test.

The attendance review committee may allow a student with excessive absences to receive credit for course by passing an examination. A student may not use this examination, however, to regain eligibility to participate in extracurricular activities. {Policy EEJA (Local)}

### **Without Prior Instruction**

A student will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction. The passing score required to earn credit is 90. {Policy EEJB (Legal)} Check with the counseling office for information on the spring deadline for registering for an examination for acceleration.

### **DANCES**

School dances are held to provide the students with a supervised social activity. These dances are reserved for students of Bedford JH. Non-Bedford individuals will not be admitted to the dance. Student code of conduct will be enforced. Students must have their student ID's for admission.

### **DELIVERY OF FOOD**

The school will **not** accept the delivery of food to students (ie. Ubereats, Door Dash, Grubhub, etc). If a parent/guardian would like to bring food for their child this would be allowed with proper identification to enter the building.

### **DELIVERY OF FLOWERS**

The school will **not** accept the delivery of flowers, balloons, or floral arrangements to students. Students will not be permitted to wear corsages to classes during regular school hours.

### **DISCIPLINE**

#### **Conduct**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole education structure. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but also develop the habit of self-restraint which will make you a better person. Since a school is only as good as the reputation of its students, each of you should realize that your conduct is a reflection on yourself, your parents, and oftentimes, on the entire student body. We want to stress to you the importance of acceptable behavior, and we remind you **that all students are subject to disciplinary action for any of the following reasons (along with other actions not listed here):**

- Eating and drinking in halls or classrooms
- Disrespect to teachers
- Physical or verbal abuse of teachers
- Improper attitudes toward school bus drivers
- Chewing gum
- Running in the building
- Skipping school
- Bringing skateboards to school
- Cutting classes
- Habitual tardiness
- Using or possessing tobacco on school property and buses
- Carrying weapons or fireworks of any kind at school or on bus
- Defacing or destroying school property
- Malicious mischief
- Failure to comply with school regulations (including inappropriate jewelry, sunglasses, dress, etc.)
- Wearing of hats, caps, or any headgear
- Playing cards and/or any form of gambling
- Cell phones, gaming devices, MP3's on campus
- Noisy congregating
- Bringing disruptive/inappropriate materials to school
- Inappropriate Familiarity (PDA)
- Any student behavior deemed unacceptable by the administration

This list is not all inclusive and other misbehavior may be corrected.

## Detention

### **Teacher Detention:**

Detention is a period of time designated by the teacher when students are kept in a study hall situation in the teacher's room. Students who are required to come early or stay late for detention are responsible for their own transportation after having been allowed at least one day's notice to the parents.

### **Lunch Detention:**

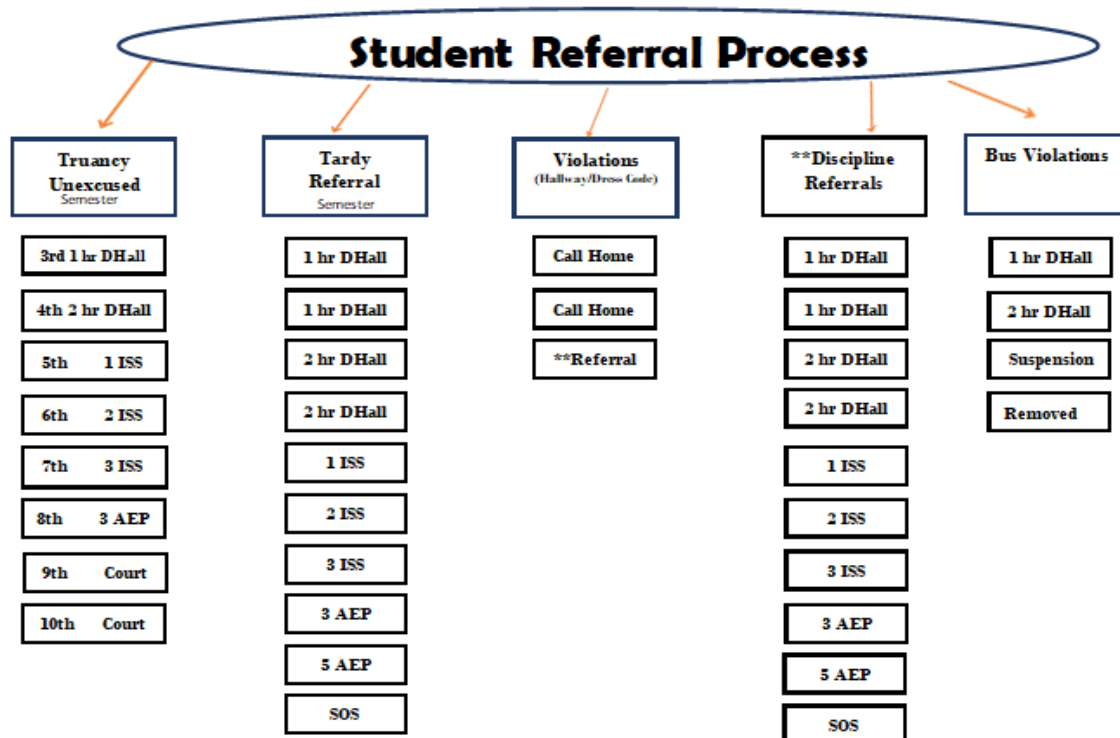
Occurs during the student's 30 minute lunch period. Assistant Principals may use this time for disciplinary consequences.

