

Bowie High School



Student Handbook Addendum

2011 - 2012

High School Student Handbook Addendum

ATTENDANCE PROCEDURES

PROCEDURES FOR REPORTING AN EXCUSED ABSENCE (PARENT AND STUDENT RESPONSIBILITY)

When a student is absent, the parent/guardian is required to report the absence and reason to the School Attendance office on the day of the absence by 12:00 Noon

To assist our students, BHS provides an opportunity to excuse an absence for a student who feels ill, but not bad enough to go to a doctor, by visiting the school nurse. The school nurse has the authority to send a student home for illness and excuse the absence as though there had been a doctor's note.

UNEXCUSED ABSENCES

All absences are documented as unexcused until students have followed required procedures for making the absence excused (above) and consequences begin immediately upon return to school. A student who is absent from school for any reason other than those listed under "Excused Absence", will be considered unexcused. Absences for personal business, private lessons, etc. are unexcused.

ABSENCE/RE-ENTRY

Students returning to school after an absence should check the posted unexcused list in the Office. Students whose names are on the unexcused list should report to the Attendance Officer to obtain admittance slips. Any absences not cleared within the three week period after a student returns to school will remain unexcused. It is the student's responsibility to obtain an admittance slip and be in his/her first class on time.

CHECKING IN OR OUT OF SCHOOL DURING THE DAY (STUDENT RESPONSIBILITY)

A student whose lateness in arriving to school has made him/her absent from one or more classes or who must leave school prior to the end of the school day must sign in or out of the office with acknowledgment and approval by the attendance clerk/assistant principal or designee. In order for the student to receive authorization to leave school, a parent must have called or must be contacted by phone. A student who does not sign in or out, or who does so without the approval of the attendance clerk/assistant principal, will be considered truant from school, and will be subject to disciplinary action.

MEDICAL APPOINTMENTS

Upon returning to school, the student must bring a note from the doctor/dentist.

MAKEUP WORK

> AFTER EXTRACURRICULAR ACTIVITY

Students participating in extra-curricular activities are required to plan ahead with their teachers and take makeup work home with them prior to being away from school for extra-curricular activities. All assignments and tests are due upon the student's return from school as though the student had been present in class.

> AFTER ABSENCE (WHETHER EXCUSED OR UNEXCUSED)

Tests or assignments that were announced prior to the absence are due upon return to school. For work that was announced during the student's absence, students are responsible for arranging makeup work and makeup tests with their teacher. **STUDENTS WITH ABSENCES ARE TO BE GIVEN THE TOTAL NUMBER OF DAYS ASSOCIATED WITH THE ABSENCE FROM SCHOOL PLUS ONE DAY TO TURN IN MAKEUP WORK OR TO TAKE TESTS MISSED WHILE ABSENT FROM SCHOOL.**

AFTER SCHOOL

When the bell rings to dismiss school, students should leave the campus in an orderly manner. Students using bus transportation should go await pick-up by the busses. Those students, who drive, should exit the parking lot, or parking area using good driving practices. Speeding or reckless driving will not be tolerated, and citations may be issued.

CAFETERIA SERVICES

Bowie 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.

For the 2011-2012 school year Bowie High School will be a closed campus. Those parents, who wish to take their child to lunch, may do so by signing them out in the office and taking them from the building. We ask that you have your child back before the start of the next class so they will not be counted absent or tardy. Parents may also provide lunch for their child if they so choose. Please arrange for your child to pick up their lunch as office personnel will not be able to deliver lunches.

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 may be given a zero for that assignment in addition to a step on the behavior chart.

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.

