

# **Bowie Junior High**

**2025-2026**

## **Student Handbook Addendum**

**#OUR HOUSE** 

## ATTENDANCE

Bowie Junior High School's official attendance time is 2<sup>nd</sup> period.

### PROCEDURES FOR REPORTING AN ABSENCE

(Parent and Student Responsibility)

When a student is absent, the parent/guardian should report the absence and the reason for the absence to the school attendance office by noon on the day of the absence. To report the absence, contact [maria.jaraleno@bowieisd.net](mailto:maria.jaraleno@bowieisd.net). Please make sure that your child brings a written absence note upon return. The absence will be documented as a parent excused absence once BJH has received the written excuse note.

A student is allowed three absences each semester that a parent's note can excuse. After THREE absences in a semester, a doctor's note is required to excuse an absence for illness.

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

### UNEXCUSED ABSENCES

All absences are documented as unexcused until students have followed the required procedures for making the absence excused (see above). Absences for personal business, private lessons, family vacations, etc., are unexcused. Absences not cleared within three days after a student returns to school may remain unexcused.

### COMPULSORY ATTENDANCE

Students must follow Texas compulsory attendance laws and be present 90% of the time, approximately missing less than 15 days in a school year. Students with 10 unexcused absences or parts of days (tardy/leave early) will be filed with Truancy Court. Students who are 15 minutes late to class will be counted absent. Bowie Junior High has a goal of 97% attendance for students weekly. Please help us meet our goal by being present and on time.

### EDUCATIONAL OPPORTUNITY MAKEUP SESSIONS

Students with excessive absences will be assigned opportunities to make up for missed educational experiences. These opportunities can be provided in various ways. These sessions may occur on designated Fridays, before or after school, during lunch, during summer school, or at other times determined by the campus administrators.

### CHECKING IN OR OUT OF SCHOOL DURING THE DAY

A student whose tardiness to school has made him/her absent from one or more classes or who must leave school before the end of the school day must sign in or out of the office with acknowledgment and approval by the attendance clerk, assistant principal, or designee. Students will be released only to those given permission by designation in the student information section of Ascender. Parents or guardians must keep all information in Ascender up to date and notify the front office if any changes are needed. Official picture identification will be required of the person checking the student out before the student can be released for pickup. If a student is to be picked up by someone other than a designated person on the emergency information provided to the school, arrangements are to be made

in person, by phone, or by a written note from the parent or guardian of record in advance, thereby giving the school office personnel ample notice of such intentions. Such precautions are not in place as an inconvenience, but to ensure student safety.

## **MEDICAL APPOINTMENTS**

Upon returning to school, the student must bring a note from the doctor or dentist to receive an excused absence. We encourage parents to make as many appointments as possible on our students' flex Fridays.

## **AWARDS AND HONORS**

Bowie Junior High School strives to recognize the great work that our students accomplish as often as possible. After each grading period, BJH submits A and A/B Honor Rolls to the local newspapers. Bowie Junior High participates in the National Junior Honor Society, or NJHS. Invitation requirements and the final selection process are available in the NJHS handbook. Qualifications for NJHS include the students' cumulative grades and behavior as they begin junior high as sixth graders. BJH honors our UIL participants who are awarded places at their competition at an awards ceremony in December. Finally, BJH holds an end-of-the-year awards ceremony in May. All parents/guardians are encouraged to attend all celebrations.

## **BEHAVIOR**

We are building tomorrow's leaders at Bowie Junior High and want all students to reflect these leadership and character traits through high expectations of excellence. We will be instilling a self-managing and positive environment with accountability and affirmations.

## **CAFETERIA SERVICES**

Bowie Junior High School participates in the National School Lunch Program and offers students nutritionally balanced breakfast and lunch daily. Breakfast is served free of charge to all students during 2nd period. BJH serves lunch to each of the three grade levels each day. Lunch is also free for all students. Students may purchase items à la carte. All students are charged for à la carte or additional food purchases. If a student's lunch account reaches a negative balance, parents will be notified by the cafeteria staff. Contact Wayne Walker, Executive Director of Operational Services, at (940) 689-2942 for questions regarding BJH's cafeteria or food service.

