

2025-2026



Bowie Intermediate School

800 N. Mill Street, Bowie, Texas

Student Handbook

Addendum

Contents

| | |
|---|----|
| ATTENDANCE | 3 |
| ACADEMIC DISHONESTY | 3 |
| AWARDS/HONORS | 3 |
| BEHAVIOR | 3 |
| BIRTHDAYS/CELEBRATIONS | 4 |
| CAFETERIA SERVICES | 4 |
| CELL PHONE USE | 4 |
| DISCIPLINE | 5 |
| DRESS CODE/GROOMING | 5 |
| EMERGENCY INFORMATION | 8 |
| EXTRA CURRICULAR ACTIVITIES, CLUBS, ORGANIZATIONS | 8 |
| FUNDRAISERS | 9 |
| GRADING GUIDELINES | 9 |
| HOMEWORK | 9 |
| HUMAN GROWTH AND DEVELOPMENT | 9 |
| ILLNESS OR INJURY AT SCHOOL | 9 |
| LIBRARY | 10 |
| LOST, DAMAGED OR STOLEN PROPERTY | 10 |
| OUTSIDE FOOD OR DRINK | 10 |
| PARENT CONFERENCES | 10 |
| PARENTAL INVOLVEMENT | 10 |
| PROMOTION | 10 |
| RELEASE OF STUDENTS | 11 |
| SAFETY | 11 |
| SCHOOL HOURS | 11 |
| SUMMER SCHOOL | 11 |
| TRAFFIC PATTERNS AND PARKING | 11 |
| TRANSPORTATION | 12 |
| VISITORS TO THE SCHOOL | 12 |

****Refer to BISD's Student Handbook regarding all topics noted in the BIS Addendum for further clarification.**

ATTENDANCE

Students enrolled in Bowie Intermediate School will attend school from 7:45AM to 4:00PM. Students are expected to attend school all day, each day and to be on time every morning. 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 within 3 days of the absence in order to be excused. All absences are documented as unexcused until students have followed required procedures for making the absence excused. Any absences not cleared within a three-day period after a student returns to school may remain unexcused.

Students will be allowed 3 days per semester for use of a parent note, otherwise a doctor's note will be needed to excuse the absence. Students must follow compulsory attendance laws and be present 90% of the time which is missing less than 15 days/ parts of days, or 7425 minutes in a school year. Students that have 10 unexcused absences may be filed with Truancy Court. Bowie Intermediate has a goal of 96% 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. If a student is absent they have the day(s) they were absent plus an additional day to turn in their make-up work. 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.

ACADEMIC DISHONESTY

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating. A student that has engaged in cheating or other academic dishonesty may be given no credit for that assignment in addition to possible disciplinary action.

AWARDS/HONORS

Students will be honored each nine weeks throughout the school year. Notification of award days and the specific awards will be communicated to students and staff prior to the day and also located on the calendar on the BIS Website. There will be an end of the year awards ceremony for each grade level.

BEHAVIOR

Our goal at BIS is to educate, encourage and motivate students in a positive environment. Students are expected to follow the Student Code of Conduct as outlined in the district handbook. Any behavior concerns will be addressed by the classroom teacher, assistant principal, counselor or principal. Parent contact and communication will be made in a timely manner. The focus of our behavior management on this campus is to teach the appropriate behaviors to our students within the regular classroom setting. If it becomes necessary to provide more specialized instruction for behavior, the parent will be notified. All chapter 37 offenses will be handled according to state declarations and the Bowie ISD Elementary Discipline Matrix.

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

BIRTHDAYS/CELEBRATIONS

We always welcome bought cupcakes/cookies/treats 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 breakfast and lunches daily. Breakfast is served free of charge to all students in the cafeteria from 7:15-7:45am. The Bowie Intermediate School lunch period is from 10:45 AM -12:50 PM daily. Lunch will be served free of charge to all students during the 2025-26 school year. Students may also purchase items ala-carte. If a student's lunch account reaches a negative balance parents will be notified by the cafeteria department.

If you chose to take your child off campus for lunch, please check them out in the office and return them prior to the next instructional class so as to not disrupt the learning of your child during the day.

