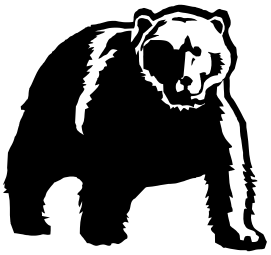
Bruin Handbook



Bell City High School

2026 - 2027



Bell City High School

P.O. Box 100
7161 Highway 14 East
Bell City, Louisiana 70630
Phone: (337) 217-4500
Fax: (337) 217-4501

Principal
Scott Nunez

Assistant Principal	Assistant Principal	Assistant Principal	Assistant Principal
Jason Foolkes	**Jason Leonards**	**Aaron Stanley**	**Rebecca White**

Mission Statement

To create
Lifelong learners in a
Caring community

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HANDBOOK ACKNOWLEDGEMENT

1 August 2026

Dear Parent/Guardian:

Welcome to Bell City High School!

Please read through the Student Handbook with your child so that you may become familiar with the rules and policies of Bell City High School and the Calcasieu Parish School Board.

After reviewing this handbook with your child, please initial and sign the signature form located in the registration packet. We appreciate your support and look forward to working with you this school year. We want your child to be the very best they can be.

If you have any questions, please feel free to call the school at 337-217-4500.

Sincerely,

R. Scott Nunez
Principal

Reporting Days

Students' First Day.....8/13
Students' Last Day.....5/26

Holidays/In-services

Students Do Not Report
on the Following Days

System Offices Closed.....7/3
Teacher Virtual PD.....8/6
Paras Report to Work.....8/10
System-wide In-service....8/7, 8/10
School Level In-Service.....8/11-12
Labor Day.....9/7
System/School In-service.....10/9
Fall Break.....10/12-13
Election Day.....11/3
Veterans Day.....11/11
Thanksgiving.....11/23-27
Christmas.....12/21-1/1
Teacher In-service.....1/4
MLK Day.....1/18
Mardi Gras.....2/8-10
System/School In-service.....3/15
Easter Break.....3/26-4/2
Teacher In-service.....5/27-28
Memorial Day.....5/31
Juneteenth Holiday.....6/18

Nine Week Periods

1st.....10/16
2nd.....1/11
3rd.....3/18
4th.....5/26

State Testing

LEAP ELA/Math/Sci. (3-8).....TBA
EOC Fall CBT.....TBA

Calendar Code

- Students' First Day
- Last Day for Students - Half Day
- School/Employee Holiday
- System-wide In-service
- Teacher Virtual PD Day
- Teacher In-service home school
- System/School In-Service Day
- Nine Weeks Period Ends
- Time Change

182 Teacher Work Days
172 Instructional Days
4 Emergency Days

Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

2026-27 District Calendar

July 2026

S	M	T	W	T	F	S
			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	31	

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5		7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

S	M	T	W	T	F	S
		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			

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8		10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

S	M	T	W	T	F	S
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					

December 2026

S	M	T	W	T	F	S
		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	31		

January 2027

S	M	T	W	T	F	S
					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
31						

February 2027

S	M	T	W	T	F	S
	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						

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14		16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

S	M	T	W	T	F	S
				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	

May 2027

S	M	T	W	T	F	S
						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		27	28	29
30	31					

June 2027

S	M	T	W	T	F	S
		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			

2026-27
Bell City Class and Bell Schedule

7:44	Report to 1st Period Middle and High Only
7:48-8:39	1st Period
8:43-9:30	2nd Period
9:34-10:21	3rd Period
10:25-11:12	4th Period
11:16-12:03	5th Period
12:03-12:33	HS Lunch
12:07-12:54	6th Period MS
12:37-1:24	6th Period HS
12:54-1:24	MS Lunch
1:28-2:15	7th Period
2:19-3:06	8th Period
3:06	Dismissal

BELL CITY SCHOOL
Bell Schedule

7:44—Dismissal for High and Middle from gyms/breakfast
7:48—Begin 1st Period/Dismiss Elem. Breakfast/Tardy bell 1st Period
8:39—End 1st Period
8:43—Begin 2nd Period/Tardy bell for 2nd Period
9:30—End of 2nd Period
9:34—Begin 3rd Period/Tardy bell for 3rd Period
10:21—End 3rd Period
10:25—Begin 4th Period/Tardy Bell for 4th Period
11:12—End 4th Period
11:16—Begin 5th Period/Tardy bell for 5th Period
12:03—End 5th Period /Begin HS Lunch
12:07— Begin MS 6th Period/Tardy bell MS 6th Period
12:33— End HS lunch
12:37— Begin HS 6th Period/ Tardy bell for 6th Period
12:54— End MS 6th Period/ Begin MS Lunch
1:24—End MS lunch/End HS 6th Period
1:28—Begin 7th Period/Tardy bell for 7th Period
2:15—End 7th Period
2:19—Begin 8th Period /Tardy bell for 8th Period
3:02—Dismissal Bell for Elementary (Pre-k thru 5th)
3:06—End 8th Period/Dismissal for MS & HS

