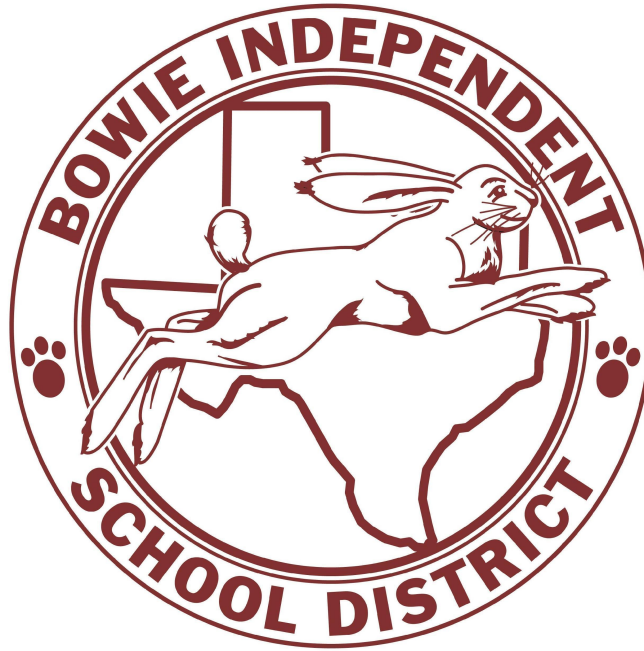




Bowie Elementary School

2025-2026

Student Handbook Addendum

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

ABSENCES/ATTENDANCE

Students enrolled in Bowie Elementary School will attend school from 7:40 AM to 3:55PM. 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 9:40 AM. 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 within 3 days of the absence in order to be excused.

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 in a school year.

Students that have 10 unexcused absences in a 6 month period may be filed with Truancy Court. Bowie Elementary 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. Family vacations will not be counted as excused absences.

AWARDS/HONORS

Students will be honored at periodic times throughout the school year as established by campus administration. Students who are in violation of the student code of conduct may not be eligible to receive recognition, attend awards ceremonies, banquets, etc. as determined by campus administrators.

LBHAVIOR in

Our goal at BES 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 AND CELEBRATIONS

Parents/Guardians are welcome to bring pre-packaged cupcakes or cookies for a student’s birthday. Please contact the classroom teacher and set up a date and appropriate time. Only store bought or licensed bakery, sealed items may be given to the classroom. Due to food allergies and food safety, no homemade items will be accepted.

CAFETERIA SERVICES

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. All students will be offered breakfast for free, at 7:15-7:40 in the cafeteria. Classes will begin promptly at 7:40am.

The Bowie Elementary School lunch period is from 10:45 a.m.-12:40 p.m. daily. These times may be adjusted on early release days or other special occasions.

Grade Level	Lunch Time
Kinder	10:45-11:15
1 st	11:20-11:50
2 nd	12:10-12:40
Head Start	11:35-12:05
PK	11:35-12:05

The district will be operating the Community Eligibility Provision (CEP) program for the school year 2025-2026. This means all breakfasts & lunches will be free for the 25-26 school year.

The cost of a regular student lunch is \$3.30. Free and reduced-price lunches are available based on financial need. Students may also purchase items ala-carte. Free and reduced lunch prices do not apply to ala-carte purchases.

Information about a student’s participation is confidential. See Wayne Walker, Executive Director of Operational 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).]

If you would like to take your child out for lunch, please arrive before the scheduled lunch time and have them back before the end of their recess time.

Bowie Elementary School policy is that only parents or individuals listed on the contact page may remove a student from school for lunch unless prior written approval has been granted by the principal.

Parents/visitors are permitted to come into the cafeteria for lunch. Parents or visitors must sit at the designated tables for visitors. Parent/visitors must be listed on the student's emergency contact list. No other children will be allowed to join friends or family for lunch without prior written permission from the parent.

CELL PHONE USE

Students are NOT allowed to use cell phones, smart watches or other personal electronic devices on campus. If the child brings a device to school, it must be turned off and kept in the student's backpack. If the student takes the device out of the backpack or if the device makes any noise that disrupts class, the device will be confiscated. The school district will not be responsible for lost, stolen or damaged personal devices.

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 ISS Placement for 3 or more days.

In the event of an emergency and you need to communicate with your child, please call the main office at (940) 689-2950 for a message to be delivered to your child.

Filming students and/or taking pictures of other students, by a student or parent/guardians, is not permitted without parental consent of all other students in the area. This includes the cafeteria, playground, parking lots or hallways. Teachers and school staff are permitted to take pictures and/or film students during daily school activities, unless the parent has requested that the student not be photographed. Filming and photos during events such as public performances or awards ceremonies, are permitted.

