



A Second Decade Committed to Excellence

2010 - 2011

School Song

We grasp the hand and join to sing in the light
Pride and Performance leads us to glorious heights
We strive for unity displaying loyalty
With fighting spirit, we are James Bowie High

School Colors

Red, Black, Silver

School Mascot

Bulldog

Dear Student,

The information contained in this document pertains to discipline and general school rules intended to help orient you to expectations at Bowie High School. These rules and regulations are important and necessary to help establish an optimum learning environment for you. By our beliefs and by our deeds we all contribute to a safe and orderly climate that fosters pride in the attainment of high standards. Self-discipline and responsibility is necessary and is expected. The few rules that we have are intended to provide you with the maximum amount of freedom and privileges. Compliance with these rules will avert the addition of new rules and loss of privileges. I am confident that you will exhibit maturity, self-discipline, pride, and the pursuit of scholarly excellence that will define James Bowie High School as one of the very BEST schools in our nation.

Your Principal,

Stephen Kane

BOWIE HIGH SCHOOL PHONE NUMBERS

ADMINISTRATIVE OFFICE

Bowie High School	414-5247
Administrative Assistant to Principal	414-7305
Management Coordinator	414-2200
Payroll/Substitute Secretary.....	414-7310
Attendance	414-7315
Attendance	414-5209
Registrar.....	414-3828
Bookkeeper	414-7316
Data Processing	414-3827
Data Processing.....	414-7314
Assistant Principals' Secretary.....	414-7302
Nurse	414-7331
Housekeeping Supervisor.....	414-7322
Food Services Supervisor	841-4147

COUNSELORS' OFFICE

Counselors' Secretary	414-7318
Kristi Michener A -- Com (9 th -12 th).....	414-7324
Karina Reyna Con -- Gon (9 th -12 th)	414-7322
Haley, Leanne Goo -- La (9 th -12 th)	414-7321
Kathy Miller/Sandra Graham Le-O (9 th -12 th).....	414-7319
Sondra Halweg P - Sl (9 th -12 th).....	414-7320
Jill Kelley/Pat Bell Sm - Z (9 th -12 th)	414-7325
Shannon Hudson/Tina Jewell College & Career Center....	841-4107

Frequently Called Numbers

Agriculture -----	414-2206
Band -----	414-3838
CATE-----	414-7394
Choir-----	414-5207
Dance-----	414-2340
Drama-----	414-2343
Journalism-----	841-7399
Library -----	414-7327
Orchestra -----	414-2348
PE/Coaches (Men) -----	414-7349
PE/Coaches (Women) -----	414-7347
Special Education-----	414-7399

NATIONAL HONOR SOCIETY
NEW MEMBER SELECTION PROCESS

Invitation to apply for membership will be extended to all second-semester Juniors and Seniors who have earned at least a 3.75 GPA. Invited applicants must submit an application form and provide documented proof of 8 hours of community service (individual or organizational) within the one-year prior to submission of application.

Applicants will choose six Bowie academic teachers and one Bowie extracurricular sponsor (seven evaluators total) to rate them in the two areas of Character and Leadership on a 1-5 scale. An average of 4.0 or above in each category is required. In accordance with national guidelines, the faculty council can take into consideration any faculty or administrative input about each candidate when determining membership.

CORRESPONDENCE COURSE

Students who are regularly enrolled in a Texas High School may earn, through correspondence, a maximum of two of the total credits required by the state for graduation.

Credit may be earned by correspondence from the University of Texas at Austin or Texas Tech University. **Prior approval must be secured from the counselor before registering for correspondence course if credit is desired.**

CREDIT BY EXAMINATION

The Credit by Examination (CBE) option conforms to the Texas Education Agency Policy permitting students to earn credit by examination in a course in which students have received a minimum of fifty-five (55) hours of instruction. Examinations are comparable to comprehensive final exams in equivalent high school courses. A grade of seventy (70) is necessary to earn credit, and a fee is involved. **A student may register for credit by examination only upon authorization by the counselor of the high school who agrees to accept the credit earned.** Information is available in the *COUNSELING OFFICE*.

EXAMS FOR ACCELERATION

Credit for high school courses will be offered by the University of Texas Distance Learning Center for a fee. Although no prior instruction is required for this exam, the student must score a 90 or above to gain credit. See your Counselor for further information.

DUAL CREDIT

Students who have successfully completed the first two years of high school may earn high school and college credit. There is no limit on the total number of credits earned; however, only two dual credit courses may be taken per semester. See the Counselors' Corner of the jbhs.org website for further information.

