

Bowie High School

Student Handbook

2008-2009



Dear BHS Parents,

There are a lot of exciting changes taking place in Bowie ISD. We're moving to a 2A schedule with some new schools and old rivalries. I have seen an excitement in our students as they prepare for this experience.

My name is Mark Neese. I will be serving your students as the Principal at Bowie 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 in Birdville ISD as well as Decatur ISD before becoming a Jackrabbit. My wife Tammy is an elementary counselor in Bedford. Our only child, Brock, will begin his educational career this year in Kindergarten at Bowie Elementary. It is awesome to share our first day as Jackrabbits together. (The kids may hear me say I have something in my eye but all parents understand the emotions of seeing your child become independent.)

Thank you for your understanding as we begin a new year and as I gain an understanding of the district. I know several of you have waited patiently for information from time changes to schedule changes. I even had a friend ask me tonight what the theme for Homecoming will be. (She'll get me for putting that in this letter!) Thanks for knowing that I have more questions than answers right now. Most have been very gracious with this.

Please know there are a lot of changes for this year. We have begun posting these on the Bowie 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. New pep rally time (Before lunch)
3. New behavioral plan
4. New open campus lunch option

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 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. Your child is unable to check themselves out so we ask that you personally come to the front office to sign them out.

I look forward to serving you,

Mark Neese
Principal
Bowie High School

High School 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 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.

REQUIRED LEGAL NOTICES

Nondiscrimination:

BISD does not discriminate in its educational programs and services on the basis of sex, race, religion, color, national origin, or disability. The District complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Any questions or concerns about the district’s compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

The Title IX and Section 504 Coordinator for the school district is the BISD Superintendent or designee whose office is located at 100 West Wichita Street and who can be reached by telephone by calling 689-2865.

Family Educational Rights and Privacy Act:

The school district creates and keeps general education records for all students enrolled in district schools. Those records are confidential and generally are available only to parents and school personnel or people who are acting on behalf of the school district. When we say “parents” have a right to access and copies of all education records pertaining to their children, we mean both biological parents-whether married, divorced, or separated-and any other person who is acting as a parent in the absence of the child’s parent or legal guardian unless there is legal documentation showing termination of rights.

Parents control the access to their children’s education records until the child becomes an adult at age 18. When the child reaches 18, s/he controls the access to his or her records and is the only one who can consent to the release of the records to other persons. However, parents continue to have a right to see and copy their children’s education records so long as the person is a dependent for federal income tax purposes, even if the child does not agree.

If a parent wants to see or copy his or her child’s education records, s/he should contact the high school office. If the child has withdrawn or graduated, parents should contact the high school office. Records can be reviewed in the administrative office during regular office hours, from 8:00 a.m. to 3:45 p.m., and you may schedule an appointment to receive further information.

Originals cannot be removed from the principal’s or superintendent’s office. Copies will be provided within a reasonable time, usually not more than two or three days, after parents have made a written request for copies. Parents will be charged the district’s usual copying fees; however, if the student is eligible for free or reduced price lunches and the parents cannot come to school to review records, the school will provide one copy of the requested records at no charge.

If you disagree with information in your child’s records, or believe some information is inaccurate, you can ask for a correction. If the principal does not make the correction, you can ask for a hearing with the superintendent to explain why you believe the record is wrong or misleading. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student’s record about the information. **Under no circumstances can students or parents use this process to challenge a grade recorded for a student.**

Because parents generally control access to their children's education records, the district ordinarily will not permit access to, or copies of education records without at least one parent's written authorization to release the records. **However, under some circumstances, the district can and will provide access to or copies of education records without parent authorization. The most common circumstances are these:**

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The district will release directory information about students to any person who submits a written request for the information.
- The district will release educational records to a juvenile justice agency in accordance with an agreement between the district and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student.

"Directory information" means information that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended.

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 are treated as directory information. Video recordings of students made by security cameras on school buses or in common areas of a campus are treated as directory information unless they are used to impose discipline. In that case, the tapes become an educational record of the student or students who are disciplined and are subject to the same restrictions on access and disclosure as any other student education record.

If you do not want the school to release directory information about your child, you must notify the principal in writing of the category or categories of information that you do not want released. **You have 10 school days after you receive this Handbook to tell the principal in writing what information you do not want released.**

If you want to review the school's entire policy regarding student records, please contact the campus principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice. If you believe the district is not following the law regarding student records, you have the right to file a complaint with the United States Department of Education.