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.

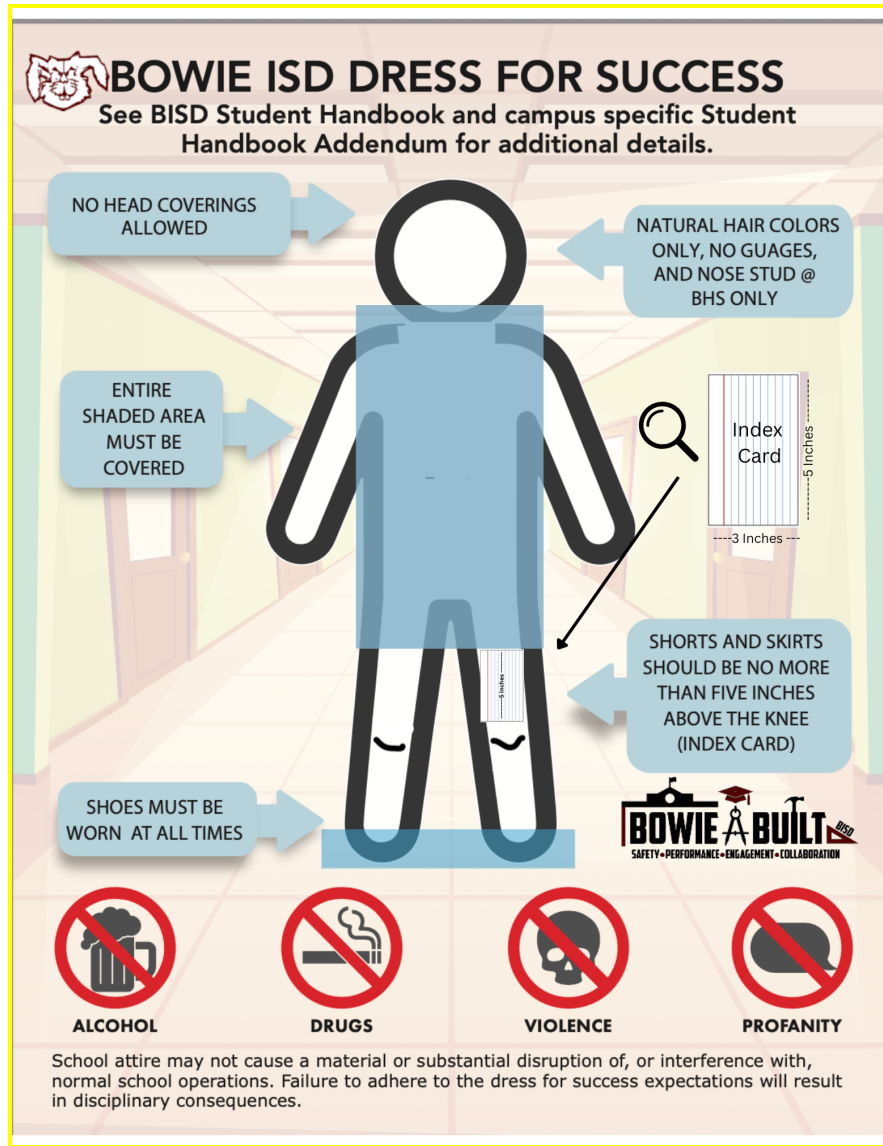
Visit <https://bit.ly/BISDphone> for questions and answers about the BISD phone policy.



CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

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

ELEMENTARY SCHOOL DRESS CODE



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.

Any writing on clothing deemed inappropriate by the administration will not be allowed. This includes, but is not limited to, anything promoting drugs, alcohol, weapons, violence, or any other negative behavior (including sayings with double meanings).

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.

EMERGENCY INFORMATION

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

<https://iloveguys.org/The-Standard-Response-Protocol.html>

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced.
Do business as usual.

ADULTS

Close and lock door.
Account for students and adults.
Do business as usual.



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building.
Do business as usual.

ADULTS

Bring everyone indoors.
Lock outside doors.
Increase situational awareness.
Account for students and adults.
Do business as usual.



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight.
Maintain silence.
Do not open the door.

ADULTS

Recover students from hallway if possible.
Lock the classroom door.
Turn out the lights.
Move away from sight.
Maintain silence.
Do not open the door.
Prepare to evade or defend.



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to.
If possible, bring your phone.
Follow instructions.