The district follows federal and state guidelines regarding serving or selling foods of minimal nutritional value on school premises during the school day. [For more information, see policy CO (LEGAL).]

## **CHEATING/PLAGIARISM/ACADEMIC DISHONESTY**

Plagiarism is using another person's original ideas or writing as one's own without giving credit to the author. Plagiarism will be considered cheating. A student who has engaged in cheating or other academic dishonesty may be given no credit for that assignment in addition to possible disciplinary action. This may include the improper use of AI-type resources when completing assignments.

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

Student elections for student council officers are held during the school year. The organization's sponsor facilitates these elections. All students wishing to run for office should contact the organization's sponsor before the deadline. Like the aforementioned student council, student clubs and

performing groups may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general. If an action also violates school rules, the consequences specified by the school may apply in addition to any consequences determined by the organization. Coaches, directors, and/or sponsors will write expectations and consequences and obtain signatures for participation from parents and participants to avoid misunderstandings regarding expectations.

## **DESIGNATED HONORS AND ADVANCED COURSES**

Students may request admittance to courses designated as honors or advanced classes. Established criteria must be met to become enrolled in these courses. The principal will make final decisions on enrollment and removal for these classes based on criteria met and/or maintained by the individual student. Criteria may involve, but are not limited to, prior enrollment in a similar course, STAAR test scores, teacher recommendation, current success in honors classes, and any other aspects that the principal sees as contributing factors.

If the student is not keeping up with rigor, a parent/teacher/student conference should be scheduled to discuss student success. If the student continues to struggle with the coursework, removal from advanced classes may occur. A grade lower than 80% on a progress report or report card will result in a 3-week probation; at this point, the student will have until the following grade report to return the grade to above 80%.

Our 6th advanced math class will follow the guidelines with one addition. According to Senate Bill 2124, all 5th graders who score in the top 40% in the state on their 5th-grade STAAR math assessment will automatically qualify for our 6th-grade advanced math class, putting them on the track to complete Algebra I in 8th grade. Parents can opt out of this placement if they feel it is not the best academic choice for their child. The parent must provide documentation to the school for the student to be enrolled in the on-grade-level 6th-grade math course at BJH if they are one of the automatically qualifying students.

## **DISCIPLINE**

Students and parents should be aware of behavioral expectations and consequences during their school experience. We ask parents to respect school decisions and work to ensure that their child follows the guidelines for behavior cited in the BISD Code of Conduct and the BISD Secondary Discipline Matrix.

Students at Bowie Junior High are expected to adhere to the behavior standards outlined in the Bowie ISD Student Code of Conduct. Disciplinary action could include detention, "Friday School," ISS, OSS, and/or DAEP placement. These consequences follow those found in the BISD Secondary Discipline Matrix. If a student is placed on the DAEP campus, a separate campus handbook will accompany that placement. Please note that this list is not exhaustive, and the administrator will determine the final disciplinary action.

All Chapter 37 offenses will be handled according to state declarations.

## **DISMISSAL**

When the bell rings to dismiss school, students should leave the campus in an orderly manner. Students using bus transportation should wait for the bus in the designated area.