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 Kelly Shackelford at 689-2841.**

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 back of the building to 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.

ASSEMBLIES

Assemblies, pep rallies, etc. will be held in the 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

State compulsory attendance laws generally require all children between the ages of six and 18 to attend school each day that school is in session. A student who is younger than six and has never 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.

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 **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. Unexcused absences will be made up during lunch. Students will be assigned 5 lunch dhalls for every unexcused absence.

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 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 2008-2009 school year Bowie High School will be an open campus for students qualifying for grades 10-12. **Freshmen are not to leave the campus for lunch, unless they are checked out and accompanied by a parent or legal guardian.** Those parents, who wish to take their freshmen student to lunch, may do so by signing them out in the office and taking them from the building.

BHS has one lunch period. Lunch begins at 11:20 and fifth period attendance is taken at 12:15.

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. Student behavior during lunch time is expected to bring honor and respect to BHS and the Bowie community. Those who show disrespect by their actions will not have the option of open campus. Parents and students are expected to sign a behavioral pledge before their student is able to leave campus. Students, parents, and the school are expected to uphold this agreement.

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 complaint process.

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.

COMPLAINT PROCESS

We realize that situations may arise when parents disagree with a decision that affects their child or believe that a policy has been improperly applied to their child. A number of these types of disputes or controversies have specific processes for pursuing those concerns. The principal can provide you with a copy of the relevant policies and procedures.

In general, all parents' complaints should be brought initially to the teacher involved or the campus principal within 15 days of the events or situation about which you are concerned. Often the concern is resolved through an informal conference with the teacher. On those occasions when a teacher conference does not resolve the concern, you should request a meeting with the principal. This may be a formal or informal meeting. Most of the time, an informal meeting will achieve success.

If you feel a formal meeting is necessary, you may request a copy of the complaint policy and complaint form from the principal's office. In order for your concern to be resolved at the earliest possible level, you should put your complaint in writing on the form provided before meeting formally with the principal.

The principal will schedule a conference with you and give you a written or oral response within seven days after the conference. You will also have an opportunity for a conference with the superintendent if you believe the principal did not take actions to solve the concern. If the superintendent has not resolved the concern you can make a written request for the board of trustees to consider the matter at its next regular meeting.

Individual trustees cannot respond to parent complaints beyond referring the matter to the administration. Furthermore, the board of trustees will not permit complaints to be heard in the public comment or open forum of board meetings. In order for the board to take any action on a complaint, you must follow the complaint process established in school board policy.

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.

CORPORAL PUNISHMENT

Corporal punishment is limited to spanking or paddling the student, and is governed by guidelines in the Student Code of Conduct. Parents, who do not want corporal punishment used on their child, must notify the office in writing. Other consequences will then be given.

COUNSELING

Bowie High School has a counselor who is available to help students with questions about planning their course of instruction, applications to college or other post-secondary education and training programs, scholarships and financial assistance, and other academic issues. The counselor is also available to talk and listen to students about situations and experiences that may be affecting their ability to get all they can from their instructional program. You may contact the counselor at 689-2836.

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.

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

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	Date	Teacher	Infraction	Parent Contact
Action				

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 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 AFTER D-HALL
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 OFFICER)

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.

Before non-school materials or publications are made available to students in the designated area, they must be submitted to the principal for review and approval. The principal will make a decision within 24 hours of the time the materials are submitted, and his or her failure to act within that time is interpreted as disapproval. If approved, the students will be directed to an area where the materials may be posted. If the materials are disapproved, students can appeal to the superintendent, who will decide within three days. The superintendent's failure to respond is interpreted as disapproval, and students can appeal to the board by making a written request for the board to consider the superintendent's decision at the next regular board meeting. Students are not permitted to distribute non-school publications in the classroom or hallways.

DRESS AND GROOMING CODE

The last four years of high school are 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 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.

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 and should not be visible.

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:

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.

Students must be clean shaven.

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.

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.

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.

DISTRIBUTION OF MATERIALS/STUDENT PUBLICATIONS

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 IN THE

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.

DUAL CREDIT EHDD (Local)

Eligible students may enroll in partnership programs with Texas colleges or universities in accordance with the agreement between the District and college and university. These partnerships programs may include:

1. Award of high school credit only
2. Award of concurrent course credit at community colleges
3. Award of dual credit at universities
4. Tech-prep programs
5. Remedial or developmental instruction to pass state-mandated assessments or the Texas Higher Education Assessment (THEA) Test.

