

2011-2012 Bowie High School Handbook

Schedule

1st Bell	7:40	End of Lunch Bell	12:27
1st Period	7:45 – 8:45	5th Period	12:30 – 1:30
2nd Period	8:48 – 9:48	6th Period	1:33 – 2:33
3rd Period	9:51 – 10:51	7th Period	2:36 – 3:36
4th Period	10:54 – 11:54	Tutoring/Study Hall	3:39 – 4:30

NO STUDENT SHOULD BE ON SCHOOL GROUNDS BEFORE 7:15 A.M. WITHOUT PERMISSION OF A TEACHER OR COACH. STUDENTS CANNOT ENTER OR BE IN A CLASSROOM AREA OR GYM WITHOUT SUPERVISION.

Student Exit Outcomes - Upon graduation from Bowie High School, the student will:

1. Be an independent learner,
2. Demonstrate, at least at the “MEETS” level, on the AIMS tests in all content areas. Passing the AIMS –HS is **REQUIRED** for graduation. Students must also pass the required credits in the specified areas,
3. Comprehend, read, write, and speak English at a proficient level,
4. Demonstrate proper citizenship behaviors such as responsibility, leadership, and cooperation with others to attain reasonable goals,
5. Demonstrate good character traits,
6. Exercise good personal health habits,
7. Develop a life plan that promises success and continued education,
8. Develop a belief system that recognizes the importance of maintaining a clean and safe environment,
9. Appreciate all areas of learning, including the arts, as opportunities to develop skills and talents to serve them well throughout their lives,
10. Learn a foreign language, and
11. Meet all Bowie High School and Arizona standards and requirements for graduation.

Expectations Of Student Behavior

1. Exercise self-discipline and self-control in choice of language and actions,
2. Act in a dignified manner, treating everyone with respect,
3. Participate in all school events without intimidating others with threats or force,
4. Respect the appearance of the school grounds and facilities,
5. Report to school and to class on time, ready to learn; maintain consistent school attendance,
6. Follow the school dress code,
7. Strive for high academic achievement,
8. Maintain a positive attitude and helpful nature,
9. Develop and maintain a sequential plan of study toward graduation, and
10. Support extra-curricular and school activities with cooperation and sportsman-like conduct.

Student Dress Code

1. Appropriate footwear is required for purposes of health and safety. Flip flops and sandals may be worn, but students must wear appropriate shoes for P.E., Agriculture, Culinary Arts, Science labs and other times as required by Administrator. Bare feet are not allowed.
2. See through shirts/blouses or bare midriffs are not allowed. Shirts and blouses should cover adequately for educational purposes.
3. Hats are not allowed in the classrooms or classroom buildings. They may be allowed in the gym, farm, shop, or campus at the discretion of the teacher.
4. Shorts, skirts, and dresses must be at least to the middle of the thigh or the tips of the fingers when arm and hand extend downward.
5. Pants must ride up at the waist and not hang below. Pants that allow underwear to be seen are not allowed. A belt must be worn to keep pants at waist height.
6. Extremely baggy pants and/or shirts will not be permitted.
7. Obscene, vulgar, or inappropriate shirts/blouses, or wording on shirts/blouses that is obscene, vulgar, or refers in any way to alcohol, alcohol products, or producers of alcoholic beverages, tobacco, tobacco products, or producers of tobacco products, or banned substances or drugs, or drug paraphernalia, products, or references are not permitted.
8. Bandanas or any apparel that is considered to be gang or gang related is not permitted. Belts will be worn with the end of the belt tucked into the belt loops or waistband.
9. Sunglasses may not be worn inside buildings.
10. Dressing out, as defined by the teacher, for Physical Education, shop, or labs and wearing required safety equipment for P.E., shop, or labs is required. Teachers may exclude students who refuse to comply and assign loss of credit for the class-day.
11. The Administrator has the final say in dress code issues. Students may be sent home or excluded from class or school if inappropriately dressed. The dress code may be changed, altered, or added to at any time.

Electronic Devices/Cell Phones - No radios, headsets, CD players, iPods, beepers, cell phones, cameras, or other sound/electronic equipment should be brought to school. Such items will be confiscated by school officials and for the first offense will returned at the end of the school day. For the second offense, parents may pick the device up at their convenience. Device will be returned on the last day of the school year for the third or more offense(s).

Uniform Grading Scale/Report Cards

1. We have high expectations for students at Bowie USD and have adopted the following grading scale. All teachers will use this scale on classroom assignments, projects, labs, and tests.

