

# Bowie High School



2020-2021

Student Handbook  
Addendum

## High School Student Handbook Addendum

### ATTENDANCE PROCEDURES

#### OFFICIAL ATTENDANCE TIME

Bowie High School's official attendance time is 3<sup>rd</sup> period.

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

When a student is absent, the parent/guardian is required to report the absence and reason to the School Attendance office on the day of the absence by 12:00 Noon. Each semester, a student is allowed 5 absences to be excused with a parent note. After the 5<sup>th</sup> absence in a semester, a doctor's note is required to excuse an absence when a student is sick.

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

#### UNEXCUSED ABSENCES

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

#### ABSENCE/RE-ENTRY

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

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

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. In order for the student to receive authorization to leave school, a parent must have called or must be contacted. A student who does not sign in or out, or who does so without the approval of the attendance clerk/assistant principal, will be considered truant from school, and will be subject to disciplinary action.

#### MEDICAL APPOINTMENTS

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

#### MAKEUP WORK

##### AFTER EXTRACURRICULAR ACTIVITY

It is the student's responsibility to plan ahead prior to being away from school for extra-curricular activities. All assignments and tests are due upon the student's return from school as though the student had been present in class.

##### AFTER ABSENCE (WHETHER EXCUSED OR UNEXCUSED)

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

#### AWARDS AND HONORS

Bowie High School has a scholarship and awards ceremony for seniors prior to graduation. This event is usually a week prior to graduation. We will also have the underclassmen awards presentation in May. All parents are welcome and encouraged to attend both events.

#### 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.

#### Leaving Campus During Lunch

Bowie 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 as office personnel will not be able to deliver lunches.

#### CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating. A student who has engaged in cheating or other academic dishonesty may be given a zero for that assignment and may have additional disciplinary action.

## **CLUBS AND ORGANIZATIONS-OFFICES & ELECTIONS**

Student elections for student council officers are held during the first six-weeks grading period. 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. Announcements are made each day for at least one week prior to any student election.

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

## **CONFERENCES**

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

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.

Should a problem arise with a teacher, the student or parent must first contact the teacher to discuss the issue or schedule a meeting. If resolution is not obtained following the initial contact or meeting, the student, parent, and/or teacher should notify the principal. If warranted, the principal will gladly meet with the parent or student.

## **DRESS AND GROOMING DRESS AND GROOMING CODE**

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.

Although everyone will concede there should be a line of reasonable expectation for dress and appearance at school, 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.

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

### **Required Dress:**

Pants, jeans, wind-pants or capri pants may be worn. Prohibited clothing includes, but is not limited to: jeans with excessive studs, rings or other decorations; oversized or baggy pants; pants with oversized pockets; pants with holes, tears, rips that show skin above the knee; pajamas or any night wear. Skirts, or dresses must meet the knee or lower when standing. Shorts must reach at least 3" above the knee or lower when standing. Please note that even if a student wears tights, the outer garment must be worn untucked and reach mid-thigh. Administration will have final say in all dress code considerations/questions.

**Shirts do not have to be tucked in, but must be long enough to cover the torso when bending or stooping. If the student is out of code he/she will be offered school dress or may contact parent or guardian to bring them appropriate clothing.** All boys' shirts must have sleeves. All girls' shirts must cover the shoulder. The display of any cleavage indicates that the shirt is cut too low or not properly buttoned.

All students must wear shoes. Closed toed shoes are preferred. 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. 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 or drug related significance, or may be considered a weapon are prohibited. No chains of any kind will be permitted on billfolds, checkbooks, 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, hair curlers, hairnets, shower caps, bandanas, sweatbands, toboggans, etc. are not to be worn during the school day in the school building. For students not complying with this policy, teachers will take up any hat/cap/etc. and turn the item in to the Assistant Principal's office. Headgear take-ups may be returned at the end of each 6-week period. If not claimed within a week of that date, headgear take-ups may be discarded.

### **Required Grooming:**

Hair, including facial hair, is to be kept clean and well-groomed at all times. Only a natural hair color is permitted, including accent streaks. Any hairstyle considered by the administration to be a distraction or that may become a safety concern is prohibited.

Extreme hairstyles and/or make-up are prohibited.

Visible body piercing, except for those in girls' ears, is strictly prohibited. Students are prohibited from wearing gauges or skin-stretching devices. Boys shall not wear ear jewelry at any time.

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 cleared through the campus administrator or designee.

Extremely unnatural hair coloring, hairstyles, and/or make-up are prohibited.

Students found in violation of the dress code may receive additional disciplinary action and/or will either be given the opportunity to have someone bring them appropriate clothing or be sent to ISS until the violation is corrected. 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.

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. When necessary, the assistant principal will administer disciplinary action for each dress code offense.

## **DISCIPLINE**

**During high school, 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.**

**Students at Bowie High School are expected to adhere to the behavior standard set forth in the Bowie ISD Student Code of Conduct. Disciplinary action could include detention, ISS, OSS, and/or DAEP placement. Please note that this list is not exhaustive and the administrator will make the final determination.**

## **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.

**Fire Alarm:** A pulsating, continuous alarm.

- Exit building to designated area.
- Absolutely no talking.

**Tornado Alarm:** One long, continuous bell.

- Proceed to the designated area for your classroom.
- Students should sit cross-legged with their back to the wall, bend forward using hands to protect the neck.
- Stay away from potential hazards such as glass or classroom doors that might swing open.