Students taking dual credit courses locally will be given a specific tardy time if college scheduling is confliction with the High School.

ELECTRONIC DEVICES

Believing that High School represents a student's job our policy allows students to use cell phones during the lunch period only. Parents need to be aware that any emergency calls outside of the 11:20-12:15 lunch period are expected to be made to the High School office and students will be notified. Students are asked to use an office phone for emergency needs outside of the lunch period.

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:

Note: BHS 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!**

EXEPTIONS FROM SEMESTER TESTS

Students may be exempted from semester tests if they meet one of the following criteria:

- 1). Has no more than 3 absences (21 class periods), and has a 90 or above average for the semester;
- 2). Has no more than 2 absences (14 class periods), and has an 80 or above average for the semester; or
- 3). Passing the class, and has no more than 1 absence (7 class periods)

State law requires that students, who are exempt, must still attend school. Students must check in to their class during the review time. For purposes of this policy, three (3) tardies will equal one absence.

EXTRA-CURRICULAR ACTIVITIES

We offer a variety of school-related extracurricular activities and encourage students to participate in those that are of interest to them. Some activities, such as Drama, Speech, BPA, DECA, FFA, FCCLA, etc., are closely related to subjects taught in the curriculum; others, such as the Student Council, help students build leadership skills. All of the athletic and sports teams that participate in University Interscholastic League (UIL) athletic competition are extracurricular, as is the Mighty Marching Maroon Band and Cheerleading.

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.

Our secondary schools have established a limited open forum that permits students to meet on school premises during non-instructional time before or after school in groups that are not related to the curriculum. Meetings of these groups must be student-initiated and student-run. School employees cannot be sponsors of these groups, and adults from outside the school system cannot direct, conduct, control, or regularly attend these meetings.

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 or ISS will not be able to participate in extra-curricular activities until their assignment has been completed.**

FEES

Although the basic cost of your child's public education is provided through local tax revenues, state funding, and some federal funds, we may assess fees for certain kinds of materials and services, as described in the following list:

- A fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- Dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- Security deposits for supplies or materials that must be returned to the district.
- Fees for personal PE equipment and clothing, unless the student provides his or her own clothing and equipment that meets school health and safety standards.
- Fees for items of personal use or products a student chooses to purchase, such as student publications, class rings, annuals, and graduation announcements.
- A reasonable fee, not more than the annual cost of maintenance, for school owned musical instruments and uniforms.
- Fees for personal apparel, that become the student's personal property, used in extracurricular activities, such as cheerleader, pep squad, or drill team uniforms
- A fee for vehicle identification for cars regularly parked on school property.
- A fee for school-provided driver training courses.
- A fee for an elective course taken for credit if it requires using facilities not available on school premises or employment of an educator who is not part of the regular school staff.
- Fees for attendance at summer school. If the course is one required for graduation, summer school fees will be assessed if the course is also offered during the regular school year.

Fees, not more than \$50, for attendance in a program offered outside of regular school hours that allow students who have excessive absences that would require losing credit, to make up missed instruction and receive credit. This fee will be assessed only if a parent signs a form stating that paying the fee will not create a financial hardship or discourage the student from attending the program.

You may request a waiver of any required fee that you are unable to pay by contacting the principal who will determine ability to pay based on the criteria for identifying students who are eligible for participation in the free and reduced price school breakfast and lunch program.

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. **Late work will be penalized 10 points per day for each day it is late.** 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 mailed to the parent. 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.

We use a weighted grade point/grade average system that is designed to recognize the relative difficulty and effort required for the course. **Students taking AP courses will have 10 points added to their final grade in those classes at the end of each semester. The additional grade point/points on the grade are used for ranking purposes only and will not be reflected on your child's official transcript or Academic Achievement Record.**

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 will be allowed to take part in the graduation ceremony with approval from the Principal.

The graduation ceremony is a solemn event commemorating a milestone achievement in the lives of our graduates. The planning and execution of the ceremony is under the joint control of the graduating class, which will determine the organization and components of the ceremony, and the administration, which will exercise editorial review and approval of the speeches and other comments to be delivered by the Valedictorian and Salutatorian and any other students.

HOMEWORK

Bowie 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.