 $93 - 100\% = A$, $84 - 92\% = B$, $74 - 83\% = C$, $65 - 73\% = D$, $0 - 64\% = F$
2. Make-up work will be offered for excused absences. No credit will be given for unexcused absences or suspensions. Up to 10% of the grade may be determined by the Teacher based upon attendance, classroom effort and participation.
3. Parent conferences may be scheduled as needed.

Absence and Tardy Policy and Procedures

Good school attendance is required for academic success; including getting to school and to class on time.

Tardies: Students have three minutes between classes. This should be adequate time to go to their locker, get a drink, and go to the bathroom. Students **will not be released** from class during the first and last 15 minutes of each period. If a student is late to a class without a note from a teacher or administrator, they will be considered unexcused tardy. Each teacher will have consequences for unexcused tardy #1 - #4. A tardy in excess of 5 minutes may be counted as an unexcused absence for that period.

Absences: If a student is absent, the parents/guardians should call the school office (520-847-2545) before 8:00 AM. Upon returning to school, students are required to bring a note explaining their absence, which must go to the office to get an Admission Slip before going to class. Failure to call in an absence or to send a note will result in an unexcused absence. Students have three (3) days to clear an unexcused absence by bringing a note from the parent/guardian. After that, the absence remains unexcused. Students are expected to have at least 94% attendance to earn credit. Credit is not earned for unexcused absences. Each semester, a maximum of four absences may be excused with a note from a parent. Any absences beyond four days must have documentation from a doctor to be excused. All notes must be brought to the office within three school days if the absence is to be considered excused. Make-up work will only be allowed for excused absences (all suspensions are considered unexcused absences). Parents will receive a warning letter after two, four, and six absences. Students are subject to loss of credit at the instructor's discretion after 8 absences in any semester.

Student Absences - Parent Assistance - When your child will be absent, please call the school office (520) 847-2545 before school begins. When the child returns to school, a note must be presented to the school secretary explaining the purpose of the absence. When students have excessive absences (8 days or more) during the school year, the District loses funding paid by the state, so please help by scheduling all appointments on Fridays when school is not in session.

Student Dismissal to Parents - Please notify the Office when you intend to take your child out of school prior to the regular dismissal time. Parent/Guardian must sign-out students leaving during the school day.

Parent Involvement - Parents are encouraged to be involved with their school. The Superintendent Advisory Committee (Parent Group) meets regularly and all parents are encouraged to attend. Parents are also strongly encouraged to volunteer in the classroom, assist with homework, attend school board meetings, and to serve as chaperones at dances or on field trips. Other opportunities for involvement include attending parent/teacher conferences, Open House, and special occasions such as Christmas programs and awards ceremonies.

Cheating/Plagiarism - Cheating and plagiarism are not allowed. Submitting other student's work as your own or allowing another student to use your work are both considered cheating. Copying material from the Internet, books, or magazines without giving proper credit (author, title, etc.) is plagiarism. All students who are caught committing these offenses will receive a grade of 0 (zero) for the assignment. A second offense will result in a parent conference and the penalty. If the problem is still not resolved, any further offense will result in losing credit for the class and possibly suspension from school.

Pledge of Allegiance

Students are expected to stand and show respect to those that participate in the Pledge of Allegiance.

Extra Curricular Eligibility – Extra-curricular activities are available to all students. Students may be dismissed from an activity for cause. A weekly eligibility check for all extra-curricular activities is conducted to ensure the students are:

1. Passing all classes.
2. Maintaining satisfactory attendance.
3. Maintaining satisfactory behavior (no referrals during the previous week).

Eligibility checks will be made on Wednesday afternoons and eligibility will become effective on Thursday at 10:00am. Students will be notified of ineligibility; parents will be notified by telephone.

Hall and Campus Passes - Any student outside the classroom during class periods must have a pass. Students, who are late to school, must report to the office for an admission slip before attending their first class. Students who are late between classes must have a note from their previous teacher or they will be considered unexcused tardy. Students who are more than 5 minutes late may be counted as unexcused absent. Students who 'ditch' classes are subject to disciplinary action including suspension.