ADULTS

Lead students to Evacuation location.
Account for students and adults.
Notify if missing, extra or injured students or adults.



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard.

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Crop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy.
Account for students and adults.
Notify if missing, extra or injured students or adults.



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EN CASO DE EMERGENCIA TOMEN MEDIDAS



HOLD! (¡ESPEREN!) En su salón o área. Despejen los pasillos.

ESTUDIANTES

Permanezcan en el área hasta que se indique que la situación se ha resuelto.
Continúen con la actividad rutinaria.

ADULTOS

Cierren la puerta y echen la llave.
Cuenten a los estudiantes y a los adultos.
Continúen con la actividad rutinaria.



SECURE! (¡PROTEJAN!) Vayan adentro. Echen llave a las puertas exteriores.

ESTUDIANTES

Regresen adentro.
Continúen con la actividad rutinaria.

ADULTOS

Lleven a todas las personas adentro.
Echen llave a las puertas exteriores.
Mantengan la alerta sobre lo que ocurre en su entorno.
Cuenten a los estudiantes y a los adultos.
Continúen con la actividad rutinaria.



LOCKDOWN! (¡CIERRE DE EMERGENCIA!) Echen llave, apaguen las luces, escóndanse.

ESTUDIANTES

Desplácese a un lugar donde no se les vea.
Guarden silencio.
No abran la puerta.

ADULTOS

Lleven a las personas en los pasillos a dependencias interiores si es posible hacerlo de forma segura.
Echen llave a las puertas interiores.
Apaguen las luces.
Desplácese a un lugar donde no se les vea.
Guarden silencio.
No abran la puerta.
Prepárense para evadirse o defenderse.



EVACUATE! (¡EVACUEN!) (Es posible que se especifique un lugar determinado)

ESTUDIANTES

Dejen sus cosas donde estén si se les pide que lo hagan.
Llévense sus teléfonos.
Seguir instrucciones.

ADULTOS

Dirijan la evacuación a un lugar determinado.
Cuenten a los estudiantes y a los adultos.
Avisen si entre los estudiantes o los adultos falta alguien, hay personas de más o hay heridos.



SHELTER! (¡BUSCAR RESGUARDO!) Riesgo y estrategia de seguridad

ESTUDIANTES

Utilizar una estrategia de seguridad adecuada para el peligro.

Riesgo	Estrategia de seguridad
Tornado	Evacúen a un área resguardada
Terremoto	Agáchense, cúbranse y aglomérense
Materiales peligrosos	Señalen el salón
Tsunami	Diríjanse a terreno elevado

ADULTOS

Dirijan la estrategia de seguridad.
Cuenten a los estudiantes y a los adultos.
Avisen si entre los estudiantes o los adultos falta alguien, hay personas de más o hay heridos.



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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 unapproved product on the school campus.

GRADING GUIDELINES/HOMEWORK

In grades Pre-Kindergarten and Kindergarten, achievement is reported to parents as an academic progress report.

In Grades 1 and 2, 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. *Students may be assigned homework and may be given grades on this homework.* Grades may also be recorded for assignments sent home because the child failed to complete the work in class or in a timely manner.

Daily Grades for Language Arts and Math grades are not weighted. All assessments and daily work calculate equally to the overall student grade each nine weeks.

Approved grading guidelines for each grade level or course will be communicated to the students and their parents by the classroom teacher. The guidelines will include:

- The minimum number of assignments, projects, and exams required for each grading period
- How the student's mastery of concepts and achievement will be communicated. (I.E. letter grades, numerical averages, checklist of required skills, etc.)
 - Circumstances under which a student will be allowed to redo an assignment or retake an exam the student originally failed
- Procedures for students to make up work following an absence. Students will be allowed the number of absent days plus one day in order to make up the work they missed.

HEALTH CURRICULUM

BES has adopted the Quaver Health and PE curriculum. This curriculum can be viewed at

<https://www.bowieisd.net/o/bisd/page/health-curriculum>

ILLNESS OR INJURY AT SCHOOL

BES 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, BES 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 treatment for a medical condition. If at all possible, BES 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. **Due to**

their age, we do not permit BES students to carry their own medications and self-administer without a doctor's order. Students found in possession of any medication are subject to disciplinary action. This includes over the counter or prescription medications, lotions, creams, cough drops, ointments etc.

LIBRARY AND RESOURCE MATERIALS

The student will be held accountable for lost or damaged resources. Lost or damaged books will be charged a replacement price of the book plus a \$10.00 fee. If a student has a missing book they will not be able to check out additional books until the fine or replacement cost is paid. If the student damages an IPAD OR IPAD case that is issued to them from BES, the student will be responsible for replacement or repair costs according to our Acceptable Use Policy. More information regarding library collections and their accessibility can be viewed at <https://www.bowieisd.net/o/bisd/page/bowie-isd-library-information>.