### **One hour/Two Hour Detention(s):**

These are held by the administration to handle discipline cases. The principal and assistant principals will make the assignments to this detention. These detentions will meet after school during the week. One hour detentions will be from 3:40 pm-4:40 pm on Wednesdays/Fridays and two hour detentions will be from 3:40 pm -5:40 pm on Wednesday.

**ISS** - In school suspension is on campus in a separate setting from a student's normal classes. Students report to the ISS room immediately upon arrival to campus and remain here throughout the whole school day, including lunch. Students will receive assignments and work from teachers. Sleeping, non-participation, or other off-task behavior will result in further disciplinary actions.

**DAEP** - Disciplinary Alternative Education Program has two different levels. Crossroads is short-term which can be 3-5 days and SOS may be up to 60 days. DAEP is located off campus and transportation is not provided. A special dress code is required and enforced.



\*Any behavior which may result in harm to self or others may not follow the Discipline Flowchart (i.e. Level 200 or higher as identified in the Student Code of Conduct)

\*\* Referral may move to the \*\* Discipline Referrals flow chart

NOTE: Mitigating Factors are always considered as part of Due Process

## **DISTRIBUTION OF MATERIALS**

### **School Materials:**

School publications distributed to students include a yearbook and a student directory. All school publications are under the supervision of a teacher, sponsor and the principal.

### **Non-school Materials:**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed without the prior approval of the principal. Disapprovals may be appealed by submitting the disapproved material to the Superintendent or his designee. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

{Policy FMA (Local) and policy GKA (Local)}

## **DRESS AND GROOMING**

It is the responsibility of the student and parent/guardian that the student adheres to the Dress Code as follows: Any extreme in clothing, hair, cosmetics, jewelry or appearance that may reasonably be expected to cause a distraction or disrupt the normal operations of the school will not be acceptable. Students who fail to comply with this dress code may be sent home and may be subject to disciplinary actions. The Board authorizes school administrators to employ appropriate disciplinary procedures to carry out and enforce the policy.

Students should wear clothing and undergarments in keeping with their gender.