COURSE LOAD

Freshmen and Sophomores must carry a full course load of seven (7) class periods each day plus a lunch. Juniors and Seniors are required to be enrolled in a minimum of 5 credits. This does not include the lunch period.

GRADING SCALE

The following scale is used to compute numerical grades into the mathematically computed score that is used to determine honor roll status, grade point average, and rank in class. The end of semester grade is recorded on the student's permanent record (transcript).

Numerical Grade	TIER I (5.0 scale) Advanced Level Courses [EIC (Local)]	TIER II (4.0 scale) General Education Courses (Inclusive of courses with limited TEKS modification that do not impact exit-level testing)	TIER III (3.0 scale) Prescribed Courses
100	5.0	4.0	3.0
99	4.9	3.9	2.9
98	4.8	3.8	2.8
97	4.7	3.7	2.7
96	4.6	3.6	2.6
95	4.5	3.5	2.55
94	4.4	3.4	2.5
93	4.3	3.3	2.4
92	4.2	3.2	2.3
91	4.1	3.1	2.2
90	4	3	2.15
89	3.9	2.9	2.1
88	3.8	2.8	2
87	3.7	2.7	1.9
86	3.6	2.6	1.8
85	3.5	2.5	1.7
84	3.4	2.4	1.6
83	3.3	2.3	1.55
82	3.2	2.2	1.5
81	3.1	2.1	1.4
80	3.0	2.0	1.3
79	2.9	1.9	1.2
78	2.8	1.8	1.15
77	2.7	1.7	1.1
76	2.6	1.6	1
75	2.5	1.5	0.9
74	2.4	1.4	0.8
73	2.3	1.3	0.7
72	2.2	1.2	0.6
71	2.1	1.1	0.55
70	2.0	1.0	0.5
Below 70	0	0	0

The INTEGRATED GRADING SCALE (IGS) consists of three tiers, as listed below.

TIER I - Advanced Level Courses:

Tier I courses include Pre-Advanced Placement (Pre-AP), Advanced Placement (AP), International Baccalaureate (IB), dual credit, state articulated Tech-Prep credit, magnet, and other TEA and District-identified advanced courses.

TIER II - General Education Courses:

TIER II courses include grade-level-TEKS courses. TIER II also includes courses completed with limited modifications.

TIER III - Prescribed Courses

Tier III courses include locally-developed courses and TAKS preparatory courses.

Gifted/Talented course grades will have the same weight as AP/Pre-AP grades.
A grade of 69 or less in an Academic, Pre-AP, or AP course is a failed course!

For additional information, please refer to the AISD website.

DELTA

DELTA is a credit recovery program that is available for students who have academic needs and have failed courses required for graduation. Through the computerized DELTA curriculum, students are able to work at their own pace to pass the course. Interested students must contact their counselor to determine eligibility.

MAKE-UP WORK

It is the responsibility of a student or the student's parent to request the opportunity to make up class work missed. The request for make-up work should be directed to the teacher. The teacher will have guidelines for make-up work. The teacher will also have grading guidelines. These guidelines will promote student responsibility without denying students reasonable opportunities to exhibit mastery of curriculum concepts and skills.

MAKE-UP WORK DUE TO EXTENDED ILLNESS

Bowie High School policy regarding phone requests for homework and missed class assignments for extended illness: Parents may call 414-5247 to request that assignments be collected for the student if it is anticipated that the student will be out for extended illness. Assignments may be picked up 24 hours after we receive your call. Please call the Main Office to assure that assignments are ready to be picked up.

TUTORING

Individual classroom teacher tutoring is scheduled by each teacher.

In-depth campus-wide tutorial opportunities will be developed and made available at the beginning of the school year. Students are encouraged to take advantage of these services.

TEXTBOOKS

Textbooks are issued to the students as needed and they must be returned in good condition at the end of the school term or when the student withdraws from school. Failure to do so will result in the student's diploma being withheld if they are seniors and underclassmen will not be issued textbooks for the following school year until the books are returned and/or paid for. Teachers are not responsible for your textbooks.

SCHEDULE CHANGES

Requests for a schedule correction must be in writing (forms to correct errors are available in the Counseling Office) and must be signed by the parent/guardian. The following policies will be adhered to:

- A. All requests for schedule corrections must be turned in by the end of the first week of school. Only errors and incomplete schedules will be corrected. **"Change of mind" requests will not be honored at any time.**
- B. Beginning the third week of school, students may request a change from a Pre-AP/AP class to an Academic class until the ninth week of the semester, pending review by the content area committee. These forms may only be obtained from the teacher.
- C. Requests for a teacher change will not be honored unless deemed necessary by the principal.
- D. A student may choose to take a course on a pass/fail basis if the course is beyond state graduation requirements. Forms are available in the registrars' office and must be turned in by the end of the sixth week. Pass/Fail will not be included in the GPA (Grade Point Average).
- E. According to UIL regulations and AISD extracurricular policy, a student may not drop a class in which he/she has a grade below 70 after the end of the first four school weeks without it being considered a failing grade for eligibility purposes.