ATHLETICS

Seniors must take and pass at least four (4) classes to be eligible to participate in athletics.
All athletes must adhere to all academic expectations according to the LHSAA policy.

ATHLETIC JACKET POLICY

An athlete is eligible for an athletic jacket when they have met the following varsity letter requirements:
Senior Year:

Athletes who have earned **three** letters according to the criteria listed below and are seeking to earn their fourth letter in the sport, shall be considered when ordering jackets in the Spring of their Junior year and are committed to earning their 4th letter their Senior year.

Please Note:

A. Athletic Jackets are ordered only once a school year during the Spring.
B. Middle School participation in Varsity Athletics may count towards a letter if sport specific criteria have been met (see below).
C. For an athlete to be eligible for a jacket, a minimum of 4 letters must be acquired according to the criteria for each sport listed below.
D. Only one standard jacket is issued from the Athletic Department. No special orders will be made!
E. Each athlete must pay for their jacket upon ordering. Bruin Backers will reimburse $100 for each Athlete's jacket at the end of their Senior year when they complete their Senior season.
F. Athletes who accumulate required letters to earn a jacket will receive their jacket no sooner than their **Junior year.**

VARSITY LETTER POLICY PER SPORT

CROSS COUNTRY:

1. Each athlete must participate in the state meet each season.
2. Letters may be acquired/denied at the discretion of the coach.
3. Quitting or being put off the team for any reason will forfeit the letter.

BASKETBALL:

1. Each athlete must participate in 25% (1 quarter per game) of all games for the entire season.
2. Letters may be acquired/denied at the discretion of the coach.
3. Quitting or being put off the team for any reason will forfeit the letter.

TRACK AND FIELD:

1. Each athlete must accumulate two (2) points over the season. Points may be earned at any track meet the team attends throughout the season. (Relay points are divided in to 4)
2. Letters may be acquired/denied at the discretion of the coach.
3. Quitting or being put off the team for any reason will forfeit the letter.

BASEBALL/SOFTBALL:

1. Each athlete must participate in 25% of all games played the entire season in any capacity.
2. Seniors have to be in athletic hour for both semesters of their senior year.
3. Letters may be acquired/denied at the discretion of the coach.
4. Quitting or being put off the team for any reason will forfeit the letter.

CHEERLEADING:

1. Each athlete must cheer in 90% of all games cheerleaders attend.
2. Letters may be acquired/denied at the discretion of the coach.
3. Quitting or being put off the team for any reason will forfeit the letter.

RODEO:

1. Students must ride in at least **half** of the rodeos for two years.

GOLF:

1. Each athlete must participate in at least 75% of tournaments and MUST participate in the District Tournament.
2. Letters may be acquired/denied at the discretion of the coach.
3. Quitting or being put off the team for any reason will forfeit the letter.
4. **Two** golf letters will be equivalent to **one** letter towards an athletic jacket.

SWIM:

1. Each athlete must participate in at least 75% of scheduled swim meets and the district swim meet.
2. Letters may be acquired/denied at the discretion of the coach.

3. Quitting or being put off the team for any reason will forfeit the letter.

*Athletes will be expected to adhere to the Calcasieu Parish Athletic Drug Policy and can be removed from participation if he/she fails to comply.

Livestock Eligibility Requirements

ELIGIBILITY REQUIREMENTS

The Calcasieu Parish School Board has approved the academic requirements as established by LHSAA and required by BESE, for extra-curricular and co-curricular activities. To participate in the 4-H and FFA Livestock Shows the following time allotments will be met:

1. In order to participate in a livestock, show, a student must have either a 1.5 or better grade point average in at least 5 subjects. Seniors with 20 or more credits may schedule and be required to pass no fewer than 4 subjects. This is based on the previous semester: for example, to be eligible for the fall shows; the student must have met the above academic requirements either the previous May or at the end of summer school. To be eligible for the spring the student must have met the above requirements during the first semester of school.
2. No student may miss a class he/she is presently failing based on the previous nine week's grades.
3. No student will be allowed to participate in any event on the night or day he/she is under suspension from school.
4. A student must be in attendance at school at least one hour prior to release time to participate in a contest. Only the school administrator can grant exceptions to this rule.
5. All work missed by students while on these events must be made up and completed in a manner that would be required of any other students.
6. Students who are absent from school for these activities are representing our school, so they will be provided with both adequate and necessary time to make up the work missed while they are away from school. Students who are excused from school for school-related activities regardless of the number of days absent will be given a minimum of 3 school days to make up the work when they return.
7. Midterm requirement
   2 credit courses - based on the final grade (two nine weeks)
   1 or 2 credit courses - based on the first two nine-weeks grades only. Midterm is not counted. Numerical grade is converted to letter grade each nine weeks.

ATTENDANCE

In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of seven (7) and eighteen (18) to enforce the attendance of his or her child at the school to which the student is assigned. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day.

A student is considered to be in attendance when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, or participating in school-authorized field trips or other school-approved activities.

- *Half-day attendance* - A student is considered to be in attendance for one-half day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.
- *Whole-day attendance* - A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum 83.5 school days per semester or 167 school days a school year for schools not operating on a semester basis in order to be eligible to receive credit for courses taken. To receive Carnegie credit for a course, students must be present ninety-four percent (94%) of the required time. Elementary students shall be in attendance a minimum of 167 days a school year in order to be eligible to receive credit for courses taken.

Seat-Time Recovery opportunities are available to students who have been absent more than the allowable number of instructional periods during a semester but would have obtained credit had the student met attendance requirements. If assigned **Seat-Time Recovery** is successfully completed the student will receive credit and the grade earned in the course. Because **Seat-Time Recovery** must occur outside of instructional hours and there must be a school employee to oversee this process, there will be $20 fee per class (with a cap of $80) per semester to offset the cost incurred for a lab facilitator for **Seat-Time** supervision.

*Failure to complete seat time minutes and/or pay the fee within the allotted time will result in denial of credit in each class seat time is owed in.

All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) school days of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make up work missed.

Students must bring a note from their parent or guardian after being absent for any reason. This note must be dated, signed by the parent/guardian, and must state the reason for the absence. Valid excuses include illness or medical or dental appointment of student, serious illness in family, death in immediate family, and absence for the observation of special and recognized holidays of the student's own religious faith. Verification may be requested for any absence. Should a student accumulate five or more excused absences in any one grading period, a grade of "I" may be assigned. Incomplete work must be completed during the next grading period to have the "I" removed. Students are responsible for all make-up work. Upon returning from an absence, students are responsible for getting all make-up work done and the dates the work is due.
Each student who has been suspended for ten (10) days or fewer shall receive the missed assignments from each academic teacher. The student shall have one (1) school day for each day out due to suspension to complete and submit the work. If a student does not complete the assignment in the allotted amount of time, the student shall receive a zero (0) for the assignments.

CAFETERIA POLICY

Every child receives an "Application for Meal Benefits" form on the 1st day of school. Every parent is requested to complete this form at the beginning of the year, however this form can be changed at any time during the course of the year by notifying the school. All information provided is strictly confidential and is submitted directly to the Calcasieu Parish Food Services Department.

To submit applications for school meal benefits online, go to >

www.myschoolapps.com

Entering applications online is quicker, easier, convenient and more accurate than filling out a paper application. There is no fee for using www.myschoolapps.com to submit your application for benefits. This service is provided to you **free of charge** by your School District. Our step-by-step process and guided help makes applying for school meals simpler and easier to understand than ever before.

Breakfast - All breakfast meals are to be prepaid. There will be no breakfast charges.

Lunch - The Calcasieu Parish School Lunch Policy states that all lunches are to be prepaid. Lunch charges are not allowed. If your child's lunch is not prepaid then you must provide a sack lunch from home.

It is the parent's responsibility to make sure their child's lunch account is current. If there are outstanding charges, participation in extracurricular activities may be denied. Teachers will check cafeteria records prior to allowing students to participate in field trip events.

Below are the current prices for lunch and breakfast:

Lunch (K-5)	$1.35
Lunch (6-12)	$1.50
Breakfast	$ .50
Reduced Lunch	$ .40
Reduced Breakfast	$ .30
Extra Milk or Orange Juice	$ .50

ONLINE LUNCH PAYMENTS:

Online payments are made easy by going to **www.myschoolbucks.com**
SchoolPaymentSolutions.com is an online payment portal especially designed to allow parents to make quick and easy online payments to their children's school accounts. The system allows parents to manage their children's lunch accounts, and manage other school accounts (such as lab fees or book fees), quickly and easily.