Field Trips and Student Excursions - Field trips are scheduled to extend student learning or to offer a wider range of experiences under the direction and supervision of the school personnel. As such, all school rules will apply. Depending on the field trip activity, more stringent rules may be enforced by the sponsor(s). **Permission slips are required for all field trips.** Students who travel to outings in the school vehicle must return in the school vehicle, unless **written parental permission** is approved by the administration **in advance**. Students are reminded that they represent the school and community on trips and should show Bowie pride. Students who fail to cooperate with the rules are subject to disciplinary action and may be banned from any or all future trips and outings.

Student Insurance - The school does not provide insurance for students who might be injured during the course of the school day or during school events or activities. Parents have the responsibility to properly insure their children for accidental injury or for health insurance. The office has information for family purchased student information. Questions about school insurance should be referred to the Office in person or by calling (520) 847-2545 during school hours.

Personal Items - Students are encouraged to not bring any personal items of value to school. School officials take no responsibility for items, of a personal nature brought to school, if lost, stolen, or damaged.

Homework Policy - Assigned homework is expected as a natural part of the school experience and as such must be taken seriously. Failure to complete homework assignments may result in after-school detention and/or lowering of grade average, or loss of credit, or lowering of grade average. All teachers are expected to give credit for homework completed and to penalize homework not completed.

Telephone Use - Except only under the most unusual conditions, students are not to use classroom telephones. When permission is given by the teacher, it must be with the teacher present and supervising. Students should not request permission to call parents from class; get a pass to the office to call your parent for any reason.

Dance Regulations

1. All dances are scheduled through the student council.
2. No fewer than two faculty/staff /parent chaperones must be scheduled.
3. The school dress code and other school rules apply at dances. Certain dances may require a more formal standard of attire. Anyone not complying with the dress code will be denied admittance.
4. Dance participants may not congregate outside the building, nor may they leave the dance and return.
5. Dance guests must be cleared in advance by the school administration. All guests must abide by school rules.

Public Displays of Affection - School is for learning, not romancing. No public displays of affection will be tolerated beyond handholding. Students may be subject to disciplinary action for violations.

Leaving and Returning to Campus During the School Day - Bowie School campus is a closed campus. Students are not allowed to leave campus without being signed out in the office by their parents/guardians. If returning to school during the same day, the parent/guardian must come and sign the student back into school.

Textbooks - While textbooks are provided free to students, they are not to be misused, damaged, or lost without penalty. The books are issued to a student and that student is responsible for the condition of the book. Damaged, lost, or stolen textbooks will be charged to the student at replacement cost. Class credit will be withheld until payment is received.

Student Driving Rules - Only properly licensed drivers may drive on school property. Those driving to school must obey the 15 mph speed limit around the campus, the 5 mph speed limit on campus and in the parking areas. Driving on campus **without prior approval** by the Administration is prohibited. Student driving privileges may be suspended at any time by the administration. Student vehicles parked at the school are subject to search and both the driver and the vehicle must meet licensing requirements including insurance. Student vehicles are not to be gathering places for students during the school day. Continued violation of any driving rules may be considered cause for out-of-school suspension.

Vending Machine Procedures - The Student Council operates the vending machine as program fundraisers under the direction of the Sponsor/Teacher. Improper use of the machine may cause its removal. The following expectations will be enforced:

1. Snacks and drinks are only allowed before and after school, or during other times as approved by the faculty or administration.
2. Students are expected to dispose of waste properly and consistently.

3. Students are not allowed to take snacks and drinks to classrooms, unless the teacher has given prior approval for special occasions.
4. The district office will not be responsible for providing change (coins) for the vending machines.
5. Neither the machine, nor its use shall interfere in anyway with the learning environment.
6. Vending machines are a privilege, not a right.

Student Aides and Work-Study - Some students may be selected to serve as classroom or office aides during the school day and be given credit as an elective. To be an aide, a student must have a good attendance record, a good behavior record, obey school rules, maintain a passing grade average in all subjects, be “on-track” to graduate, cooperate with supervisor, and be assigned by the Administrator. Re-assignment may be made at anytime. At times, a work-study option may be available to select students. The Administrator will communicate these options to students as they are available.

Independent Study/A.L.S. - Independent study is offered under special circumstances and must be approved in advance by the administration. An application must be submitted in advance to the administration. The following criteria apply:

1. A student may be limited to one independent study per semester; administrative discretion.
2. Generally, no more than one student will be allowed to take any particular subject as an independent study during any given semester.
3. To qualify for independent study, students need to have a satisfactory academic record and have clearly and consistently demonstrated self-discipline and self-motivation.
4. Independent Study classes will be supervised by the core teacher in that department area.
5. All work will be monitored with daily work logs and weekly progress checks. Students who are not making satisfactory progress will be dropped from the Independent Study class.

