

BEAR BRANCH JH: FREQUENTLY ASKED QUESTIONS

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WHAT DO I NEED TO ENROLL/WITHDRAW MY CHILD?

New Student Enrollment Information:

Prior to enrolling, feel free to stop by our campus to pick up necessary campus documents that must be completed by the parent/guardian of the student prior to enrollment. In addition to these documents, we will also require

- withdrawal documentation from the student's previous school
- a current, valid ID
- proof of residency in MISD and within BBJH's boundaries
- shot records

For a complete listing of all necessary documents for enrollment and **an appointment to enroll**, please contact our Registrar at 281-356-6088 x4119 or kspringer@magnoliaisd.org

Student Withdrawal Information:

The parent/guardian of the student should contact our Registrar at 281-356-6088 x4119 or kspringer@magnoliaisd.org for **an appointment to withdraw**.

NOTE: All fees must be paid and all books and any school equipment must be returned to BBJH prior to withdrawal.

I NEED TO CHECK MY CHILD OUT OF SCHOOL EARLY. WHAT DO I NEED TO KNOW AND DO?

Early Pickup of a Student:

To check a student out of school before the end of the school day, the student's Parent/Guardian must enter BBJH through the front office for pickup.

- All parents/guardians signing a student out of BBJH before the end of the school day **MUST** provide a current ID and **MUST** be listed on the student's Enrollment Verification form as a Parent/Guardian or Emergency Contact.
- No student will be called from class until the Parent/Guardian signs the student out.
- Please do not call/e-email the school and ask for your student to be called down and waiting in the front office.
- Please do not call or text your child telling them to come to the front office.

NOTE: No student may be checked out of school after 2:10 p.m. or after 25 minutes before the end of the school day. For example, if we have an early release day and release at 11:30, no student can be checked out of school after 11:05.

WHAT DO MY CHILD AND I NEED TO DO IF MY CHILD IS ABSENT OR LATE TO SCHOOL?

Tardies and/or Late Arrivals:

Students must enter BBJH through the front office.

- Students should sign in at the front office desk
- Drop off a note from their parent explaining that their parent is aware of the late arrival
- Receive a blue pass to immediately go to class.

Parental Notes for Absences or Tardies:

Any time a student is absent from school for any amount of time (including when a student is tardy to school in the morning), upon return to school, a parental note, signed by the student's Parent/Guardian or doctor's excuse signed by the health care provider should be submitted to one of the following:

- 1) the Attendance Office / Front Office
- 2) via email to Holly Cole - hcole@magnoliaisd.org
- 3) via fax 281-252-2060.

A note should be provided for all Absences, Tardies and/or early checkout, even when signed in or out through the front office.

ARE ABSENCES EXCUSED OR UNEXCUSED?

Absences: Absences are neither excused or unexcused. Absences are now simply **documented** or **undocumented**.

- A **documented absence** is one where your child has a note from their parent or health care provider that documents the reason for the absence and documents that the parent was aware that their child was absent from school.
 - If the absence is due to a visit to a health care provider and there is a note from the provider documenting the visit, the absence will not count against the student.
 - Absences that occur because the student was with campus personnel (field trip, sporting event, etc.) will not count against a student.
 - All other absences will be counted, even if there is a note from a parent, but a note is still necessary so we know that you were aware that your child was not in school.
- An **undocumented absence** is one where your child was absent from school and there was no note or documentation from you (the parent) or a health care provider.
 - Undocumented absences are concerning. Without documentation, we are not sure if you knew that your child was absent from school.
 - After 3 undocumented absences, you will be contacted by the school to formally notify you of the undocumented absences.

NOTE: All work missed due to an absence, whether a documented or undocumented absence, can and must be completed by the student in a timely manner. If you know that your child will be absent for an extended period, please contact your child's teachers and the campus receptionist (psass@magnoliaisd.org) to request work that can be completed during the extended absence. Please know that there are some assignments that can only be completed in class under the teacher's supervision.

WHAT DO MY CHILD AND I NEED TO DO IF HE/SHE NEEDS TO RIDE A BUS HOME THAT IS DIFFERENT FROM HIS/HER NORMAL BUS?

