

Bowie Junior High School



2021-2022

Student Handbook Addendum

Junior High School Student Handbook Addendum

ATTENDANCE

Bowie Junior High School's official attendance time is 2nd period.

PROCEDURES FOR REPORTING AN ABSENCE

(Parent and Student Responsibility)

When a student is absent, the parent/guardian is required to report the absence and reason for the absence to the school attendance office on the day of the absence by noon. Contact maria.jaraleno@bowieisd.net to report the absence. Please make sure that your child brings a written absence note upon return. The absence will not be excused until BJH has received the written excuse note.

Each semester, a student is allowed 5 absences to be excused by a parent note. After 5 absences in a semester, a doctor's note is required in order to excuse an absence for illness.

To assist our students, BJH 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 (see above). Absences for personal business, private lessons, family vacations, etc. are unexcused.

Any absences not cleared within the three-week period after a student returns to school may remain unexcused.

COMPULSORY ATTENDANCE

Students must follow compulsory attendance laws and be present 90% of the time which is missing less than 18 days or 7920 minutes in a school year. Students that have 10 unexcused absences or parts of days (tardy/leave early) will be filed with Truancy Court. Bowie Junior High has a goal of 96% attendance for students on a weekly basis. Please help us meet our goal by being present and on time.

CHECKING IN OR OUT OF SCHOOL DURING THE DAY

A student whose tardiness 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. Students will be released only to those given permission by virtue of designation in the student information section of Ascender. It is the responsibility of parents or guardians to keep all information in Ascender up to date and notify the front office if any changes are needed. Official picture identification will be required before a student can be released for pick up. If a student is to be picked up by someone other than a designated person on the emergency information, such arrangements are to be made in person, by phone, or written in a note by a parent or guardian of record in advance thereby giving the school office personnel ample notice of

such intentions. Such precautions are not in place as an inconvenience, but rather to protect the students.

MEDICAL APPOINTMENTS

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

MAKEUP WORK

AFTER EXTRACURRICULAR ACTIVITY

Students participating in extracurricular activities are required to plan ahead. It is the students' responsibility to complete any missed assignments. All assignments and tests are due upon the student's return to school as though the student had been present in class.

AFTER ABSENCE (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 make-up work and make-up 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 make-up work or to take tests missed while absent from school.

AWARDS AND HONORS

Bowie Junior High School has an awards ceremony in May. All parents are encouraged to attend this event.

BEHAVIOR

We are building tomorrow's leaders at Bowie Intermediate and want all students to reflect these leadership and character traits through high expectations of excellence. We will be instilling a self managing and positive environment with accountability and affirmations.

CAFETERIA

SERVICES

Bowie Junior High School participates in the National School Lunch Program and offers students nutritionally balanced breakfast and lunches daily. Breakfast is served free of charge to all students during 2nd period. BJH serves lunch to each of the three grade levels each day. Students may purchase lunches and may also purchase items ala-carte. Free and reduced lunch prices do not cover ala-carte purchases. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Contact Wayne Walker, Assistant Director of Support Services (940) 689-2942 to apply. If a student's lunch account reaches a negative balance parents will be notified by the cafeteria department.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO (LEGAL).]

LEAVING CAMPUS DURING LUNCH

Bowie Junior High School is a closed campus. 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 from the front office as school 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 that has engaged in cheating or other academic dishonesty may be given a zero for that assignment in addition to possible disciplinary action.

CLUBS AND ORGANIZATIONS-OFFICES & ELECTIONS

Student elections for student council officers are held during the school year. These elections are facilitated by the sponsor of the organization. All students wishing to run for an office should contact the sponsor of the organization before the deadline. 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, and/or sponsors will write expectations and consequences, and obtain signatures from both parents and participants so there are fewer misunderstandings regarding expectations.

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 his/her teacher, or (3) in any other case the teacher considers necessary.

A student or parent who has a concern, question, or wants information regarding their child's education should confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office to request 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. Administration should not get involved unless the conference has failed to provide satisfaction. If a resolution has not occurred after the parent/teacher meeting, then the student, parent, and/or teacher should notify the principal. The principal will be glad to meet with those involved.

DESIGNATED HONORS/ADVANCED COURSES

Students may request admittance to courses designated as honors or advanced classes. Established criteria must be met to become enrolled in these courses. The principal will make final decisions on enrollment and removal for these classes based on criteria met and/or maintained by the individual student. Criteria may involve, but is not limited to prior enrollment in a similar course, STAAR test scores, teacher recommendation, current success in honors classes as well as any other aspects that the principal sees as contributing factors.

