

Bear Branch Sixth Grade

School Procedures

2015-16

Parents/Guardians,

The following information may provide answers to commonly asked questions regarding procedures at BB6. In addition, all information pertaining to Magnolia ISD students can be found in the MISD Student Handbook and the MISD Student Code of Conduct. These documents are located under the Student Info tab on the MISD district homepage. However, the following procedures clarify how our school operates under these guidelines.

SCHOOL DAY

The school day for students is 7:20 a.m. - 2:29 p.m. This is the first year of a new 8 period day schedule. All students will have the same number of academic classes and PE/electives as last year. However, the amount of time spent in each class will change. All students will have 2 periods of math and 2 periods of language arts per day.

BELL SCHEDULE

First Bell at 7:16am

1st period - 7:20 - 8:05
2nd period - 8:09 - 8:54
3rd period - 8:58 - 9:43
4th period - 9:47 - 10:32
5th period - 10:32 - 12:02

	Lunches	Class Time
A lunch	10:32 - 11:02	11:06 - 12:02
B lunch	11:02 - 11:32	10:36-11:02 & 11:34-12:02
C lunch	11:32 - 12:02	10:36 - 11:32

6th period - 12:06 - 12:51
7th period - 12:55 - 1:40
8th period - 1:44 - 2:29

Dismissal at 2:29pm

BEFORE SCHOOL/BREAKFAST

Students are allowed in the building at 6:30 a.m. When students enter the building in the morning, they are to report to the cafeteria. Students are to sit at the cafeteria tables. They may get up to get breakfast and to throw away trash. Students may also be allowed to obtain a restroom pass to use the restrooms in a designated hallway. There will also be times when students need to report to a teacher's classroom before school and the student will need to check with a staff hall monitor before reporting to the assigned teacher. Students are not allowed to go to their lockers until dismissed from the cafeteria by 7:15 a.m.

MORNING ANNOUNCEMENTS

Pledges of Allegiance, a Moment of Silence, and school-wide announcements will be made during 1st period. The Moment of Silence is one minute long everyday. All announcements will be brief in nature. All important information will be shared with parents through our BB6 homepage, BB6 Twitter or Celly messenger accounts.

DISMISSAL

The dismissal bell is at 2:29 p.m. At the last bell, students are to report to the car-rider line or to their shuttle bus to be transported to BBJH, where they will then board their afternoon bus home. Transportation requests must be made before 1:40 p.m. Otherwise, normal transportation routines will be followed. Students should not congregate at lockers or buses. Students are allowed adequate time to board buses. However, if a student misses the bus, the parent will be notified to pick up the child.

There are times that students stay after school for activities, such as UIL, tutoring, etc. Students will report to their respective after-school class and will later be picked up in the car rider line at the appropriate ending time.

CAR RIDER PROCEDURES

Arrival and dismissal times can cause our parking lot, driveways, and Kenlake Drive to become quite congested. The procedures we have in place serve two purposes: protecting the safety of our students and clearing the traffic as quickly as possible. If your child is a car rider in the morning or afternoon, please enter the parking lot through the drive closest to the bus parking lot; drive through the parking lot toward the bus barn and then U-turn to drive along the side of the school to pick up or drop off your child. Please pull up as far as you can along the sidewalk before allowing your child to exit or load your car. If you are the first car you should pull up to the stop sign. **Please do not stop in either crosswalk.** In the afternoon, please do not park and then beckon your child to come to you. Students must be escorted across the crosswalk by an adult. Also, in the morning, please do not pull in a parking place and allow your child to walk unescorted to the building. Thank you for your help and cooperation in these matters. As in all other areas pertaining to school, our students benefit most when we all work

together.

HALLWAY/LOCKERS

Hallways are very busy during passing periods. Students are expected to walk and not push others as they go to their lockers and next class. Talking in a loud voice is disturbing to classes in session and therefore is not allowed. Students are expected to use their lockers and to be respectful of the others around them as they put in and take out items. Backpacks are to remain in lockers during the school day; backpacks are used for transporting school materials to and from school only. Overly large backpacks and those with wheels can be problematic for students and are not recommended. Students are not allowed to share lockers. Stickers or any other items that require adhesives are not allowed inside or outside lockers. Students will be required to clean out lockers at the end of every nine weeks.

