



**Bowie**

**Intermediate School**

**2019-2020 Student**

**Handbook Addendum**

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## **ATTENDANCE**

Students enrolled in Bowie Intermediate School will attend school from 7:55AM to 3:40PM. The district must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day. Official attendance is taken every day at 9:25AM. Students are expected to attend school daily and to be on time. If a student is absent from school for any reason except a school sponsored function, he or she must bring a note signed by a parent or guardian or a doctor's note. 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 with frequent tardiness and/or early releases will also be required to attend make-up sessions with their parents. Bowie Intermediate has a goal of 97% attendance for students on a weekly basis. Please help us meet our goal by being present and on time.

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a student early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

## **AWARDS/HONORS**

Students will be honored at periodic times throughout the school year. Notification of awards days and the specific awards will be communicated to students and staff prior to the day.

## **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.

### Goals and Expectations

Our focus at Bowie Intermediate School is to build on positive behavior and character in each child. We believe that students are more successful when they are given praise and opportunities to show positive leadership qualities. Additionally, we believe students are more successful when goals and expectations are clearly defined and consistent across the campus. We maintain the following goals and expectations:

- Students are in school to learn and to practice a kind and respectful behavior that allows others to learn in a safe environment while being responsible for their own learning and actions.
- Students will help create expectations in their classes and will hold each other accountable to the contents and expectations the class agrees upon.

## **BIRTHDAYS/CELEBRATIONS**

We always welcome cupcakes/cookies/treats in general to celebrate student birthdays at school. However, we ask that you follow our guidelines. We only allow pre-packaged/store bought foods with a printed nutrition label. This aids us in our prevention of exposure to potential food allergies and aids us in nutritional tracking for certain medical conditions of our students.

## **CAFETERIA SERVICES**

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Breakfast is served free of charge to all 4<sup>th</sup> and 5<sup>th</sup> grade students in their classroom. The Bowie Intermediate School lunch period is from 11:15 AM -12:45 PM daily. The cost of a regular student lunch is \$2.90. Students may also purchase items ala-carte. Free and reduced lunch prices do not apply to 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, they will be provided a sack lunch free of charge until their account is paid.

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).]

## **DRESS CODE/GROOMING**

The school's dress and hair code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Dress or hair 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. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Abbreviated clothing, such as tank tops, midriff shirts or blouses, backless tops or dresses, transparent clothing, torn, ripped, or un-hemmed clothing are not permitted. No skin may show when arms are raised. This includes cheerleader uniforms, etc.

Shirts shall be buttoned appropriately, and belts, when worn, shall be buckled.

**Shoulder straps on girls' shirts and dresses must be at least 2 ½ inches wide and must cover the under garment. Boys' shirts must have sleeves.**

Hair shall be kept clean and well groomed. Only natural hair colors are allowed. **Boys' hair shall be out of the eyes, and no lower than the bottom of the earlobe on the sides, and to the base of the neck in the back. Boys shall not braid their hair, wear ponytails, or Mohawk hairstyles.** Any hairstyle that is determined to be a distraction by the administration will be prohibited.

Appropriate shoes must be worn at all times. **Open toed shoes are not allowed. All shoes must have a manufactured back or back strap.** Students may not wear shoes with rollers or wheels. Girls may not wear high heels. Students must also have appropriate shoes for PE. If they do not, they may be given a grade reduction.

Skirts, dresses, and shorts must be fingertip in length. (Please note that even if a student wears leggings, tights, etc., the outer garment must be fingertip in length.)

Any writing or graphics 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).

Boys and girls shall not wear hats, caps, or any other type of headwear (including bandanas) in the building. (This also applies to toboggans, jacket hoods, etc.)

Baggy pants, chains, and any other item or clothing that has gang related significance are prohibited.

Permanent and temporary tattoos will not be visible.

Mums may not be worn at school during homecoming or other events. The school will not accept delivery of mums during these events. The tradition of mums at school is more fitting for older students, and it may be disruptive to the educational process at this grade level.

Students who violate the dress code will be allowed to call home to get appropriate items on the first offense. On the second offense students will be given clothes to change into at school and sent to class. The principal or designee has the authority to make the final decision concerning any questions regarding the dress and grooming policy.