Change of Transportation:

Any time a student needs a change of transportation, it **MUST** be either:

- 1) written, signed by a Parent/Guardian and submitted by 10:00 a.m. to Sharon Smith in D200, the front office, or to ssmith@magnoliaisd.org
- 2) call by Parent/Guardian to 281-356-6088 by 10:00 a.m.

NOTE: Faxed changes of transportation will not be accepted.

WHAT DO I NEED TO DO IF I'D LIKE TO VOLUNTEER AT BBJH?

Volunteers:

We welcome all volunteers at BBJH! Please enroll on the MISD webpage - under

- Quicklinks
- Volunteer Application

Be sure that you list BBJH as your school of choice to volunteer, and we will contact you with opportunities that arise throughout the year.

WHAT DO I NEED TO KNOW AND DO ABOUT DELIVERING A LUNCH (OR ANY OTHER ITEM) TO MY CHILD?

Lunches and other drop offs/deliveries:

Our front office is happy to accept deliveries for students from Parents/Guardians of lunches and any academic materials. Please keep the following in mind about deliveries of any sort:

- All items must be clearly labeled with the student's name visible

- Lunches will be delivered to the cafeteria during the student's lunch
- Lunches and other food cannot be delivered to a group of students. This includes birthday cakes, cupcakes, etc. You can only deliver lunches and other food to your child.
- Students will receive a pass to pick up all other items at the end of the class period after the item is dropped off
- Students will not be allowed out of class to pick up items at the front desk
- Classes will not be interrupted to deliver items.

Parents/Guardians dropping off a lunch for their child must provide a valid ID and be listed on the student's Enrollment Verification form as a Parent/Guardian or Emergency Contact.

Delivering money to students: Many times, Parents/Guardians must drop off cash/check for their student.

- **PRIOR TO DROPPING THE MONEY OFF AT BBJH,** it should be placed in a sealed envelope, with your child's name on the envelope.
- Please DO NOT drop money off with students who work in the front office.

HOW DO I STAY "PLUGGED IN" TO BBJH AND STAY UP-TO-DATE WITH SCHOOL WIDE EVENTS?

Email/Newsletter from the Campus Principal and Administrators: You will receive a regular email from the principal and/or campus administration updating you on important information and school wide events.

- Please be sure your email address is current and correct. You can contact our registrar at kspringer@magnoliaisd.org to verify or add your email address.

Campus Webpage: The campus webpage will

- List important information and school wide events
- Show photos of our students
- Feature our campus Twitter feed
 - The campus Twitter feed will be used to repeat information about school wide events and to recognize student and teacher accomplishments.
- Provide general information about the campus
 - This information can be accessed through the tabs located at the top of the webpage

Twitter/Instagram: You can follow our Twitter @BBJHBears and our Instagram @BBJHBears

- Twitter and Instagram will be used to announce school wide events, but are primarily used to promote the awesome things happening at BBJH.

Remind: Remind accounts have been set up for each grade level (parents and students). Remind will only be used to remind you and your child of important events and information.

WHAT SHOULD I EXPECT TO SEE ON TEACHER WEBPAGES?

Teacher Webpages: ALL teacher webpages will include

- The teacher's daily schedule and conference time
- Email address
- Campus grading policy
- Dates of tests and major assignments
- Homework assignments
- An agenda that provides general information of what students will be learning. These agendas may cover a week or 2-3 weeks.
- Tutoring schedule

HOW CAN I MONITOR MY CHILD'S GRADES?

Home Access Center: You can monitor your child's grade through Home Access Center (HAC).

- If you don't have a HAC account, you can contact our Registrar at kspringer@magnoliaisd.org.

Timeline for Teachers Entering Grades: Teachers are expected to enter and publish grades in a timely manner / as soon as possible.

- If this doesn't happen, please contact the teacher directly via email.
- The timeline for entering grades on projects and essays of one page or more will be longer. Because these types of assignments vary in scope, teachers will determine the timeline for the grade, communicate that timeline to students, and stick to the timeline.

CAN MY CHILD CHANGE HIS/HER SCHEDULE? IF SO, HOW DO THEY INITIATE THE SCHEDULE CHANGE PROCESS?