## DRESS AND GROOMING CODE

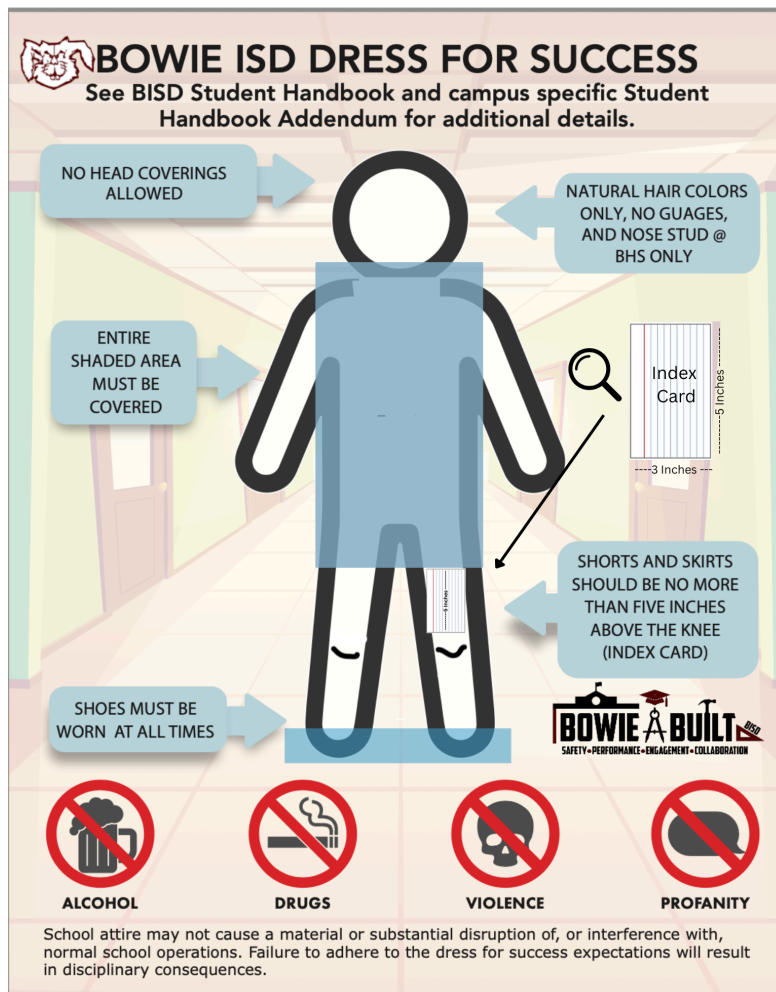
The school's dress code is established to encourage grooming and hygiene, prevent disruption, and minimize safety hazards. Dress code violations that threaten a student's health and safety, cause interference with school work, or create a distraction or disruption will not be allowed. While we respect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

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 BSD 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 DRILLS

Students, teachers, and other district employees will participate in emergency preparedness drills. When the alarm is sounded, students should follow the direction of teachers and/or authorities quickly, quietly, and orderly. Students will not be allowed to use their cell phones during drills or actual emergencies. BJH follows standard response protocol procedures.

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



### STANDARD RESPONSE PROTOCOL

#### INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

#### COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

#### HOLD

**"In Your Classroom or Area"**

Students are trained to:

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

Adults and staff are trained to:

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

#### SECURE

**"Get Inside, Lock outside doors"**

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

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

#### LOCKDOWN

**"Locks, Lights, Out of Sight"**

Students are trained to:

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

Adults and staff are trained to:

- 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

**"To a Location"**

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

#### SHELTER

**"State Hazard and Safety Strategy"**

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



### STANDARD RESPONSE PROTOCOL

#### PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

#### SECURE

**"Get Inside, Lock outside doors"**

Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

#### SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

#### WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

#### WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place. With longer or more dangerous events, the school should notify parents that the school has increased their security.

#### LOCKDOWN

**"Locks, Lights, Out of Sight"**

A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

#### SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

#### SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

#### WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unannounced drills, however it is highly discouraged to conduct one without announcing that it is a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

#### CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



K12 2021  
STANDARD RESPONSE PROTOCOL

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## **EMERGENCY INFORMATION**

Parents or guardians must complete the necessary emergency information upon the 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 and emails where they may be reached while their student is at school, so that they will receive information from the school.

## **EXTRA-CURRICULAR ACTIVITIES**

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 BJH must be in good academic and behavioral standing.

When absent for extracurricular activities, the individual student is responsible for making up all missed assignments. Students are encouraged to work ahead and complete the assignments before the trip.

Each program's handbook will also address participation and extracurricular activity guidelines. Students facing disciplinary action will also be held accountable by their program's handbook. Students assigned to DAEP can only participate in these activities after completing their DAEP assignment. Students participating in UIL activities may be subjected to random drug screenings.

