

Bowie Junior High School

Student Handbook

2009-2010

Dear BJHS Parents,

There are a lot of exciting changes taking place in Bowie ISD. With change comes the fear of the unknown. Hopefully this Student Handbook will answer some of the unknowns and change the feeling of fear into the feeling of excitement as we begin the new school year.

My name is Kelly Shackelford. I will be serving your students as the Principal at Bowie Junior High School. I am so excited to begin and I wanted to introduce myself the first day if I have not met you. I have worked at Bowie High School for the past 7 years as a teacher and as an administrator. Moving to the Junior High will be a new and exciting experience for me. My goal as Principal at Bowie Junior High School will be to meet the educational needs of your child. Although the faculty and staff at Bowie Junior High will be spending a great deal of time with your child, no one knows the students at Bowie Junior High better than their parents. It is with this in mind that we ask for your patients and assistance throughout the school year. Communication between parents and the school is very crucial to the success of your child. Please feel free to come by or call at anytime if you have any questions or information you would like to share with the school that will help us better serve your child.

Please know there are a lot of changes for this year. We have begun posting these on the Bowie Jr. High School website under the "Bulletin Board" section. Please let me know if there is information you believe should be posted for all parents and students to access.

Please check for any updates such as:

1. New 8 period day bell schedule
2. Block schedule for Thursday and Friday
3. New behavioral plan

Please know that the best service you can give is to continually promote the expectations of greatness for your students. Following directions immediately is vital for a junior high school student. Please support the policies we have in place.

We also ask that you please check in at the front office to sign and wear a name tag when visiting the campus any time during the school day.

I look forward to serving you,

Kelly Shackelford
Principal
Bowie Jr. High School

BJH Student Handbook

The purpose of this Student Handbook is to give students and parents an understanding of the general rules and guidelines for attending and receiving an education at Bowie Junior High School.

When the Handbook uses “we” or “our,” it means the school district and/or school administrators. When the Handbook uses “you” or “your,” it means the parent, legal guardian, or person who has accepted responsibility for a student, at least in regard to school matters. From time to time, the Handbook will use more general terms, such as “parents” and “school officials.” Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with us, the school officials, to make your children’s experience with the Bowie public schools a positive educational experience.

School district administrators have developed the Student Handbook with the assistance of teachers, students, and parents. The content is approved by the Board of Trustees and is intended to be consistent with formally adopted school board policies. If there is an apparent contradiction between information in the Handbook and a formally adopted board policy, the school administration will interpret the Handbook in a way that is consistent with policy and may request guidance from the Board of Trustees.

The Student Handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of the school district. If the district makes changes to the Handbook during a school year, the administration of the district and the campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

ABSENCES

There are five types of absences recognized by the state accounting guidelines. “U” un-excused absence, “A” excused absence, “E” extra-curricular, “M” medical and “T” field trip. **Work may be made-up after any of the five.** Whenever a child is absent from school, s/he should bring a note signed by you explaining the reason for the child’s absence. The parent’s note, or doctor or dentist note must be brought to the office within 3 school days or it will be considered unexcused. Absent students will be marked “U” or unexcused until a written excuse is brought to the PEIMS office. After receiving the excuse, the “U” will be changed to “A”. A student is not considered absent unless he/she is marked with a “U” or an “A”. If a student is at school, goes to the doctor, and returns, the absence will be marked “M” for medical. Students on extra-curricular trips will be marked “E”, and students on school sponsored field trips will be marked “T”. Absences marked “M”, “E”, and “T” are not counted as absences against a student. Attendance is taken at the first of each period, and counts for state credit during the third period of each day. **If you have questions concerning absences, contact Jana Schwarz at 689-2962.**

A student who has unexcused absences for 10 or more days or partial days in six months, or three or more days or partial days in four weeks may be referred to the juvenile court for violations of compulsory attendance laws.

Doctor and Dental Appointments: Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will not be counted against a student if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor’s office; or if the appointment is at the end of the school day and the student has been at school all day up to that time.

Religious Holidays: Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.

Funerals: Absences for funerals will be excused for immediate family members only. All other absences will be reviewed on a case-by-case basis by the administration. **A copy of the obituary or a memorial card from the funeral will be required in all cases**

The principal or his designee will make the final decision concerning absences.

ADMISSION

These are the basic requirements for admission to district schools:

1. The student must live in the district with a parent or legal guardian or one of the student’s parents must live in the district, even if the student does not live with that parent.
 - To be eligible for admission based on just the parent’s residence in the district, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessory conservator for the child.
 - The parent enrolling a student based on only the parent’s residence in the district must provide a copy of a current final order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessory conservator.