- No half-length/bare, midriff shirts or blouses shall be worn.
  - Clothing that exposes large areas of skin including cleavage (see-through garments, cutouts or holes in jeans, slacks, dresses, skirts, tank tops, etc.) will not be permitted.
  - Any garment, regardless of what it is called, must be worn no shorter than mid-thigh length. This includes, but is not limited to, skirts, jeans, slacks, pants, sweat pants, "skorts", walking shorts, shorts, etc.
  - Pants or shorts must be worn at the natural waist (sagging will not be permitted). Torn, cut, or slashed pants are considered inappropriate.
  - Form fitting clothes (regardless of what it is called) such as shorts, tights, leggings, jeggings, spandex are not to be worn unless covered by shorts, skirts, or shirts to mid thigh (in front, sides, and back of individual), except during athletic periods or activities as approved by coaches.
  - Students shall wear shoes.
  - No pajamas (tops or bottoms), and no slippers/house shoes may be worn, and no costumes (unless deemed appropriate for dress up days).
  - No "chains" (including wallet chains) are allowed. Excessive jewelry will not be allowed if it is distracting or disruptive to others. Spiked jewelry will not be permitted.
- Students are not to wear t-shirts, jewelry, body adornments, tattoos, or items of clothing with pictures, logos, phrases, letters/words printed on them that are obscene or disruptive in nature in the judgment of the principal/designee. This shall include, but shall not be limited to:
- Clothing with gang expressions
  - Nude/semi-nude figures.
  - Pictures or logos of alcoholic beverages or tobacco, obscene gestures, or words or pictures that depict prohibited substances.

- Figures in sexually suggestive postures.
- Students are not to wear hats of any kind at school during the school day unless approved by the administration for special occasions/circumstances. At no time during the school day are hats to be visibly carried or worn at the school. "Hats" shall be interpreted broadly as "hats" and shall include caps, headbands, visors, bandannas, scarves, kerchiefs, hoods or similar hat-like apparel.
- Regulations in reference to grooming and dress for special activities such as athletics, fine arts, drill team, and cheerleading shall be governed by the immediate person in charge of these activities under the direction of the principal.

The dress code will be enforced at all school activities as well as regular school days. The school administrators will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being, and general welfare of students. The Board authorizes school administrators to employ appropriate disciplinary procedures to enforce this policy. Disruptive articles of clothing may be retained by the administrator and returned to parents. {Policy FNCA (Local)}

### **ELECTRONICS, CELL PHONES, SPEAKERS**

Electronic devices must be securely stored from the hours of 8:20 – 3:35. Any items visible will be confiscated. Speakers of any kind are not permissible at any time on campus. Examples of items include, but are not limited to the following: phones, smart watches, headphones, speakers, laser pointers, and gaming devices. On the first offense parent contact will be made and device(s) may be picked up at the end of the school day. On the second offense and all subsequent offenses, these items may be retrieved at the end of the school day by a parent/guardian and disciplinary actions may occur. The school is not responsible for lost or stolen items. In certain circumstances, personal electronics may be used for educational purposes, ONLY under the direct supervision of a teacher.

### **EXAM EXEMPTION POLICY**

- Attendance Requirements
  - 0-2 Absences = 2 Exemptions
  - 3-4 Absences = 1 Exemption
  - 5 or more absences = No Exemptions
- Discipline Requirements
  - Students will lose their exam exemptions if the student:
    - Receives a disciplinary assignment to on-campus or off campus suspension
- Average must be 80 or higher in the course

### **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege. While the University Interscholastic League (UIL)—a statewide association of participating districts - governs many of the activities, eligibility for participation in many of these activities is governed by state law as well as UIL rules:

- A student, who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as advanced by either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individual education plan (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse, however.
- The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are advanced, and (2) completed the three weeks of ineligibility.

- A student is allowed up to 10 absences from a class during the school year for extracurricular activities or public performances. All UIL activities and other activities approved by the Board are subject to these restrictions. A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.
- Restrictions on participation related to discipline may be found in the Student Code of Conduct.  
[FO (local) and FM (local)]

### **FIELD TRIPS**

In order to attend field trips, students must meet academic expectations, attendance requirements, and be in good disciplinary standing.

### **GRADING GUIDELINES**

The semester average will be calculated as follows: The average grade for each six-week grading period in a semester shall be written down two times, and the semester exam grade shall be written down once for a total of seven grades. All figures are to be added and divided by seven for the final average. All averages with a decimal equal to .5 or greater shall be rounded up to the next whole number.

For 7th and 8th grade students, both semesters in a course are averaged together to determine a yearly average.  
{Policy EIA (Local)}

For 9th grade students, each passing semester grade earns ½ credit in a course. The total number of credits necessary for promotion to the 10th grade is five (5), with 3 of those being in core subjects.