If the student is not keeping up with rigor, a parent/teacher/student conference will be scheduled to discuss student success. If the student continues to struggle with rigor, removal from advanced classes may occur. Failure on a progress report or report card will result in a 3 week probation at which point they have until the next progress report or report card to get above passing.

DISCIPLINE

During their school experience, we believe students and parents need to be aware of behavioral expectations and consequences. We ask for parents to respect decisions made by the school and work to ensure that your child follows the guidelines for behavior as cited in the BISD Code of Conduct.

Students at Bowie Junior High are expected to adhere to the behavior standards set forth in the Bowie ISD Student Code of Conduct. Disciplinary action could include detention, ISS, OSS, and/or DAEP placement. If a student is placed on the DAEP campus, there is a separate handbook to accompany that placement. Please note that this list is not exhaustive and the administrator will make the final determination. All chapter 37 offenses will be handled according to state declarations.

DISMISSAL

When the bell rings to dismiss school, students should leave the campus in an orderly manner. Students using bus transportation should wait for the bus in the designated area.

DRESS AND GROOMING CODE

The school's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Dress code violations that present a danger to a student's health and safety, cause an interference with school work, or create a distraction or disruption will not be allowed. While we respect the students' desire to express themselves in their clothing and grooming styles, it is important to note that there should be a line of reasonable expectation for dress and appearance at school. We are also aware that not everyone will agree as to where that line should be drawn. Therefore, as the authority over the campus, the principal or designee will make final decisions about dress and grooming violations, as well as any other regulation pertaining to dress and/or attire. If the student is out of code he/she will be offered clothing if available or may contact a parent or guardian to bring them appropriate clothing.

Any items taken in violation of the dress or grooming code may remain in the custody of a school administrator until the end of the school day. Items not picked up by the student or parent on the last day of each grading period will be disposed of.

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

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

REQUIRED DRESS:

- Skirts, shorts, and dresses must be modest in length. These items must also be significantly longer than the top being worn. All undergarments must be covered even while bending or sitting.
- No pajamas or nightwear may be worn outside of designated days. All other dress code requirements must be met on these designated days.

- All shirts must cover the shoulder. Shirts must also cover the waistband of the pants worn so that the midriff is not exposed while bending or if arms are raised. The display of any cleavage indicates that the shirt is cut too low or not properly buttoned and should not be worn.
- All students must wear shoes. Closed toed shoes are preferred. House shoes or soft soled shoes are prohibited.
- No transparent or see through clothing may be worn at any time. Undergarments should not be visible at any time.
- All chains, clothing, or items that have gang or drug related significance or may be considered a weapon are prohibited. No chains of any kind will be permitted on billfolds, belts, or pants.
- Any writing on clothing deemed inappropriate by the administration will not be allowed. This includes, but is not limited to, anything promoting drugs, alcohol, weapons, violence, or any other negative behavior (including sayings with double meanings).
- Headgear: hats, bandanas, sweatbands, hoods from hooded clothing (“hoodies”) etc. are not to be worn in the school building. For students not complying with this policy, teachers may take up the item and turn it in to the assistant principal’s office. Items will be returned at the end of each 9-week period. If not claimed within a week of that date, items may be discarded.
- Exposed piercings, other than ears, are not allowed due to the possibility of unsafe circumstances during the instructional day.

REQUIRED GROOMING:

- Hair, including facial hair, is to be kept clean and well-groomed at all times. Any hairstyle considered by administration to be a distraction or that is a safety concern is prohibited.
- Extreme hairstyles and/or make-up are prohibited.
- All tattoos deemed to be a distraction by administration must be covered. Examples of tattoos that will be covered are those that depict drug/tobacco products, offensive, vulgar, obscene, or violent images or language.
- Sunglasses may not be worn inside the school building, unless medically prescribed. Physician’s instructions must be delivered to the campus administrator or designee.

Teachers are expected to direct students to correct any dress code violation as soon as it is noted and to document the correction to the assistant principal. Students found in violation of the dress code may receive disciplinary consequences and will either be given the opportunity to have someone bring them appropriate clothing and/or be sent to ISS until the violation is corrected. When necessary, the assistant principal will administer disciplinary action for dress code violations.

DRILLS

FIRE, TORNADO, AND OTHER EMERGENCY DRILLS

Students, teachers, and other district employees will participate in drills for emergency preparedness. When the alarm is sounded, students should follow the direction of teachers or marshals quickly, quietly, and in an orderly manner. Students will not be allowed to use their personal cell phones during drills or actual emergencies.

