

**BOWIE JUNIOR HIGH SCHOOL
COTTONTAILS**

Student Handbook

2008 - 2009

Nondiscrimination

Bowie ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

1. Title IX Coordinator, for concerns regarding sex discrimination:
Greg Evans, District Coordinator, (940) 689-2865
2. Section 504 Coordinator, for concerns regarding disability discrimination:
Greg Evans, District 504 Coordinator, (940) 689-2858
Tom McEwen, Campus 504 Coordinator, (940) 689-2951

Services for Homeless and Title I

Other designated staff you may need to contact include:

Liaison for Homeless Children and Youths for Bowie ISD, who coordinates services for homeless students: Lisa Gonzales, 689-2865

Parent Involvement Coordinator for Bowie ISD, who works with parents of students participating in Title I programs: Lisa Gonzales, 689-2865

STATEMENT OF DISCLAIMER

Any update, revision, or change made in Policies or Law by the Texas Education Agency, State Legislature, or the local School Board will take precedence over what is written in this Handbook.

PREFACE

To Students and Parents:

Welcome to school year 2008–2009. For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. This student handbook is designed to help us do this.

The student handbook contains information needed by both students and parents during the school year. It is organized alphabetically by topic. Students are addressed as "the student," "students," "the child," or "children." The term "the student's parent" refers to the parent, legal guardian, or other

person who has agreed to assume school-related responsibility for the student.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that you review the entire handbook with your child and keep it as a reference during this school year. If you or your child have questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, **please complete and return the acknowledgment form**, so that we have a record of your choices listed there.

The student handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's Policy Manual is available in the school office or on-line at <http://www.tasb.org/policy/pol/private/169901> .

ADMISSION

A student (or the student's parent) who wants to enroll in the District should contact the principal or counselor at 501 E. Tarrant Street 689-2951.

AFTER SCHOOL

When the bell rings to dismiss school, students should go home or, in the case of students who ride the bus, go to a designated area until time to board the buses. Students will not be allowed to loiter on school grounds.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not follow District rules of conduct during an assembly will be subject to disciplinary action. Throughout the year, we will have assemblies for the benefit of the students.

504 COMMITTEE

Bowie Junior High School strives to meet the needs of all students experiencing academic and/or behavioral difficulty through a campus team approach. This team may coordinate its efforts with other professional personnel to identify students with needs and match them with appropriate services before the pattern of failure becomes entrenched. This requires informed individuals collaborating as a team to determine appropriate strategies to meet the students' needs. When a student continues to experience difficulty, a referral for 504 evaluation is initiated. Contact the campus 504 coordinator at 689-2951 for more information.

ATTENDANCE REQUIREMENTS

State compulsory attendance laws generally require all children between the ages of 6 and 18 to attend school each day that school is in session. A student who is younger than six and has ever been enrolled in the first grade is required to attend school. Once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school that school year.

A student who voluntarily remains enrolled after the age of 18 is required to attend school. If an 18-year-old student has more than five unexcused absences in a semester, we may revoke his or her enrollment. If we revoke enrollment, the student will be treated as an unauthorized person and may be arrested for trespassing if he or she comes on school property.

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.

Of course, there are times that children are sick or have other legitimate reasons for being absent from school. **Whenever a child is absent from school for any reason, s/he should bring a note signed by you explaining the reason for the child's absence when s/he returns to school. The excused absence note or doctor or dentist notes must be brought to the office within 3 school days or it will be considered unexcused and will not be changed.** The principal or someone acting for the principal will make the final decision whether an absence is classified as excused or unexcused.

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 be classified as excused absences 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. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day.

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 will be required in all cases.

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 2008 - 2009 school year, we require students to be in class for **81 out of 91 days in the**

Fall Semester and 78 out of 86 days in the 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 grade level or course. We offer a After School school program as one-way students can make up time. If your child needs this program, the principal will provide complete information about the times and cost before your child is assigned.

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 attendance committee to discuss your child's situation. [For further information, see policies at EHBC, EIA, FDC, and FDD.]

TARDY POLICY

Students not in the classroom, when the final bell rings, are considered tardy. Teachers will notify the student and enter the appropriate code in the attendance report for that period. Excessive tardies will be handled by the Assistant Principal.