## **EXTRA-CURRICULAR ACTIVITIES**

Students can miss a class no more than 17 times in the school year to participate in a principal approved extracurricular activity. It is the responsibility of the individual student to make-up all missed assignments when absent for extra-curricular activities. Students may want to work ahead, and do the assignments before the trip when possible. **All students assigned to AEP will not be able to participate in extra-curricular activities until their assignment has been completed.**

## **EXEMPTION POLICY**

- \* Students with more than 3 absences cannot be exempt.
- \* Students with 3 absences in a class must have a 90 or above semester average to qualify for exemption on semester exam.
- \* Students with 2 absences in a class must have an 80 or above semester average to qualify for exemption on semester exam.
- \* Students with 1 absence or less in a class must have a passing semester average to qualify for exemption on semester exam.

Five tardies equal one unexcused absence. Students not enrolled at Bowie High School for all 3 six weeks periods will need to take the semester exams. Students who are assigned more than 2 days of ISS, suspended, or assigned to DAEP lose exemption status in all classes for the current semester (unless DAEP placement extends into each semester).

**The exemption policy is to reward those with perfect attendance, not to punish those who do not have perfect attendance.**

**Teachers do not have to exempt any student from the semester exam, but if exemptions are allowed, the exemption policy described above must be followed**

#### **FIELDTRIPS**

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

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

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

#### **GRADING AND REPORT CARDS**

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

Report cards will be mailed at the end of each six-week grading period. After three weeks of each grading period, a progress report will be given to the student. Parents need to check with their children periodically and ask about progress at school.

#### **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. Any student or parent who feels a six-week grade is incorrect should address the principal prior to calculation of the final ranking.

An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with the district grading policy applicable to the grade, as determined by the board.

See Board Policy EIA Legal

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.

See Board Policy EIC Local

Beginning with the 9<sup>th</sup> grade class of 2018-2019 and following:

As noted in the BHS Course Catalog, dual credit courses that have an Advanced Placement (AP) or Pre AP equivalent on campus will be categorized and weighted as advanced courses. All other dual credit courses not receiving a pass/fail grade will be categorized as regular courses and be included in the calculation of GPA. Course designations are indicated next to the course number in the course catalog.

#### **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.

Students to be recognized at graduation are: The top 10% ranking students in the graduating class, the salutatorian, and the valedictorian.

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 DAEP through the end of school year and successfully completed their term of assignment without further disciplinary action may be allowed to take part in the graduation ceremony with approval from the principal.

#### **HOMEWORK**

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

#### **HUMAN GROWTH AND DEVELOPMENT**

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

#### **ILLNESS OR INJURY AT SCHOOL**

We will promptly attempt to notify you or a person you have authorized if we have knowledge that your child has been injured at school or has become ill at school. In addition, BHS has a secluded area where your child can stay if s/he is injured or becomes ill.

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

you in such a situation and will also call for emergency medical assistance. **It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school-related activity. We cannot and will not use public funds to pay individual student medical expenses.**

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

#### **INSURANCE**

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

#### **LIBRARY FACILITIES**

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

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

#### **LOST, DAMAGED OR STOLEN PERSONAL ITEMS**

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

#### **PARENT & FAMILY ENGAGEMENT**

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 High School offers various avenues to be involved. If you are interested in being involved, please contact the principal's office.

#### **PHONE AND ELECTRONIC DEVICES**

For safety purposes, the district permits students to possess personal mobile telephones; 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 use of mobile telephones 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 will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Offenses for unauthorized use will be as follows:

- 1st offense – Confiscation of device and returned to student with a warning.
- All subsequent offenses – Confiscation of device and \$15 fee that must be paid and picked up by the parent prior to the return of the device.

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, marching band, or cheerleading events. For more information concerning physical exams, contact the BISD Athletic Director.

#### **SCHEDULE CHANGES**

School officials will accept a request for schedule changes at any time. Most schedule changes will not be approved after the 10<sup>th</sup> day of each semester.

**SCHOOL FACILITIES**

When a student is finished with classes for the day, they should leave the campus in an orderly manner. Students using bus transportation should go wait for busses in the designated area. Those students, who drive, should exit the parking lot, or parking area using good driving practices. Speeding or reckless driving will not be tolerated. Failure to maintain safe driving practices may cause the student to lose parking privileges on school grounds and/or citations may be issued.

\*Access to Johnson Lake is strictly prohibited unless students are accompanied by school personnel. Wading or swimming is strictly prohibited at all times.

**SCHOOL HOURS**

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

Students may leave school for Dual Credit, PALS, Work Programs, etc. They shall also leave when their school day of instruction is complete.

**SUMMER SCHOOL**

Summer school is offered to those students who would like to recover lost credit due to failing grades and/or denied credit due absences.

**VOLUNTEERS**

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact the campus principal for more information and to complete an application.

**VISITING SCHOOL**

We encourage you to visit Bowie High School at any time, however, we ask that you comply with our policy requiring all visitors to go to the principal's office and sign in. While we encourage you to be involved in your children's education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

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

## Options and Requirements

### **For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**

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

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

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

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

Contact Person: Sergio Menchaca, Principal

Phone Number: (940) 689-2842

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 \_\_\_\_\_

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**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 \_\_\_\_\_