- Pay with a Credit Card
- Check Your Child's Account Balance
- See What Your Child is Eating
- Receive Account Balance Alerts

Only 3 Easy Steps To Get Started:

1. **Signup For An Account**
2. **Activate Your Account**
3. **Login To Your Account**

CLUB OFFICERS / CLASS OFFICERS / STUDENT COUNCIL

Criteria:

Beginning of the year elections:

1. Students are eligible for nominations if they have maintained a cumulative 2.0 or higher GPA and have not failed any classes on the previous school year's final average.
2. Students must maintain a cumulative GPA of 2.0 or better each 9-weeks period and must not be failing any class.
    a. The GPA will be calculated at the end of each nine weeks.
    b. Any student whose GPA falls below 2.0 or is failing one or more classes will be placed on probation and have until the end of the current 9-weeks period to bring his/her grades up.
    c. Should the student fail to bring his/her grades up to the minimum standard by the end of the nine-weeks, the student will forfeit his position and the next elected runner-up will be considered for replacement. A list of the first and second runner-ups from the original elections will be kept.
    d. Students may be placed on probation only once. The second time the student's grades fall below the minimum standard, the student will forfeit his position and the next elected runner-up will be considered for replacement.
3. Student must not have been suspended /or served ISI /or served more than 2 hours detention to be considered for an office. Once elected any officer that has been suspended/serves ISI or more than 2 hours of detention at anytime during the year will forfeit their position and the next elected runner-up will be considered for replacement.
4. Students who begin the year at CPAS will be ineligible for student council and class or club officer upon return.
5. Students must be in compliance with CPSB attendance guidelines.

CODE OF CONDUCT

The following items are addressed in detail in the Calcasieu Parish Public School System's Student Code of Conduct

- Acceptable Use Policy for Internet and District Network Resources
- Attendance Expectations
- Behavioral Expectations and Responsibilities
- Bullying, Cyberbullying, Intimidation
- Discipline / Behavior Infractions
- Discipline for Students with Disabilities
- Dress Code Expectations
- Electronic Telecommunication Devices
- Expulsions
- Federal Programs Information
- Positive Behavioral Interventions & Supports (PBIS)
- School Bus Conduct
- Sexual Harassment
- Search & Seizure
- Suspensions
- Teacher Bill of Rights
- Violence Prevention / Zero Tolerance Procedures

DROP OFF AND PICK UP POLICY

Drop-Off and Pick-Up Times—No students are allowed on campus before 7:15 AM and are to be picked up after school by 3:06 PM.

*Bell City High School offers an **Extended Day Program or EDP** in the afternoon from 3:02 – 6:00.

Drop Off and Pick Up Locations

1. **School Bus Loading/Unloading Zone** - Buses will drop off & pick up students in front of the big gym.
2. **The front Horseshoe Drive is the only area for parents picking up & dropping off students**. This policy is in place for the protection of the students.

- **In order to foster a sense of independence in our students we ask that parents who drop off students leave them at the front gate and let them make their own way to class. PreK and Kindergarten Parents will be allowed to walk their student(s) to class for the first 2 days of school only. Students who are tardy must be signed in, then make their way to class.**

CPSB Policy: To decrease the added activities at dismissal and the communication issues due to timing, schools will not accept phone calls after 2:00 p.m. informing them how the child is to get home that day. It is important that you let your child know in the morning how they will get home. There will be no check outs after 2:30 p.m. unless it is an emergency situation. In the event of an emergency, please contact your school principal. Otherwise, please wait in the car line for your child.

DANCES

K-5 Dances /Middle School dances/Parents Night Out

Only Bell City students may attend.

High School Dances

Bell City students and pre-approved guests may attend. Students must fill out a Dance Guest Registration Form to submit to the administration for approval one week prior to event. Forms are available in the office.

1. All BCHS rules and regulations are in effect at all times. These rules include, but are not limited to, alcohol and tobacco usage, illegal substances, appropriate conduct and appropriate dress. **BCHS reserves the right to use breathalyzers on BCHS students and their guests at dances.**
2. Guests attending the BCHS dances must be between the ages of 14 and 20 and enrolled in high school or college (no middle school students). If the individual is a college student, he/she should contact the Administration in advance to give the necessary information.
3. Suspended students or former students who withdrew pending disciplinary action may not attend school dances.
4. The BCHS student and guest must enter and leave the dance together.
5. The BCHS student is responsible for the behavior of the guest and is subject to disciplinary action for failure to abide by the school's rules. If the guest does not follow rules, the guest's parents and school will be contacted.
6. **This form must be completed and turned in to the Administration one week before the dance. It will not be accepted at the door on the night of the dance.**

EMERGENCY PROCEDURES

FIRE DRILLS
Students will exit from the classroom to areas designated by the Fire Drill Procedures posted on the classroom wall. Students should line up in their designated areas with their teacher.

