



## **Nondiscrimination**

Bowie ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

1. Title IX Coordinator, for concerns regarding sex discrimination:  
Steven Monkres, District Coordinator, 872-1151.
2. Section 504 Coordinator, for concerns regarding disability discrimination:  
Lisa Gonzales, District 504 Coordinator, (940) 689-2858  
Amy Murphey, Campus 504 Coordinator, (940) 689-2951

## **Services for Homeless and Title I**

Other designated staff you may need to contact include:

Liaison for Homeless Children and Youths for Bowie ISD, who coordinates services for homeless students: Lisa Gonzales, 689-2865

Parent Involvement Coordinator for Bowie ISD, who works with parents of students participating in Title I programs: Lisa Gonzales, 689-2865

### **STATEMENT OF DISCLAIMER**

**Any update, revision, or change made in Policies or Law by the Texas Education Agency, State Legislature, or the local School Board will take precedence over what is written in this Handbook.**

### **PREFACE**

To Students and Parents:

Welcome to school year 2011–2012. For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. This student handbook is designed to help us do this.

The student handbook contains information needed by both students and parents during the school year. It is organized alphabetically by topic. Students are addressed as "the student," "students," "the child," or "children." The term "the student's parent" refers to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for the student.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that you review the entire handbook with your child and keep it as a reference during this school year. If you or your child have questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, **please complete and return the acknowledgment form**, so that we have a record of your choices listed there.

The student handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's Policy Manual is available in the school office or on-line at <http://www.tasb.org/policy/pol/private/169901> .

## **ADMISSION**

A student (or the student's parent) who wants to enroll in the District should contact the principal or counselor at 501 E. Tarrant Street 689-2951.

## **AFTER SCHOOL**

When the bell rings to dismiss school, students should go home or, in the case of students who ride the bus, go to a designated area until time to board the buses. Students will not be allowed to loiter on school grounds.

## **ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not follow District rules of conduct during an assembly will be subject to disciplinary action. Throughout the year, we will have assemblies for the benefit of the students.

## **504 COMMITTEE**

Bowie Junior High School strives to meet the needs of all students experiencing academic and/or behavioral difficulty through a campus team approach. This team may coordinate its efforts with other professional personnel to identify students with needs and match them with appropriate services before the pattern of failure becomes entrenched. This requires informed individuals collaborating as a team to determine appropriate strategies to meet the students' needs. When a student continues to experience difficulty, a referral for 504 evaluation is initiated. Contact the campus 504 coordinator at 689-2951 for more information.

## **ATTENDANCE REQUIREMENTS**

State compulsory attendance laws generally require all children between the ages of 6 and 18 to attend school each day that school is in session. A student who is younger than six and has ever 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.

Of course, there are times that children are sick or have other legitimate reasons for being absent from school. Whenever a child is absent from school for any reason, s/he should bring a note signed by you explaining the reason for the child's absence when s/he returns to school. The excused absence note or doctor or dentist notes must be brought to the office within 3 school days. The principal or someone acting for the principal will make the final decision whether an absence is classified as excused or unexcused.

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 be classified as excused absences 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. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day.

**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 will be required in all cases.

**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 2011-2012 school year, we require students to be in class for 90% of the instructional days 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 grade level or course. We offer a After School school

program as one way students can make up time. If your child needs this program, the principal will provide complete information about the times and cost before your child is assigned. 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 attendance committee to discuss your child's situation. [For further information, see policies at EHBC, EIA, FDC, and FDD.]

### **TARDY POLICY**

Students not in the classroom, when the final bell rings, are considered tardy. Teachers will notify the student and enter the appropriate code in the attendance report for that period. Excessive tardies will be handled with a discipline notice sent to the Assistant Principal by the classroom teacher.

### **BACKPACKS AND BAGS**

Bags for lunches, PE, and extracurricular activities are permitted at Bowie Junior High School. Students who use a bag to bring illegal or prohibited items to school will lose the privilege to carry a bag on school property. BJHS would prefer that backpacks be clear, mesh, or of such material that the contents of the bag are visible.

### **CAFETERIA SERVICES**

The campus is closed at lunch and the cafeteria has a no-charge policy. Students will not be permitted to leave campus with a person other than their parent or guardian. Students may bring their own lunch. Parents may provide lunch for their child but they will not be permitted to provide lunch for others. Students will remain in the cafeteria during the entire lunch period except for special occasions.