#### **Category A and Category B Grades**

- Category A- Anything labeled Test, Quiz or Project
- Category B- Daily work, Homework

### **CONDUCT GRADES**

*E – Excellent:* Shows high regard for rules, respects public and personal property, and promotes the general welfare. Maintains a courteous relationship with teacher and fellow pupils.

*S – Satisfactory:* Maintains the requirements for acceptable citizenship on a minimum basis. Generally shows regard for rules, generally respects public and personal property, and generally supports the general welfare.

#### **ANY CONDUCT GRADE BELOW AN “S” COULD RESULT IN/SUSPENSION FROM MANY EXTRA-CURRICULAR ACTIVITIES AND CLUBS.**

*I - Improvement Needed:* Sometimes shows disregard for rules, sometimes lacks respect for public and personal property, and often opposes the general welfare. Sometimes disturbs the teacher and fellow pupils by discourtesy and lack of consideration for others.

*U – Unsatisfactory:* Frequently shows disregard for rules, have little respect for public or personal property, and often oppose the general welfare of the classroom. Frequently disturbs class. Is discourteous and lacks consideration for others.

### **HOMEWORK**

Homework is assigned at the discretion of the teacher. Students are expected to complete homework assignments on time. Homework may not always be written, and may include:

- Reading a particular section from a textbook or handout.
- Studying for a test.
- Reviewing material from the day’s lecture, etc.

### **NO PASS NO PLAY WAIVER**

In accordance with Hurst-Euless Bedford school board policy, any student who fails one GT, AA or AP course for a six-weeks grading period may waive ineligibility for the following six-weeks. This waiver may only be used for one class per semester. If a student fails more than one AA or AP course in a six-weeks, or fails the same course or another course in subsequent six-weeks, the student is not eligible to participate in UIL activities.

## **LATE WORK**

**It is the philosophy of Bedford Junior High School that allowing a student to not complete all assignments (and thus receiving a zero on the assignment) is unacceptable. In an effort to ensure that zeroes are kept to a minimum, the following policies will apply to all grades and subjects.**

1. If a class assignment or homework assignment is not turned in at the designated time (and therefore late), the student may turn the assignment in to the teacher by 8:20 a.m. the next day past the due date. *(For example, if a homework assignment is assigned on a Monday and due on Tuesday during the class time, it will be accepted until 8:20 a.m. on Wednesday.)* However, work turned in during this time frame will receive a 30% deduction below the grade earned on the assignment. *(For example, a late homework assignment turned in on a Wednesday in the above scenario that was 100% correct would earn a 70% in the teacher gradebook. A late homework assignment turned in on a Wednesday that was 90% correct would earn a 63% in the gradebook since 30% of 90 is 27.)*
2. Late work turned in after the 24 hour window may result in a 50% deduction. For example, an assignment due on Tuesday during class, but is turned in on Friday may only receive the highest grade of 50. Daily work will be accepted for up to 5 days after the due date with a grade penalty in place.
3. Persistent issues with late work may result in additional interventions such as tutoring/and or disciplinary actions.

### **In the Gradebook:**

- 0 for students that cannot make up assignment (i.e. cheating)
- 1 for students that work is incomplete, potentially turn into a zero or a 50
- X for students that are exempt from assignment
- Z for students that were absent and can get full credit

## **REPORT CARDS, ON-LINE GRADES, PROGRESS REPORTS, AND CONFERENCES**

Students and parents will have access to progress reports and report cards through HAC. Teachers will contact parents and notify students with a 74 or below in any particular class. Report cards are available at the end of each six weeks. Parents may obtain on-line access to report cards by contacting the school's Registrar at 817-399-3100.

## **TEST/RETEST CAMPUS POLICY**

A student that fails a test (excluding CBA/DBA and all state standardized tests) will have an opportunity to retest in order to raise their grade to a maximum grade of 70. The format of the retest may be different (at teacher discretion) but will test the same objectives and concepts as the original test. The retest should be taken before or after school and within one week of the original test administration. Students may retake a failed test one time. If a student chooses to retake the test and scores a lower grade than on the original test, the higher of the two scores will be recorded. A student may earn an additional 5 points if a tutorial session is attended prior to the re-take with a maximum score of a 75.