## **EXTRA CURRICULAR ACTIVITIES, 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; participation, however, is a privilege, not a right. Students who participate and represent Bowie Intermediate must be in good academic and behavioral standing.

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events.

## **FUNDRAISERS**

All fundraisers must be approved by the campus principal.

## **GRADING GUIDELINES**

In grades four and five at Bowie Intermediate School, grades are reported to parents as a numerical grade. 90-100 is considered to be an "A", 80-89 is considered to be a "B", and 70-79 is considered to be a "C". Any grade below 70 is considered to be a failing grade. Major test grades will be twenty-five percent of the student's grade. Daily work will count as seventy-five percent of the student's grade. Students will receive a report card each six weeks.

## **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 is NOT given a grade that is recorded in the grade book.

## **ILLNESS OR INJURY AT SCHOOL**

Bowie Intermediate school will promptly attempt to notify parents, guardians, and/or a person the parent gives authorization if we have knowledge that a student has been injured at school or has become ill at school. In addition, Bowie Intermediate School has a secluded area where your child can stay if she/he is injured or becomes 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. As previously stated, 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.**

Often, students have to take prescription medication for a certain period of time as a treatment for a medical condition. If at all possible, the school 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.**

## **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 school's front office. The district will not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

## **LIBRARY**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. Students are responsible for materials checked out from the library. The student will be held accountable for lost or damaged books. Lost or damaged books will be charged a replacement price of the book. If a student has a late or lost book they will not be able to check out additional books until the fine or replacement cost is paid.

## **PARENTAL INVOLVEMENT**

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Bowie Intermediate offers various avenues to be involved through conferences, family engagement events, awards ceremonies, volunteering to help teachers, PTO, fundraising, and field trip chaperones. If you are interested in being involved, please contact your child's teacher and/or the school's front office.

## **RELEASE OF STUDENTS**

Students will be released only to those given permission by virtue of designation in the student information section of Txeis. It is the responsibility of parents or guardians to keep all information in Txeis up to date and notify the front offices 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 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.

## **SAFETY**

### **Drills: Fire, Tornado, and Other Emergencies**

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.

**Fire Drill or Fire Alarm: continuous fire alarm and strobes**

**Tornado Drill Bells: continuous alarm or announcement by intercom system**

**Lockdowns: announcements over the intercom system and through walkies.**

*In the event that there is no electricity, whistles will be used.*

### **Identification upon Check-in or Check-out of a Student from School**

Any person checking a student in or out of Bowie Intermediate School is required to present photo identification, and also be listed on the student's check-out information.

### **SCHOOL HOURS**

Students will be allowed to enter the building at 7:15AM. The first bell will ring at 7:45AM. At that time, students will then go to their classroom to begin their day and have breakfast. School begins at 7:55 AM and immediately following we will have announcements, pledges, and a moment of silence. Students will be tardy if they arrive in their classroom after 7:55 a.m. Repeated tardiness may result in disciplinary actions. The school day ends at 3:40 PM except for Wednesday, which dismissal is 3:10PM. These times may be adjusted on early release days or other special occasions.

### **SUMMER SCHOOL**

Fourth and Fifth grade students who do not meet promotion or attendance guidelines may be required to attend summer school. Fifth grade students who do not pass the STAAR Math or Reading test(s) after the second administration will be required to receive accelerated instruction and take the third and final administration of the test during summer school.

### **TRAFFIC PATTERNS AND PARKING**

#### **Back Driveways and Parking Areas**

Driveways and 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 (Fallis Way).**

**Parents will drop off at the front of the school (Mill Street).**

#### **IN THE AFTERNOON:**

**Buses will load in the driveway in front of the school building (Mill Street).**

**5<sup>th</sup> grade car riders will exit through the playground and be picked up on Houston Street.**

**4<sup>th</sup> grade car riders will exit through the gym and be picked up on Williams Street.**

Students will load on the passenger side of their vehicle only. We will not send a student across the street to be picked up. This will create a clockwise flow of traffic around the school. This will be the safest method to pick up our students. Please follow the directions of the teachers on duty.

### **TRANSPORTATION**

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

## **VISITORS TO THE SCHOOL**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the school's front office and must comply with all applicable district policies and procedures.

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.

Visitor parking is located in front of the building on Mill Street. The parking lot and driveway behind the school will be closed except for special occasions.