BACKPACKS AND BAGS

Bags for lunches, PE, and extracurricular activities, may be stored in designated areas. Students who use a bag to bring illegal or prohibited items to school will lose the privilege to carry a bag on school property. BJHS would prefer that backpacks be clear, mesh, or of such material that the contents of the bag are visible.

CAFETERIA SERVICES

The District participates in the federal Child Nutrition Programs, which provide free and reduced-price meals based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If you would like more information contact the Director of Food Services.

The campus is closed at lunch and the cafeteria has a no-charge policy. Students will not be permitted to leave campus with a person other than their parent or guardian. Students may bring their own lunch. Students will remain in the cafeteria during the entire lunch period except for special occasions.

Breakfast will be served at 7:35 A.M. in the cafeteria for any student.

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 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 student complaint policy.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups may establish codes of conduct--and consequences for misbehavior--that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school may apply in addition to any consequences specified by the organization. Coaches, directors, sponsors will write expectations and consequences and obtain signatures from both parent and participant so there is no misunderstanding.

CODE OF CONDUCT FOR STUDENTS

See guidelines for behavior in Student Code of Conduct

COMPLAINTS BY STUDENTS/PARENTS

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within three calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested within three calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Trustees, in accordance with Board policy. [See Board policy FB, FDD, FMA, and FNG]

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and to approved instructional purposes. Students and parents will be asked to sign a student agreement regarding appropriate use of these resources; violations of this agreement will prompt termination of network privileges and other disciplinary action. [See CQ Local]

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.

CORPORAL PUNISHMENT

Corporal punishment is limited to spanking or paddling the student, and is governed by guidelines in the Student Code of Conduct. **This form of punishment may be used unless the parent/guardian notifies the school office in writing.**

ADDITIONAL COURSE OFFERINGS

6th L.A. PAP	7th LA PAP	8th LA PAP
6th Math PAP	7th Math PAP	8th Pre-Algebra PAP
6th Reading PAP	7 th Reading PAP	8 th Science PAP

COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, and emotional adjustment to the school setting as well as academic requirements and placement. The counselor may also make available information about community resources to address the needs of students. To contact the counselor, call 689-2959 or come by the junior high office.

CREDIT BY EXAMINATION

With Prior Instruction

A student who has received prior instruction in a course or subject-but failed the course or subject with a grade of no less than 60-may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. The attendance review committee may also allow a student with excessive absences to receive credit for a course by passing an examination. A student may not use this examination to regain eligibility to participate in extracurricular activities, however.

Without Prior Instruction

(See Building Principal)

A student planning to take an examination for acceleration (or the student's parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer, on some other date, a test purchased by the parent from a State Board-approved university.

DISCIPLINE

The new Student Code of Conduct adopted by the Board and current statute will govern student discipline.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and campus administrator.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal and in accordance with campus regulations.

All material intended for distribution to students that is not under the District's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapprovals may be appealed to the Board at its next regular meeting when the student will have a reasonable period of time to present his or her viewpoint.

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. 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 makes decisions about dress and grooming violations. Following are more specific guidelines.

Required Dress:

- Only full-length pants, jeans, wind-pants or Capri pants may be worn. Prohibited clothing includes, but is not limited to: shorts of any type, jeans with excessive studs, rings or other decorations; oversized or baggy pants; pants with oversized pockets; pants with holes, tears, rips or fraying; pajamas or any night wear; warm-up pants (tear-aways), and cotton sweat (athletic)

pants. **Skirts or dresses must be below the knee with no split on the front or sides.**

•Only crew-neck T-shirts, polo shirts and collared shirts may be worn. 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. All shirts except T-shirts must have buttons and must be buttoned to above the collarbone at all times. V-necked, scooped neck or low cut or transparent shirts are prohibited. The display of any cleavage indicates that the shirt is cut too low or not properly buttoned.

•**Shirts do not have to be tucked in, but must be long enough to cover the torso when bending or stooping. We will enforce the 4-B's rule. If the back, belly, bottom or breasts are exposed, the student is out of code and will be offered school dress or may contact parent or guardian to bring them appropriate clothing.**

•All students must wear shoes. Closed toed shoes are preferred. Open toed shoes must have a manufactured back or back strap. Socks must be worn with appropriate footwear. Flip-flops, beach shoes, shower shoes and house shoes are prohibited.