If you bring a student their lunch, please drop the lunch off in the office with your child's name on it. If you choose to join your child for lunch, please sit at the parent tables with your child only. Other children may not join you for lunch.

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).]

CELL PHONE/ELECTRONIC DEVICES

Students are NOT allowed to use cellphones, smart watches, or other electronic devices. If a student is using their phone/device will be taken up and brought to the office for parents to pick up.

Violations will result in:

1. Confiscation of the item – Students may pick up after school in the office. The teacher contacts the parents. Office Referral
2. Confiscation– Return to parent by Principal.
3. Confiscation– Parent pick-up only 1-2 Days of ISS
4. Confiscation– Parent pick-up only 2-3 Days of ISS
5. Confiscation - Possible DAEP Placement

In the event of an emergency and you need to communicate with your child, please call the main office at (940) 689-2895 for a message to be delivered to your child.

The use of cell phones or any other electronic device to capture images is strictly prohibited on school grounds or at school-related events. Filming students and taking pictures of other students by a parent or guardian is prohibited on school grounds or at school events. This excludes public performances and award ceremonies. Violations of this can include disciplinary consequences.

Visit <https://bit.ly/BISDphone> for questions and answers about the BISD phone policy.

BOWIE ISD
No PERSONAL COMMUNICATION DEVICES

HB 1481: Texas Law Restricting Student Device Use During the School Day

Cell phones, ipads, smart watches and all electronic devices capable of digital communication

Power off all personal devices upon arrival

Store them out of sight—in a locker, backpack, binder, purse at all times during school hours

Use of the device will result in confiscation and disciplinary consequences

Devices are not allowed to be used or visible in classrooms, hallways, restrooms, cafeteria/ or any open areas on campus

Additional Information on BISD Personal Communication Device Policy with Q & A - <https://bit.ly/BISDphone>

DISCIPLINE

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

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

BIS DRESS CODE/GROOMING

The school's dress code is established to encourage grooming and hygiene, prevent disruption, and minimize safety hazards. Dress code violations that threaten a student's health and safety, cause interference with school work, or create a distraction or disruption will not be allowed. While we respect

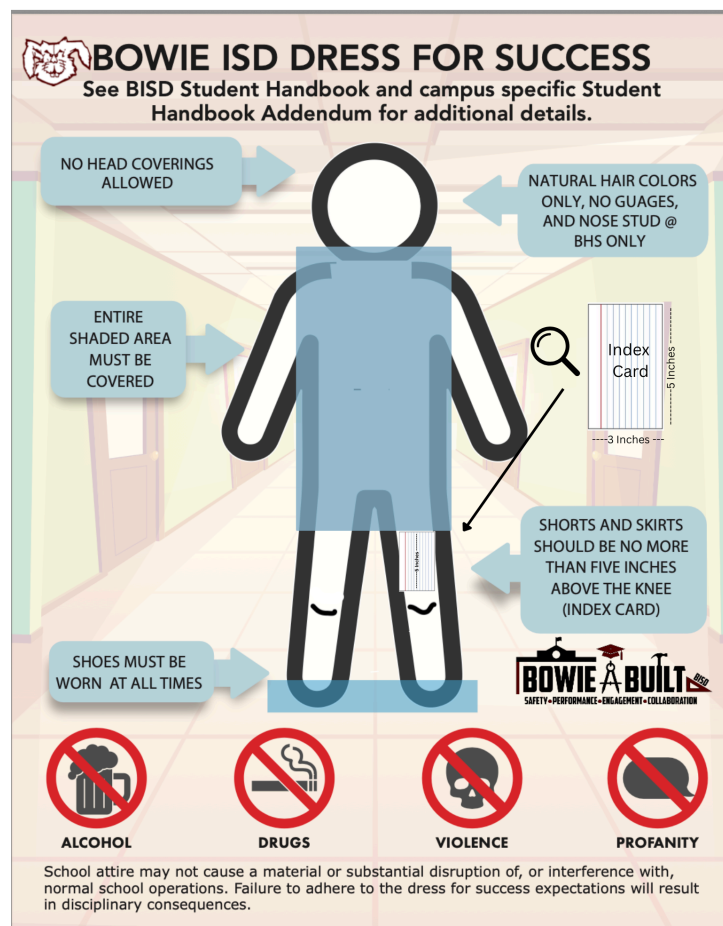
the students' desire to express themselves in their clothing and grooming styles, it is essential to note that there should be a line of reasonable expectations for dress and appearance at school. We also know that not everyone will agree on where that line should be drawn. Therefore, as the authority over the campus, the principal, or designee, will make final decisions about dress and grooming violations, as well as any other regulations about dress and/or attire. If the student is out of code, he/she will be offered clothing if available, or he/she may contact a parent or guardian to bring him/her appropriate clothing.