## **GUM**

No Gum. Gum chewing will not be allowed at any time on the Bedford Jr. High Campus.

## **HONOR ROLL**

Students who have made all A's in subject matter and at least an "S" in conduct for the six weeks period will be listed on the school honor roll and published on the weekly bulletin. These students will also receive decals each six weeks for honor roll.

## **LIBRARY INFORMATION**

- Library hours are 8 A.M. until 4:00 P.M. on regular school days.

- During regular school hours, individual students must have a pass in order to be admitted to the library, unless they are part of a class in the library.
- Students may have three books checked out at any one time.
- Books will be checked out for a period of two weeks unless holidays interfere.
- The fine for overdue books is 10 cents per school day.
- Students who owe overdue books or fines will not be allowed to check out materials until they are clear.

### **LOCKERS**

Academic lockers will be assigned to students and students will be responsible for materials. Students are required to provide his/her own lock. The locker should not be shared or the combination revealed to other students. It is advisable not to bring large sums of money or valuable items to school. Students are responsible for the condition of the locker as well as all contents inside the locker. Students may also receive a PE or Athletic locker if participating in these classes in order to store equipment. These are only available during the PE or athletic period. These lockers will not be accessible throughout the school day and are only for the purpose of athletic attire and equipment. Athletic/PE lockers should also have a lock on them at all times.

### **MEDICAL CLINIC**

Bedford Junior High provides a clinic for students who have an emergency situation during the school day. Students taking medication must leave all medicines with the nurse between 7:45 A.M. and 8:15 A.M. each morning. In the event of an emergency, the nurse will immediately contact the parents. Paramedics will also be available to assist if their services are needed.

### **COMMUNICABLE DISEASES / CONDITIONS**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should contact the school nurse or principal so that other students who may have been exposed to the disease can be alerted. (Additional information may be found at policy FFAD in the District's policy manual)

### **EMERGENCY MEDICAL TREATMENT AND INFORMATION**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information. [FFAC (LOCAL)]

### **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubella (measles), rubella, mumps, tetanus, influenza type B, polio-myelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. For further information, see policy FFAB.

### **MEDICATION AT SCHOOL**

A student who must take any medication (prescription or over-the-counter) during the school day must bring a written request from his/her parent/guardian and the medication in its original, properly labeled container, to the nurse. If a student needs to carry their asthma inhaler at school, a medication form that has been signed by the student's doctor and parent must be on file in the nurse's office.

### **ONLINE PAYMENTS**

Parents can register and create an online account through School Cash Online to make payments with credit cards or checks such as the following expenses:



## **FEES**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including but not limited to:

- Costs for materials for a class project that the student will keep
- Art fees and admission fees to extracurricular activities  
Any student enrolled in art as an elective will have an art fee.  
7th and 8th grade--\$15 for a semester
- Personal physical education and athletic equipment and apparel
- Voluntarily purchased pictures, publications, class rings, yearbooks, etc.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District
- Personal apparel used in extracurricular activities that becomes the property of the student
- Replacement Student I.D. cards (\$2)
- Replacement lanyards will be available for \$1
- Fees for lost, damaged, or overdue library books
- Summer school courses

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the counselor. [For further information, see policy FP]

## **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 5 days before the event. (Policy FJ and GE)

## **PASSING PERIODS**

Passing periods between classes are five minutes in length. During this time students are expected to walk, get water, go to the restroom and get necessary supplies for the next class. Review your schedule carefully and plan the best route to get from one class to the next. Students are expected to be in the classroom, seated, and ready to work before the tardy bell rings. Failure to meet these requirements may cause the student to be counted tardy.

