

# PANTHERS



## **STUDENT HANDBOOK/CODE OF CONDUCT**

**2019-2020**

**Bowie Unified School District #14**

**P O Box 157 - 315 W. 5<sup>th</sup> Street  
Bowie, Arizona 85605**

**Phone: (520) 847-2545**

**Fax: (520) 846-2546**

**BUSD Website: [bowieschools.org](http://bowieschools.org)**

**Like us on Facebook!**

**Bowie Unified School District 14@loveBowieSchools  
Bowie Elementary School@BowiePanthersareawesome**

## **Welcome to the Bowie Unified School District!**

There is no goal more important than creating and maintaining a safe, supportive, and nurturing learning environment for every student in our schools.

The most important factor that determines whether or not we achieve this goal, is you, the student. When you make a commitment to safety, personal responsibility, and kindness, you are also making a commitment to personal excellence.

Please read this document with your parents/guardians. It is important for you to understand our standards and expectations for behavior at school. By following the handbook, you can help our school district become a safer and more supportive environment for all students and staff.

Amazing schools are places where learning happens, where kids succeed academically and emotionally, and where learning environments are safe, supportive, and inclusive of all students. Please do your part to make sure that our schools are amazing.

### **Bowie School District Governing Board**

Michael Myers, President

Fred Posey, Vice-President

Dean Ragan, Member

Nancy-Jean Welker, Member

Jeff Goodman, Member

**Board approved: June 11, 2019**

# FACULTY AND STAFF

**SY 2019 2020**

## Administration

Wendy Conger – Superintendent

## Support Staff

Bill Lamb – Lead Maintenance/Grounds/Transportation  
Joshua Hernandez - Maintenance/Transportation/Farm  
Michael Brannan – Custodian  
Devon Dewes – Custodian  
Irma Vasquez - Cafeteria Manager  
Vickie Romero – Clerk  
Houston Klump-Farm Assistant  
Ysem Brown-Chief Deputy Assistant  
Suzy Brannan- Cafeteria Assistant, Substitute Teacher  
Kasey Rudiger- Psychologist/Counselor  
Ron Higgenbotham- Speech Pathologist

## Instructional Staff

Gracie Madrid – Pre-School, Paraprofessional English Language Learning  
Maria Christina Dela Cruz- Elementary Teacher  
Sonia Dionisio Canilao- Elementary Teacher  
Marsha Gatchalian Gepiga- High School Teacher  
Kelly Zamudio –Agriculture/FFA/Yearbook/Welding/Science Teacher  
Travis Beck- Middle School Teacher  
Chris Guinane - Exceptional Education Teacher, High School Math  
Carla Lopez - Paraprofessional  
Francisca Molina - Paraprofessional  
Christina Salcido - Paraprofessional  
Rachel Garza - High School Facilitator

## To the Parent/Guardian



This has been prepared to explain and clarify the procedures, policies and regulations of Bowie Unified School District #14. During the school year you will receive letters and announcements from the administration and teachers regarding activities happening here at Bowie Schools. In order to be informed, please read all the letters carefully and share the contents with your son/daughter. We hope that you will become involved in your child's education and activities.

The Faculty and staff are available to assist you with any questions and/or concerns. We thank you for trusting us with the education of your student. We are looking forward to an enjoyable and productive school year. Go panthers!

Wendy Conger, Superintendent

## To the Students:

Welcome to Bowie Schools for the 2019-2020 academic year. We look forward to helping you accomplish your own worthwhile dreams. Success is possible by attending school every day on time, participating in the total school program, and being of good character.

**B**elieve – You can do it!

**I**ntegrity – Do Right! Don't Do Wrong.

**G**oals – Dream Big!

**C**haracter – Be Honest and Use Good Manners.

**A**ttitude – Be Positive. Find Solutions.

**T**eacher – Seek Trusted Mentors.

**S**tudent – Be Open to Learn.

## **MISSION- Our Mission**

It is the mission of the Bowie Unified School District, together with our unique multicultural communities, to provide and expand fair and equitable quality educational opportunities for learners so that they may grow and succeed in a global society.

## **VISION STATEMENT**

*Where responsible, inquisitive learning begins...*

## **NOTIFICATION**

**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.

## **NOTICE OF NONDISCRIMINATION**

Bowie Unified School District does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX may be referred to the Principal, and Section 504 may be referred to the Section 504 Coordinator, by calling 520-847-2545.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.  
Parents or eligible student should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.  
If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Governing Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.  
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C., 20202-4605

### **PLEDGE OF ALLEGIANCE**

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

### **FIRE, DISASTER, EMERGENCY DRILLS**

In each room, evacuation routes are clearly posted. At the sound of the alarms, the following student behaviors are expected:

- Students should leave rooms or outside areas as quickly as possible in an orderly fashion.
- Students in classes are expected to stay with their class and to meet in the designated area.
- Students should not return to buildings until the “all clear” has been announced.

### **PARENT/GUARDIAN INVOLVEMENT**

Parents/guardians are encouraged to be involved with their school. Parents are also strongly encouraged to volunteer in the classroom, assist with homework, attend school board meetings, and to serve as chaperones at activities/field trips. It is required to check-in the office and obtain a visitor’s pass before going to the child’s classroom.