Breakfast will be served at 7:35 A.M. in the cafeteria for any student.

### **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.

### **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

### **COMPLAINTS BY STUDENTS/PARENTS**

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within three calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be

requested within three calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Trustees, in accordance with Board policy. [See Board policy FB, FDD, FMA, and FNG]

### **COMPUTER RESOURCES**

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved instructional purposes. Students and parents will be asked to sign a student agreement regarding appropriate use of these resources; violations of this agreement will prompt termination of network privileges and other disciplinary action. [See CQ Local]

### **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.

### **CORPORAL PUNISHMENT**

Corporal punishment is limited to spanking or paddling the student, and is governed by guidelines in the Student Code of Conduct. This form of punishment may be used unless the parent/guardian notifies the school office in writing.

### **ADDITIONAL COURSE OFFERINGS**

6th ELA/R PAP  
6th Math PAP

7th ELA/R PAP  
7th Math PAP

8th ELA/R PAP  
8th Pre-Algebra PAP

### **COUNSELING**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, and emotional adjustment to the school setting as well as academic requirements and placement. The counselor may also make available information about community resources to address the needs of students. To contact the counselor, call 689-2959 or come by the junior high office.

### **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, however.

#### *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**

The new Student Code of Conduct adopted by the Board and current statute will govern student discipline.

## **DISTRIBUTION OF MATERIAL**

All aspects of school-sponsored newspapers, new releases, and/or yearbooks are completely under the supervision of the teacher and campus administrator.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal and in accordance with campus regulations.

All material intended for distribution to students that is not under the District's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapprovals may be appealed to the Board at its next regular meeting when the student will have a reasonable period of time to present his or her viewpoint.

## **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, weapons, or any other substance or item that students are prohibited from having or using at school (including sayings with double meanings).

**Pants** – Full-length pants or jeans 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 or excessive fraying; pajamas or any night wear; tear-away warm-up pants and cotton sweat pants.

**Shorts** – Shorts/Capris may be worn but must meet the knee or lower when standing. Shorts must have a zipper or button front and not be “athletic” type and must be fitted around the waist. Please note that even if a student wears leggings, tights, etc., the outer garment must still come to the top of the knee.

**Shirts** – All shirts must have sleeves. Shirts do not have to be tucked in, but must be long enough to cover the torso when bending or stooping. Transparent clothing is unacceptable. The display of any cleavage indicates that the shirt is cut too low or not properly buttoned. We will enforce the 4-B's rule. If the back, belly, bottom, or breasts are exposed, the student is out of code.

**Hoodies** – Hoodies are acceptable but students should not have the hood covering their head while inside the building.

**Shoes** – All students are required to wear shoes. Closed toed shoes are preferred. Open toed shoes must have a manufactured back or back strap. Flip-flops, beach shoes, shower shoes and house shoes are prohibited except upon designated “spirit” days.

**Belts** – 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. Pant without belts, must be firmly secured at all times, either with a drawstring or by proper sizing.

**Underwear** – Proper undergarments are to be worn at all times by all students and should not be visible.

**Accessories** – All chains, clothing or items that have gang related significance, or may be considered a weapon are prohibited. Please do not have chains of any kind on billfolds, checkbooks, belts, or pants.

**Headgear** – Hats, hair curlers, hairnets, shower caps, bandanas, sweatbands, toboggans, hoods, etc., are not to be worn during the school day in the school building. For students not complying with this policy, teachers may take up any hat/cap/etc., and turn the item in to the Assistant Principal’s office. Headgear take-ups will not be returned until the end of each 6-week period. If not claimed within a week of that date, headgear take-ups may be discarded.

**Tatoos** – All tatoos must be covered.

**Piercing** – Any body piercing except for those in girls’ ears is strictly prohibited. Boys shall not wear ear jewelry or spacers at any time.

**Eyewear** – Sunglasses may not be worn inside the school building, unless medically prescribed. Physician’s instructions must be cleared through the campus administrator or designee.

### **Required Grooming:**

To avoid possible violations, please gain prior approval from administration concerning any item not specifically covered in this section.

**Hair** – Unnatural hair coloring, hairstyles, and/or make-up are prohibited. 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. Please do not wear ponytails, dreadlocks, or Mohawks. All hair is to be kept clean and well groomed at all times. Any hairstyle considered by the administration to be a distraction is prohibited.