LIBRARY

The library is here as a resource to support your classes and for your leisure reading needs. The library staff will be available to assist with all your library needs. Library hours will be 7:30 a.m. to 8:00 p.m., M - Th., and 7:30 a.m. to 4:45 p.m. on Friday. Permits are required during all class periods. Before school, after school, and at your lunch period, permits are not required; however, students are required to have their I.D. in order to check out books. A copy machine is available for use in the library at ten cents per copy. Please return materials on time and visit the library often.

STANDARDIZED TESTING

The testing program at BOWIE is administered by both the administration and the Counseling Office. All inquiries about achievement tests, college entrance exams, test schedules, test results, etc., should be made to your Counselor. SAT and ACT dates are always posted in the Counseling Office. Currently scheduled standardized testing for BOWIE HIGH SCHOOL is as follows:

TAKS (Texas Assessment of Knowledge and Skills) will be taken in the 11th grade and all four sections must be passed in order to graduate. Retesting for graduation requirements will occur in the Summer, Fall, and Spring of the senior year. Students will have four opportunities to pass any section of the TAKS. **Benchmark** testing of the TAKS will take place during the school year. Students in grades 9, 10, and 11 will participate in the Benchmark testing this year. Dates and subjects will be announced in the PTSA Newsletter during the school year.

COLLEGE ENTRANCE TESTS

Admissions tests are required for most colleges. Check the college catalogues to determine which test is required. The **SAT** and **ACT** registration packets are available in the Counseling Office.

Bowie High School will be a test site for the SAT test for October, November, December, January, April, May and June administrations only. Students should consult their Counselor for ACT and SAT test date and Sites. **THE COLLEGE BOARD CODE NUMBER FOR BOWIE HIGH SCHOOL IS 440-331.**

CLUBS AND ORGANIZATIONS

For information on clubs and organizations refer to jbhs.org. We strongly encourage all students to participate in an organization.

COUNSELOR INFORMATION

<u>Contact Person:</u>	<u>Phone #</u>	<u>For Students:</u>
Kristi Michener	414-7324	A-Com (9 th -12 th)
Karina Reyna	414-7322	Con-Gon (9 th -12 th)
Leanne Haley	414-7321	Goo-La (9 th -12 th)
Kathy Miller/Sandra Graham	414-7319	Le-O (9 th -12 th)
Sondra Halweg	414-7320	P-Si (9 th -12 th)
Jill Kelley/Pat Bell	414-7325	Sm-Z (9 th -12 th)
Shannon Hudson/Tina Jewell	841-4107	College & Career Center

The counselors are available to assist you with academic and career planning, college information, and personal problems. The counselors also coordinate District and State mandated achievement tests as well as college admissions tests throughout the year. Six (6) counselors and one ADVANCE College and Career Specialist are available to serve students and parents. Students are assigned to a counselor based on the first letter of their last name. The COUNSELING OFFICE is located in the ADMINISTRATION BUILDING. Students may see their counselors before school, after school, or at the student's lunchtime. They may also request an appointment through the counselor's secretary. Students are encouraged to read important announcements concerning testing, college visits, graduation requirements and other important issues that are sent to them through Family Connection, Newsletters, scholarship lists, and other information are distributed through emails on Family Connection. A computerized college and a career information program called Naviance/Family Connection are available to all students in the Counselor's Corner at the jbhs.org website. College catalogs, career information, SAT and ACT registration materials are available. Students and parents are encouraged to utilize these materials and to attend several evening and lunchtime information sessions which are held throughout the year.

SECONDARY SCHOOL ATTENDANCE

The Texas Education Code [Sect. 25] attendance policy for all secondary school students places a limit on the number of absences a student may have in a class in order to receive credit for that class. All high school students must be in attendance for a minimum of ninety percent (90%) of the total number of days the class is offered. No distinction is made between excused and unexcused absences.

REASON FOR ABSENCE

The parent is responsible for communicating the reason for the absence. The reason for an absence must be stated in writing and signed by a parent or other person standing in parental relationship to the student. **The statement must be turned in to the Attendance Office within two days (48 hours) following the absence.**

CLASS ABSENCES

If a student is more than fifty percent (50%) late to class, the students will be counted absent for that class period.