### **CLOSED CAMPUS**

Bowie School campus is a **closed campus**. This means that students are not to leave campus, morning time or lunchtime, and upon arrival at school. Only verified work-study or half-time students will be permitted to leave campus. If there is a valid request (i.e. doctor appointment, court hearing), the student must be released through the office. Students are not permitted access to vehicles and/or parking lot during school hours or at lunch.

### **STUDENT CHECK OUT**

Parents/Guardians must call, come to, or send a written note to the office to request the early release of a student. All students leaving school early for any reason must be signed out through the office before leaving.

### **VISITORS**

All visitors to campus must first sign in at the Administrative Office to get a pass. Students are not permitted to bring visitors or family not enrolled in Bowie Schools. Visitors are subject to all school rules and regulations. According to ARS 15-507 a person who abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor-possible penalty- up to thirty (30) days in imprisonment and/or up to a \$500,000 fine. We appreciate your cooperation in keeping our campus safe.

### **ATTENDANCE POLICY & PROCEDURES**

The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The superintendent/principal/designee will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The superintendent/principal/designee will place emphasis on the prevention and correction of the causes of absenteeism.

Bowie School District has a four-day school week to encourage students and parents to make appointments on Fridays. When students miss class during the four-day week, they probably miss more school than they might for a five-day week. Good school attendance is required for academic success, and this includes getting to school and to class on time.

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.

### **Considerations**

- 1.) The following reasons will be accepted as excuses for being absent:
  - A. Verified Legal Appointment, such as court
  - B. Religious Holiday
  - C. Funeral/Death in the family
  - D. Verified illness or hospitalization
  - E. Communicable Disease (Flu, measles, etc.)
  - F. Pre-approved Request/Special Circumstance
- 2.) Absences will only be excused if the office receives written verification within 24 hours of the student returning to school. Any absence unverified by the end of the next school day is considered unexcused.
- 3.) The student is responsible for getting all missed work from teachers. The student will be granted time to complete missed work equal to the time missed (i.e. one make-up day for one day absent).
- 4.) Students who go on field trips or engage in other school related/sponsored activities are counted present.
- 5.) Students who wish to visit colleges, technical colleges, or other postsecondary institutions will be counted present in school if they follow the proper procedure.
- 6.) Students who miss classes to be inducted into the United States armed forces will be counted present in school if proof is provided by the students' recruiter.
- 7.) Students over 15 years of age must maintain 8 or less absences in each class. Students not meeting these requirements may be considered choosing not to comply with school policies [habitually defiant] and may be withdrawn.
- 8.) In cases where a student is 18 years old and still living with parents, all notices must come from the parents who are considered the responsible party.
- 9.) Students enrolling in the preschool program must register and attend kindergarten in Bowie schools the following year. Transportation is not provided for preschool children.

### **No Credit**

Students are expected to have at least 80% attendance to earn credit. If a student is absent more than 10 days in the same class, excused or unexcused, he or she may lose credit for that class.

### **Tardies**

A tardy is being late (unexcused) and/or not in the assigned classroom ready to learn when the bell rings.

An excused tardy is when the student reports to the assigned classroom with an official written pass.

Three (3) unexcused tardies from the same class shall equal one unexcused absence for that class, and will be counted towards the cumulative total under No Credit.

### **Pre-approved request/special circumstance**

In certain circumstances when it is necessary for a student to be absent for an extended amount of time, notification should be made to the school at least thirty (30) days prior to the absence. Filing a request does not guarantee approval.

The following criteria will be considered:

- A. Grades—must have a passing grade in each class.
- B. Attendance—amount of prior absences/tardies.
- C. Behavior—prior referrals, disciplinary actions, etc.

Students must arrange all class work prior to the absence and complete all work by a predetermined date.

### **MAKE-UP POLICY**

When a student is absent whether excused or unexcused, they will be allowed to make up assignments as follows:

- The student is responsible for getting all missed work from the teacher(s).
- The student will be granted time to complete missed work equal to the time missed (i.e. one make-up day for one day absent).

### **PASSES DURING CLASS TIME**

Students should not be out of class during class time unless they have a written pass or referral slip from their teacher. Students should use the restroom, get a drink of water, get books, etc., before school begins, at lunch, and between periods.

### **ENTERING AND WITHDRAWING FROM SCHOOL**

**Registration:** To register in school for the first time, a birth certificate or other satisfactory evidence of age will be necessary. The school must maintain health records on each child. Immunization records must be submitted and reviewed before a student can be enrolled. Students will not be admitted without up-to-date immunizations. Parents/guardians will be asked to fill out registration forms. Any other information that will help the child should be provided.

**Transfer and Withdrawals:** If you plan to move let the school know at least three days in advance. It is expected that outstanding fees will be paid and all textbooks and library books will be returned in good condition or paid for before the withdrawal process is completed.

### **NOTIFICATION OF CUSTODY ISSUES**

You must notify the school of any custody issues surrounding your child. This will help to insure your child's safety as well as eliminate any problems that might arise because of such issues. The school must have in their possession a copy of any legal paperwork concerning custody issues and your child.

### **IMPORTANT NOTICE**

You must notify the office if you move to a new location, get a new phone or have a change of phone number or mailing address.

### **ENROLLMENT IN COLLEGE CLASSES**

Students may have the opportunity to enroll in college classes. Prior approval of the administration is required.