Schedule Changes:

- **On-level to pre-AP:** The student (or, in some cases, the teacher) can request a schedule change from an on-level class to a pre-AP class in the first 6 weeks of school.
 - We will make every effort to make this change happen.
 - Changes from on-level to advanced math will need administrative approval.
- **Pre-AP to On-Level:** The student can request a schedule change from pre-AP to on-level in the first 6 weeks of school.
 - For this change to happen, the student, parent, teacher, and administrator/counselor must meet to determine if this is the appropriate move for the student in the short and long term.
- **Request for schedule changes after the first 6 weeks of school:** Requests for a change in schedule can be made by the student/parent in the middle of the year. There is no guarantee that this change will happen. Before a change will be considered,
 1. The student/parent must make the request in writing/email to the counselor.
 2. The student/parent must meet with the teacher and administrator to try to mediate any issues that are occurring. A plan for the best way to move forward should be discussed and executed.
 3. The student/parent must meet with the campus principal.

IS TUTORING AVAILABLE FOR MY CHILD?

Tutoring: Each teacher is required to be available for tutoring once per week in the morning before school (6:50 AM - 7:10).

- Some teachers are available more than one day
- Teachers will be happy to make an appointment for tutoring with your child.
- Your child must have a pass for the date of the tutoring session signed by the teacher before being allowed to go to tutoring before school.

I DROP OFF AND/OR PICK UP MY CHILD IN THE CAR RIDER LINE. WHAT SHOULD I EXPECT?

Car Rider Line: Please plan for heavy traffic on FM 2978 in front of BBJH from 7 AM to 7:20 and from 2:20 PM to 3. School begins at 7:25 AM and ends at 2:35 PM.

- **Morning Drop Off:** Enter in the drive closest to Ken Lakes Dr.
 - The line will split into two lines as you approach the front of the school
 - Your child can be dropped off when you reach the front entrance and enter through the front doors at the front office. NOTE: There are doors that enter directly into the cafeteria. Those doors will be locked in the morning.

- For the safety of all of our students, PLEASE be mindful of your speed and PLEASE stay off of your cell phone in the car rider line. Be alert for students that are crossing the line in the front of the school.
- If you need to switch to the left or right lane to turn onto FM 2978, please wait until you have passed the front of the school. This is the easiest place to switch lanes. Please be mindful of people trying to switch lanes.
- **NOTE:** The building does not open until 6:45 AM. There will be no supervision until then. Please wait until 6:45 to drop off your child.
- **Afternoon Pick Up:**
 - The line will split into two lines as you approach the front of the school.
 - Your child can be picked up when you reach and as you approach the front of the school.
 - For the safety of all of our students, PLEASE be mindful of your speed and PLEASE stay off of your cell phone in the car rider line. Be alert for students that are crossing the line in the front of the school.
 - If you need to switch to the left or right lane to turn onto FM 2978, please wait until you have passed the front of the school. This is the easiest place to switch lanes. Please be mindful of people trying to switch lanes.
- **NOTE:** If you park in visitor parking before school ends in the afternoon, please remember that the car rider line begins to form around 2:15. It is difficult to back out. If you are in line and see that someone needs to back out, please work with us to move traffic and make room for that person to back out.

WHAT IS THE CAMPUS POLICY ON CELL PHONES?

Cell phone policy: Students are allowed to have their cell phone with them at school. They can use their cell phones in the morning before school and during lunch.

- Students cannot use their phones in the hallways during the school day.
- Students can use their phones in class at the teacher's discretion.
- A staff/faculty member can confiscate a student's phone. If a teacher/administrator confiscates a phone, they may
 - Give the phone back to the student at the end of the class period
 - Turn in the phone to the assistant principal's secretary. The student can be charged up to \$15 to get their phone back.
 - A teacher/secretary will not ask to view anything on a student's phone. An administrator will contact you for permission to view images/information on your child's phone if necessary.

WHAT ARE THE MOST IMPORTANT THINGS I SHOULD KNOW ABOUT THE DRESS CODE? (DRESS CODE TOP TEN)

The campus dress code is in place to keep our learning environment free of unnecessary distractions.