STUDENT ASSIGNMENT DURING OFF PERIODS

If a student does not have a scheduled class for a specific class period, he/she is required to be in the library or designated area. Students must leave campus at the conclusion of their instructional day.

NOTIFICATION PROCESS

Notification of absences is according to the following procedures:

- It is the current practice in the schools to call parents of absent students on the day of the absence. Although it is not always possible, it is the goal on a daily basis.
- After a student has been absent three times from any class, an attendance letter will be mailed home to the parents. This warning letter will state the ninety percent (90%) attendance requirement.
- Any student, along with their parents, who fails to comply with the Texas Compulsory Attendance Law shall be warned in writing that failure to immediately comply with the attendance laws shall result in a complaint against both parent and child filed in court.

IMPACT OF ABSENCES ON CLASS CREDIT

A high school student may not be given credit for a class unless the student is in attendance for at least ninety percent (90%) of the total number of days during a semester.

WHEN IS AN ABSENCE EXCUSED? *

There are 8 reasons that a student may have an excused absence:

1. **EXTRA CURRICULAR ACTIVITY:** The student is participating in an extracurricular activity and has to miss class due to this activity (i.e., athletics, UIL competition, band/choir performance, etc.).
2. **MENTOR:** The student is participating in a mentorship (i.e., an adult mentor visiting the student during class, or the student mentoring another student during class).
3. **MEDICAID APOINTMENT:** The student is Medicaid-eligible and is participating in the Early & Periodic Screening, Diagnosis, and Treatment Program.
4. **RELIGIOUS HOLY DAYS:** The student is observing a religious holy day, this includes days of travel to or from the site where the student will observe holy days (not to exceed one day's travel to the site and one day's travel from the site).
5. **ILLNESS:** The student may be excused due to personal illness or doctor's appointment by providing a written note on the day that they return to school.
6. **COURT:** The student is involved in court proceedings or is participating in an activity related to those court proceedings.
7. **HUMAN SERVICES:** The student has been referred to the Texas Department of Human Services or a county or local human services agency on the basis that he or she has been abused or is neglected.
8. **PRE-APPROVED REASON:** A student required to attend school may be excused for temporary absence if approved by the principal of the school in which they attend.

REMEMBER, IF A STUDENT IS ABSENT FOR A REASON NOT LISTED ABOVE, THEN THE ABSENCE IS UNEXCUSED.

NOTES ARE REQUIRED FOR ALL ABSENCES AND THEY SHOULD BE TURNED IN TO THE ATTENDANCE CLERK WITHIN 48 HOURS.

*Austin Independent School District's Office of Dropout Prevention/Reduction and America's Promise Alliance, working in partnership to benefit Austin's youth.

ATTENDANCE APPEAL PROCEDURES

A student who has not met the class attendance requirement due to extenuating circumstances, but who successfully meets the course requirements (i.e. earns a passing grade), may appeal for credit no earlier than the last week of each semester.

The appeal process will include the following:

1. The local campus Attendance Committee will review the appeal request for extenuating circumstances and may impose conditions on the receipt of credit.
 2. The local campus Attendance Committee will conduct a review of student attendance records and other appropriate documents.
 3. A student who wishes to appeal should meet with his designated administrator to get the official record of absences. Administrator/Attendance Committee will determine if community service hours are needed.
 4. If a student is required to make up hours, he/she must complete the Community Service form and return it to the designated administrator along with the appeal form.
- Credit denied by the assistant principal and/or the Attendance Committee may be appealed. The student may appeal the decision to the Principal, the Superintendent, or designee, and subsequently to the Board. The decision of the Board may be appealed by trial de novo to the District Court.

BOWIE HIGH SCHOOL TARDY POLICY

A student is considered tardy when not in the classroom when the bell rings. The student must report to the tardy table for a permit to enter class. Every third tardy will result in an administrative consequence.

PERMITS TO ENTER/PERMITS TO LEAVE

Permits to enter will be issued daily in the Attendance office. Permits to leave must be processed in person at the Front Desk to complete the sign-out process. If a student is driving off-campus, a note signed by the parent/ guardian with the current date, student number, grade level, specific reason for absence, telephone numbers where a parent may be contacted is required for release from class, in addition to a "Release of Liability" statement.

Bell Schedule

Different requirements mandate that we have more than one bell schedule. Please review carefully.