### **SCOPE OF RULES OFF CAMPUS**

Under “Scope and Authority” – School rules may be enforced for conduct occurring off campus and away from school sponsored events without regard to the time of day where the motivation for the misconduct arose out of the school environment or the misconduct affects the educational and orderly mission and function of the district or endangers the members of the school community.

### **FIELD TRIPS**

All school rules apply to any student while involved in extra-curricular activities, field trips, sporting events and any other school related activities. 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.

### **INTERPERSONAL RELATIONS**

Students are expected to restrain their physical contact in inter-personal relations. Excessive displays of affection are considered unacceptable on school premises. Repeated infractions may be subject to disciplinary actions. No kissing or excessive hugging, as determined by administration. It is best to keep hands to yourself.

### **BEHAVIOR EXPECTATIONS FOR ASSEMBLIES & PROGRAMS**

Throughout the year, the student body is brought together at assemblies for various programs. Appropriate behavior during assemblies is required. Booning, whistling, or distracting the people on stage, in any way, may merit the loss of assembly privileges or result in other disciplinary action.

### **FUNDRAISING/SALES/ADVERTISING EVENTS ON SCHOOL PROPERTY**

All School related fundraising/sales events must be approved in advance by the Student Council and the Administration. Any outside advertising of events must have prior approval of the Administration.

### **ATHLETICS/EXTRACURRICULAR ACTIVITIES**

In order to participate, students must be passing every class in which they are enrolled. Students are expected to be in school on the day of extracurricular activities and on the day after such activities. Students must obey AIA rules and the rules of the Willcox Unified School District in order to participate in sports/athletics activities.

#### **Eligibility**

1. Passing all classes.
2. Maintaining satisfactory attendance.
3. Maintaining satisfactory behavior.
4. Any other requirement deemed by the Willcox Unified SD

#### **Required prior to participation in athletics**

- *Athletic Packet*  
Parent Permission for Athletic Participation – signed by parent/guardian  
Proof of Athletic insurance (copy of insurance card)  
Emergency Consent signed by parent/guardian

- *Physical Examination*  
 New one each school year  
 Health History must be completed and signed by parent/guardian  
 Annual Health Questionnaire must be completed and signed by parent/guardian  
 Physical Examination form must be completed and signed by a physician  
 Insurance form

## **REMOVAL OF STUDENTS FROM SCHOOL-SPONSORED ACTIVITIES**

The Principal of the school may remove a student from a school-sponsored activity if the principal determines that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the principal determines that such removal is in the best interest of the activity or in the best interest of the school as a whole.

The Principal also may remove a student from a specific position, such as officer, editor, or captain of an activity, without removing the student from the entire activity.

## **TEXTBOOKS**

Necessary books are provided to students free of charge. However, students are responsible for each book checked out. If a book is lost, stolen, or damaged, the student will be responsible for paying for the book.

## **VALUABLES**

Students are cautioned not to bring large amounts of money or valuable personal items to school. The school is not responsible for students' personal property. Anything brought to school is the responsibility of the student. The best rule to follow is: *If you don't want to lose it, don't bring it to school.*

## **SCHOOL SUPPLIES**

Students are responsible to furnish necessary supplies for learning (i.e.: notebook, paper, pens, and pencils). Please let us know if we can help. Assistance is provided if needed.

## **STUDENT COMPUTER ACCESS RULES**

The Electronic Information Services (EIS) System has been established for a limited educational purpose and may only be used for educational purposes. The term "educational purposes" includes classroom activities, career or professional development, limited high-quality personal research and other work-related purposes. Students are not to access anyone else's computer files. All student computer users and their parents will be required to sign an appropriate Computer Use Agreement. Students are responsible for keeping their passwords to themselves and may be held accountable if someone else violates computer rules on their password. The privilege of using the computer can be revoked at any time. No unauthorized programs or games should be programmed on hard drives or networks without prior approval of the Administration. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

## **STUDENT AUTOMOBILE USE**

A student must bring proof of insurance and their driver's license to the office to gain access to park their car on the school property. Any vehicle driven to school must remain on the parking lot and not be driven during school hours. Going to and from the parking lot during classes is strictly prohibited. Student vehicles parked at the school are subject to search. Careless or discourteous driving may result in loss of the student's privilege to drive on campus and/or other disciplinary action.

### **BICYCLE/SKATE BOARD/ROLLER BLADES AND SKATES: USE ON CAMPUS**

Use is not allowed on campus during school hours.

### **HEALTH SERVICES**

If a student becomes ill at school, parents/guardians will be notified. The best place for a child who is ill is at home in the care of an adult. Any student with or recovering from a communicable or infectious disease will not be permitted in school until the period of contagion is passed or until a doctor recommends a return.

Please, if for any reason your student is unable to participate in physical activity (i.e.: Recreation and Physical Education class) please submit in writing a doctor's notice to the office.

### **MEDICATIONS**

Written permission from the parent/guardian must be provided to the school for the administration of prescription drugs or over-the-counter medication. Forms are available in the office. A student who needs access to prescription drugs or over the counter medication during the school day shall leave the medication, in the original container, with the school office. Students, who are in possession of medication, but who have not followed the directions described above, shall be disciplined according to the school discipline policy.