Visitors - All visitors to campus must first sign in at the office to get a pass. Student visitors are not allowed. Other arrangements may be made by contacting the administration in advance. Visitors are subject to all school rules and regulations

Breakfast and Lunch Schedules

1. Breakfast is served at 7:20 A.M. and students are dismissed to class at 7:40 A.M. Lunch for students in grades 9 – 12 runs from 11:54 - 12:27.
2. Students may bring lunch with them from home. No commercially prepared meals will be allowed to be brought on campus.
3. Full price breakfasts cost \$1.50 for students K-12 and \$2.25 for adults. Full price lunches cost \$2.25 for all students and \$3.25 for adults.
4. Free and reduced price lunches are available for qualifying students depending on family income guidelines. Parents must fill out appropriate application and be approved before free and reduced breakfast and lunch is available. See the Kitchen Manager or the Office for the proper forms.

Discipline Policy and Procedures - All students must abide by all school rules while on school property or field trips. All school rules are subject to change as necessary during the school year. The administration, in cooperation with the faculty and school board, shall have the final say in these matters. The classroom teacher, or other staff member, will initially handle all discipline problems. Usually the low level incidents are not recorded anywhere and are not considered serious. However, this may become difficult for the maintenance of productive school environment as less frequent, but more serious incidents occur. Therefore, students discipline will be progressive in nature, meaning that the more frequent the infractions, the more severe the discipline. Generally, progressive discipline means a gradually increasing level of punishment for repeated offenses or for offenses considered more severe in nature. Suspension, both in-school and out-of-school may be used as consequences. Regarding suspensions from regular classes: usually, the first application of this punishment is for a 1-day out-of-class suspension, followed by a 3-day out-of-class suspension, then a 5 day out-of-class suspension, and finally a scheduled hearing for expulsion or expulsion from school for the remainder of the school term year. No class credit may be earned during a suspension. Depending on the seriousness of each offense, however, any of these steps may be taken out of sequence. The student may start at a more serious consequence. For instance, threatening the safety of others may call for an immediate suspension pending exclusion, as well as the filing of a police report. Certain behaviors also require, by state law, immediate notification of the Sheriff's Department.

Minor Offenses

First Offense - Usually verbal warning, sometimes also including loss of free time (lunch time detention, before and after school detention), and/or the requirement to complete an extra assignment (such as a written apology or promise of improved behavior).

Second Offense - A verbal warning, parental contact, in-school suspension, and/or multiple detentions, and additional consequences similar to those described above will be imposed.

Third Offense - A combination of consequences as described above in addition to a required parent-teacher conference designed to develop an individual behavior improvement plan or a behavior contract, or completion of extra assignments. At this stage, out-of-class suspension, including long-term in school suspension may be an aspect of the punishment.

Repeated Offenses or Serious Disruption of the Classroom or Event - Any student disrupting the learning environment for others in a manner considered serious in nature, such as loud defiance, profane language, or general insubordination, will be immediately removed from the classroom or event and sent to the office. Serious disruptions may be subject to legal action taken by the school and/or criminal charges being filed. Using progressive consequences the Teacher and Administrator will determine the appropriate punishment which may include any of the above consequences including long-term out-of-school suspension or recommending expulsion from school.

Specific Concerns

Alcohol, Tobacco, Illegal Drugs, and Harmful Substances - The school campus is a tobacco, alcohol, and drug-free environment. Possession of alcohol, tobacco products in any form, illegal drugs, or other harmful substances on school property or at a school event is a violation

of school rules and State law. Representations of substances as alcohol, tobacco products in any form, illegal drugs, or other harmful substances on school property or at a school event will be considered to be the substance and will be a violation of school rules and State law. The district has a no-tolerance policy for these substances.

Consequence: Possession or use of illegal drugs, alcohol, tobacco, or other harmful substances on school grounds is a violation of school rules and state law. Any offense is an automatic 10-day out-of-school suspension pending long-term suspension or expulsion hearing. Offenses will be reported to the Sheriff's department for the filing of criminal charges.