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

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

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

REQUIRED DRESS:



TOPS:

All tops must cover the blue shaded area referenced in the photo above, even when reaching or bending. No midriff, crop tops, tank tops, tube tops, open-back shirts, or halter tops (no stomachs, shoulders, or backs shown).

Tops should be no lower than 4 inches from the collar.

BOTTOMS:

No pajama pants, unless worn on designated days.

Skirts, shorts, and dresses must be no more than 5 inches from the top of the knee cap and longer than the top worn.

All undergarments must be covered, even when bending, reaching, or sitting.

Yoga pants/leggings are permitted when the shirt extends to the bottom of the blue square area shown in the above picture.

ACCESSORIES/JEWELRY:

Piercings are restricted to the ear. Skin gauges and nose piercings are not permitted.

No headphones, blankets, hats, bandanas, hoods from hooded clothing (i.e., "hoodies") are allowed.

Sunglasses may not be worn inside the school building unless medically prescribed. The physician's instructions must be delivered to the campus administrator or designee before the sunglasses are worn at school.

REQUIRED GROOMING:

Hair, including facial hair, is to be kept clean and well-groomed at all times. The administration prohibits any hairstyle considered to be a distraction or a safety concern. Long hair should be kept out of the face.

Only natural hair colors are permitted. Unnatural colors include, but are not limited to, blue, green, orange, pink, purple, and bright red. No unnatural additions may be made to the hair, such as tinsel or hair wraps.

Extreme hairstyles and/or make-up are prohibited.

All tattoos deemed to be a distraction by the administration must be covered. Examples of tattoos that will be covered are those depicting drug/tobacco products or offensive, vulgar, obscene, or violent images or language.

GENERAL DRESS CODE INFORMATION:

All students must wear shoes. Closed-toed shoes are preferred. House shoes or soft-soled shoes are prohibited.

No transparent or see-through clothing may be worn at any time, and undergarments should not be visible at any time.

Chains, clothing, and items that have gang or drug-related significance or may be considered weapons are prohibited. Chains of any kind will not be permitted on billfolds, belts, or pants.

Teachers are expected to direct students to correct any dress code violation as soon as it is noted and to report the correction to the assistant principal. Students violating the dress code may change into appropriate clothing and/or be sent to the focus room until the violation is corrected. The administrator may take disciplinary action for dress code violations even after the violation has been corrected. An example of this would be repeated offenses by a student. Campus administrators will follow the BISD Secondary Discipline Matrix for consequences for dress code violations. Items creating the dress code violation may be taken up and kept in the administrator's office to be returned at the end of each 9 weeks. If the item is not claimed within a week of that date, it may be discarded.

Parents or guardians are to complete the necessary emergency information upon student's online enrollment. Any change of address, contact numbers, contact names, court paperwork, or other pertinent information concerning students should be reported immediately to the school office. Parents or guardians should keep current daytime phone numbers where they may be reached while their student is at school and emails so they will receive information from the school.

- 8 -

EXTRA CURRICULAR ACTIVITIES, FIELD TRIPS, CLUBS, AND ORGANIZATIONS

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Students who participate and represent 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 and trips, students are required to use the transportation provided by the district to and from the events unless prior arrangements have been made. A student's behavior will be considered when deciding to allow a student to go on a field trip. Permission slips will be required to participate in any school club.