### **DIRECTORY/WEB/PHOTOS INFORMATION**

The Office will disseminate directory information on the student as considered necessary, without further notification, unless the parent/guardian declines in writing to have this information made public. "Directory information" for a student includes the following: name of Student and parent/guardian, address, student's date of birth, grade in school, extracurricular participation, achievement awards or honors, weight and height if member of an athletic team, photograph, and school attended before enrolling at Bowie. Pictures of students are uploaded to the school district Facebook page and the school district website. Sometimes they are posted in newsletters. **Please contact us in writing if you would not like photos of your child posted on the website, Facebook page, newsletters, etc.**

### **STUDENT RECORDS**

Student records are the property of the school district. Examination of the records shall be allowed only with proper school officials in attendance. School records shall not be removed from the school premises without permission of the school authority. The school office for those authorized to receive them may make copies of all records. Student records shall be considered professional and confidential and shall be available only under the conditions stipulated in the Family Educational Rights and Privacy Act.

### **FREE AND REDUCED LUNCHES**

Federal applications for free and reduced lunches will be handed out to all students on the first day of school. Please Fill out this form and return it to the office for processing as soon as possible. You will be notified as to your acceptance into the program. Replacement applications are always available in the office.

### **CALLING SCHOOL**

If parents/guardians would like to talk with their child's teacher, they should call either before classes begin or after the students are dismissed. Parents/guardians may call the school office during class hours and leave a message with the school secretary. *All phone messages will be delivered at an appropriate time that does not disrupt the instructional learning.*

### **USE OF SCHOOL/DISTRICT PROPERTY BY STUDENT**

Students are expected to use reasonable care while using any District or School property (JICB). Students must have prior approval from the Administration in order to use any school/district property off school campus.

### **RESTRICTION OF PRIVILEGES**

The school administration may notify the parents/guardians of privilege restrictions. Such privileges include cafeteria, library, classroom or laboratory participation, bus use, vehicle use, school passes, trips, dances, and bicycle use. A report of the restriction will be recorded in the student's conduct file.

### **STUDENT RIGHTS**

The constitutional rights of individuals assure the protection of due process of law.

### **EXERCISE OF FREE EXPRESSION/SPEECH**

Students are entitled to express their personal opinions as long as that expression does not interfere with the rights of others to express themselves or does not interrupt school or classroom activities.

With respect to written expression and circulation of petitions, students are entitled to express in writing their personal opinions. These opinions should be signed by the author and meet standards prohibiting libel (any written or printed material tending to injure a person's reputation unjustly), pornography, or intentional distortion or reckless disregard of facts.

### **STUDENT EXPECTATIONS**

Each student is responsible for helping to create and maintain a school environment which is safe and conducive to learning. He/she shall:

- Model acceptable behavior at school.
- Be responsible for his/her own actions and the consequences of those actions.
- Show consideration and respect for fellow students, for the school staff members and for school property.
- Display physical and verbal self-control and seek other methods of dealing with problems.
- Confer with his/her parents, teachers and the principal in solving recurring discipline problems.
- Participate in the development of the school's student behavior expectations.
- Work toward understanding and displaying self-discipline.
- Recognize that students are in school to learn and that order and structure help to create an environment where safe, productive and uninterrupted learning can occur.

### **ROLES AND RESPONSIBILITIES**

The responsibility of maintaining positive, constructive behavior within the school is a cooperative effort, shared by students, parents/guardians, teachers, administrators and support staff.

The active involvement of and support by teachers, parents/guardians, administrators and other school staff is critical in helping the student understand the value of good conduct and its relationship to individual learning and success.

Teaching and assisting students to develop positive/productive attitudes and behaviors will enable them to be active learners and valued contributors to the school community.

### **CONFISCATION OF ITEMS**

Items which may disrupt or interfere with the educational process may be removed from a student, this includes cell phones. Items may be returned to the student's parent/guardian. Items which are illegal will be turned over to the police.

### **UNINTERRUPTED INSTRUCTIONAL TIME**

Each school and/or grade level has time designated for uninterrupted instruction. The school protects instructional time by ensuring classes are not interrupted with announcements or messages from home. When you have messages, materials, lunch money, etc., please take them to the school office.

### **HOMEWORK**

The purpose of homework is to provide additional practice on previously introduced skills or to enrich classroom experiences. Homework includes such activities as brief drills, reading, collecting information, sharing ideas with parents/guardians, and projects/assignments in which the student must use their time in creative thought. The amount of homework assigned varies based on the student's grade level.

An additional purpose of homework is to encourage the student to develop effective study skills, self-discipline, work ethics, and individual discovery habits which are integral and indispensable elements of a quality educational process. The student is responsible for understanding homework expectations before leaving school and for completing the assignments on time. Parents/guardians can support the homework program by providing the student with time necessary to complete the work and a quiet, well-lighted place to study.

### **ELECTRONIC DEVICES**

Cell phone use is not encouraged at school. If you choose to send your child to school with a cell phone, it needs to be in a child's backpack on silent mode. Students may not take unwanted pictures of students or staff members with their cell phones or any other device as it is a violation of the privacy rights of individuals. If a student chooses to disrupt the classroom or school because of cell phone use, then it will be taken away and given to the parent/guardian.

Electronic devices such as handheld games, iPads, cameras, or other sound/electronic equipment are not allowed in the classrooms or academic settings unless permission is given by the teacher. Students should think carefully before deciding to bring valuable electronic devices onto campus. The school is not responsible nor does it have the insurance to cover students' lost or stolen property. The school will not investigate the theft of any electronic devices a student brings to school.