EMERGENCY INFORMATION

Parents or guardians are to complete the necessary emergency information upon student’s online enrollment. Any change of address, contact numbers, contact names, court paperwork, or other pertinent information concerning students should be reported immediately to the school office. Parents or

guardians should keep current daytime phone numbers where they may be reached while their student is at school and emails so they will receive information from the school.

EXTRA-CURRICULAR ACTIVITIES, FIELD TRIPS, CLUBS, AND ORGANIZATIONS

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Students who participate and represent BJH must be in good academic and behavioral standing.

It is the responsibility of the individual student to make-up all missed assignments when absent for extracurricular 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 these types of activities until their AEP assignment has been completed.

Students participating in UIL activities may be subjected to random drug screenings.

FIELD TRIPS

Students who participate in school-sponsored trips will be required to ride in transportation provided by the school to and from the event. Exceptions may be made if the responsible BISD employee allows rare exceptions where a student's parent or guardian requests to take control/responsibility for the student. The parent can also request in writing (to the sponsor or principal) prior to the day of the event that the student be allowed to ride with an adult designated by the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by Bowie ISD.

The no-pass, no-play guidelines as well as student behavior will be considered for all field trip participation.

The campus principal shall approve each school-sponsored trip.

FUNDRAISERS

All fundraisers must be approved by the campus principal. Students are not allowed to sell or promote any product on the school campus without prior approval.

GRADING AND REPORT CARDS

Teachers establish their grading standards, but those standards must be consistent with guidelines approved by the BISD Student Handbook 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 available at the end of each nine-week grading period. Progress reports are available after the third and sixth weeks of each grading period. If progress reports or report cards include unsatisfactory grades, they must be acknowledged by the parent/guardian. This may be completed by signing the report and returning that to the school or any other form of communication with the school.

HOMEWORK

Assigned homework will reinforce skills and concepts taught in class and work on student responsibility and initiative to better themselves. Homework is to be used to check for understanding and to provide feedback to the students. Homework will have value to your child's academic success and should result in higher performance. Homework may be given as a grade that is recorded in the grade book. Regardless of an assigned grade, completion of the work is the expectation.

HUMAN GROWTH AND DEVELOPMENT

Students may be offered special human growth and development courses throughout the year.

ILLNESS OR INJURY AT SCHOOL

BJH will promptly attempt to notify parents, guardians, and/or a designated emergency contact if we have knowledge that a student has been injured or has become ill at school. In addition, BJH has a secluded area where students can stay if they are injured or become ill.

One of the forms parents complete at the beginning of each school year is a form authorizing designated school employees to give consent to medical treatment in case a student is injured at school or at school-related activity. The school will call the parent or guardian in such a situation and will also notify emergency medical personnel. It is important to understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at a school related activity. We cannot and will not use public funds to pay individual student medical expenses.

Students often have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, BJH asks that parents schedule the timing of the doses so that the student takes the medication at home. If students must take medication at school, parents need to make a written request to 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.

LIBRARY FACILITIES

The Bowie Junior High School library is available for student research and study, with resources appropriate for the needs of all students. Students have access to the library during the school day and during posted hours before and after school. Students are responsible for materials checked out from the library. The student will be held accountable for lost or damaged resources. Lost or damaged books will be charged a replacement price of the book. If a student has a missing book they will not be able to check out additional books until the fine or replacement cost is paid. If the student damages a laptop or laptop bag that is issued to them from BISD, the student will be responsible for replacement or repair costs according to our Acceptable Use Policy.

LOST, DAMAGED OR STOLEN PERSONAL ITEMS

We ask that you discourage your child from wearing or bringing expensive or irreplaceable items to school. Students are responsible for all of their personal possessions while at school or any school-sponsored event. Students are provided a locker in which to keep personal items and educational materials. Students should keep their locker locked at all times. It is important that

students understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.

OUTSIDE FOOD OR DRINK

Students should not share food or drinks at any time. Food will be eaten in the cafeteria or in a location designated by school employees. Parents may only provide outside food for their own children during lunch times.

Students may carry a water bottle (reusable or consumable bottle) with them and access it during class time as long as the bottle contains only water. Students who fill the bottle with any substance other than water will be asked to pour the liquid out and/or place the bottle in their locker. Repeated offenses will constitute violation of the student code of conduct and may result in confiscation of the bottle or referral to the assistant principal.