## **PICK-UP AND DROP OFF OF STUDENTS**

The front parking lot or the West Parking Lot is to be used for automobile pick-up and delivery of students. The lane closest to the school in the West parking lot by the gym is reserved for the buses only. The building opens for students at 8 A.M. each morning. If a student is participating in tutorials, they may enter the building, with a pass, at 7:45 AM. All students should be off campus by 4:00 P.M. unless they are involved in extracurricular activities. Supervision of students not involved in after-school activities ends at 3:45 P.M. Leaving students on school grounds after this time is not advisable.

## **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **RESTROOMS**

Students may use the restrooms during the passing periods. Only the restrooms located near the cafeteria may be used during lunch. If there is an emergency, a student may ask a teacher for a hall pass to go to the restroom closest to that classroom during class time. Students are not allowed to use faculty restrooms. Only one student is allowed out of the room at a time. Students must obtain the hall pass from the teacher.

## **SAFETY**

### **BULLYING**

Students are encouraged to report bullying whether they witness the occurrence or experience the bullying. Reports can be made through an administrator, counselor, or teacher. Anonymous reports

can also be reported online through Crime Stoppers, the Friends for Life App and link on Classlink, or on the school website under the contact page . <https://www.hebisd.edu/domain/893>

### **CRIME STOPPERS**

A student may come to the office and report any information to an Administrator, a reward can be offered for information if it is reported through Crime Stoppers prior to talking to an administrator..

### **Drill: Fire, Tornado, and Other Emergencies**

From time to time, students, parents, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, and in an orderly manner.

**Fire Drill Signals:** Repetitive ringing sound and strobe lights signal the fire drill.

**Tornado Drill Signals:** Announcement from the intercom by the principal will signal a tornado drill.

**Lock Down Drill:** Principal will make an announcement. All doors to each classroom and school entrance will be locked. No one will be permitted to enter or leave the building until the drill is complete.

**Emergency School Closing Information:** Should the weather become too severe that it becomes necessary to close the school, district administrators will make the decision and notify the public by the following:

District Website

Social Media

Local News Stations

### **SCHOOL INJURY**

Under state law, the District cannot pay for medical expenses associated with a student's injury. The District does make available, however, an optional, low-cost accident insurance program for students to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims. [FFD (LOCAL)]

### **SCHOOL DAY**

The school building will be opened to the students at 7:45 A.M for tutoring. The school day is from 8:20 A.M to 3:35 P.M. If students come into the building before class time, they may go to the cafeteria, library, or classroom where they may study, sit quietly, visit with friends, or have breakfast. At the end of the day students must leave the building immediately unless they are involved in a supervised extracurricular activity, D-hall, or tutorial.

#### **Before School**

8:00-8:15 Students are to go to the cafeteria, library, or classroom upon entering the building. All other areas are off limits (i.e. gyms, enclosed hallways, etc.). Congregating in the hallway is not permitted.

#### **During Lunch**

Students at lunch are to remain in the cafeteria for the duration of their lunch unless directed to the west courtyard, do not cross the Red lines. The restrooms near the band hall can be used at lunch.

#### **After School**

The building is to be cleared of students by 3:40 P.M. and all students should make arrangements to leave campus by 4:00, unless participating in sponsored after-school activities or tutorials. Please help your student remain safe by making arrangements for them after school hours.

### **SCHOOL TELEPHONE NUMBERS**

Administration .....(817) 399-3122

Attendance .....(817) 399-3095

Nurse .....(817) 399-3101

## **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and are permitted by law. Student's desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination or key is not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. The parent will be notified if prohibited items are found in the student's desk or locker.

### **Drug Detection Dogs**

The District shall use specially trained non-aggressive dogs to sniff out and alert to the current presence of concealed prohibited items, illicit substances defined in policy FNCF (Legal), and alcohol. The dogs' visits to schools shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms, in vacant common areas, around student lockers, and around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to an item, school officials may search it. {Policy FNF (Local)}

### **Metal Detectors**

Students will be subject to search by a handheld metal detector on a random basis or upon admission to in-school-suspension. Bags and parcels shall be scanned. If a student's bag or parcel activates the metal detector, the school official or officer will request the student to open the container in question so it can be searched for weapons or other dangerous objects. {Policy FNF (Local)}