2. The student is under age 18 and lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child's parent or legal guardian. The school district has Power of Attorney forms to be completed by both the parent and the person the student lives with.

3. Students under the age of 18 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for the student. Students who are 18 or older at the start of the school year, who are legally married, or who have ever been legally married and who have not graduated from high school can enroll themselves.

4. The adult enrolling the student must present current immunization records or make arrangements to begin immunizations as soon as possible.

5. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.

The application for admission and enrollment forms are official government records and it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district.

If school officials have reason to question the legitimacy of a child's residency information, they can investigate to determine the student's actual place of residence. If the district finds that a student is not really a district resident, the student will be withdrawn, and school officials will take the necessary legal steps to recover the maximum tuition fee the school district can charge or the amount the board of trustees budgets as an expense per student.

AFTER SCHOOL

When the bell rings to dismiss school, students should leave the campus in an orderly manner. Students using bus transportation should go to the auditorium and wait to be escorted to the front of the gym to await pick-up by the busses.

ASSEMBLIES

Assemblies, pep rallies, etc. will be held in the auditorium or gym from time to time. These assemblies are held for the benefit of the students. Student conduct in assemblies should meet the same standard as in the classroom. Students who do not meet the standards will be removed from the assembly, and disciplinary actions will be taken.

ATTENDANCE REQUIREMENTS

Regular attendance is critical to your child's success in school. It is also critical to the school district's success because it is a factor in the district and campus rating under the state accountability system and is a determining factor in the amount of state financial aid the district is entitled to receive.

School officials aggressively enforce the state compulsory attendance laws. If you do not send your child to school, we will send you a written warning that you must comply with compulsory attendance laws. If your child continues to be absent after we send that warning letter, we will file charges with the appropriate local court. Every day that a child is out of school in violation of compulsory attendance laws is a separate offense. You may be assessed a fine for each offense and may also be ordered to participate in a class designed to help you make sure your child attends school as required.

ATTENDANCE AND CREDIT

Separate and apart from the compulsory attendance requirements, students must attend school a certain amount of time in order to get credit for their academic work. **State law requires students to be "in attendance" for at least 90 percent of the days a class is taught during a semester or year.**

In the 2009-2010 school year, we require students to be in class for **90% of the days in the Fall and Spring** Semester to meet minimum attendance for credit requirements. Each campus has an attendance committee that will review student attendance records. If the committee decides that extenuating circumstances prevented a student from meeting the minimum attendance for credit standard, the committee can award credit or tell the student what additional work or time needs to be completed in order for the student to get credit for the course.

You will be notified when your child is in danger of losing credit because of absences and will have the chance to meet with the assistant principal or attendance committee to discuss your child's situation.

Students need to be aware that the 90% rule will be in effect for students to receive a VOE form in order to obtain a driving license. If a student did not attend 90% of the required days the school may withhold the VOE form.

CAFETERIA SERVICES

Bowie Junior High School participates in the federal Child Nutrition Programs which provide free and reduced-priced meals based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If you would like more information about this program, you may contact the Director of Food Services.

BJHS has two lunch periods. Lunch begins at 11:20 and fifth period attendance is taken at 12:20 on Monday, Tuesday, and Wednesday.

During our block days which is Thursday and Friday Lunch will start at 11:10 and fifth period attendance will be taken at 12:20. Parents are welcome to bring their child lunch. Lunches brought to school by parents can only be given to their child. No student may receive a lunch brought to school by anyone other than their parent/guardian. Parents may also elect to take their child to lunch during the lunch hour. Parents must sign their child out during the lunch hour at the receptionist desk. We ask that your child be back in enough time to make fifth period attendance so they will not be tardy and possibly be assigned to D-Hall.

Lunch time should be a time of enjoyment, relaxation and socialization. Students are expected to maintain high standards of behavior during this period. All students are expected to pick up their own trash and leave their eating area clean for the next person. Students who fail to follow these guidelines, or create disturbances will be assigned consequences.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating. A student who has engaged in cheating or other academic dishonesty will be given a zero for that assignment. The use of academic penalties is not governed by the policies pertaining to student discipline, but students and parents may appeal the teacher's decision, using the complaint process.

CODE OF CONDUCT FOR STUDENTS

See guidelines for behavior in Student Code of Conduct.