REGULAR BELL SCHEDULE

1 ST	8:50 - 9:40
2 ND	9:46 - 10:39
3 RD	10:45 - 11:35
4 TH	11:41 - 12:31
5 TH	12:37 - 1:27
6 TH	1:33 - 2:23
7 TH	2:29 - 3:19
8 TH	3:25 - 4:15

ADVISORY BELL SCHEDULE

1 ST	8:50 - 9:36
2 ND	9:42 - 10:28
	10:34 - 11:04 Advisory
3 RD	11:10 - 11:56
4 TH	12:02 - 12:48
5 TH	12:54 - 1:40
6 TH	1:46 - 2:32
7 TH	2:38 - 3:24
8 TH	3:30 - 4:15

LATE START BELL SCHEDULE

1 ST	10:15 - 10:50
2 ND	10:56 - 11:31
	11:37 - 12:07 Advisory
3 RD	12:13 - 12:48
4 TH	12:54 - 1:30
5 TH	1:36 - 2:12
6 TH	2:18 - 2:53
7 TH	2:59 - 3:34
8 TH	3:40 - 4:15

CLOSED CAMPUS

High school campuses will be closed for lunch for students in grades 9-11. Seniors will have the privilege of leaving campus during lunch; however, this privilege can be revoked. Seniors and their parents will be required to sign an agreement to assure they understand the expectations and consequences for abuse of the open campus privilege.

Seniors' responsibilities will include:

- Actively discouraging underclassmen from leaving campus during lunch by refusing to provide them transportation.
- Driving in a safe and responsible manner so as to not put themselves or others in danger.
- Returning to campus in a timely manner to ensure no loss of class time.
- Refraining from the use of alcohol, drugs, or other illegal substances.
- Conducting themselves in an appropriate manner at all times and in all situations in the community.
- Making responsible decisions and accepting the consequences of those decisions.

The City of Austin Curfew Ordinance applies to minors who are 10-16 years of age.

10-7-2 Offense (D) While school is in session, it shall be unlawful for any minor to remain, walk, run, idle, wander, stroll, or aimlessly drive or ride about in or upon any public place in the city between the hours of 9:00 a.m. and 2:30 p.m. on Monday, Tuesday, Wednesday, Thursday, or Friday. **10-7-99**

Penalty (A) Any minor violating the provisions of this chapter shall be guilty of a Class "C" misdemeanor and cited by the Austin Police Department. Students involved in off-campus programs will be given an off campus permit allowing them to leave campus during their assigned off-campus program.

BOWIE HIGH SCHOOL POLICY TO IDENTIFY A PARENT OR GUARDIAN

When a request concerning a student is not made in person, such as by a telephone call, staff may require the caller to provide information pertinent to the identification of the parent.

BUS PASS

Students who wish to accompany a regular rider to his or her bus stop may do so **only with administrative approval**. The student desiring to accompany the regular rider must bring a signed note from his or her parent requesting such action. The note must contain parent name and contact number for verifying the request. The request must be submitted to the main administrative office by the beginning of first period on the day the student wishes to accompany the regular rider. The permit may be picked up in the main administrative after school.

VOE/TEA POLICY

(For Obtaining or Renewing a Driver's License)

In order for a student to obtain a Verification of Enrollment and Attendance Form (VOE/TEA Form) to obtain a driver's license, the student must be in attendance for at least 90% of the days the class was offered in the previous semester. For example, if the student is seeking a VOE/TEA Form in the Spring semester, issuance of the form will be based on attendance in each class in the previous Fall semester, unless the student makes up the required hours.

PARKING POLICY

The privilege of bringing a vehicle to school is primarily for students who possess a valid driver's license. Seniors and Juniors make park either on campus or at the church. Sophomores may also qualify for parking permit privileges, but Sophomores must park at the church. A parking permit will be required and **must be attached** to the registered vehicle. Parking permits may be obtained the last week of summer and through the school year in the designated area from 8:00 - 8:15 a.m. Monday through Friday and 4:35 - 4:50 p.m. Tuesday and Thursday.

To obtain a permit the student will be charged \$20.00 and must produce a valid Texas Driver's License, proof of current insurance and registration. You must park in the lot for which your permit was issued. **All obligations must be cleared before a parking permit can be purchased.** Parking permits CANNOT be transferred between cars. You are allowed one free trade per year. Permits are to be permanently attached to the vehicle, and placed in the left hand corner of the windshield, above the inspections and registration stickers. Permits can be revoked based upon grades, attendance and discipline. Parking permit will be re-instated at the cost of \$20.00 only after approval from an Assistant Principal.

Any vehicle parked on campus without authorization (no permit) may have a 'boot' applied or it may be towed away from school and impounded at the owner's expense. **Removal of the 'boot' will occur after a fee is paid.**

Remember that all red areas are designated **NO PARKING** by the Fire Department and parking in these areas may result in citation by the Fire Marshal, and/or having your vehicle towed at your expense.