LOCKDOWN
Students will seek safe haven in the nearest classroom available; doors will be closed and locked; door windows and regular windows will be covered. Absolutely no talking or noise of any kind is allowed. Await clearance from Law Enforcement or Administration.

TORNADO
Students will seek safe shelter in designated hallways; or in designated areas in the classroom as per teacher's instructions.

SHELTER IN PLACE
Students will seek shelter in nearest classroom; close and seal all doors and windows; shut down ventilation system; await further instructions from administration.

SECURITY CHECKPOINTS
All students will be subject to random Metal Detector searches for possession of unauthorized objects including but not limited to knives and firearms.

SAFE SCHOOL DRILL
Bell City's Campus will be subject to random searches by the Sheriff's dept. with the aid of a K-9 officer. There will be a call out made prior to the commencement of the drill.

EXTRACURRICULAR ACTIVITIES

A student's participation in any extracurricular activity is a privilege and not a right. Therefore, the principal reserves the right to remove any student from any school related activity or organization if the actions of that student reflect poorly on the organization and/or the school. Each club/extracurricular activity will have minimum academic requirements. If those requirements are not met the student will not be able to participate. The sponsor for each club/extracurricular activity will have those academic requirements.

GIFTED PROGRAM

Spark

SPARK (Seeking Purposeful Analytical Realistic Knowledge) is the local name for the program for academically gifted students in Calcasieu Parish. The identification of gifted students begins with a referral by a teacher, friend, or parent of the student with approval of the local school committee (SBLC). A screening test is given and if a student scores high enough on this, then a full evaluation is given by a Pupil Appraisal team. Once a student is classified as academically gifted, an Individual Education Program (IEP) conference is held and the student is placed in the program. Pupil Appraisal accepts evaluations by local psychologist for review.

Talented Visual Arts Program

A student is recommended as having artistic abilities by his/her regular or special education teacher, parent/guardian, grandparent, or the student himself/herself. The program is for students identified as possessing measurable abilities that give clear evidence of unique talent in visual arts. Students qualify on talent only. Academic scores are not considered in the qualification process. Middle School students are served in either pull-out enrichment programs or academic content courses, while High School students travel to Lake Charles-Boston Academy to attend classes.

Pupil Appraisal works with the Gifted/Talented department to arrange and schedule students for state evaluations. Pupil Appraisal is an integral part of the evaluation process and is present with students at the testing location during the entire evaluative process.

GRADING POLICY

9-Weeks Grading Period

Bell City High School is presently on a 9-weeks grading period. IPR (Individual Progress Reports) are made available to students and parents at the end of the 3rd week and 6th week during each 9-week period.

Uniform Grading Policy

The following uniform grading system will be used for students enrolled in all grades K – 12 for which letter grades are used.

Grading Scale for Regular Courses

Percentage	Grade Point Average	Grade	Quality Points
100 - 90	3.50 – 4.00	A	4
89 - 80	2.50 – 3.49	B	3
79 - 70	1.50 – 2.49	C	2
59 - 60	1.00 – 1.49	D	1
59 - 0	.00 – .99	F	0

Grading Scale for Advanced Placement, International Baccalaureate, and Dual Enrollment Courses

Percentage	Grade Point Average	Grade	Quality Points	AP/DE
90 – 100	3.50 – 4.00	A	4	5
80 – 89	2.50 – 3.49	B	3	4
70 – 79	1.50 – 2.49	C	2	3
60 – 69	1.00 – 1.49	D	1	2
0 – 59	.00 - .99	F	0	0

High School Final Grade

The final grade for one-half (1/2) credit courses shall reflect an average of two marking periods. Courses for one or more credits shall reflect an average of the marking periods. In order to receive credit, a total of 2 quality points are needed for

a ½ credit class. A total of 4 quality points are needed for a one credit class, with the exception of Algebra I, Geometry, English II, English III, Biology, and American History. Those classes have an EOC test that counts as a fifth grade, making it necessary to have 5 quality points to pass.