COMPUTER USE

We are steadily acquiring computers for school use and access to other instructional and research resources through connections to the Internet and the World Wide Web. These electronic instructional resources are for use at school and for school-related purposes. Before your child is permitted to receive a User Identification and password to use school computers, you and your child must sign a User Agreement that explains acceptable and unacceptable use of school educational technology. You will have the choice to prevent your child from having access to the Internet on school computers.

The following kinds of use of the school's equipment or network are classified as **unacceptable** under our policy and the User Agreement:

1. Unauthorized use of copyrighted material, including installing any personal software on district equipment without approval of the Technology Director.
2. Posting or distributing threatening, racist, harassing, excessively violent, or obscene material.
3. Personal political use to advocate for or against a position or a candidate, except when the activity is to fulfill an assignment for class credit.
4. Tampering with anyone else's computer, files, or e-mail.
5. Forgery of messages or sending unsolicited junk e-mail.
6. Using the computer to violate the student code of conduct.
7. Using the computer for commercial activities or commercial gain.
8. Advertising for the purchase or sale of any product.

Students who violate the terms of the User Agreement will lose their computer privileges at school, as well as incur consequences under the school's Student Code of Conduct.

CONFERENCES

Students and parents may expect teachers to request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student presents any other problem to the teacher, or 3) in any other case the teacher considers necessary.

A student or parent who wants information or wants to raise a question or concern should confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time.

Should a problem arise with a teacher, you should first contact the teacher to schedule a meeting. The principal will not get involved until that conference has failed to provide satisfaction. Once the parent/teacher conference has failed to produce results, the principal will be glad to meet with the parent or student.

DISCIPLINE

During Junior High School we believe students and parents need to be aware of behavioral expectations and consequences. We desire students and parents to be aware of expected behavior. We ask for parents to respect decisions made by the school and work to ensure that your child follows the guidelines for behavior.

Students at Bowie Junior High School will be using a behavioral step plan where consequences increase with the intensity or frequency of behaviors listed. The following lists a consequence sheet with a list of specific consequences for behaviors. Please note that this list is not exhaustive and that the administrator may decide where other behavior choices are located on the step plan.

This plan allows student to know the next consequence for negative behavioral choices

Bowie Junior High School Student Behavior Chart

NAME _____ GRADE LEVEL _____

ID # _____ HOME PHONE NUMBER (____) _____ - _____

Parent/Guardian _____ Work Ph. #(____) _____ - _____

Parent/Guardian _____ Work Ph. #(____) _____ - _____

Email Address _____

Consequence Action	Date	Teacher	Infraction	Parent Contact
Dress- 1 Verbal Warning (Others will increase step plan)				
1 D Hall Lunch				
2 D Halls Lunch				
3 D Halls Lunch				
5 D Halls Lunch				

2 Day ISS				
4 Day ISS				
6 Day ISS				
8 Day ISS				
Assignment to DAEP				
Other Behavioral Consequences				
1 Period ISS (2-5 Days) as needed Admin Discretion				
Every 5 tardies = 1 Lunch D Hall				
Every 10 Tardies = 1 step on Behavioral Plan				
Each <u>Unexcused</u> Absence = 5 days Lunch D Halls				
Add 1 step for the third and following				

phone take up				
Fee/Fine list = lunch D Halls every 3 weeks checked				

BOWIE JUNIOR HIGH SCHOOL BEHAVIORAL PLAN WITH CONSEQUENCES

DETENTION HALL ENTRY LEVEL

1. Minor Class Disruption
2. Public Display of Affection
3. Take Ups
4. Undirected Profanity
5. Insubordination
6. After 3rd Step on Teacher's Discipline Plan
7. Other as deemed appropriate by Assistant Principal

2-DAY IN-SCHOOL SUSPENSION

1. Pushing/Shoving
2. Obscenity (Student to Student)
3. Petty Theft
4. Extortion/Threats (Student to Student)
5. Possession of objects deemed inappropriate or dangerous by a school administrator
6. Defiance (bold public display)
7. Misuse of Technology
8. Second Absence from Lunch D-Hall
(1 Day of ISS per remaining D Hall days)
9. Gambling
10. Leaving campus without being signed out by parent
11. Academic dishonesty, plagiarism, cheating

4 DAY IN-SCHOOL SUSPENSION

1. Obscenity (student to teacher/staff)
2. Verbal Abuse (student to teacher/staff)
3. Harassment (sexual, racial, verbal)
4. Theft over \$50
5. Other as deemed appropriate by assistant principal

8 DAY ISS (plus referral to School Resource Office

1. Tobacco use or possession
2. Theft over \$100
3. Other as deemed appropriate by assistant principal.

REPEATED OR MORE SERIOUS INFRACTIONS MAY BE REFERRED TO DAEP AND/OR EXPULSION.