•**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.

•All chains, clothing or items that have gang related significance, or may be considered a weapon are prohibited. No chains of any kind will be permitted on billfolds, checkbooks, belts, or pants.

•Hats, caps or any other type of headwear may not be worn inside a school building.

•In the interest of safety, all garments worn outside the regular dress for warmth, must have an open front and remain open at all times, and may not extend past the middle of the thigh.

•Gothic or any all black dress is prohibited.

Required Grooming:

- Boys 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.

- Facial hair 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 given clothing to cover the existing dress infraction for the first and second offenses. This clothing must be returned to the office at the end of the day or at the end of the student's last class of the day. Failure to return the school's clothing will be considered as the next offense.

Any items taken in violation of the dress or grooming code may remain in the custody of a school administrator until the last day of the school year.

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 bells: 3 bells and one long bell by alarm system--fire; leave the building
 2 bells--return to room
 1 long bell--tornado drill

DRUG TESTING

Mandatory drug testing of all students involved in extracurricular activities is required of all 7th and 8th graders.

ELECTRONIC DEVICES

Students shall not:

Possess a cellular telephone or other telecommunications device at school 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 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. Any further violations may result in the confiscation of the device and keeping of the device for the remainder of the school year, as provided for in Chapter 37.082 of the Texas Education Code:

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 AM 1410** radio station. School closing information will be made at 6:00 A.M. *DO NOT CALL THE RADIO STATION!*

EXTRACURRICULAR ACTIVITIES

A student will be permitted to participate in extracurricular activities subject to the following restrictions:

1. During the first grading period, a student is eligible if he/she was promoted at the end of the previous year, or has accumulated the required number of units toward graduation.
2. A student participating in University Interscholastic League (UIL) will be suspended from participation after a grading period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class. This suspension continues for three weeks. The grades will be subsequently reviewed at the end of each three-week period; the suspension will be removed if the student's grade is equal to or greater than the equivalent of 70.
3. A student placed for disciplinary reasons in AEP or ISS will not be eligible to participate until the length of the placement has been completed.

A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student is expected to provide his or her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. Security deposits
2. The materials for a class project the student will keep
3. Personal physical education and athletic equipment and apparel
4. Voluntary purchases of pictures, publications, etc...
5. Student accident insurance and insurance on school-owned instruments
6. Instrument rental and uniform maintenance
7. Fees for damaged library books, textbooks, and school-owned equipment
8. Students may not be allowed to participate in extra-curricular activities if they owe fees

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Superintendent.

EDUCATIONAL FIELD TRIPS

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exception may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or presents a written request to the principal the day before the scheduled trip that the student be 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.

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

In grades 6-8, each grade level shall be limited to one out-of-District field trip per school year.

FUND RAISING

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least 3 weeks before the event. Except as approved by the Superintendent, fund raising is not permitted on school property.

GRADES

A student's grade for a six-weeks reporting period will be $\frac{2}{3}$ test grade and $\frac{1}{3}$ daily grade. The semester grade will be $\frac{1}{4}$ for each of the three six-weeks grade for that semester and $\frac{1}{4}$ for the semester test. The final grade will be an average of the two semester grades.

HALLS

Because of the narrow halls, students should move in an orderly fashion on **the right side**. Students should refrain from running, loud noises, horseplay, disruption, etc.

HOMEWORK

1. Types of homework--independent practice preparation, extension, and creativity.
2. Homework grades should reflect the student's understanding of what the teacher taught.
3. Grading system for homework should be used in the following two ways:
 - a. Check for understanding/comprehension (not part of the six weeks average).
 - b. Grade based on independent practice done outside the classroom (may be used on the six weeks grading period).
4. Daily grades of students reflecting learning, participation, under the teacher's guided practice may also be used for the six weeks average.
5. Long term projects that require practice preparation, extension, and creativity that cause both guided practice and independent work will be under the direction of the teacher. Example:

science project, social studies, English term papers, band.

