



Bowie Elementary School

2011-2012

Handbook Addendum

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ABSENCES/ATTENDANCE

Students enrolled in prekindergarten or kindergarten are required to attend school according to the same state statutes as other grades.

BOWIE ELEMENTARY SCHOOL DRESS CODE

The school's dress and hair code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Dress or hair code violations that present a danger to a student's health and safety, cause an interference with school work, or create a distraction or disruption will not be allowed. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Abbreviated clothing, such as tank tops, midriff shirts or blouses, backless tops or dresses, transparent clothing, torn, ripped, or un-hemmed clothing are not permitted. No skin may show when arms are raised. This includes cheerleader uniforms, etc.

Shirts shall be buttoned appropriately, and belts, when worn, shall be buckled.

Shoulder straps on girls' shirts and dresses must be at least 2 ½ inches wide and must cover the under garment. Boys' shirts must have sleeves.

Hair shall be kept clean and well groomed. Only natural hair colors are allowed. **Boys' hair shall be out of the eyes, and no lower than the bottom of the earlobe on the sides, and to the base of the neck in the back. Boys shall not braid their hair, wear ponytails, or Mohawk hairstyles.** Any hairstyle that is determined to be a distraction by the administration will be prohibited.

Appropriate shoes must be worn at all times. **Open toed shoes are not allowed. All shoes must have a manufactured back or back strap.** Students may not wear shoes with rollers or wheels. Girls may not wear high heels. Students must also have appropriate shoes for PE. If they do not, they may be given a grade reduction.

Skirts, dresses, and shorts must come to the top of the knee. (Please note that even if a student wears leggings, tights, etc., the outer garment must still come to the top of the knee.) For Head Start through 2nd Grade, leggings are considered pants, therefore the top need not come to the top of the knee.

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

Boys and girls shall not wear hats, caps, or any other type of headwear (including bandanas) in the building. (This also applies to toboggans, jacket hoods, etc.)

Boys shall not wear ear jewelry (including spacers). Girls' ear jewelry is allowed and should be worn with safety in mind, stud type earrings are recommended, the wearing of "dangling" earrings is discouraged. No other body piercing jewelry will be allowed. Girls may not wear fake fingernails, makeup or glitter lip gloss.

Sunglasses are not to be worn to school unless medically prescribed or approved by the principal.

Baggy pants, chains, and any other item or clothing that has gang related significance are prohibited.

Permanent and temporary tattoos will not be visible.

Prohibited items may be confiscated.

Mums may not be worn at school during homecoming or other events. The school will not accept delivery of mums during these events. The tradition of mums at school is more fitting for older students, and it may be disruptive to the educational process at this grade level.

Students who fail to meet these guidelines or whose appearance is distracting or disruptive to school activities may be placed in ISS or sent home to make the necessary changes. Repeated offenses may result in more serious disciplinary action. The principal or designee has the authority to make the final decision concerning any questions regarding the dress and grooming policy.

GRADING GUIDELINES

In grades Pre-Kindergarten and Kindergarten, achievement is reported to parents as an academic progress report. In Grades 1 and 2, grades are reported to parents as a numerical grade. 90-100 is considered to be an "A", 80-89 is considered to be a "B", and 70-79 is considered to be a "C". Any grade below 70 is considered to be a failing grade.

RELEASE OF STUDENTS FROM SCHOOL

Bowie Elementary School policy is that only parents and grandparents may remove a student from school for lunch unless prior written approval has been obtained from the principal.

SAFETY

Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Fire Drill or Fire Alarm: continuous fire alarm

All Clear will be announced by walkie-talkie system

Tornado Drill Bells: continuous alarm or announcement by intercom system

In the event that there is no electricity, whistles will be used.

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

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

SCHOOL FACILITIES

Building Use

The school building is open to students beginning no earlier than 7:15 a.m.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Cafeteria Services

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. The cafeteria opens each school morning at 7:20 a.m. Breakfast is served free of charge to all elementary students. The Bowie Elementary School lunch period is from 10:30 a.m.-12:30 p.m. daily. The cost of a regular

student lunch is \$2.50. Free and reduced-price lunches are available based on financial need. Students may also purchase items ala-carte. Free and reduced lunch prices do not apply to ala-carte purchases. Information about a student's participation is confidential. See Wayne Walker, Assistant Director of Support Services, (940)689-2942 to apply. If a student's lunch account reaches a negative balance, they will be provided a sack lunch free of charge until their account is paid.

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

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

Students are responsible for materials checked out from the library. The student will be held accountable for lost or damaged books. Lost or damaged books will be charged a \$10.00 replacement process fee plus the replacement price of the book. Disciplinary action may also be enforced for excessive overdue books.

SCHOOL HOURS

Students will be allowed to enter the building at 7:15 a.m. All students may have free breakfast. Students will be released from the cafeteria to their classrooms at 7:45. School begins at 8:00 a.m. Students will be tardy if they arrive in their classroom after 8:00 a.m. Repeated tardiness may result in disciplinary action. The school day ends at 3:15 p.m. Our normal lunch period is from 10:30 a.m. -12:30 p.m. These times may be adjusted on early release days or other special occasions.

After school, students who ride the bus will be held in the gym until it is time to load the buses. Buses will load in the driveway behind the school building. Students who do not ride the bus will be released from the front of the building.

TARDINESS

For the purpose of awarding Perfect Attendance, ten incidences of tardiness will count as one absence.

TRAFFIC PATTERNS AND PARKING

Morning Traffic Pattern

At Bowie Elementary School, parents wishing to park and enter the building before the start of school should use the north parking area behind the gates. The traffic pattern for parents wishing to drop-off student should enter from the Lovers Lane entrance, stop in front of the school, and circle around back to Lovers Lane. The traffic pattern will permit only one lane of traffic. Cars should pull as far forward as possible so that numerous students may be dropped off at the same time. In order to ensure student safety, **only parents of students with disabilities may park in the south area of the parking lot from 7:40 until 8:00.**

Afternoon Traffic Pattern

During afternoon dismissal, the traffic flow will be from south to north across in front of the school, entering from Lovers Lane and leaving from the road beside the playground. Traffic will flow in the opposite direction from north to south in the lane closest to the playground.

Back Driveways and Parking Areas

Driveways and parking areas in the rear of the school are intended only for the use of employees, vendors, and school buses. Parents are requested to use the designated area in the front of the school for parking, dropping-off and picking up students.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures. Visitors to BES must present picture identification and wear a Visitor's Pass at all times.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

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