INDIVIDUAL MOBILITY DEVICES

Bicycles, skateboards, inline skates, wheeled shoes and other similar items are not to be ridden on campus.

VISITORS to BOWIE HS

Parents, patrons, graduates, and others who have business on campus should go to the ADMINISTRATIVE OFFICE. *SCHOOL-AGE VISITORS, PRE-SCHOOL VISITORS, AND PETS ARE NOT PERMITTED INTO CLASSES AND SHOULD NOT BE BROUGHT TO SCHOOL.* We do not permit students to bring friends, relatives, or other acquaintances to visit classrooms. Adherence to this policy will help us maintain a safe and orderly climate.

LOCKERS

Lockers will be assigned as requested. The student will retain that locker for the entire school year. Students are reminded that lockers are the property of the school. Locker checks will be held periodically. Lockers will be cleaned and checked for damages at the end of each semester by school personnel. Students are responsible for any damages to their locker and removing the contents of their locker each semester. The school *is not* responsible for any items left in the lockers. Students may not share lockers.

SCHOOL NURSE

Students should feel free to consult the nurse concerning any health problem. The following steps should be followed:

1. Obtain a pass from the teacher. A pass is not necessary before, after school or during lunch.
2. If the nurse is not available, follow the instructions posted by the door.

MEDICATION AT SCHOOL

For the safety of all students, prescription medications must be provided to and administered by a member of the student health service team, or in their absence, the trained designated District administrative staff, with the exception of asthma medication, in accordance with legal requirements.

Students shall not share their nonprescription medications with others.

FIRE AND DISASTER DRILLS

(Emergency Procedures)

Fire drills will be conducted periodically during the school year. Students are to move in a quiet and orderly manner to the exit assigned to the room they are in at the time of the drill. Should emergency situations occur, such as severe weather, principals are charged with the safety of the students. Appropriate instructions will be given and established procedures will be followed.

HALL PERMITS

Any student in the hall during class must have a hall permit stating his name, destination, the date and time, and the signature of the teacher issuing the permit. **Students will not be allowed out of class the first fifteen (15) minutes after the tardy bell and the last fifteen (15) minutes before the end of the period.**

FUNDRAISERS

Fundraisers must be pre-approved by the campus bookkeeper. No outside fundraisers may be sold at school. Any outside fundraising items will be confiscated.

WITHDRAWAL PROCEDURES

If a student is to be withdrawn from Bowie High School, the parent/guardian of the student must fill out an "Intent to Enroll" form with the data clerk in the Data Processing office. This form will designate the name of the new school the student will be attending. **Students who are withdrawing must return all textbooks, equipment, library books, etc. checked out in his/her name.** These items are to be returned at the time of withdrawal.

DISCIPLINE MANAGEMENT PLAN

POSSIBLE DISCIPLINARY ACTIONS

TEACHER DIRECTED DISCIPLINE (LEVEL 1)

VIOLATIONS:	Disrupting the learning process Violations of classroom rules Using profanity and obscene gestures Being in an unauthorized area Fighting Other (See AISD Student Code of Conduct)
CONSEQUENCES:	Conference with student and/or parent Change student seat Teacher's detention Telephone call to parent Administrative referral Class change Temporary removal from class Other (See AISD Student Code of Conduct)

ADMINISTRATOR DIRECTED DISCIPLINE (LEVEL II)

VIOLATIONS:	Non-classroom disruptions Misconduct at a school activity Unauthorized leaving of the school grounds Defacing school property Theft/possession/sale of another's property Truancy/class cutting Forgery/misrepresentation Possession/sale/use/distribution or being under the influence of alcohol or a controlled substance Failure to do as an ADMINISTRATOR asks Possession of a weapon or an object that could be used as a weapon Other (See AISD Student Code of Conduct)
CONSEQUENCES:	Behavior contract Detention (lunch, before and after school) Telephone call to parent Parent conference Service project Class Change Temporary Removal from class Loss of parking permit

ADMINISTRATOR DIRECTED DISCIPLINE (LEVEL III)

REMOVAL CONFERENCES are held for serious and/or persistent misbehavior which impair the educational efficiency of the school.

ADMINISTRATOR DIRECTED DISCIPLINE (LEVEL IV)

A student may be expelled for offenses subject to expulsion (see Texas Education Code TEC-37.007).

Offenses and actions listed are not intended to be all-inclusive.

For additional information and consequences, please refer to jbhs.org website for the AISD Student Code of Conduct.