6. Courses that are labeled G/T, Advanced or PAP courses are not restricted by the policy.

HUMAN GROWTH AND DEVELOPMENT

Students are offered special human growth and development courses throughout the year. Students must have a signed parent permission form on file to attend these sessions. See permission form with the Code of Conduct.

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 (rubeola), mumps, rubella, and haemophilus influenzae; 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 should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long contraindication.

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.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

1. The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
2. The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
3. The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
4. The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken Into Custody

State law requires the District to permit a student to be taken into legal custody:

1. To comply with an order of the juvenile court.
2. To comply with the laws of arrest.
3. By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
5. To comply with a properly issued directive to take a student into custody.
6. By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

1. All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
2. All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

MEDICINE AT SCHOOL

A student who must take prescription (or non-prescription) medicine during the school day must bring a written request from his or her parent to the principal's office. A medical release must accompany the medicine. A designated school official will either give the medicine at the proper times or give the student permission to take the medication as directed. School employees may administer acetaminophine-type medication with written permission from the parent.

PARENTAL INVOLVEMENT AND RESPONSIBILITIES

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to do the following:

- 1. Review the Bowie Junior High Student Handbook with your child prior to signing and returning to the school the written statement that you understand and consent to the responsibilities outlined in the Bowie ISD Student Code of Conduct.**
2. Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.
3. Become familiar with the academic program offered in the District and feel free to ask the principal any questions, including concerns about placement, assignment, or early graduation.
4. Attend Board meetings to learn more about ongoing operations of the district or participate in the board's "Open Forum".
5. Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
6. Be aware of your right to temporarily remove your child from an instructional activity that conflicts with your religious or moral beliefs. Such a removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester. Further, such removal does not exempt the student from satisfying grade level or graduation requirements as determined by the school and by the Texas Education Agency.
7. Review your child's school records when needed. Monitor your child's progress; contact teachers as needed. Take advantage of all opportunities to stay informed regarding your child's activities, as well as school activities and issues generally. Follow up on a matter not resolved administratively by presenting it to the Board for review according to policy.
8. Become a school volunteer. For further information, contact the office.
9. Participate in campus parent organizations. The activities are varied, ranging from band boosters to campus and District committees that assist the Board of Trustees in formulating educational goals and objectives for campuses and the District.
10. Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording is to be used for school safety; relates to classroom instruction or a cocurricular or extracurricular activity; or relates to media coverage of the school as permitted by law.

PARTIES, SOCIAL EVENTS and Award Trips

The rules of good conduct and grooming will be observed at school social events held outside the regular school day. A student attending a party or social event may be asked to sign out when

leaving before the end of the party; anyone leaving before the official end of the party will not be readmitted. No pass/No play rules, attendance and discipline will be used for eligibility to all parties, social events and award trips.

PEST CONTROL INFORMATION

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact Mike Roland, Director of Maintenance and Transportation.

PHYSICAL EXAMINATIONS

Physical examinations may be required before participating in certain activities.

POSTERS

The principal must first approve signs and posters that a student wishes to display. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

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.

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive

a grade of at least 70 based on course-level or grade-level standards. In addition, students at certain grade levels will be required to pass the new Texas Assessment of Knowledge and Skills (TAKS) as a further requirement for promotion:

1. In order to be promoted to grade 4 in school year 2003–2004, students must have performed satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish.
2. In order to be promoted to grade 6, students enrolled in grade 5 in school year 2004–2005 must perform satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test in English or Spanish.
3. In order to be promoted to grade 9, students enrolled in grade 8 in school year 2007–2008 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test in English.

In addition, students in grades 3, 5, and 8 must meet promotion standards established by the District in order to be promoted.

Parents of students who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Beginning in school year 2003–2004, students in grade 11 must pass the secondary exit-level assessment in English language arts, mathematics, social studies, and science in order to receive a diploma. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than regular dismissal hours. Students must have permission from building principal or designee to leave campus. The student will be released to the person who has custodial rights of the student. The parent must sign the student out.