FUNDRAISERS

All fundraisers must be approved by the campus principal. Students are not allowed to sell or promote any product on the school campus.

GRADING GUIDELINES

In 3rd, 4th and 5th grade 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 have a minimum of 14 grades each nine weeks – 11 formative and 3 summative grades. Students will receive a progress report each 3 weeks and a report card each nine weeks. In the event that a student has an unsatisfactory/failing grade on a progress report or report card, the student will have the report signed by a parent or guardian and returned to their homeroom teacher to assure that all parties are aware of the grades.

HOMEWORK

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

HUMAN GROWTH AND DEVELOPMENT

Students will be offered state adopted health curriculum at BIS. This includes but is not limited to, a special human growth and development lesson that parents will opt in to for their students. The full curriculum may be viewed at [Health Curriculum](#).

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.**

LIBRARY FACILITIES

The library is a learning laboratory with books, laptops, 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 resources. 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. If the student damages a laptop or laptop bag that is issued to them from BISD, the student will be responsible for replacement or repair costs according to our Acceptable Use Policy.

LOST, DAMAGED, OR STOLEN PERSONAL ITEMS

We ask that you discourage your child from wearing or bringing expensive or irreplaceable items to school. Students are responsible for all of their personal possessions while at school or any school-sponsored event. Students are provided a locker in which to keep personal items and educational materials. Students should keep their locker locked at all times. It is important that students understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.

OUTSIDE FOOD OR DRINK

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

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

PARENT/GUARDIAN CONFERENCES

Students and parents may expect teachers to request a conference if their child is not passing, having issues in class, and at the end of the first nine weeks to share progress.

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.

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, Mentor Program, Watch Dogs, 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. Please visit the campus website for Parent/Family Engagement Policy.

PROMOTION

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

Additionally, if a student fails to demonstrate proficiency on a state-mandated assessment (STAAR), the student shall be provided accelerated instruction in accordance with state law. This could be summer school, tutoring, or Response to Intervention. [For more information, see policy EIE(Local).]

RELEASE OF STUDENTS

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

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures following Standard Response Protocols. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. <https://iloveguys.org/>

SCHOOL HOURS/FACILITY

Students will be allowed to enter the building at 7:15AM. They will congregate in the cafeteria if eating breakfast and in the gym if waiting for the first bell to go to class. Breakfast will be served from 7:15-7:37AM in the school cafeteria. The first bell will ring at 7:37AM. At that time, students will then go to their classroom to begin their day. Students will be tardy if they arrive in their classroom after 7:43AM. Repeated tardiness may result in truancy measures. All students are dismissed at 4:00PM Monday through Thursday.

SUMMER SCHOOL

Third, Fourth and Fifth grade students who have major academic gaps and need accelerated instruction, do not meet promotion requirements, or attendance guidelines may be required to attend summer school. A parent will be notified if the student must attend summer school. Summer School is the first two weeks of June, so please plan accordingly.

STUDENT WELFARE

Students that feel they need to report any unsafe behavior to themselves or a classmate may use the link on the Bowie ISD or Bowie Intermediate website and complete the See Something/Say Something BOJO Tip Line. Administrators and counselors will be notified when the report is submitted. [See Something Say Something](#) False reports will be taken seriously and will result in disciplinary action.

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 front of the school **(Mill Street)**.

Parents will drop off at the back of the school **(Fallis Way)**.

IN THE AFTERNOON:

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

Car riders will exit through the back of the school to be picked up. **(Fallis Way)**.

Parents who choose to walk up and pick up their child will do so out of the gym doors, facing **(Williams St)**.

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 and be the safest method to pick up your students. Please follow the directions of the teachers on duty. Please be sure to use patience and kindness during dismissal at all times.

TRANSPORTATION

Bowie ISD provides bus transportation for those students that qualify for transportation. This transportation may be revoked by the school for misbehavior and/or failure to follow the established rules, procedures and 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. Visitors will be required to present a valid driver's license and upon clearance, obtain a visitor's badge. This badge must be worn at all times. Upon exiting the building, visitors must return the badge to the office to check out.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. While we encourage you to be involved in your children's education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

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

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.