ELECTRONIC DEVICES

In order to assist high school students in communicating with family members, the District shall allow high school students to possess electronic devices on school property; however, student use of these devices during the school day on school property is prohibited.

Definition: For purposes of this policy, "electronic devices" shall include a wireless, mobile, or portable telephone, as well as any device that allows two-way communication via radio waves. These devices shall include any device that may be used to store, record, or play auditory and/or visual information.

The possession of electronic devices by students on school property, or while attending school-sponsored or school-related events is a privilege, not a right. A campus administrator, in the exercise or reasonable discretion in response to student misbehavior, abuse of the privilege, or other reasonable cause, may deny or cancel the privilege of possessing a electronic device.

Students shall not possess electronic devices on their persons during testing periods, unless specifically allowed to do so by their instructor or a school administrator, or by an individualized education program (IEP) or behavioral improvement plan (BIP).

ELECTRONIC DEVICES

Penalties:

FIRST OFFENSE: Warning issued and documented; electronic device returned at end of the school day

SECOND OFFENSE: Electronic device confiscated and documented; returned after two days to a parent and \$15 fee assessed for returned cell phone

THIRD & SUBSEQUENT OFFENSES: Electronic device confiscated; returned after ten days to a parent and \$15 fee assessed for returned cell phone

Repeated violations regarding the use of electronic devices after parent notification shall result in revocation of the student's privilege of possession of a electronic device on school property. Students who violate this policy may be subject to further disciplinary measures.

Laser lights or other optical devices are expressly prohibited and will be confiscated. Sound systems, headsets, electronic games and any similar device will not be allowed in the classroom-learning environment. Possession of these devices will result in disciplinary action.

SMOKING AND TOBACCO

State law prohibits the possession or use of tobacco products on the school campus. This includes cigarettes, chewing tobacco and snuff. Students are also prohibited from possessing lighters or matches.

STUDENT SEARCHES AND SEIZURES

SEARCHES OF STUDENTS AND THEIR PROPERTY

School officials (teacher, principal, assistant principal) may search a student's outer clothing, pockets, or property (vehicles purses, backpacks, lockers) by establishing reasonable cause or securing the student's voluntary consent if they believe the student is violating or has violated a student code of conduct rule, school rule or law. Parents and students should refer to the AISD Student Code of Conduct for a delineation of illegal items and substances on campus.

A search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception: i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation.
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objects of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infractions.

INTERROGATIONS OF STUDENTS

Administrators, teachers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students are expected to cooperate with school officials and the lack of such cooperation may lead to further disciplinary action.

SCHOOL LOCKERS AND DESKS

School lockers are school property and as such may be searched periodically for contraband (i.e. illegal items) and for overdue or missing books or stolen items. The campus principal will retain a master key to the lockers for such searches. Similarly, school desks are school property and may also be searched for contraband, overdue or missing books, stolen items, and spoiled food. As these are school property, the student and parent are on notice that there is a diminished expectation of privacy in the use of the lockers and desks. Highly valuable items and those with sentimental value should remain at home as the school is not responsible for the loss or theft of such items. Any contraband found in plain sight will be confiscated and the student may be subjected to disciplinary action.

Note: Tips from "Crime Stoppers" can result in search of student(s) and seizure of illegal or controlled items.

PUBLIC DISPLAY OF AFFECTION (PDA)

Public display of affection on campus or at student activities is considered inappropriate at Bowie High School. Disciplinary action will be taken against those students not adhering to this rule.

RELIGIOUS OBSERVANCES BY STAFF AND STUDENTS

The District's Religion Guide is contained on-line at the AISD main website under the Quick Links Parent Information heading. The subsequent page then gives the parent the opportunity to download the 43 page document by clicking on the Religion in the Schools tab.

**STUDENT CONDUCT
DRESS CODE - DISTRICT POLICY FNCA**

The student and parent may determine the student's personal dress and grooming standards provided:

- The student's dress and grooming shall not lead school officials reasonably to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities. Students shall not wear on their clothing emblems or writings that are obscene or that may reasonably be expected to cause a disruption of or interference with normal school operations.
- The student's dress and grooming shall not create a health or other hazard to the student's safety or to the safety of others.
- The student shall wear shoes to school.
- All clothing shall be worn as it is designed to be worn.

PROHIBITED CLOTHING

Athletic Shorts
Backless Tops
Baggy Pants
Bare Midriffs
Elongated Armholes
Gang-Associated Clothing or Colors
Halter Tops
Low-Cut Necklines
Oversize Shirts
Pajamas
See-Through Clothing
*Shorts That Distract
*Skirts That Distract
Spaghetti Straps
Strapless Tops
Tank Tops
Visible Undergarments
Footwear
House Shoes
Headwear (Except for religious headwear)
Sunglasses
Bandanas
Hats (baseball, cowboy, beanies etc.)