**Facial Hair** – Students are to be clean shaven.

Any student out of dress or grooming code will be given the opportunity to correct the violation. Students may be offered clothing from the school or given an opportunity to call home to have proper attire brought to them in order to correct the violation. Razors will not be provided by the school. Students unable to correct the problem will complete their day in ISS. 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.

**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 bells: 3 bells and one long bell by alarm system--fire; leave the building  
2 bells--return to room  
1 long bell--tornado drill

**ELECTRONIC DEVICES**

Students shall not:  
Use a cellular telephone or other telecommunications device at school during the school day unless given permission to do so by office personnel.

The first offense will result in a warning being given to the student and confiscation of the device. The parent or guardian must come to the school to pick up the device and sign for a copy of the electronic device policy. Any future offenses will result in the confiscation of the device and an added step on the student behavior plan, as well as the parent or guardian paying a \$15 fee to take possession of the device.

**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.

**EMERGENCY SCHOOL CLOSING INFORMATION**

Parents should listen to area media outlets concerning closings for bad weather or other emergency situations. School closing information will be made as early as possible. *DO NOT CALL THE RADIO STATION!*

**EXTRACURRICULAR ACTIVITIES**

A student will be permitted to participate in extracurricular activities subject to the following restrictions:

1. During the first grading period, a student is eligible if he/she was promoted at the end of the previous year, or has accumulated the required number of units toward graduation.
2. A student participating in University Interscholastic League (UIL) will be suspended from participation after a grading period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class. This suspension continues for three weeks. The grades will be subsequently reviewed at the end of each three-week period; the suspension will be removed if the student's grade is equal to or greater than the equivalent of 70.
3. A student placed for disciplinary reasons in AEP will not be eligible to participate until the length of the placement has been completed.

A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

### **EDUCATIONAL FIELD TRIPS**

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exception may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or presents a written request to the principal the day before the scheduled trip 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 the school.

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

In grades 6-8, each grade level shall be limited to one out-of-District field trip per school year.

### **FUND RAISING**

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least 3 weeks before the event. Except as approved by the Superintendent, fund raising is not permitted on school property.

### **HALLS**

Because of the narrow halls, students should move in an orderly fashion on the right side. Students should refrain from running, loud noises, horseplay, disruption, etc.

### **HOMEWORK**

1. Types of homework--independent practice preparation, extension, and creativity.
2. Homework grades should reflect the student's understanding of what the teacher taught.
3. Grading system for homework should be used in the following two ways:
  - a. Check for understanding/comprehension.
  - b. Grade based on independent practice done outside the classroom.
4. Daily grades of students reflecting learning, participation, under the teacher's guided practice may also be used for the six weeks average.
5. Long term projects that require practice preparation, extension, and creativity that cause both guided practice and independent work will be under the direction of the teacher. Example: science project, social studies, English term papers, band.
6. Courses that are labeled G/T, Advanced or PAP courses are not restricted by the policy.

## **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.

## **PARENTAL INVOLVEMENT AND RESPONSIBILITIES**

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to do the following:

1. Review the Bowie Junior High Student Handbook with your child prior to signing and returning to the school the written statement that you understand and consent to the responsibilities outlined in the Bowie ISD Student Code of Conduct.
2. Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.
3. Become familiar with the academic program offered in the District and feel free to ask the principal any questions.
4. Become a school volunteer. For further information, contact the office.
5. Participate in campus parent organizations. The activities are varied, ranging from band boosters to campus and District committees that assist the Board of Trustees in formulating educational goals and objectives for campuses and the District.

## **PARTIES, SOCIAL EVENTS and Award Trips**

The rules of good conduct and grooming will be observed at school social events held outside the regular school day. A student attending a social event may be asked to sign out when leaving before the end of the social event; anyone leaving before the official end of the event will not be readmitted. No pass/No play rules, attendance and discipline will be used for eligibility to all social events and award trips.

## **PEST CONTROL INFORMATION**

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact Mike Roland, Director of Maintenance and Transportation.

## **PHYSICAL EXAMINATIONS**

Physical examinations may be required before participating in certain activities.

## **POSTERS**

The principal must first approve signs and posters that a student wishes to display. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

## **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.

### **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In addition, students at certain grade levels will be required to pass the Texas state assessment.

In order to be promoted to grade 9, students enrolled in grade 8 in school year 2011–2012 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test in English.

In addition, students in grades 5 and 8 must meet promotion standards established by the District in order to be promoted.