## **FIELD TRIPS**

Students who participate in school-sponsored trips will be required to ride in transportation provided by the school to and from the event. An exception may be made if prior arrangements have been made through the BJH Principal, and a BISD employee then allows a student's parent or guardian to take control/responsibility for the student by signing them out of the event. The parent can also request in writing (to the sponsor or principal) prior to the day of the event 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 Bowie ISD does not provide. Parent volunteers on field trips may be asked to complete a background check. The no-pass, no-play guidelines, as well as student behavior, may be considered for all field trip participation.

The campus principal shall approve each school-sponsored trip and its attendees. Parent permission must be obtained for all field trips.

## **FUNDRAISERS**

All fundraisers must be approved by the campus principal. Students are only allowed to sell or promote products on the school campus with prior approval.

## **GRADING AND REPORT CARDS**

Teachers establish their grading standards consistent with guidelines approved by the BISD Student Handbook and the campus principal. If a question arises regarding your child's grade on an assignment, the parent/guardian should talk with the teacher first. If further information is needed after speaking with the teacher, the principal may be contacted.



Report cards will be available at the end of each nine-week grading period, and progress reports will be available after the third and sixth weeks of each grading period. If progress reports or report cards include unsatisfactory grades, the parent/guardian must acknowledge them. This may be completed by signing the report and returning it to the school or by any other form of communication with the school.

## **HOMEWORK**

Assigned homework will reinforce skills and concepts taught in class, and work on student responsibility and initiative to better themselves. Homework is used to check for understanding and 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 as a grade recorded in the grade book. Regardless of an assigned grade, students completing all assigned work is the expectation at BJH. Students may lose free time or be assigned detention to allow teachers to collect missing assignments.

## **HEALTH CURRICULUM**

BJH students will be offered a state-adopted health curriculum. This includes, but is not limited to, a special human growth and development lesson that parents will opt into for their students. The full curriculum may be viewed at <https://www.bowieisd.net/o/bisd/page/health-curriculum>.

## **ILLNESS OR INJURY AT SCHOOL**

BJH will attempt to notify parents, guardians, and/or a designated emergency contact when we know that a student has been injured or has become ill at school. In addition, BJH has a secluded area in the nurse's office where students can stay if injured or ill when necessary or until a parent can be reached.

One of the forms parents complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case a student is injured at school or school-related activities. The school will call the parent or guardian in such a situation and will also notify emergency medical personnel. It is essential 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.

Students often must take prescription medication for a specific period to treat a medical condition. BJH asks that parents schedule the timing of the doses so that the student takes the medication at home. If students must take the dose of medication at school, parents must 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 according to the BISD Secondary Discipline Matrix.

## **LEAVING CAMPUS DURING LUNCH**

Bowie Junior High School is a closed campus. Parents who wish to take their children to lunch may sign them out of the office and take them from the building. We ask that you have your child back before the start of the next class so they will not be counted absent or tardy. Parents may also provide lunch for their child if they so choose. Please arrange for your child to bring lunch to school with them or for them to pick up their lunch from the front office, as school personnel cannot deliver lunches. Students will be given no food deliveries outside their designated lunch periods.

## **LIBRARY FACILITIES**

The Bowie Junior High School library is available for student research and study, with resources appropriate for the needs of all students. Students can access the library during the school day and during posted hours before and after school. Students are responsible for materials once they are checked out from the library. The student will be held accountable for lost or damaged resources. Lost or damaged books will be charged the replacement price of the book. If a student has a missing book, they can only check out additional books once the fine or replacement cost is paid. If the student damages a laptop issued to them by a teacher, 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>.

## **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 their personal possessions while at school or any school-sponsored event. Students are provided with a locker to keep personal items and educational materials. Students should keep their lockers locked at all times. Students and parents must understand that the school district is not responsible for any personal items lost, damaged, or stolen at school or a school-related activity. We discourage students from having valuable items at school, whether the value is monetary or sentimental.

## **MAKEUP WORK**

### **AFTER EXTRACURRICULAR ACTIVITY**

Students participating in extracurricular activities are required to plan ahead. It is the student's responsibility to complete any missed assignments. All assignments and tests are due upon the student's return to school as though the student had been present in class.