Testing Information

In order to graduate students must pass End of Course tests (EOC) in Algebra I or Geometry, English I or English II, and Biology or U.S History/Civics. All EOC tests will be given to students enrolled in above classes and the grade scored will count as 20% of the course grade for regular ed. students. Special Ed and LAA 2 counts as 5%.

GUIDANCE AND COUNSELING PROGRAM

The purpose of the guidance program is to help students with academic or personal problems; the selection of courses of study for each year; the selection of college or technical schools or other post high school plans; scholarship information; and testing and interpreting test results. Students are encouraged to browse and check our guidance materials. Parents are welcome to discuss problems whether scholastic or personal. All discussions are confidential, and the counselor has list of referral agencies and organizations if a referral is appropriate. Ms. Gina Murphy is the counselor available to assist students in grades K – 5, and Ms. Julie Doland is available for students in grades 6 – 12.

BELL CITY HIGH SCHOOL FEES

Below is a list of approved School fees

Elementary:	
Registration Fees (workbooks, handbooks, awards)	$15.00
Club fees (4-H)	$10.00
Weekly Readers	$3.25 - $6.99
Binders' ees (1st grade)	$5.00
Homecoming Court (flowers & decorations)	$5.00
Middle School:	
Registration Fees (workbooks, handbooks awards)	$20.00
4-H	$10.00
Beta	$13.00
Science (6th grade, magazine)	$7.95
Science Lab fee	$1.00
Homecoming court (flowers & decorations)	$5.00
MS Cheer tryouts	$25.00
MS Cheer Camp	$175.00
High School:	
Registration Fees (workbooks, handbooks)	$20.00
Lockers P.E.	$2.00
Science lab fees	$2.00
Computer Lab fee	$2.00
Beta	$25.00-$40.00
FFA	$20.00
Art	$10.00
4-H	$10.00
Spanish	$10.00
FBLA	$25.00
Drama	$3.00

Tech Club	$3.00
FCA	$10.00
Cheerleader Camp	$175.00
Cheerleader Tryouts	$25.00
Esports	$10.00
Homecoming Court	$5.00
Senior Ads (optional)	$100.00
Yearbook (optional)	$35.00-55.00
Student I.D.	$5.00
I.D. Lanyard	$2.00
Temporary I.D.	$1.00
**Class Dues	$25.00 per year

**HIGH SCHOOL CLASS DUES

High School Dues are $25.00 per year for a total of $100.00 and cover all required sponsored activities such as Prom during the Junior Year and Homecoming and Graduation during the Senior Year. If high school dues are not paid up to date, the student will not be allowed to attend/participate in any school functions or activities including graduation.

HOMECOMING, PROM, AND FAVORITE RECOGNITON

Students must meet the following criteria during the current school year:

1. Student must have a high school cumulative GPA of 2.00 or better.
2. Student must not have failed any class during the prior marking period.
3. Student must not have been suspended or served ISI or more than 2 hours of in-school detention in the current school year.
4. Student must be in compliance with CPSB attendance guidelines.
5. Student must be in compliance with BCHS guidelines pertaining to school debts.

Homecoming Selection:

From a list of eligible students, the student body will choose their class representatives. Freshmen and Sophomores will choose two couples. Juniors will choose three couples and seniors will choose four couples. The student body will elect a King and Queen approximately one week prior to Homecoming.

High School Favorite Selection:

The high school student body will elect favorites from the listed categories. A student may only represent one category with the most votes determining the category (priority will be given to M/M of his/her class). Only Juniors and Seniors will be eligible for favorite selection. All 4 levels will have class favorites.

M/M Bell City High School
M/M Junior
M/M Sophomore
M/M Freshman
M/M Scholar
M/M Athletic
M/M Witty
M/M Reliable
M/M Spirit
M/M Success
M/M Talented
M/M Friendly

The Middle School will elect favorites as follows:
Sixth-Grade Class Favorites—3 boys and 3 girls
Seventh-Grade Class Favorites—3 boys and 3 girls
Eighth-Grade Class Favorites—3 boys and 3 girl

IDs

All BCHS students, teachers and staff will be issued picture ID cards at the start of each school year. The IDs will contain a bar code and picture identifying each student for use in the cafeteria and library.

Elementary Students:

- Elementary students **SHALL NOT** be required to wear or carry their ID cards. These will remain in the cafeteria in card pockets for the students to access as they enter the cafeteria.
- The ID cards will be used for both breakfast and lunch procedures.
- For library purposes, students will use the bar codes in their planners provided by Mrs. Duplantis.