### **LUNCHROOM RULES**

- Maintain orderly conduct and quiet voice.
- Clean the table and floor space where you were seated.
- Follow all rules and obey kitchen staff and duty teacher.
- Remain seated until excused.

### **PLAYGROUND RULES**

- The playground is only supervised during school hours. Please do not send children to school before 7:15 am, there is not supervision.
- No dogs are allowed on school campus and students who allow their dogs to follow them to school may be sent back home with their pets.
- Students must be under supervision to enter the gym or pool area.

**Note:**

No student should be on school grounds before 7:15 AM or after 4:10 PM without permission of a school official.

**STUDENT DRESS CODE**

...cover it up, ...clean it up, ...and keep it decent!

**Further Clarification**

- Sleeveless attire must cover from the neck to the shoulder.
- No short shorts, shorts with holes showing undergarments, etc.
- No jeans or pants with holes showing undergarments, etc.
- Appropriate footwear is required for purposes of health and safety. Bare feet are not permitted in any of the buildings or on campus.
- Under garments are not to be seen.
- 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.
- Bandanas or any apparel that is considered to be gang or gang related is not permitted.
- 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.
- The Administrator has the final say in dress code issues. Students may be sent home or excluded from class or school if inappropriately dressed. Students may be asked to change into clothing the school has on hand if dress is inappropriate Please check your child before they leave the house to ensure they are dressed appropriately.

*At any time, your child could be sent home to change into more appropriate attire.*

**DISCIPLINE**

The jurisdiction of the school is primarily limited to the school premises or a school-sponsored function. However, severe violations of the law which occur off the school premises may result in disciplinary action if continued attendance in school or at a school sponsored function is likely to be detrimental to the welfare of the majority of students. Factors to be considered in these cases include the kind of violation which has occurred, the actual guilt of the student, the previous record of the student and the cooperativeness of the student and parents/guardians.

In addition, school rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school, off campus time during the normal school day, lunch hour and released periods and while attending or participating in any school sponsored activity. A student is considered at all times and places a member of the Student Body as long as he/she is enrolled in school, and all rules and regulations shall be binding on his or her conduct. Zero tolerance for drugs and/or alcohol. Know and understand the School and District's policies! **No tobacco, cigarettes, electronic cigarettes, or vaping is allowed on school grounds.**

**STEP ONE:** The classroom teacher will notify the parents/guardians by telephone or letter regarding the problem their child is causing in the classroom. The date and conclusions arrived at with the parent will be noted on a discipline referral form by the teacher.

**STEP TWO:** If the problem is not resolved or recurs following Step One, the classroom teacher will refer the student to the “designated disciplinarian”. The “designated disciplinarian” will attempt to mediate the problem by consulting with the student, the parent and the teacher. The “designated disciplinarian” will record the conclusions reached on a discipline referral form.

**STEP THREE:** The student will be sent to the administration with a discipline referral form. The administration will take whatever action the situation warrants and will record the outcome on the referral.

We expect every staff member to be treated with respect and dignity just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.

### **Prior Misconduct**

Occasions of prior misconduct where a student has previously received discipline can be considered in subsequent student disciplinary proceedings to justify additional disciplinary consequences where it is established:

- a) The student has not benefited from prior and usually less severe disciplinary intervention, or:
- b) The student is engaging in continued disruptive or disorderly behavior.

### **Minor Offenses - Consequences**

**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 level, 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.

### **Note:**

Generally, progressive discipline means a gradually increasing level of punishment for repeated offenses or for offenses considered more severe in nature. Depending on the seriousness of each offense, however, any action may be taken out of sequence as deemed appropriate resulting in the student starting at a more serious consequence.

## **HAZING/INITIATION**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person previously, currently, or intending to enroll as a student of the District. “Hazing” means any intentional, knowing or reckless act committed by a student or group of students, against another student where the

act is committed in connection with an initiation into an organization affiliated with the District; such as, athletic teams, association order, clubs or similar groups.

### **HARASSMENT/INTIMIDATION/BULLYING**

Bowie Unified Schools are committed to providing a learning environment where students, staff, and parents may work comfortably and productively, free from these behaviors. A student shall not harass, intimidate, or bully another person. This includes but is not limited to threats to use physical, sexual, verbal or emotional abuse to humiliate or coerce others in an aggressive, antisocial behavior. Some specific examples of such prohibited conduct include, but are not limited to: Negative or offensive comments, jokes, suggestions or sexual innuendoes, slang names or labels that other find offensive, talking about or calling attention to physical or sexual characteristics in a negative or embarrassing way, blaming the victims of harassments for causing the problems, continuing certain behavior after an individual has objected to that behavior, displaying or threatening to display nude or sexual pictures, cartoons, or calendars anywhere on school property. Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones.

Harassing behavior is illegal under both state and federal law and will not be tolerated. Harassment negatively affects morale, motivation, and the ability to learn. Students who are the victims of harassment should contact administration immediately.

### **ANTI-BULLYING**

Bullying shall be defined as repeated or the potential of repeated use of physical, verbal and/or cyber forces in a negative manner toward or in regard to another person. This may include, but is not limited to: actions of mal intent concerning age, color, creed, race, national origin, ancestry, religion, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability political beliefs, socio-economic status, perceived reputation or family status. Bullying that occurs on school grounds immediately before, after, or during school hours, anytime the school is being used by a school group, off school grounds at a school-sponsored event or activity, traveling to/from school or a school-sponsored event, or off school grounds when actions may be considered a disruption the school day or education environment. This includes use of any school property or school issued electronic devices. Bullying is prohibited and is subject to disciplinary action as set forth in the school anti-bullying policies and procedures.