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 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 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 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				
2 D Halls				
3 D Halls				
2 Day ISS				
4 Day ISS				
6 Day ISS				
8 Day ISS				
Assignment to DAEP				

1 Period ISS (2-5 Days) as needed Admin Discretion				
Every 5 tardies = 1 Lunch D Hall				
Every 10 Tardies = 1 step on Plan				
Other Behavior Consequences				
Fee/Fine list = lunch D Halls				

BOWIE HIGH SCHOOL BEHAVIORAL PLAN WITH CONSEQUENCES

DETENTION HALL ENTRY LEVEL

1. Minor Class Disruption
2. Public Display of Affection
3. Take Ups

4. Insubordination
5. After 3rd Step on Teacher's Discipline Plan
6. Others as deemed appropriate by administration.

2-DAY IN-SCHOOL SUSPENSION

1. Pushing/Shoving
2. Petty Theft- under \$20.00
3. Possession of objects deemed inappropriate/dangerous by a school administrator
4. Defiance (bold public display)

5. Misuse of Technology
6. Gambling
7. Academic dishonesty, plagiarism, cheating
8. Others as deemed appropriate by administration.

4 DAY IN-SCHOOL SUSPENSION

1. All profanity
2. All Verbal Abuse

3. Going off campus without permission and/or taking other students off campus without permission. Will be assigned a table in cafeteria for 3 weeks.
4. Others as deemed appropriate by administration.

8 DAY ISS (plus referral to School Resource Officer)

1. Tobacco use or possession
2. Theft of \$50.00 or more.
3. Extortion/Threats
4. Obscene/Lewd Behavior/Sexting

5. Bullying/Harassment (sexual, racial, verbal)
6. Others as deemed appropriate by administration.

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

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.

EXTRA-CURRICULAR ACTIVITIES

Students can miss a class no more than 17 times in the school year to participate in a principal approved extracurricular activity. It is the responsibility of the individual student to make-up all missed assignments when absent for extra-curricular activities. Students may want to work ahead, and do the assignments before the trip when possible. **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 may 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 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.

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. **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. Parents need to check with their children periodically and ask about progress at school.

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.

GRADUATION/HONORS/CLASS RANKING

Class rankings are calculated for the first time at the end of the ninth grade year. Final rank in class for determining valedictorian and salutatorian and honor graduates is calculated at the end of the fifth six-week grading period of the twelfth grade year.

The valedictorian and salutatorian will be the highest and next highest-ranking student in the graduating class. To be considered for either valedictorian or salutatorian, students must have attended Bowie High School their entire junior and senior year. Students, who complete all requirements in three years, rather than the usual four years, shall be ranked for graduation honors with students who have completed requirements in four years.

GRADUATION EXERCISES

Graduation exercises are held at the end of the school year. Only those students who have completed all coursework requirements for receiving a diploma are eligible to participate in graduation exercises. All students who have completed graduation requirements, whether in three years or four years, are eligible to participate in graduation exercises. Official diplomas are distributed at the graduation ceremony.

Participation in graduation exercises is a privilege, not a right, and students who do not comply with dress, grooming, and conduct standards for the ceremony will be removed. Graduating students who were assigned to the district's Alternative Education Program through the end of school year and successfully completed their term of assignment in the AEP without further disciplinary action may be allowed to take part in the graduation ceremony with approval from the Principal.

Homework

Students attending BHS will be assigned homework and may be given grades on this homework.

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.

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 High School nurse will be available on the high school campus. In addition, BHS 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.**

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.**

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.

LIBRARY FACILITIES

The Bowie 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.

LOST, DAMAGED OR STOLEN PERSONAL ITEMS

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the day, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school event. Each student is provided a locker to keep personal items and educational materials. **Students should keep his/her locker locked at all times. It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.**

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 689-2842.

SCHOOL HOURS

Tutorials are available to all students beginning at 7:30 each morning. The regular school day is from 8:00 until 3:45. The first class starts promptly at 8:00. Students are considered tardy after 8:00.

Students may leave school for Duel Credit, PALS, and Work Program purposes. They shall also leave when their school day of instruction is complete.

VISITING SCHOOL

We encourage you to visit Bowie 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. 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.**

**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) 689-2840