DRESS AND GROOMING CODE

We expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. **It is the responsibility of each student**

to report to school in compliance with the dress and grooming code, and to remain within the code until they have left the campus.

While we respect students' desire to express themselves in their clothing and grooming styles, **we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs or any other substance that students are prohibited from having or using at school.**

The principal or designee makes decisions about dress and grooming violations.

Following are more specific guidelines.

DRESS AND GROOMING CODE

The BJHS administration believes there should be a line of reasonable expectation for dress and appearance at school. We are aware that everyone has an opinion as to where that line should be drawn. As the authority over the campus, the principal or designee will need to make final decisions about dress and grooming violations just as those in authority are expected to do in the home. This includes the specifics listed in this code as well as any other regulation pertaining to dress and/or attire. To avoid possible violations, please gain prior approval from administration concerning any item not specifically covered in this section.

We believe junior high school is a time when students should be preparing themselves to enter the world of work. Students should consider school as their job, and their grades and diploma as their pay check. Therefore, we expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety concern to themselves or to other students or staff.

It is the responsibility of each student to report to school in compliance with the dress and grooming code, and to remain within the code until they have left the campus.

In our efforts to acknowledge student responsibility in the 08-09 school year we will allow students to wear shorts. We will be glad to continue the change as long as students honor the dress code.

Keeping facial hair neat and trimmed is another option students have earned for the 09-10 school year. We will monitor this and continue to allow it as long as students honor our requests.

As soon as they enter school property, students are expected to meet the following guidelines:

Required Dress:

While we respect students' desire to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, weapons, skulls, or any other substance or item that students are prohibited from having or using at school. (Including sayings with double meanings).

Full-length pants or jeans may be worn. Prohibited clothing includes, but is not limited to: jeans with excessive studs, rings or other decorations; oversized or baggy pants; pants with oversized pockets; pants with holes, tears, rips or fraying beyond natural occurrence around the ankle; pajamas or any night wear; warm-up pants (tear-away), and cotton sweat (athletic) pants.

Shorts/Capris may be worn but must meet the knee or lower when standing. Shorts must have a zipper or button front and not be "athletic" type and must be fitted around the waist. Please note that even if a student wears leggings, tights, etc., the outer garment must still come to the top of the knee.

Only crew-neck T-shirts, polo shirts and collared shirts may be worn. Crew-neck is defined at BHS as those which follow along the edge of the collar bone. V-necked, scooped neck or low cut are prohibited unless it is over a crew neck. Transparent clothing is unacceptable. The display of any cleavage indicates that the shirt is cut too low or not properly buttoned.

All shirts must have sleeves. There are no color restrictions on shirts. T-shirts may have writing, designs or symbols on them including those that positively support Bowie ISD, one of its recognized programs, and any recognized college/university such as Texas Tech, Texas, Texas A&M, etc. Legitimate manufacturer such as Izod, Polo, Nike, Adidas, etc. may be displayed on polo or T-shirts. Shirts do not have to be tucked in, but must be long enough to cover the torso when bending or stooping.

Hoodies are acceptable but students should not have the hood covering their head while inside the building.

We will enforce the 4-B's rule. If the back, belly, bottom or breasts are exposed, the student is out of code. Any student out of dress code will be provided clothing from the school which meets the code and will receive an additional step in their discipline plan.

All students are required to wear shoes. Closed toed shoes are preferred. Open toed shoes must have a manufactured back or back strap. Socks need be worn with appropriate footwear. Flip-flops, beach shoes, shower shoes and house shoes are prohibited except upon designated "spirit" days.

Belts are required for clothing that are not properly fitted and must be of a correct length and securely buckled at all times. Belts are not required in pants originally designed to be worn without a belt. Pants without belts, must be firmly secured at all times, either with a drawstring, or by proper sizing.

Proper undergarments are to be worn at all times by all students and should not be visible.

Required Grooming:

Boy's hair shall be above the eyebrows, **not be below the ear lobe** and not past the base of the neck when properly groomed or styled. Sideburns may not extend past the bottom of the ear lobe. Hair is to be kept clean and well groomed at all times. Only a natural hair color is permitted, including accent streaks. Boys may not wear ponytails or dreadlocks, have Mohawks, or braid their hair except for cornrows or Shaka Braids that meet the required hair length. Any hairstyle considered by the administration to be a distraction is prohibited.