Bullying definitions:

- **Physical Bullying-** The use of force toward a person's body or personal belongings
- **Verbal Bullying-** Using negative and/or damaging words including both spoken and written, toward or in regard to another person with mal intent.
- **Cyber Bullying-** Using social media, email or electronic devices in a negative manner toward or in regard to another person. Examples including posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, Twitter fights, posting negative videos, texting photos, negative status posts, hate blogs/pledges, texting rumors, hacking profiles, nasty emails, sending mean forwards.

### **INTERNET**

The Internet is available to students and staff. The goals are to "promote educational excellency by facilitating the resource sharing, innovation and communication. In using the Internet while on campus, students agree that they have personal responsibility to avoid misuse and that they will abide by the Acceptable Use Policy. Misuse includes messages sent or received that indicate or suggest pornography and obscenity, unethical or illegal solicitation or activities, racism, sexism, and inappropriate language. The same rules apply to the use of the School or District's WIFI.

### **IN-SCHOOL SUSPENSION/OFF-SCHOOL SUSPENSION**

A temporary dismissal from school participation, is a disciplinary action that may result from any infraction of the school rules or regulations and state laws. A student under off-school suspension **may not be** present on school premises nor participate in or attend any school activity.

### **EXPULSION**

Expulsion is the permanent dismissal from school participation. A student may be expelled for the continued open defiance of authority, continual disruptive or disorderly behavior, or violent behavior that includes use or display of a dangerous instrument or a deadly weapon.

### **DURATION OF SUSPENSION**

Duration of suspension will be determined by administration. Failure of a student to respond in a positive way may lead to a recommendation for more severe punishment.

### **INTERROGATION/ARRESTS**

The personnel of the District shall cooperate fully with the police. When the arrest is formally made, the District and its employees no longer exercise jurisdiction over the student. School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody.

### **SEARCHES**

The Administration has the right to search and seize property, including school property temporarily assigned to students, when there is a reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists.

Students have no reasonable expectation of privacy. Lockers, desks, storage areas, vehicles on campus, etc. may be inspected by school personnel at any time with or without reason, or with or without notice, and without permission of the student or the student's parent/guardian.

### **DUE PROCESS**

In disciplinary cases, students are entitled to due process. Students will:

- Be informed of accusations against them.
- Have the opportunity to accept or deny the accusations.
- Have explained to them the factual basis for the accusations.
- Have a chance to present an alternative factual position if the accusations are denied.

### **GRIEVANCE PROCEDURE**

Students who feel that they have a legitimate issue concern (i.e.: discrimination) with a Bowie Unified School District staff member must follow the following procedure:

1. Address the issue with the person who the problem is between.
2. If there is no resolution, the student must put the problem in writing and address it with the Administration.

### **BUS BEHAVIOR**

Pupils who ride the bus are under the authority of the bus driver during their transportation. Failure to follow these rules may result in the loss of privilege of riding the school bus. School disciplinary measures may also be applied.

### **STUDENT CODE OF CONDUCT (JIC)**

The following is a summary of common transgressions including specific descriptors.

#### DISRUPTIVE CONDUCT (JICF)

- Obstructing Operations
- Unlawful Assembly
- Riot
- Interference with the Peaceful Conduct of Educational Institutions
- Pulling fire alarm when no fire or danger

(Use of cellular phones and pagers or any electronic device that rings or buzzes or otherwise causes a disruption or distraction in class).

#### INTERFERENCE WITH DISCIPLINARY AND ADMINISTRATIVE PROCEEDING

- Influencing a Witness
- Tampering with a Witness
- Tampering with Physical Evidence
- Obstructing an investigation

#### DEFIANCE OF AUTHORITY

- Resisting Authority
- Insubordination

#### THE OBLIGATION OF THE STUDENT TO BE TRUTHFUL AND HONEST IN INTERACTION WITH MEMBERS OF THE SCHOOL COMMUNITY

- Falsification of Written and Oral Statements.
- Forgery
- Failure to Answer Truthfully Inquiries of Authorized School Personnel

#### CHEATING/FORGERY

- Forgery
- Obtaining a Signature by Deception
- Tampering with a District Record
- Plagiarism
- Unauthorized Possession or Knowledge of Testing Materials
- Submission of Work or Answers of Another as One's Own Work

#### THEFT, EXTORTION

- Theft
- Theft by Extortion
- Robbery

#### MISREPRESENTATION THAT ACTIVITY IS SCHOOL SPONSORED

#### MISCONDUCT INVOLVING COMPUTER OR INTERNET (OR WIFI)

#### POSSESSION AND USE OF TOBACCO (JICG)

- Student accepting or receiving tobacco
- Possession or use of tobacco on school premises or at school events.

#### ALCOHOL, DRUGS, DRUG PARAPHERNALIA AND MATERIALS THAT ARE DESIGNED TO LOOK LIKE THESE AND VAPOR RELEASING SUBSTANCES

- Possession, distribution and sale of a vapor-releasing substance containing a toxic substance; regulation of sale.