Middle and High School Students:

- Middle and High School students **SHALL BE** required to wear their student IDs on a school lanyard from the beginning of 1st period until the end of 8th period.
- Middle and High School students will use IDs in the library and cafeteria for both breakfast and lunch.
- Middle and High School students eating breakfast are required to have their IDs when they enter the campus in the morning.
- Teachers are to enforce the rule that all students have their IDs visibly displayed ***(on a school lanyard only)*** before entering the classroom prior to each class period. Students who cannot produce their ID after the 1st period bell will be sent to the office for a temporary ID. Students with missing IDs are to report to the front office for a temporary ID as early as possible—before the 1st period bell. If they have to lose class time to obtain a temporary ID, an unexcused tardy will be assessed.
- A temporary ID fee of $1.00 will be charged for each temporary ID issued. The cost of replacing a damaged or lost ID is $5.00. The cost of replacing a lanyard is $2.00.
- Lockers will not be used in Middle and High School.

LIBRARY SERVICES

Bell City High School Library services all students. Classes are scheduled weekly library visits. Students are also encouraged to use designated free checkout times for exchanging books and/or taking an AR quiz. All materials checked out by a student become the responsibility of that student. A fee will be assessed for all damaged or lost items.

MEDICATION ADMINISTRATION

ROLE OF THE PARENT/GUARDIAN IN THE ADMINISTRATION OF MEDICATION AT SCHOOL:

The parent/guardian who wishes medication to be administered at school to his/her child has the following responsibilities:

1. To obtain a written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year will not be accepted. No corrections will be accepted on the physician's medication order form. Alterations of this form in any way or falsification of the signature are grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physicians stamp will not be accepted.
2. To obtain a prescription for all medications to be administered at school, including medications that might ordinarily be available over the counter. Only the physician may write on the medication order form.

3. To arrange the safe delivery of the medication to and from school (by a responsible adult) in an original labeled container as dispensed by the pharmacist. The parent/guardian will need to get two containers for each prescription from the pharmacist in order that the parent as well as the school will have a properly labeled container. If the medication container is not properly labeled and does not match the physicians order exactly it will not be given.
4. To provide an authorization that contains the following information:
    - The students name
    - Clear instructions for school administration
    - Rx number if any
    - Current date
    - Name, dosage, time of school administration, and route of medication
    - Physician's or dentist's name
    - The parent/guardian's printed name and signature
    - Parent/guardian's emergency phone number
    - Statement granting or withholding release of medical information
5. To provide a list of all medications that the student is currently receiving at home and school.
6. To list names and telephone numbers of persons to be notified in case of a medication emergency in addition to the parent/guardian and licensed physician.
6. To request unit dose packing whenever possible.
7. To provide no more than 20 school day supply of medication in a properly labeled container to be kept at school.
8. To administer the initial dose of a medication outside the school jurisdiction with the sufficient time for observation for adverse reactions
9. To cooperate with school staff to provide for safe, appropriate administration of medication to the student i.e. provide information such as positioning and suggestions for liquids or foods to be given with the medication.
10. To assist in the development of the emergency plan.
11. To grant permission for school nurse/physician consultation
12. To remove or give permission to destroy unused contaminated discontinued or out of date medication according to the school guidelines.

***All of the usual guidelines apply to the administration of medication while on field trips.**

PAYMENTS

Please pay monies owed to Bell City High School by check or money orders.

PARKING

Visitor

- **Big Gym Parking Lot -** This parking lot is designated for visitor parking. All visitors are to sign in and receive a VISITOR'S PASS as soon as they arrive.

- **Student -** Students who do not check out each day or leave campus early must park in the shell parking lot north of the cafeteria. Any senior who does not remain on campus all day and leaves early must park in the shell parking lot east of Highway 14.

- Students who drive to school must park in their designated area. When leaving on field trips early in the morning, students should continue to park in their designated area. No student is allowed to return to his/her vehicle during the school day without permission from the office.

RULES AND REGULATIONS SPECIFIC TO BELL CITY HIGH SCHOOL

1. Students will be responsible for their own personal valuables. We suggest that all clothing and valuables be labeled with the student's name.
2. High School students will be allowed one school week to drop or add courses at the beginning of the semester. If a student schedules a full credit course, he/she will be expected to remain in that course unless it is predetermined that he/she would take it for only ½ credit.
3. All visitors must check in at the front office and receive permission from administration before visiting with anyone on campus.
4. Students must have a hall pass if they are out of class during the school day.
5. Display of affection among students on campus and at any school function will not be tolerated. Display of affection includes holding hands.
6. Our campus is a closed campus. Students may neither leave campus to eat nor may they order food from off campus without permission from the administration. Parents can bring a forgotten lunch in a labeled brown bag or a lunch box. Students will be called to receive this during their lunch time.
7. Students who attend extra-curricular and/or co-curricular activities off campus which they are not involved in, may be subject to disciplinary action by the administration.
8. Glass bottles are NOT allowed on campus. NO students are to have food or drinks in the classroom unless special permission has been given by the administration.
9. Food or drinks are not allowed in the gym in the morning prior to first bell dismissal to go to classes.