1. **Leggings:** Leggings can be worn. The garment being worn over the leggings must reach the mid-thigh of the student when the student is sitting and standing.
2. **Holes in pants:** Pants with holes in any part of the pants should not be worn.
3. **Length of shorts and skirts:** Shorts and skirts must reach the mid-thigh of the student when the student is sitting and standing.
4. **Hair color:** Hair must be a natural color. For example, pink is not a natural hair color and thus will not be allowed.
5. **Hair length:** Hair must be out of the student's eyes, and, for boys, hair must not be longer than the neckline of a their shirt.
6. **Shoulders and Midriffs:** Shoulders and midriffs of students must be covered at all times.
7. **Facial hair:** Boys must be clean shaven at all times.
8. **Extra curricular events:** The campus dress code is in effect at all school sponsored events.
9. **Inappropriate images/wording:** Clothing with inappropriate images and wording are not allowed.
10. Campus administration **make the final judgment** regarding dress code violations. Campus administration determine the consequence and course of action regarding dress code violations.

WHO DO I CONTACT FIRST IF I NEED HELP WITH...?

<u>Holly Cole, Attendance Clerk</u> hcole@magnoliaisd.org	<u>Kay Springer, Registrar</u> kspringer@magnoliaisd.org
Question regarding an absence	Verifying and changing student information
Sending a note to document an absence	Verifying and changing contact information
	Question regarding withdrawing/enrolling your child
	HAC help
<u>Laura Callison, Nurse</u> lcallison@magnoliaisd.org	<u>Patricia Sass, Receptionist</u> psass@magnoliaisd.org
Medication	Question about making a delivery to a student
Shot Records	Question about picking up / checking out your child early

Extracurricular Activities:

Girls Athletics/Track	Boys Athletics	Band	Choir	Theater
Cherry Stebbins	Steve Szabo	Stacy Lehigh	Thea Persinger	Amy Medina
cstebbins@magnoliaisd.org	sszabo@magnoliaisd.org	slehigh@magnoliaisd.org	tpersinger@magnoliaisd.org	amedina@magnoliaisd.org

UIL Academics	Cheer	XCountry/Tennis	Golf	Swim
Megan Mittelstadt	Janelle Collins	Beth Smothers	Steve Williams	Terry Jones
mmittelstadt@magnoliaisd.org	jcollins2@magnoliaisd.org	bsmothers@magnoliaisd.org	swilliams@magnoliaisd.org	tjones@magnoliaisd.org

I HAVE A 7TH GRADE STUDENT. WHO DO I CONTACT FIRST IF I NEED HELP WITH...?

<u>Loretta Orlando, 7th Grade Asst. Principal</u> lorlando@magnoliaisd.org	<u>Katie Simon, 7th Grade Counselor</u> ksimon@magnoliaisd.org
A student discipline concern at school.	A student socio-emotional concern
A student discipline concern on the bus.	A schedule change
A student discipline concern at an extracurricular event.	504 services and plans
Student tardies	Off-campus PE
<u>Jennifer Ward, Campus Academic Coordinator</u> jward@magnoliaisd.org	<u>Classroom Teacher</u> Teacher emails are posted on their webpage.
Tutoring and intervention classes	Question about an assignment and its grade.
State test scores	Concern about a student's progress
Information about pre-AP classes / advanced academics	Concern about the classroom learning environment
Concerns regarding a student learning disability	Scheduling a conference

I HAVE A 8TH GRADE STUDENT. WHO DO I CONTACT FIRST IF I NEED HELP WITH...?

<u>Bryan Cooper, 8th Grade Asst. Principal</u> bcooper@magnoliaisd.org	<u>Gay Sherley, 8th Grade Counselor</u> gsherley@magnoliaisd.org
A student discipline concern at school.	A student socio-emotional concern
A student discipline concern on the bus.	A schedule change
A student discipline concern at an extracurricular event.	504 services and plans
Student tardies	Off-campus PE
<u>Jennifer Ward, Campus Academic Coordinator</u> jward@magnoliaisd.org	<u>Classroom Teacher</u> Teacher emails are posted on their webpage.
Tutoring and intervention classes	Question about an assignment and its grade.
State test scores	Concern about a student's progress
Information about pre-AP classes / advanced academics	Concern about the classroom learning environment
Concerns regarding a student learning disability	Scheduling a conference