PARENTAL INVOLVEMENT

Working Together

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 Elementary offers various avenues to be involved such as WatchDogs, Mentors or PTO. If you are interested in being involved, please contact your child's teacher and/or the principal's office. Please visit the campus website for more information on the Parent Family Engagement Policy.

PARENT 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.

PTO/VOLUNTEERS

BES is always looking for new PTO members and volunteers. Please check with the front office or contact your child's teacher for information on how you can get involved.

PROMOTION

In grades 1–2, 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. Students with excessive absences may be retained.

Kindergarten promotion is based on teacher and parent collaboration. Academic performance, attendance and maturity are taken into consideration in the determination of placement.

Pre-Kindergarten promotion is automatic, unless the parent submits a request for retention in writing.

Students in K-2 may be retained based on attendance and compliance with the 90% attendance rule.

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.

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

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

SCHOOL FACILITIES

BUILDING USE

The school building is open to students beginning **no earlier than 7:15 a.m.** After dismissal in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

SCHOOL HOURS

Students will be allowed to enter the building at **7:15 a.m.** Students will be released from the cafeteria/gym to their classrooms at 7:30am. Classes begin at **7:40 a.m.** Students will be tardy if they arrive in their classroom after 7:40 a.m. Repeated tardiness may result in disciplinary action. The school day ends at 3:55. Buses load 10 minutes before the release time.

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 Elementary 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](#).

SUMMER SCHOOL

Bowie Elementary School evaluates students' needs and participation each year to determine summer offerings. Students may be required to attend summer based on attendance, grades or need for academic enrichment. Typically, summer school is only offered for Emergent Bilingual students if there is enough interest.

TRAFFIC PATTERNS AND PARKING

Morning Traffic Pattern

At Bowie Elementary School, parents wishing to park and enter the building before the start of school should use the north/south parking areas. The traffic pattern for parents wishing to drop-off a student should enter from the Lovers Lane entrance, stop in front of the school, and circle around back to Lovers Lane or exit onto Upper Montague. The traffic pattern will permit only one lane of traffic. Cars should pull as far forward as possible so that numerous students may be dropped off at the same time. Once you are in the drop off lane, your child should be prepared to exit the vehicle as quickly and safely as possible from the side closest to the curb. No stopping or drop off allowed in the through traffic lane to the left of the cones. You must pull forward past the traffic cones if you need more time to get your child out of the car. DO NOT let your child out of your car until 7:15. Unattended children are a safety issue, especially when it is dark outside.

Afternoon Traffic Pattern

During afternoon dismissal, the traffic flow will be from south to north across in front of the school, entering from Lovers Lane and leaving by turning around at the end of the lot or exiting Upper Montague. Traffic will flow in the opposite direction from north to south in the lane closest to the playground. Head start and Pre-K parents should plan to arrive around 3:50. Please parallel park in the street. Do not enter the driveway or block the bus entrance/exit. Students will be dismissed out of the hall near their classrooms around 3:55. If your child is in kindergarten, first or second, please plan to arrive around 3:55-4:00 to allow the traffic to thin out. If you arrive early, please park in a designated parking spot and NOT in the red fire lane. Do not double park and block the flow of traffic in the through lane. Students will dismiss through the exit closest to their classrooms.

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 required to use the designated area in the front or side of the school for parking, dropping-off and picking up students.

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.

Changes to transportation should be made with the office staff prior to 3:15pm. This allows for adequate time to communicate the change with the classroom teacher.

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 office and must comply with all applicable district policies and procedures. Visitors to BES must present picture identification and wear a Visitor's Pass at all times. Visitors without a badge will be escorted to the office.

In order to build independence for the students and to provide the highest level of safety and security, parents will be allowed to walk their students to the second set of glass doors in the front foyer at the main entrance. Head Start parents will drop their children off at the Head Start entrance. Bus students will enter through the cafeteria. Prek and Kindergarten parents may walk their child to class on the first day of school. After that, all students will come in on their own. Staff will be available to make sure they get to the right place.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher. The visit's duration or frequency cannot exceed 30 minutes, 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 ensure that disruption of the instructional process does not occur.

24 hour notice is requested for classroom visits to ensure no scheduling conflicts.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. **Appropriate dress/attire is required.**

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

If you are interested in becoming a school volunteer contact the BES principal.