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

Tests or assignments announced before the absence are due upon return to school. For work announced during the student's absence, students are responsible for arranging make-up work and make-up tests with their teacher. Students with absences are to be given the total number of days associated with the absence from school, plus one day to turn in make-up work or to take tests missed while absent.

## **OUTSIDE FOOD OR DRINK**

Students should not share food or drinks at any time. Food will be eaten in the cafeteria or a location designated by school employees. Parents, even when using delivery services, may only provide outside food for their own children during the student's lunch ONLY. No food will be distributed to students outside of their assigned lunch period. All outside food and drink will be disposed of before leaving the cafeteria or designated lunch area.

Students may carry a water bottle (reusable or consumable) 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 drink in their locker. Repeated offenses violate the student code of conduct and may result in confiscation of the item or referral to the assistant principal.

## **PARENT / GUARDIAN CONFERENCES**

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

A student or parent with a concern or question or who wants information regarding their child's education should confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office to request 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, a parent or guardian should first contact the teacher to schedule a meeting. If a resolution has not occurred after the parent-teacher meeting, then the student, parent, and/or teacher should notify the principal. The principal will then become involved to help resolve the conflict.

## **PARENT INVOLVEMENT**

Both experience and research tell us that a student's education succeeds best when there is good communication and a strong partnership between home and school. Bowie Junior High School offers various avenues to be involved. PASS (Parents and Students Strong) is the name of the BJH parent organization and is available for all parents and guardians. If you are interested in being involved in any way, please contact the principal's office. Please visit the campus website to view the BJH Campus Parent Engagement Policy.

## **PHONES AND ELECTRONIC DEVICES**

Bowie ISD Personal Communication Device Policy – FNCE (LOCAL)

Effective with HB 1481 – Texas Law

HB 1481, prohibits the use of "personal communication devices," which include cell phones, smartwatches, radio devices, paging devices, tablets, and other electronic devices capable of transmitting or receiving digital communication. The term does not include an electronic device provided to a student by a school district for educational purposes.

**Student Use Guidelines:**

Students are not permitted to use personal communication devices on school property during the school day. The school day is defined as the first bell to the last bell to dismiss. Students must store devices in accordance with administrative procedures. Students are expected to:

- Power off all personal devices upon arrival
- Store them out of sight—in a locker, backpack, binder, or purse at all times during school hours
- Use a locker lock to secure items is encouraged
- Or leave devices at home

Devices are not allowed to be used or visible in the following areas during the school day:

- Classrooms
- Hallways
- Restrooms
- Cafeteria/lunchroom
- Any open areas on campus

Other personal electronics, such as laptops, gaming devices, or accessories, are also prohibited on campus. This ensures safety, filtered content, and equitable access.

A student who violates this policy or any regulations shall be subject to discipline in accordance with the Board-adopted Student Code of Conduct and the Bowie ISD Discipline Matrix. An authorized district employee may confiscate a student's personal communication device that is used in violation of this policy or any applicable regulations. The consequences of unauthorized use are listed below and will take effect during the first full week of the school year.

### Disciplinary Consequences for Personal Communication Device Violations

A student who violates this policy or any regulations shall be subject to discipline in accordance with the Board-adopted Student Code of Conduct and the Bowie ISD Discipline Matrix. An authorized district employee may confiscate a student's personal communication device that is used in violation of this policy or any applicable regulations. The consequences of unauthorized use are listed below and will take effect during the first full week of the school year.

#### Offense

##### Actions Taken

##### 1st Offense

- Office Referral
- Confiscation of the item
- Detention assigned
- Student may pick up the item after school

##### 2nd Offense

- Office Referral
- Confiscation of the item
- Guardian-only pick-up required
- 1 day ISS

##### 3rd Offense

- Office Referral
- Confiscation of the item
- Guardian-only pick-up required
- Alternate personal communication device storage plan required
- 3 days ISS

##### Additional Offenses

- Apply 3rd Offense consequences
- OSS, DAEP (Disciplinary Alternative Education Program) placement may be considered

The district will not dispose of devices but retain them securely. If they are not retrieved, they will be stored in accordance with district regulations.