Computers and the Internet - Damage to computers or software will not be tolerated and may be cause for fines or suspension, or both, in addition to the loss of credit and being banned from the lab or the use of any school computer. Included in this policy is the improper access of Internet sites considered inappropriate to school functions. Food and drink is not allowed in the computer labs at any time. Downloading inappropriate material as backgrounds, wallpaper, pictures or documents will result in suspension of computer privileges. Attempting to search or visit inappropriate web sites or chat rooms will result in suspension of computer privileges. By definition, all social media and chat rooms are inappropriate except as specifically assigned by a teacher.

Fighting and Other Violence - Arizona State Law now requires a much more diligent approach by school officials in controlling students' violence. State law now considers fighting, or the deliberate hitting of another person on school grounds, or even threatening to do so, a criminal violation. Such incidents must be reported as criminal offenses resulting in juvenile court hearing and adjudications. Included in this category is any written threats, any student produced story or theme glorifying violence, or any drawing depicting a violent intent.

Consequence: Removal from class/campus, suspension or expulsion, notification of Sheriff's Department for filing of criminal charges.

Food and Gum in the Learning Environment - Food, gum, and drinks are not permitted in the classrooms. Exceptions must be approved by administration in advance.

Consequence: Lunch or after school detention with teacher; cleaning gum from desks/floors.

Grounds and Campus - No student should be on campus before 7:15 am for school. The campus is closed at dark. This includes playground areas, the area around the gymnasium, all fields and courts (except the lighted court on the southwest corner of 5th Street and Jefferson), and all other District property off campus. Persons on the grounds, campus and property in violation are subject to trespass. Only students accompanied by and supervised by a Bowie School staff member are allowed after dark. After the activity or event has concluded, the grounds are closed as before. Persons who attended the event or activity are expected to leave the grounds in a direct manner.

Search and Seizure - School officials have the right to search for and seize any contraband, which may include tobacco, drugs, alcohol, weapons, stolen goods, or other banned items. Student lockers and desks belong to the school and may be searched for cause at any time. Personal items such as cars, backpacks, bags, purses, etc. are subject to search on campus.

Students may be detained while awaiting the Sheriff's Department to arrive and conduct an even more thorough search in extreme situations.

Vandalism and/or Theft - The school buildings, equipment, and facilities are protected by silent alarms and video cameras 24 hours a day, seven days a week. Any instances of criminal vandalism or theft will be reported to the police and may include out-of-school suspension. Minor incidences of vandalism such as writing on school desks or walls will be treated according to the progressive discipline policy with the responsibility to pay for damages or correct the damage.

Violence Related to Bullying or Hazing - Included in this category are any written threats, any student produced story or theme glorifying violence, bullying, hazing, or any drawing depicting a violent intent. The school will enforce policies and procedures to prohibit pupils from harassing, intimidating and bullying other pupils on school grounds, on school property, on school buses, at school bus stops and at school sponsored events and activities. Pupils should confidentially report, to school officials, incidents of harassment, intimidation or bullying. Parents and guardians of pupils should submit written reports to school officials of suspected incidents of harassment, intimidation or bullying. School district employees must report suspected incidents of harassment, intimidation or bullying to the Administrator. All reported incidents of harassment, intimidation or bullying, will be documented except that no documentation shall be maintained unless the harassment, intimidation or bullying has been proven. The appropriate school officials shall formally investigate suspected incidents of harassment, intimidation or bullying. Submitting false reports of incidents of harassment, intimidation or bullying shall also result in disciplinary procedures.

Consequence: Removal from class/campus, suspension or expulsion, **and** notification of Sheriff's Department for the filing of criminal charges

Weapons - Arizona State Law forbids the presence of any weapons on school grounds, at any time, by anyone other than a police officer on duty. **Any violation of this law will result in the immediate suspension pending expulsion hearing, as well as filing of a report with the Sheriff's Department for criminal charges.** Knives are considered weapons and are not allowed at school. Also, any such weapon used to intimidate or threaten another person will be reported as a crime on school campus. Weapons and look-alike or simulated weapons are defined in state statutes.

No Child Left Behind Notification - In accordance with the Elementary and Secondary Education Act, Section 1111 (h)(6), **Parents' Right To Know**, this is a notification from Bowie Unified School District #14 to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your students' classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught.
- If the teacher is teaching under emergency or temporary status in which Arizona qualifications and licensing criteria are waived.

- The teacher's baccalaureate degree major, graduate certification, and field or discipline.
- Whether the student is provided with services by paraprofessionals, and if so, their qualifications.

NOTE: All school rules are subject to change as necessary during the school year. The administrative team, in cooperation with the faculty and school board, shall have the final say in these matters.