Visible body piercing, except for those in girls' ears is strictly prohibited. Boys shall not wear ear jewelry or spacers at any time.

All tattoos must be covered.

Sunglasses may not be worn inside the school building, unless medically prescribed. Physician's instructions must be cleared through the campus administrator or designee.

Students found in violation of the dress code will be placed in ISS until the correction is made. The first correction is a warning. Further violations will be given consequences following the step plan.

The administration of each campus will provide proper notification to students prior to any change in dress and grooming standards.

The building administration will use its discretion in questions concerning the dress code. Where there is a question on the dress or appearance of a student, the school administrators' decision will be final.

DRILLS—FIRE, TORNADO, AND OTHER EMERGENCY DRILLS

Students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

Emergency signals:

Constant alternating horn sound. There is a fire; leave the building orderly and quietly

1 air horn blast Stop, and remain where you are until further instructions.

2 air horns blasts Return to your class in an orderly manner.

European emergency siren Tornado, go to the pre-appointed place

** 2 air horn blasts will always mean go to the proper class.

ALL MATERIALS PREPARED AND PUBLISHED AS PART OF A SCHOOL'S JOURNALISM OR LANGUAGE ARTS PROGRAMS ARE UNDER THE CONTROL AND SUPERVISION OF THE ADMINISTRATION AND THE BOARD OF TRUSTEES. THE PRINCIPAL HAS FINAL APPROVAL AUTHORITY ON ALL MATERIALS PUBLISHED OR DISTRIBUTED

DRUG TESTING

All students participating in extra-curricular activities must submit to random drug testing. For additional information, please see the Student Code of Conduct.

ELECTRONIC DEVICES

Electronic devices should not be used during the school day.

The first offense will result in a warning being given to the student with a copy of the policy. The second offense will result in the confiscation of the device, the device taken to the assistant principal's office and held for a period of ten school days. After the ten day period, a parent or guardian must come to the school and pay a \$15 fee to take possession of the device.

Note: BJHS is not responsible for damage to cell phones during handling.

On the third and following offense, students will be given the next step on their behavior plan.

EMERGENCY MEDICAL TREATMENT

Parents are asked to complete an emergency card form each year that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary. Forms are passed out on opening day.

EMERGENCY SCHOOL CLOSING INFORMATION

Parents should listen to **KNTX** radio station. School closing information will be made at 6:00 A.M. *PLEASE DO NOT CALL THE RADIO STATION!*

EXTRA-CURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege, not a right. By state law, students must make a passing grade in all their classes in each grading period in order to be eligible to participate in any extracurricular performance or competition in the next grading period. Students who are ineligible because of one or more grades below 70 will be allowed to practice or rehearse during a suspension, but cannot perform or compete. If the student raises the failing grade(s) to passing within three weeks, s/he will regain eligibility to perform or compete provided s/he is passing all other classes.

All students assigned to AEP will not be able to participate in extra-curricular activities until their assignment has been completed.

FIELDTRIPS

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exceptions may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or requests in writing to the sponsor or principal at least the day before the scheduled trip that the student is allowed to ride with an adult designated by the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school. Request forms must be completed and signed by the parent before being signed by the principal.

Students shall only be allowed to make trips if they are officially participating in a scheduled activity. A permission form signed by the student's parent or legal guardian shall be required for each student's trip and shall be submitted to the appropriate building administrator.

The no-pass, no-play guidelines will be considered for all field trips.

The campus principal shall approve each school-sponsored trip. All trips outside the District shall also require the Superintendent's advance approval.

GRADING AND REPORT CARDS

Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with guidelines approved by the Bowie ISD Board of Trustees and the campus principal. Students will be given the number of days absent plus one day to get all make-up work to the teacher or make-up all tests. **If you have a question about a grade your child receives on an assignment, you should talk first with the teacher.** If you need further information after talking with the teacher, you may contact the principal.

Report cards will be mailed at the end of each six-week grading period. After three weeks of each grading period, a progress report will be given to the student who will sign that they have received it. Parents need to check periodically with the student and the online grade portal for student grades.

For reporting purposes, grades on cumulative records below a 50 will be reported as a 50. Report card grades will reflect the student's actual average.

HOMEWORK

Bowie Junior High School views homework as an integral part of the educational process. Homework will be given to students to practice, reinforce and remediate needed skills. Grades are not recorded for homework assignments, but teachers may give a grade equal to one test grade that reflects the percentage of completed homework during each grading period.