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.**

At the beginning of each school year, we offer you the opportunity to purchase low-cost student accident insurance that covers the student while at school. You may also purchase a policy that covers the student 24 hours a day. The school district is not the policyholder for this insurance; if you decide that additional protection would be a benefit and protection to you and your family, the

contract is between you and the insurance company. We are authorized to and do purchase accident insurance for students who participate in interscholastic athletic practice and competition.

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.**

We keep commonly used over-the-counter treatments, such as antacids, aspirin, acetaminophen, ibuprofen, antibiotic ointments, and the like in the main office. Nurses or authorized personnel will administer these medications according to the labeled instructions if you make a written request to the nurse, providing the same basic information as is required for administering prescription drugs.

If your child has asthma, unique medical conditions, or any other conditions, such as a food allergy, that requires virtually immediate administration of medications under specified conditions, please contact the school nurse, who will schedule a meeting of appropriate personnel to ensure that your child's needs are met.

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 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 or designee 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 gives what the principal considers to be a valid objection.
3. The principal ordinarily will be present unless the interviewer gives 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 or designee 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 or designee will immediately notify the Superintendent and will attempt to notify the parent unless the officer or other authorized person gives 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.]

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.**

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. The school nurse may administer acetaminophen-type medication with written permission from the parent.

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. A total of 26 credits are required for graduation. For additional information, please refer to the individual graduation plan to determine specific credits that are required.

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.

RELEASING STUDENTS/LEAVING SCHOOL

Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal's office that has been given the authority to release students. Parents are asked to report to the office to check out a student since teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you should go to the principal's office and sign the child out. **Students must get a permission slip from the office before leaving the school premises for any non-school related reason. The teacher will send the child to the principal's office, and s/he will be released to you at that time.**

At the time children are enrolled, the parent or other adult completing the enrollment forms should list all those people who are authorized to pick up children during the school day. **Unless the principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either biological parent.**

Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special situation that would warrant an exception to this rule, please contact the campus principal to schedule a conference about your situation.

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.**

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 mailed to the parent. 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.

Bowie 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.

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.

SEARCHES OF STUDENTS, LOCKERS, VEHICLES AT SCHOOL

The principal or other school administrator can search a student's outer clothing, pockets, or property if s/he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation.

Lockers are school property and remain under the school's control at all times. Lockers can be searched at any time. **Students are responsible for any contraband that is found in their locker and will be disciplined accordingly**, they should not give any other student the combination to their locker or otherwise let anyone else have access to their locker.

Vehicles parked on school property are also subject to search by the principal or other school administrators if the administrator has a reasonable basis to suspect that there may be contraband of any kind, such as weapons, alcohol, drugs, or any other prohibited substance, in the vehicle.

We periodically bring in trained dogs to search around vehicles parked on school property or within 300 feet of school property. If the trained dog alerts to a vehicle, that alert provides a reasonable basis to search the car. We will always ask the student for permission to search when a dog alerts or we have any other reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, we will attempt to contact a parent and local law enforcement and turn the matter over to the police. **Students are responsible for any contraband that is found in a vehicle they have parked on school property and will be disciplined accordingly.** Students should be very careful about what goes on in any vehicle they drive to school.

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

Dual Credit

To meet the requirements of state and federal law, we also offer several programs designed to meet specific needs of some of our students. We identify students as eligible for one or more of these programs based on assessments made after referrals and recommendations from teachers and counselors, and will always inform you about the program beforehand. We also can identify students based on an assessment after a request or referral from you. If you have any questions about the referral and identification process for any of the following programs, please contact your child's teacher(s), counselor, or the campus principal.

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 Mark Neese, Principal; or Margret Strickland, G/T Coordinator, at 689-2840.

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 Mark Neese, 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 Kelly Shackelford, the 504 Coordinator at the BHS campus. He may be contacted at 689-2841.

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).

High school students must pass all exit level TAKS Tests in order to receive a diploma. High school students are tested at exit level for the first time in grade 11. A student who does not pass on the first administration will have 4 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.

High school students can get registration and test preparation materials for the Preliminary Scholastic Assessment Test (PSAT), the Scholastic Assessment Test (SAT), the American College Test (ACT) Explore and Plan, and the American College Test (ACT) from the high school counselor.

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 High School offers summer school each year. Students who have failed to receive credit may reclaim credit in up to two courses 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 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.**

WITHDRAWING STUDENTS FROM SCHOOL

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to release an official copy of the student's records to the parents or to another school district.

Students who are age 18 or older on the first day of school, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school.

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: Mark Neese, Principal

Phone Number: (940) 689-2840

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 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