PARENT CONFERENCES

Students and parents may be asked to participate in a conference if their child is not passing, having issues in class, or for any other issued that is deemed necessary to discuss.

A student or parent who wants information or has a question/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.

PARENT INVOLVEMENT

Both experience and research tell us that a student's education succeeds best when there is good communication and a strong partnership between home and school. Bowie Junior High School offers various avenues to be involved. PASS (Parents and Students Strong) is the name of the BJH parent organization and is available for all parents and guardians. If you are interested in being involved in any way, please contact the principal's office.

PHONES AND ELECTRONIC DEVICES

For safety purposes, the district permits students to possess personal cell phones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers. The school district will not be responsible for lost, stolen or damaged personal devices.

The use of cell phones or any device being used to capture images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. These devices will not be allowed to be out or used in the hallways during the school day.

If a student uses a telecommunications device without authorization during the school day, the device may be confiscated. The consequences for unauthorized use are listed below.

Offenses for unauthorized use will be as follows:

- 1st offense – Confiscation of device with return to student before or after school with a warning

- Subsequent offenses – Confiscation of device with a \$15 fee that must be paid by the parent when it is picked up by the parent. Students will not be allowed to retrieve their own device on subsequent offenses.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law.

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunication devices.

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.

PROMOTION

In grades 1–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics.

Additionally, if a student fails to demonstrate proficiency on a state-mandated assessment (STAAR), the student shall be provided accelerated instruction in accordance with state law. This could be summer school, tutoring, or participation in our Response to Intervention Program.

[For more information, see policy EIE(Local).]

SAFETY

From time to time, 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 others in charge quickly, quietly, and in an orderly manner.

SCHEDULE CHANGES

Schedule change requests should be made in writing to the school counselor. Most schedule changes will not be approved after the 10th day of each semester. School officials will accept a request for a schedule change at any time. The campus principal will make the final decisions on changes requested outside of these time periods.

SCHOOL FACILITIES

Students are not to congregate in any school facility before or after school outside of designated times. Students are allowed in the school cafeteria and auditorium from 7:15-7:50 to ensure they are monitored after being dropped off on campus. Once the student is dropped off on the BJH grounds, they are not allowed to leave without the appropriate parent or guardian check out. When a student is finished with classes for the day, they should leave the campus in an orderly manner. Students using bus transportation should wait in their designated area.

SCHOOL HOURS

Tutorials are available to all students from 7:30-7:50 and from 3:25-4:00 most school days. Arrangements should be made with the teacher regarding tutorials. The regular school day is from 7:55 until 3:25 on all days except Wednesday. The BJH Wednesday Schedule begins at 7:55 and ends at 2:40. The first class starts promptly at 7:55 everyday. Students are considered tardy after the 7:55 bell.

SUMMER SCHOOL

Junior high students who have major academic gaps and need accelerated instruction, do not meet promotion requirements, or have attendance guidelines may be required to attend summer school. A parent will be notified if the student must attend summer school. Summer School normally occurs during the 1st three weeks of summer, so please plan accordingly.

STUDENT WELFARE

Students that feel they need to report any unsafe behavior regarding themselves or a classmate may use the link on the Bowie ISD or Bowie Junior High website and complete the appropriate form. These reports may include self harm, suicidal thoughts, bullying concerns, or other anonymous reporting. Administrators and counselors will be notified when the report is submitted.

TRAFFIC PATTERNS AND PARKING

Parking Areas

Parking areas in the rear of the school are intended only for the use of employees, vendors, and school buses. Parents are requested to use the designated area in the front of the school for parking **during** the school day.

IN THE MORNING:

Buses will unload at the back of the school (Gym Area).

Parents will drop off at the front of the school (Tarrant St.) or the field house or gym when appropriate for sports practices.

IN THE AFTERNOON:

Buses will load in the bus lane directly in front of the gym. No through traffic is allowed at that time.

Car riders or walkers will exit through the front, rear, or side doors of the building. Please avoid double parking during release times.

TRANSPORTATION

Bowie ISD provides bus transportation for those students that qualify for transportation. This transportation may be revoked by the school for misbehavior and/or failure to follow the established rules, procedures and/or directives from the drivers.

VISITING SCHOOL

Parents and guardians are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the school's front office and must comply with all applicable district policies and procedures. Visitors will be required to present a valid driver's license and upon clearance, obtain a visitor's badge. This badge must be worn at all times. Upon exiting the building, visitors must return the badge to the office to check out.

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

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

We do not allow visitors from other schools to come and attend classes or lunch with their BJH friends because it is a distraction to the educational process.