ILLNESS OR INJURY AT SCHOOL

We will promptly attempt to notify you or a person you have authorized if we have knowledge that your child has been injured at school or has become ill at school. The Bowie Junior High School nurse will be on campus. In addition, BJHS has a secluded area where your child can stay if s/he is injured or becomes ill.

One of the forms we ask you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is injured at school or a school-related activity and requires emergency treatment. We, of course, will call you in such a situation and will also call for emergency medical assistance. **It is important, however, that you**

understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school-related activity. We cannot and will not use public funds to pay individual student medical expenses.

Although we want your child to attend school every day, we do not want your child at school if s/he has a communicable disease or is running fever of 100 or more. Under state and local Health Department regulations, if your child has certain medical conditions, s/he must be excluded from school for a period of time. The principal can provide you a complete list of those conditions and periods of exclusion.

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, we ask that you schedule the timing of the doses so that the child takes the medication at home. If children have to take medication at school, you must make a written request for the administration and provide the medication to the nurse. Only authorized school employees are permitted to administer prescription medicines at school. **We do not permit students to carry their own medications and self-administer. Students found in possession of any medication are subject to disciplinary action.**

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 should not be immunized. The immunizations required are diphtheria, tetanus, polio, measles (rubella), mumps, rubella, and homophiles influenza; 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. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) that states that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

INSURANCE

At the beginning of the school year, the District will make available a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the principal's office. The district will not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the District or in School-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) shown proof of insurance, or (3) signed a form rejecting the insurance offer.

LIBRARY FACILITIES

The Bowie Junior High School library is available for student research and study, with resources appropriate for needs of all students. The library is supervised by a certified librarian. Students have access to the library during the school day and during posted hours before and after school. **If you have a concern about library materials available to your child, please contact the librarian or the principal.**

A policy and process are in place that will allow you to explain your concerns and reach an understanding about your child's access to the questioned materials.

PARENT ORGANIZATIONS

Every campus in the district encourages active participation on their Parent-Teacher Association/Parent-Teacher Organization/Parent-Teacher-Student-Organization, and we encourage you to actively participate in the groups at your child's or children's campus(es). At the secondary schools, parents have formed booster clubs and organizations to support several types of student activities.

We encourage parents to volunteer in our schools. All volunteers must complete an application form, and the district will obtain a Criminal History Report on all applicants for volunteer programs.

PARENT'S RIGHTS

Academic Programs: You can ask the principal to change your child's teacher or class assignment; however, the principal is not required to make the reassignment if doing so would affect the assignment or reassignment of another student.

You can ask the school board to add a specific academic course to the schedule and offerings. If the administration and the board determine that the course is among those included in the State Board of Education-approved curriculum and that there is sufficient interest in the class to make it economically practical to offer the class, the request will not be unreasonably denied.

You can ask that your child be permitted to attend a class for credit above his or her grade level. If the counselor and child's current and prospective teacher expect that the child can perform satisfactorily in the class, the request will not be unreasonably denied.

Teaching Materials: You may review all teaching materials, textbooks and other teaching aids used in your child's classroom and may review all tests administered to your child, after the test is given. To review these materials, please contact the principal, who will make arrangements to provide you access to those materials at school during regular school hours.

Records and Other Information: As we stated in the “Required Notices” section of this handbook, you have a right of access to all written educational records that we maintain concerning your child. You also can receive full information about any and all school activities in which your child is involved. However, as we explained in the section on “Questioning Students at School,” we must comply with a request or directive from a Child Protective Services investigator regarding contact with or information to parents about an investigation.

Video and Audio Recording: We will seek and obtain your written consent before any school employee makes an audio or video recording of your child, except that prior consent is not required before a recording that will be used only for the following:

- Safety purposes, including maintaining order and discipline in common areas of the school or on school buses; or
- A purpose related to a co-curricular or extracurricular activity; or
- A purpose related to regular classroom instruction; or
- Media coverage of the school.

PEST CONTROL INFORMATION

See the District Student Handbook

PHYSICAL EXAMINATIONS

Physical examinations are required for all students participating in UIL athletic or cheerleading events. For more information concerning physical exams, contact the BISD Athletic Director at 689-2856.

FRAYER AND MEDITATION

Each student has a right to individually, voluntarily, and silently pray or meditate in school or at any school activity in a manner that does not disrupt or interfere with the delivery of instruction or other activities in the school. No school employee can or will require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activities.