REPORT CARDS

Written reports of student grades and absences are issued to parents at least once every six weeks. At the end of the first three weeks of each grading period, parents are notified of the student's grade average. If a student receives a six-week grade of less than 70 in any class or subject, the parents are requested to schedule a conference with the teacher of that class or subject. The report card will state whether tutorials are required or only recommended for a student who receives a grade below 70 in a class or subject.

SCHOOL BUSES OR OTHER VEHICLES

See Appendix #2 Student Code of Conduct

Bus students not attending tutorials will report to a designated area until the time to load buses.

SCHOOL HOURS

Junior High 7:55 A.M - 3:25 P.M. Tardy bell 8:00 A.M.

SEARCHES BY TRAINED DOG

Bowie ISD will have access to trained dogs that will patrol the premises in search of drugs, alcohol, etc.

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, Greg Evans.

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 citation from the police. Lighters and/or matches will be also confiscated.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, dyslexic students, and for those with disabilities. A student or parent with questions about these programs

should contact the counselor; the coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

STUDENT RECORDS

Both federal and state law safeguard 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:

3. A student's name, address, telephone number, and date and place of birth.
4. The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
5. The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
6. The student's e-mail address.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of instruction for this school year. [See the **acknowledgement form** attached to this handbook.]

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

1. The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
2. District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
3. Various governmental agencies or in response to a subpoena or court order.
4. A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer, or for a scholarship application—will occur only with parental or student permission as appropriate. The District must comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the District not to release their child's information without prior written consent. The principal is custodian of all records for currently

enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy regarding student records is available from the principal's or Superintendent's office.

The parent's or eligible student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records—such as teachers' personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

STUDENT RIGHT TO PRAY

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

SUMMER SCHOOL

Summer school is for any student who has not met the promotion policy. (See Promotion policy).

TESTING

Students at certain grade levels will take state assessment tests (such as TAKS) in the following subjects, as well as routine testing and other measures of achievement:

1. Mathematics, annually in grades 3–7 without the aid of technology and in grades 8–11 with the aid of technology on any assessment test that includes algebra
2. Reading, annually in grades 3–9
3. Writing, including spelling and grammar, in grades 4 and 7
4. English language arts in grade 10
5. Social studies in grades 8 and 10
6. Science in grades 5, 8 and 10

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Students may be issued a textbook to keep at home. Students will also be provided with a book that will remain in the classroom. This should eliminate the need for lockers and to transport books to and from home and school. A student who is issued a damaged book should report that fact to the teacher immediately. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent or guardian. However, a student will be provided textbooks for use at school during the school day.

TUTORIALS

Students failing a subject should attend tutorials beginning at 7:25 A.M. – 7:55 A.M. and 3:25 – 3:45 P.M.

VIDEOTAPING OF STUDENTS

For safety purposes, video/audio equipment will be used to monitor student behavior on buses. Students will not be told when the equipment is being used. The bus supervisor and/or principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and sign the visitor's log.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of

instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

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 regulation 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,

Bobby Green
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 of 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 the parent 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:

Contact Person: Tom McEwen, Principal

Phone Number: (940) 689-2952

*****PARENTS/GUARDIANS MUST ACKNOWLEDGE RECEIPT OF THIS HANDBOOK AND STUDENT CODE OF CONDUCT AND THE CONSEQUENCES TO STUDENTS WHO VIOLATE DISTRICT DISCIPLINARY POLICIES. PLEASE ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THE PORTION OF THE HANDBOOK DEALING WITH STUDENT RECORDS. THIS

SHOULD BE RETURNED WITHIN 10 DAYS OF RECEIPT OF THE HANDBOOK AND FAILURE TO DO SO WILL CONSTITUTE YOUR AGREEMENT WITH IT!

ACKNOWLEDGMENT FORM

My child and I have received a copy of the Bowie Junior High Student Handbook and the Student Code of Conduct for 2008–2009. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act (FERPA) and state law require that "directory information" on my child 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 also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within ten school days of my child's first day of instruction for this school year.

Directory information includes my child's:

1. Name
2. Address
3. Telephone listing
4. Date and place of birth
5. Photograph
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Grade level
10. Enrollment status
11. Bowie Junior High Honors and awards
12. Most recent previous school attended
13. E-mail address
14. Photographs and electronic display of student and student work

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the District not to release without my prior written consent.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

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 _____