* Shorts and skirts must be at fingertip length

JAMES BOWIE HIGH SCHOOL ACADEMIC INTEGRITY POLICY

Academic integrity is an essential element in James Bowie High School's philosophy and practice of promoting academic excellence and Pride in Performance.

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, forgery, and fabrication. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students (Austin Independent School District's policy, EIA Local).

Cheating:

- Copying anything from another student without express permission from the teacher
- Allowing another student to copy work without express permission from the teacher
- Collaborating with another person to complete an assignment without express permission from the teacher
- Using any written or on-line materials to complete an assignment without express permission from the teacher
- Providing answers to another student in any way during a quiz or test
- Using any unauthorized aids during a quiz or test
- Illegally obtaining quiz/test questions or answers prior to quiz/test
- Using a cell phone, PDA, MP3, or any other electronic or communication device for any reason during the time provided for a test or quiz, inside or outside the classroom

Plagiarism:

- Submitting copied work as one's own
- Purchasing essays, papers, or reports from any source and submitting them as one's own
- Submitting portions of a text as one's own
- Paraphrasing someone else's ideas and submitting them as one's own in any form (oral, written, artistic, etc.)
- Failing to credit sources properly

Forgery involves any unauthorized signing of another person's name to school-related documents, including but not limited to requested or required parent signatures on grade sheets or quiz/test scores.

Fabrication involves any intentional falsification or invention of data or citation of authority in an academic assignment.

Consequences for violating the Academic Integrity policy are outlined on page 2.

These consequences will be in effect for the entire school year. The student will begin with a clean slate at the beginning of each school year.

Consequences for copying another student's homework or classwork/authorized collaboration

(Offenses will accumulate in a particular class by the teacher)

1st offense: All students involved will receive a "0" with no make-up work allowed
If copying work for another teacher, work will be collected and given to the teacher for whom the work is done. That teacher will deal with the student(s).
Conference between student and teacher with a reminder of consequences of cheating

2nd offense (in same class): All students involved will receive a "0" with no make-up allowed
If copying work for another teacher, work will be collected and given to the teacher for whom the work is done. That teacher will deal with the student(s).
In addition, the Consequences for Cheating/Plagiarism/Forgery/Fabrication (see below) will begin to be applied.

3rd and all subsequent offenses (in the same class): Continue the Consequences for Cheating/Plagiarism/Forgery/
Fabrication (see below)

These consequences will be in effect for one school year; the student will begin with zero offenses at the beginning of each school year. HOWEVER, a record of all offenses will be kept on file and subject to scrutiny in the granting of honors, including but not limited to National Honor Society membership, Who's Who selection, and recommendation letters for colleges and scholarships.

Consequences for Cheating on Tests or Quizzes/Plagiarism/Forgery/Fabrication

(All offenses will count accumulatively whether in same class or in different classes)

1st Offense: All students involved will be referred to the Assistant Principal (documentation required)
Parents will be notified
The Assistant Principal will notify all other teachers, coaches, sponsors
Counselors will be notified
Student will receive a "0" on all work with no make-up allowed
Student will be reminded of the Academic Integrity Policy and the consequences for the second offense.

2nd Offense (in any class): All consequences from the 1st offense will be in effect.
In addition, student will receive a one-day suspension
Students involved in extracurricular activities will be subject to the consequences stipulated by their organization, sponsor, and/or coach
If 2nd offense is in same class, student will be removed from PreAP or AP classes to Academic with grade average to stand AS IS (since the student is unable to succeed on own efforts).
If 2nd offense in the same class, student will receive a failing grade for the 6 Weeks
Possible ineligibility for field trips
Possible revocation of transfer

3rd Offense (in any class): All consequences from the 1st and 2nd offenses will be in effect

In addition, student may be removed from extracurricular activities at the discretion of the Academic Integrity Committee (sponsor/coach, administrator, counselor, and involved teachers)

2-day suspension with community service

Revocation of transfer

4th Offense (in any class): Indicates a persistent pattern and the following serious consequences will occur:

3-day suspension

Removal hearing

These consequences will be in effect for one school year; the student will begin with zero offenses at the beginning of each school year. HOWEVER, a record of all offenses will be kept on file and subject to scrutiny in the granting of honors, including but not limited to National Honor Society membership, Who's Who selection, and recommendation letters for colleges and scholarships.