10. Tardiness:
    - On the 3rd tardy a student will receive 2 hours of detention.
    - On the 4th tardy a student will receive 4 hours of detention.
    - On the 5th tardy a student will receive one-day ISD.
    - Tardy calculations start over every 9 weeks.

11. **Dress Code Issues:**
    - Students shall wear their hair neat, clean, and well groomed. Boys shall not wear their hair below the shoulders.
    - **CAPS OR HATS ARE NOT ALLOWED ON CAMPUS or BUSES. THEY MUST BE LEFT AT HOME OR IN A STUDENT'S VEHICLE. THIS APPLIES TO BOYS AND GIRLS.**
    - Nonprescription glasses or sunglasses are unacceptable in the classroom or inside other campus buildings.
    - **Boys are not permitted to wear earrings.** Girls may wear earrings in their ears only.
    - Administrators may declare spirit or club days and allow students to wear school spirit shirts, or dress up days (i.e., when school pictures and scheduled) or allow students to wear other uniform such as Boy Scouts, Girl Scouts, cheerleaders, band, chorus, etc.
    - **No hoodies** are allowed on campus. **No exceptions.**
    - **No Stanley cups** or any other metal drinking containers are allowed on campus. All cups/bottles should be made of clear and plastic material.
    - **Free dress days require adherence to proper attire. Specific items not allowed to be worn will include:**
      >Torn or ripped jeans or pants;
      > Shorts or skirts shorter than three inches above the knees;
      > Shirts or t-shirts containing any obscene or profane words or symbols;
      >Excessive amounts of jewelry;
      >Pajama type pants, yoga pants or tight stretch pants;
      >Flip-flops or sliders.

***Questions about uniforms should be referred first to the school administration, then to the central office staff.**

STUDENT PROGRESS CENTER

To access SPC and check grades, please go to http://jcampus.cpsb.org/progress. You may also access SPC by going to www.cpsb.org and clicking on the Parents/Students Tab, then the Student Progress Center link under Resources. There should also be a link to SPC from the homepage of your school's website. You will be prompted to establish a Username and Password in order to enter the system.

TEXTBOOKS

Textbooks are the responsibility of the student. Textbooks are issued at the beginning of school and book numbers are recorded by the teacher. It is the student's responsibility keep up with their assigned textbooks. Upon leaving school, students shall be charged for any textbook not returned, or returned damaged. Cost of the textbooks range from $9.00 to over $100.00 each. Therefore, students must keep up with their textbooks. If you lose your textbook, compensation must be made for the cost of the replacement.

Students are also responsible for the care of **library books** and will be assessed fines for lost or damaged books.

TOPS
(Taylor Opportunity Program for Students)

For information concerning TOPS requirements, please contact Ms. Julie Doland, High School Counselor, or go to www.osfa.la.gov.

TRANSPORTATION POLICY

Buses

Transportation is provided for any student who resides a distance beyond one-mile radius from the school so long as his/her conduct while riding the bus is satisfactory. Students are under the school's jurisdiction while on the bus and misconduct may forfeit the student's privilege for riding a bus. Students must ride the bus they are assigned and get on or off at their assigned stop. Only on an emergency day-to-day basis, and with written permission signed by a school administrator, may a student ride a bus that he/she is not regularly assigned to.

ALTERNATE TRANSPORTATION

- No student will be allowed to ride a bus other than his/her assigned bus. No notes from home can be accepted regarding a bus change for that day. Transportation forms requesting a bus change must be completed, given to Admin, and these will be sent to CPSB Transportation Department for approval. Special circumstances should be addressed through BCHS administration. Should an emergency arise after 12:00 pm and your child will need to be picked up, please be sure that you arrive no later than 2:30 pm to allow enough time to check them out through the school office. As per CPSB policy, in order to decrease the added activities at dismissal and the communication issues due to timing, **schools will not accept phone calls after 2:00 p.m.** informing them how the child is to get home that day. It is important that you let your child know in the morning how they will get home. As always, we appreciate your help with this matter.