#### Exceptions to the Policy

A student shall be authorized to use a personal communication device on school property during the school day only under the following circumstances:

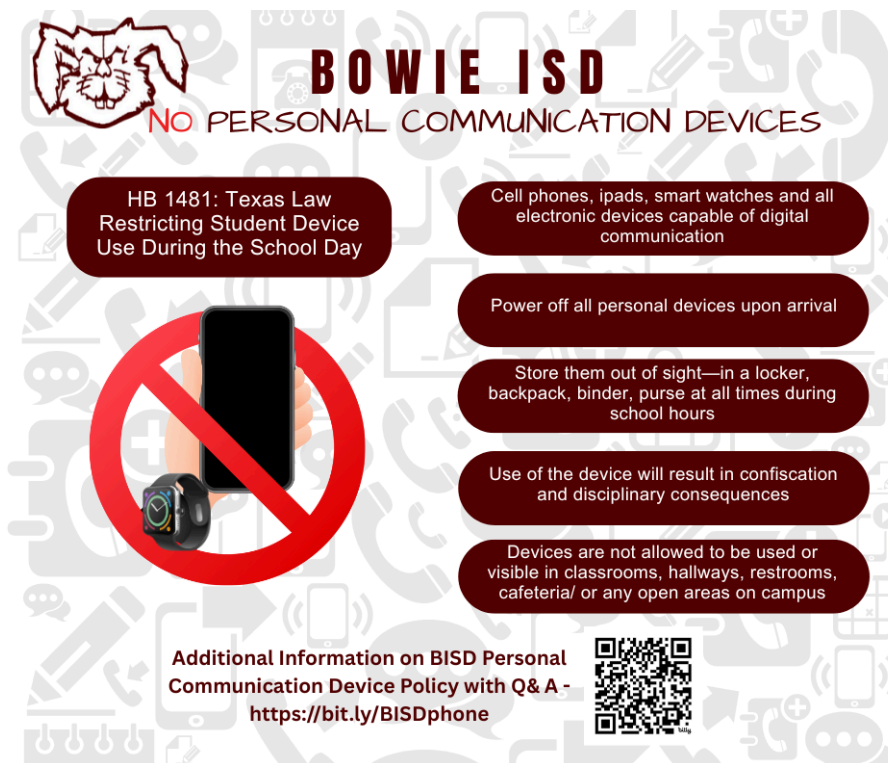
1. The student's use is necessary for implementation of the student's individualized education program, a 504 plan, or a similar program or plan.
2. The student's use is required due to a documented need based on a directive from a qualified physician; or
3. The student's use is necessary to comply with a health or safety requirement imposed by law or as part of the District or campus safety protocols.

Any exceptions to the policy will be agreed upon by the school committee and outlined in the plan.

Cell phones or any device used to capture images are strictly prohibited on school grounds or at school-related or school-sponsored events. Filming or capturing images of students or campus personnel by students, parents, or other campus visitors during the school day is prohibited without all filmed participants' consent. Violations of these expectations can result in disciplinary action.

Authorized personnel may search a student's telecommunications device in limited circumstances and in accordance with the law. Any disciplinary action associated with telecommunication devices will follow the Student Code of Conduct and BISD Secondary Discipline Matrix.

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



## PHYSICAL EXAMINATIONS

Physical examinations are required for all students participating in UIL athletic or cheerleading events. For more information concerning physical exams, contact the BISD Athletic Director. The students involved will be required to obtain physicals in their first year of participation and/or in 7th, 9th, and 11th grades. Students participating in UIL activities will be subjected to random drug screenings. See the BISD Extracurricular Handbooks for more participant information.

## 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. 90% attendance requirements are also considered for promotion.

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 include summer school, tutoring, or participation in our Response to Intervention Program.

[For more information, see policy EIE(Local).]

## **SCHEDULE CHANGES**

Schedule change requests should be made in writing to the school counselor. Most schedule changes will only be approved before the 10<sup>th</sup> day of each semester. School officials will accept a request for a schedule change at any time. The campus principal will make the final decision on changes requested outside of these time periods.