## **SEXUAL HARASSMENT/SEXUAL ABUSE**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or the District Title IX coordinator for students. Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive, and to stop these behaviors when asked to or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member, may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. A person who is the same gender as the student ordinarily will hold the first conference. The conference will be scheduled and held as soon as possible, but no later than seven calendar days of receipt of the complaint. The principal, designee, or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within seven calendar days of the conference. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint by the principal or designee or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within seven calendar days, request a conference with the Superintendent or designee. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature, and the date of the conference

with the principal, the principal's designee, or the Title IX coordinator. If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the Superintendent's office. For more information about parent and student rights, you may request a copy of the District's Notice of Parent and Student Rights found at FNCJ (EXHIBIT) in the District's policy manual.

### **STUDENT IDs**

Students should have their student IDs at all times. If you lose your ID you may purchase a new one in the library for \$2. Students may not be allowed admittance to school functions without school identification.

### **STUDENT PLANNERS**

Student planners will be available digitally for every student to access through Canvas. Student's will access these planners during homeroom. However, student's may use the planner to help organize their day to day activities.

### **STUDENT PROMOTION/RETENTION**

For promotion to the next grade, a student must have a final average of 70 or better in 4 out of the 4 required (english, math, science, history) subjects. A student must also have an overall average of 70 or better in all subjects. In addition to course performance, attendance and STAAR scores will be included in the decision to promote or retain. 9th graders must earn five credits before advancing to LD Bell High School. **In addition to grades, the 90% attendance rule also must be met.**

### **STUDENTS OF THE MONTH**

Each month the school honors a 7th, 8th, and 9th grade boy and girl, as selected by the staff, for academics and citizenship.

### **TRANSPORTATION**

#### **Campus Bus Procedures**

Students who ride the bus will report to the cafeteria when dismissed at the end of the school day. If a student needs to get a band instrument, use the restroom, or retrieve any items from another area of the school, the student must first report to the cafeteria and check in with the administrator. Failure to follow this procedure may result in missing the bus.

#### **BUS GUIDELINES**

Disruptive behavior on the bus will be reported to the building administrator to which that student is assigned. Disciplinary measures will be taken to correct the problem. Suspension from riding the bus may be a consequence for misbehavior on the bus or at the bus stop. Students are eligible for H.E.B. ISD bus transportation if they live two (2) miles from the campus. Students are required to ride their assigned bus only and are not allowed to have guest riders.

#### **Busses and Other School Vehicles**

The District makes school bus transportation available to all students living two or more miles from Bedford Junior High. This service is provided at no cost to students. Bus routes and any subsequent changes are available at the school. Further information may be obtained by calling the Transportation Department at 817-283-4461, Ext. 2452.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to the following behavioral standards – students must:

- Follow the driver's directions at all times
- Enter and leave the bus in an orderly manner
- Keep feet, books, instrument cases and other items out of the aisle
- Not deface the bus or its equipment
- Not put head, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus

**School Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal or designee may make an exception if the parent personally requests that the student be permitted to ride with the parent or the parent prior to the trip presents a written request that the student be permitted to ride with an adult designated by the parent.

**VISITORS**

Parents are welcome to visit our school. For the safety of those within our school, all visitors must first report to the office **with a picture ID**, and obtain a pass before they can visit any area of the school. Visits to individual classrooms must be arranged in advance with an administrator. Visits to individual classrooms during instructional time are permitted so long as their duration and frequency does not interfere with the delivery of instruction or disrupt the normal school environment. {Policy GKC (Local)}

During lunch, only parents and grandparents may eat in the cafeteria with a student. The principal has a right to refuse entry or to request unauthorized persons to leave the school. {Policy GKA (Local)}

**WATER BOTTLES**

Students may have water bottles to carry from class to class. Bottles should not be glass, must have a closing mechanism, and contain only water. All other substances are not acceptable.

**WEBSITE**

All teachers post homework, projects, etc. on their course canvas page. A link to this may be located on the teacher's website. You can access all faculty/staff e-mail and websites from [www.hebisd.edu](http://www.hebisd.edu).