Parents of students who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

### **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than regular dismissal hours. Students must have permission from building principal or designee to leave campus. The student will be released to the person who has custodial rights of the student. The parent must sign the student out.

### **REPORT CARDS**

Written reports of student grades and absences are issued to parents at least once every six weeks. Grade reports will be sent via mail for the first and last six weeks grading period. All other six weeks

report cards will be issued to the student to be taken home. The parents are also requested to schedule a conference with the teacher if a grade falls below an average of 70.

### **SCHOOL BUSES OR OTHER VEHICLES**

*See Appendix #2 Student Code of Conduct*

Bus students not attending tutorials will report to a designated area until the time to load buses.

### **SCHOOL HOURS**

Junior High 8:00 A.M. - 3:45 P.M.

### **SEARCHES BY TRAINED DOG**

Bowie ISD will have access to trained dogs that will patrol the premises in search of drugs, alcohol, etc.

### **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 Steven Monkres.

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 citation from the police. Lighters and/or matches will be also confiscated.

### **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, bilingual students, dyslexic students, and for those with disabilities. A student or parent with questions about these programs should contact the counselor; the coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

## **STUDENT RECORDS**

Both federal and state law safeguard 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.

The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.

The student's e-mail address.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of instruction for this school year. [See the **acknowledgement form** attached to this handbook.]

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

1. The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
2. District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
3. Various governmental agencies or in response to a subpoena or court order.
4. A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer, or for a scholarship application—will occur only with parental or student permission as appropriate. The District must comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the District not to release their child's information without prior written consent. The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

**Please note:**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy regarding student records is available from the principal's or superintendent's office.

The parent's or eligible student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records—such as teachers' personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

**STUDENT RIGHT TO PRAY**

The school recognizes a student's right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

**SUMMER SCHOOL**

Summer school is for any student who has not met the promotion policy. (See Promotion policy).

**TESTING**

Students at certain grade levels will take state assessment tests in the following subjects, as well as routine testing and other measures of achievement:

1. Mathematics, annually in grades 3–7 without the aid of technology and in grades 8–11 with the aid of technology on any assessment test that includes algebra
2. Reading, annually in grades 3–9

3. Writing, including spelling and grammar, in grades 4 and 7
4. English language arts in grade 10
5. Social studies in grades 8 and 10
6. Science in grades 5, 8 and 10

## **TEXTBOOKS**

State-approved textbooks are provided free of charge for each subject or class. A student who is issued a damaged book should report that fact to the teacher immediately. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent or guardian. However, a student will be provided textbooks for use at school during the school day.

## **VIDEOTAPING OF STUDENTS**

For safety purposes, video/audio equipment will be used to monitor student behavior on buses. Students will not be told when the equipment is being used. The bus supervisor and/or principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual.

## **VISITORS TO THE SCHOOL**

### **General Visitors**

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 principal's office and sign the visitor's log.

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

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

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 regulation 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 940-872-1151.

Sincerely,

Stephen Monkres  
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 of 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 the parent 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:

Contact Person: Sean McBeath, Principal

Phone Number: (940) 689-2951

\*\*\*\*\*PARENTS/GUARDIANS MUST ACKNOWLEDGE RECEIPT OF THIS HANDBOOK AND STUDENT CODE OF CONDUCT AND THE CONSEQUENCES TO STUDENTS WHO VIOLATE DISTRICT DISCIPLINARY POLICIES. PLEASE ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THE PORTION OF THE HANDBOOK DEALING WITH STUDENT RECORDS. THIS SHOULD BE RETURNED WITHIN 10 DAYS OF RECEIPT OF THE HANDBOOK AND FAILURE TO DO SO WILL CONSTITUTE YOUR AGREEMENT WITH IT!

### ACKNOWLEDGMENT FORM

My child and I have received a copy of the Bowie Junior High Student Handbook and the Student Code of Conduct for 2010–2011. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act (FERPA) and state law require that "directory information" on my child 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 also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within ten school days of my child's first day of instruction for this school year.

Directory information includes my child's:

1. Name
2. Address
3. Telephone listing
4. Date and place of birth
5. Photograph
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Grade level
10. Enrollment status
11. Bowie Junior High Honors and awards
12. Most recent previous school attended
13. E-mail address
14. Photographs and electronic display of student and student work

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the District not to release without my prior written consent.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

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 \_\_\_\_\_