- Possession, distribution, use or sale of marijuana, dangerous drugs, narcotic drugs or alcohol on school grounds or near schools or at school activities.
- Possession, distribution, use or sale of look-alikes of marijuana, dangerous drugs, narcotic drugs or alcohol on school grounds, near schools or at school activities
- Distribution of any of the above prohibited substances with knowledge they will be used or possessed at school activities.

#### VANDALISM AND DESTRUCTION OF DISTRICT PROPERTY

- Damage
- Defacing or damaging any building, structure or place used as a school or as an educational facility
- Damage to School Property

(Accidental destruction: Damage to School Property not expressly intended to occur.)

#### POSSESSION OF WEAPONS OR DANGEROUS ITEM (JICI)

- Weapon means any of the following: firearm, knife, destructive device, and dangerous instrument.
- Misconduct Involving Weapons (The above includes display of, possession and use of weapons)
- Misconduct Involving Simulated Weapons and Explosive Devices (The above includes display of, possession and use of simulated weapons and explosive devices)
- Minors Prohibited from Carrying or Possessing Firearms or Simulations (A non-lethal dangerous item is a laser pointer)

#### POSSESSION OF DANGEROUS OR HARMFUL SUBSTANCES (i.e. mercury or acid)

#### THREATS, ASSAULTS, FIGHTING, BULLYING (JICF)

- Endangerment
- Threatening or Intimidating
- Assault
- Verbal abuse
- Stalking
- Racial Slurs
- Hazing (JICFA)
- Any type of bullying (Physical, verbal, cyber)

#### INITIATION AND HAZING (JICFA)

#### DEFAMATION

- Libel and invasion of Privacy

#### OBSCENITY, VULGARITY

#### GAMBLING

#### INAPPROPRIATE ACTIVATION OF EMERGENCY ALARMS AND FIRE CONTROL DEVICES OR FALSE REPORTING

#### BOMB THREAT

#### ARSON

- Reckless Burning
- Arson of a Structure or Property
- Arson of an Occupied Structure

#### UNAUTHORIZED ENTRY OR ACCESS

- Unauthorized Manufacture, Duplication, Use or Possession of Key to a Public Building

- Criminal Trespass
- Burglary
- Unauthorized access or entry by electronic means into District property or programs

TRUANCY/TARDINESS (JHB)

- Compulsory School Attendance
- Unauthorized Departure

ENDANGERING HEALTH AND SAFETY OF OTHERS

- Increasing Likelihood or Causing Hazardous Condition
- Increasing Likelihood or Causing Condition which presents a health Risk

(Throwing objects without strict supervision, such as water balloons, rock, pencils, etc.)

PROHIBITION OF BEING ON CAMPUS WHILE SUSPENDED OR EXPELLED

ATTEMPT TO ENGAGE IN MISCONDUCT

ASSISTING OR ENCOURAGING ANOTHER TO ENGAGE IN MISCONDUCT

DISPLAY OF AFFECTION

PHYSICAL SEXUAL CONTACT

SEXUAL HARASSMENT POLICY (ACA)

- Improper sexual advance
- Requests for sexual favors
- Verbal or physical conduct of a sexual nature

(Complaints should be filed in writing to the superintendent.)

**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.**

**STUDENT BEHAVIOR**

All disciplinary infractions will be considered as Tier 1, 2, 3. This section defines each disciplinary Tier and outlines the consequences should a student choose to break a rule or policy.

Each infraction builds upon other infractions, regardless of the Tier, and disciplinary consequences will be based on the total number of infractions.

**Tier 1 – Classroom Misconduct**

Misbehaviors that impede orderly classroom procedures or interfere with orderly operation of the classroom. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. Chronic misconduct will result in referral to Administration and will be treated as a Tier 2 infraction.

**Examples of Tier 1 – Classroom Misconduct Infractions**

- Disrespectful to others
- Disruptive in Class
- Profanity/Inappropriate Language
- Refusal to follow directions

- Unprepared for Class

**Consequences for Tier 1 – Classroom Misconduct**

1. Verbal warning from the teacher.

2. Parent notification and teacher consequence delivered.
3. Parent notification and student assigned to detention.
4. Parent notification, referral to administration, student assigned to detention and loss of privileges.

**Tier 2 – Serious Misconduct**

Students are expected to conduct themselves in a manner that is not disruptive in the classrooms, office, and other areas of the campus, authorized activities or school busses. Consequences are handled through the office.

**Examples of Tier 2 – Serious Misconduct Infractions**

- Accidental Destruction
- Cheating/Forgery
- Computer Misconduct
- Defamation
- Disorderly Conduct
- Display of affection
- Ditching
- Dress Code Violation
- Lying
- Stand by Watcher
- Student Conflict
- Taunting
- Trespassing
- Vandalism
- Chronic Tier 1 – Classroom Misconduct

**Consequences for Tier 2 – Serious Misconduct**

1. Parent notification, student assigned to detention.
2. Parent conference, student assigned to short-term suspension and loss of privileges.
3. Long-term suspension, possibility of expulsion recommendation, **and/or** placement in alternative education setting.
4. Withdrawal from school, or placement in alternative education setting, or expulsion.

**Tier 3 – Gross Misconduct & Insubordination**

Student conduct must be orderly, proper and reasonable on school property, at authorized activities and on the school buses. Additionally, students must obey proper and reasonable orders given to them by teachers, and authorized personnel on school property, at authorized activities and on the school buses.