PROMOTION AND AWARD OF CREDITS

Students are awarded credit for a course based on their mastery of the knowledge and skills for that course. The average of two semester grades shall determine the final grade for a full-year course. If the final grade is 70 or higher, the student shall earn credit for both semesters, even if the student failed one of the two semesters. For a one-semester (half-year) course, the student must achieve a final grade of 70 or higher.

PROTECTION OF STUDENT RIGHTS

The school will notify parents of the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation as part of a federally funded program. Notice will be sent home before such a survey, analysis, or evaluation is administered, and parent consent (or student consent if 18 or older) will be requested if information regarding any of the following is part of the survey, analysis, or evaluation:

1. Political affiliations.
2. Mental and psychological problems potentially embarrassing to the student or family.
3. Sexual behavior and attitudes.
4. Illegal, anti-social, self-incriminating, and demeaning behavior.
5. Critical appraisals of other individuals with whom the student or the student's family has close family relationship.
6. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers.
7. Income, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

QUESTIONING STUDENTS AT SCHOOL

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students, but certainly will contact you promptly if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as “Taking the Fifth” or a student’s right not to incriminate him or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state law

to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

Ordinarily, we will attempt to contact you before the interview by an outside person takes place. However, if the CPS investigator or the law enforcement official asks or tells us not to contact you, we will comply.

REPORT CARDS AND GRADING

Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with guidelines approved by the Bowie ISD Board of Trustees and the campus principal. **If you have a question about a grade your child receives on an assignment, you should talk first with the teacher. If you need further information after talking with the teacher, you may contact the principal.**

For reporting purposes, grades on cumulative records below a 50 will be reported as a 50. Report card grades will reflect the student's actual average.

SCHOOL HOURS

Tutorials are available to all students beginning at 7:30 each morning. The regular school day is from 8:00 until 3:35. The first class starts promptly at 8:00. Students are considered tardy after 8:00. The workday for teachers is from 7:30 until 4:00. Please make arrangements for teacher tutorials.

SEXUAL HARASSMENT/SEXUAL ABUSE

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 or told to stop.

The District will notify the parents of all students involved in sexual harassment by students 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, Lorra Lierly.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ(LOCAL).

SMOKING

No one is permitted to smoke or use tobacco products on school property or at any school related or school sanctioned activity. Students are not allowed to possess or use tobacco products on school property or at any school related or school sanctioned activity on or off school property. Punishment may include a citation from the police. Lighters and/or matches are prohibited, and will be confiscated.

SPECIAL PROGRAMS

Special Education: Bowie ISD provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors, and other professionals. We decide whether a student needs special education after we complete a comprehensive assessment. Please contact Sandra Reynolds, Special Education Director of the *Montague County Special Classes Coop* at 825-5061, or your principal to receive full information about our special education programs.

Bilingual Education/English as a Second Language: English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. At the time you enroll your children for the first time, you will be asked to complete a Home Language Survey so we know whether to take additional steps to be sure your child is properly served.

Gifted and Talented Students: Some children demonstrate, or show a potential for demonstrating, a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic area, show an unusually high capacity for leadership or excel in a particular academic field. We provide a variety of programs, activities, and learning opportunities for these students. For further information, contact Kelly Shackelford, Principal; or Judy Barry, G/T Coordinator, at 689-2952.

Accelerated Instruction/Students At-Risk: Some students do not qualify for special education programs, but still need some additional assistance to be successful in school and complete the high school program. We provide tutorial programs and intensive or accelerated instruction in subjects where students are showing special difficulty, and may provide specially focused instruction to improve students' language and math skills. Some of our specialized programs are designed to help students who are pregnant, parents, or who have been involved in the juvenile justice system. For further information, contact Kelly Shackelford, Principal.

Section 504: Bowie High School strives to meet the needs of all of its students. Those students who qualify for services under the 504 guidelines will be served in a manner consistent with decisions made by the 504 Committee. Referrals for students having difficulty may be made to Patti Hatcher, the 504 Coordinator at the BJHS campus. He may be contacted at 689-2958.

STUDENT RECORDS

Both federal and state law provide safeguards for student records from unauthorized inspection or use and provide parents and "eligible" students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about Bowie students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes: A student's name, address, telephone number, and date and place of birth.

TESTING AND ASSESSMENT PROGRAMS

Each year we administer the statewide assessment program, Texas Assessment of Knowledge and Skills (TAKS).