## **SCHOOL FACILITIES**

Students are not to congregate in or around any school facility before or after school outside of designated times. Students are allowed in the school cafeteria and auditorium from 7:20 to 7:45 to ensure they are monitored after being dropped off on campus. Once the student is dropped off on the BJH grounds, they cannot leave without the appropriate parent or guardian checkout. When classes are finished for the day, all students should leave the campus in an orderly manner. Students using bus transportation should wait in their designated area. Students may use bags and backpacks to carry items to and from the school facility; however, they are not allowed in the classroom or the lunchroom. Lunch boxes are only allowed in the cafeteria and the 2nd-period classroom for breakfast.

## **SCHOOL HOURS / TUTORIALS**

Tutorials are available to all students from 7:20 to 7:45 and 4:05 to 4:20 on most school days. Arrangements should be made with the teacher regarding tutorials. The regular school day is from 7:50 to 4:05. The first bell releases students to class at 7:45. Classes begin promptly at 7:50 every day. Students are considered tardy after the 7:50 bell.

## **STUDENT WELFARE**

Students, parents, or guardians who need to report unsafe behavior regarding themselves, their child, or another student may use the BOJO Tip Line link to report the activity. The Tip Line can be found on the Bowie ISD or BJH website or through the BISD APP. These reports may include self-harm, suicidal thoughts, bullying concerns, or other named or anonymous reporting. Administrators and counselors will be notified when the report is submitted. If using the electronic addendum version, you may use the following live links. You can visit this [link](#) to access the BISD webpage to report any activity, which includes all schools' links for the BOJO tipline, or you may use the BISD App to report. If you are not using the electronic version of this document, you may access this information on the BISD web page and click on the BOJO Tipline in the header on that page.

## **SUMMER SCHOOL**

Junior high students with significant academic gaps and a need for accelerated instruction, who do not meet promotion requirements or have attendance deficiencies, may be required to attend summer school. If the student must attend summer school, a parent will be notified. Summer School normally occurs during the first two weeks of June.

## **TRAFFIC PATTERNS AND PARKING**

Parking Areas

The parking areas in the rear of the school are intended only for employees, vendors, and school buses during the school day. Parents are requested to use the designated area in front of the school for parking during the school day.

### **MORNING:**

Buses will unload at the back of the school (Gym Area).

Parents will drop off at the front of the school (Tarrant St.), the field house, or the gym when appropriate for sports practices. Cars should NOT access the back drop-off lane when buses are present. Please park in the gym parking lot to drop off your athlete in those cases. Please encourage them to use the crosswalk and not walk between the parked buses.

### **AFTERNOON:**

Buses will load in the bus lane directly in front of the gym. All students should use the crosswalk and not walk through the parked buses. At that time, no through traffic is allowed.

Car riders or walkers will exit through the building's front, rear, or side doors. All students will be directed to use the crosswalks. Be watchful for students who may or may not be watching for you. Please avoid double parking in front of and beside the school during release times.

## **TRANSPORTATION**

Bowie ISD provides bus transportation for students who qualify. The school may revoke this transportation for misbehavior and/or failure to follow the established rules, procedures, and directives from the drivers. The transportation expectations can be accessed [here](#) electronically or on the BISD website under transportation, and then by selecting bus behaviors.

## **VAPES/E-CIGARETTES/NICOTINE PRODUCTS**

The use of electronic cigarettes is illegal in the school setting. Discipline will be assigned according to the Bowie ISD Secondary Discipline Matrix for students possessing vapes/e-cigarettes.

## **VISITING SCHOOL**

Parents and guardians 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 must present a valid driver's license and obtain a visitor's badge upon clearance. This badge must be worn at all times. Visitors without a badge will be escorted to the front office. Upon exiting the building, visitors should return the badge to the office to check out.

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

We do not allow visitors from other schools to attend classes or have lunch with their BJH students.

All visitors are expected to demonstrate the highest standards of courtesy and conduct and adhere to the BISD dress code for staff and adults; disruptive behavior will not be permitted.