Any student who physically attacks or verbally abuses a teacher or other authorized personnel; willfully and repeatedly violates rules and regulations; seriously disrupts the educational process and the orderly operations of the school; deliberately or willfully refuses to obey a reasonable and proper order or who repeatedly refuses to obey orders; possesses harmful and/or illegal substances; poses a danger to the safety of others—is in violation of Tier 3 expectations. Consequences are handled through the office.

**Examples of Tier 3 – Gross Misconduct & Insubordination**

- Abusive Language Towards Teacher or Staff
- Alcohol/Drugs
- Arson/ Explosives
- Bomb Threats
- Burglary/Breaking & Entering
- Drug Paraphernalia/Materials Designed to Look Like
- Fighting
- Possession of Dangerous/Harmful Substances
- Robbery
- Sexual Harassment/Sexual Assault

- Theft/Larceny/Extortion
- Threats/Intimidation/Bullying
- Tobacco/Vaping/Electronic cigarettes
- Weapons

**Consequences for Tier 3 – Gross Misconduct & Insubordination**

1. Parent conference, loss of privileges **and any or all of the following shall also be applied:** short-term suspension, long-term suspension, recommendation for expulsion, placement in alternative education setting, file criminal charges.

2. Parent conference, long-term suspension, **and/or** withdrawal from school, recommendation for expulsion, placement in alternative education setting, file criminal charges.

**Note:**

Generally, progressive discipline means a gradually increasing level of punishment for repeated offenses or for offenses considered more severe in nature. Depending on the seriousness of each offense, however, any action may be taken out of sequence as deemed appropriate resulting in the student starting at a more serious consequence.

**GRADUATION REQUIREMENTS**

A student must earn 22 credits in a variety of subject areas to be eligible for graduation in accordance with requirements of the State Department of Education and standards set by the Bowie Unified School District Governing Board. Students are required to be currently enrolled in Bowie High School and have completed all requirements prior to participating in the commencement exercises for their graduating class. These credits must be in the following areas of study:

|                                  |             |
|----------------------------------|-------------|
| English.....                     | 4.0         |
| Mathematics.....                 | 4.0         |
| Science.....                     | 3.0         |
| World History/Geography.....     | 1.0         |
| Economics.....                   | 0.5         |
| American/AZ History.....         | 1.0         |
| US/AZ Government.....            | 0.5         |
| Fine Arts/CTE.....               | 1.0         |
| Physical Education.....          | 1.0         |
| Elective Courses.....            | 6.0         |
| <b>Total for Graduation.....</b> | <b>22.0</b> |

**AWARDING OF CREDIT POLICY**

One credit is awarded for satisfactory achievement and attendance in a course for one full year. One-half credit equals one-half year (semester) successfully completed. A standard 3-credit college course is equivalent to one-half high school credit.

**GRADING DESIGNATIONS**

We have high expectations for students at Bowie Schools and have adopted the following grading scale:

| <u>Letter</u> | <u>Percent</u> | <u>Grade Point</u> |
|---------------|----------------|--------------------|
| A             | 90-100         | 4.0                |
| B             | 80 - 89        | 3.0                |
| C             | 70 - 79        | 2.0                |
| D             | 60 - 69        | 1.0                |
| F             | 0 - 59         | 0.0                |

**“THE BOWIE HIGH SCHOOL ANTHEM”**

**ALL HAIL, BOWIE HIGH SCHOOL TO YOU!  
MAY WE EVER BE LOYAL AND TRUE.  
PROUDLY YOUR PRAISES WE SING,  
THROUGH THE AGES MAY THEY RING,  
AND ALL THROUGH OUR LIVES WE’LL RECALL,  
THE SCHOOL THAT WE LOVE BEST OF ALL,  
ALL HAIL, BOWIE HIGH SCHOOL TO YOU!  
THE RED AND WHITE,  
THE RED AND WHITE  
WILL REIGN FOREVER!  
RAH, RAH, RAH-RAH-RAH!  
RAH, RAH, RAH-RAH-RAH!  
RAH, RAH, RAH-RAH-RAH!  
BOWIE!!**

## Code of Conduct Student Handbook

This form must be signed and date by you and your parent/guardian after reviewing the 2019-2020 Student Handbook. **This form below must be returned within 5 days of receiving it.**

The Bowie School District strives to be one of the best school districts. We can accomplish this mission by working as a team with you, parents/guardians, faculty, and the community. You, the student, are the most critical member of the team. With your commitment to excellence, safety, personal responsibility, and kindness, we will continue to grow and excel. Your success as a valued and critical member of the team can be measured when:

- You take responsibility for your actions
- You help create a positive school culture and climate
- You are proud of your school
- You always do your best

+++++

### Read, sign and return ...

I have read and understand the Policy and Procedures of Bowie USD #14. I agree to abide by the Policy and Procedures as stated in this student handbook/code of conduct for SY 2019-2020 and to accept the consequences if the policies and procedures are not followed as instructed in this student handbook/code of conduct.

\_\_\_\_\_  
Printed Parent/Guardian Name    Date

\_\_\_\_\_  
Printed Student Name                      Date

\_\_\_\_\_  
Parent/Guardian Signature              Date

\_\_\_\_\_  
Student Signature              Date

Teacher's Name \_\_\_\_\_