Eighth grade students must pass the Reading and Math TAKS Tests in order to be promoted to High School. A student who does not pass on the first administration will have 2 additional opportunities to make a passing score.

Results of the TAKS examinations are used to assess individual student progress, as well as being a significant factor in the campus and district ratings under the statewide accountability system. Please make every effort to have your student at school on TAKS testing days and be sure that they have had plenty of rest the night before and a good breakfast that morning.

You can receive a copy of the TAKS test administered to your child after the test has been administered. Contact the principal's office if you want more information.

TRANSPORTATION PROGRAMS

We provide transportation on school buses to and from school for those children who live more than two miles away from the school they attend. Students are required to comply with rules for conduct on school buses and to comply with the Student Code of Conduct while at authorized school bus stops waiting for a bus. Students who misbehave or violate the Code of Conduct while on the bus will be disciplined according to the Code of Conduct and may be suspended from the bus for a period of time.

SUMMER SCHOOL

Bowie Junior High School offers summer school each year. Students who have failed to receive a passing grade in Reading/ELA and/or Math may reclaim credit by attending the summer session. You will be notified at the end of the year should you need to attend summer school.

VISITING SCHOOL

We encourage you to visit Bowie Junior High School at any time, however, we ask that you comply with our policy requiring **all visitors** to go to the principal's office and sign in. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal's knowledge will be considered trespassers. We also expect parents to be polite and civil in their dealings with all school staff.

While we encourage you to be involved in your children's education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

Because of the difference in various school calendars, friends attending other schools often are on vacations at times when we are still in school. **We do not allow visitors from other schools to come and attend classes or lunch with their friends as it becomes a distraction to the educational process.**

Bowie Independent School District
PO Box 1168
Bowie, Texas 76230

To Parents, Students, and Staff:

I am pleased to let you know that Bowie Independent School District is working hard to maintain compliance with federal and state regulations concerning asbestos. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the principal's office, as well as the school's central administration office.

If you have any questions about the plan or this federally mandated program, please contact me at 940-531-2313.

Sincerely,

Michael Roland

Director of Operations

**Options and Requirements
For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special
Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs parents of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is listed below:

Contact Person: Kelly Shackelford, Principal

Phone Number: (940) 689-2952

PLEASE COMPLETE THIS PAGE AND RETURN TO YOUR PRINCIPAL.

If you had an account last year, what was your username? _____

Hint: This will be a number, your last name, and your first initial.

STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE
ELECTRONIC COMMUNICATIONS SYSTEM

STUDENT

Name _____ Grade _____

School _____ Social Security Number _____

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I agree to abide by the provisions of the District's electronic communications system policy and administrative regulations. I understand that violation of these provisions may result in suspension or revocation of system access.

Student's signature _____ Date _____

PARENT OR GUARDIAN

I have read the District's electronic communications system policy and administrative regulations. In consideration for the privilege of my child using the District's electronic communications system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

I give permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

Signature of parent or guardian _____

Home address _____

Date _____ Home phone number _____

**ACKNOWLEDGEMENT
AND
DIRECTORY INFORMATION AGREEMENT FORM**

Dear Student and Parent:

The Bowie Junior High School provides this Student Handbook to parents and students to provide you with information about the general rules and guidelines for attending and receiving an education in our schools.

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the information here, we encourage you to ask for an explanation from the student's teacher, the school counselor, or campus administrator.

Parents and guardians must acknowledge that they have read and understand the portion of the handbook dealing with student records. **The student and parent should each sign this page on the space provided below, then return the page to the Principal's office. This should be returned within 10 days of receipt of the handbook and failure to do so will constitute your agreement with it. Thank you.**

I understand that certain information about my child is considered directory information. Directory Information includes:

1. Student name
2. Student address
3. Student telephone number
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams (including photographs)
8. Dates of attendance
9. Degrees and awards received
10. The most recent previous school attended
11. Photographs and electronic display of student and student work
12. Audio and video recordings of extracurricular and co-curricular performances, such as band, orchestra, and choir concerts; marching band performances; and performances of plays, musicals, or skits.
13. Recordings made by security cameras on school buses or in common areas of the campus are treated as directory information UNLESS they are used to impose discipline.

We acknowledge that we have received the BHS Student Handbook for the 2006-2007 school year, and that we are responsible for reading and understanding the information contained here.

Directory information will be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I have marked through the items of directory information listed above that I wish the District to withhold about my child(ren).

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Student Printed Name

Student Signature

Date

School

Grade level