BATHROOM BREAKS

The restrooms are not meant for congregating and socializing. Students are strongly encouraged to address bathroom concerns during the passing period. In an emergency, students will be allowed to visit the restroom with a pass. **However, when leaving the classroom, students should sign out, and upon return, sign in once again.** If a student is gone for an excessive amount of time, the student may be sent to the office. This is also true for a student coming more than five minutes late to class.

ATTENDANCE

Attendance is taken each class period. Excessive absences in any one class period may cause the student to lose class credit. Students must maintain regular attendance to ensure that they are learning. Excessive absences during a semester may result in a student needing make-up credit in an after-school tutorial program. However, there are times when students will not be able to report to school due to sickness, doctor appt., funeral, etc. Parent or doctor's note for absences and/or tardies should be turned into the front office when the student returns to school. Absence from classes will preclude students from participating in attendance incentives.

TARDY POLICY

Students are considered tardy when they are not in their classroom when the tardy bell rings.

*We **do not** begin counting tardies the first day of school. We know that it will take time for students to become accustomed to their lockers and class schedules. We typically begin counting tardies after the first few weeks of school. Bear Branch 6th Grade will send a letter home to all parent/guardians describing the Tardy Policy and we will announce the date we start counting tardies to all students well in advance.*

CAFETERIA

Students will be given a 30 minute lunch during 5th period. BB6 has 3 different lunches:

A lunch 10:32 - 11:02
B lunch 11:02 - 11:32
C lunch 11:32 - 12:02

Student lunch periods are determined by their 5th period class.

Students with lunches may pick them up from their locker and report to the cafeteria tables. Students who are buying lunches may report to the cafeteria line.

Students are allowed to sit anywhere in the cafeteria. BB6 provides staff to help and monitor the students during lunch times. Students are expected to enjoy their lunch time, as we see this time as beneficial in their overall school day.

Students are required to:

- maintain an appropriate voice level,
- throw away trash properly (no throwing of food or other items),
- be silent during lunch dismissal,
- be courteous and respectful to others during lunch.

Students who violate the cafeteria procedures will be given a verbal warning from the cafeteria monitors. Repeated violations will result in assignment to the detention table at lunch and/or sent to the Principal's office.

Parents are welcome to visit their child during their lunch time. **All visitors must report to the office to receive a visitor's pass before entering the cafeteria.** Any visitors other than parents/guardians must have parental permission to eat lunch with a student. Parents can only bring lunches for their child; the lunch brought cannot be shared with other students. (This is a Texas Dept. of Agriculture requirement.)

DELIVERIES

BB6 accepts no deliveries other than academic materials and P.E. clothes. No other items can be delivered.

TESTING/TESTING CALENDAR

Testing days for any class will occur on Tuesdays, Wednesdays, Thursdays, and Fridays. Students will not have more than three major tests on any of those days. Teachers will plan tests on a school testing calendar to prevent any student from taking more than three tests on a testing day.

GRADING

Grading Percentages

Sixth Grade	On-Level	Pre-AP
Content Classes	Formative 34% Summative 51% District Comm. Assess 15%	Formative 25% Summative 60% District Comm. Assess. 15%
Electives	Formative 40% Summative 60%	N/A

Formative - Daily grades

Summative - Test Grades

For further information on grading guidelines, you may refer to the Magnolia ISD Grading Guidelines document under the Parents/Students, Academic Information tabs on the district website.

PROGRESS REPORTS

At the end of the 3rd and 6th weeks of each nine week grading period, teachers will evaluate the progress of each student. Progress reports will be generated and sent out for all students. This way we are assured that parents can monitor their children's progress.

Parents are encouraged to enroll in Home Access Center (HAC). This will help parents monitor their child's grades. Information about HAC will be sent within the first few weeks of school as well as posted on our campus homepage.

REPORT CARDS

Report cards will be mailed at the end of each nine weeks grading period.

*Students who have grade averages below 70% in one or more subjects during a semester may be assigned to the after-school tutorial program so that they may make up credit.

DISTRICT COMMON ASSESSMENTS

The district common assessment testing schedule will be determined by campus administration. This is done so that students will not have an abundance of tests on any given day. Permission to take an examination late due to exceptional conditions should be secured from the building principal by requesting such permission in writing.

GUIDELINES FOR MAKE-UP WORK AND TESTS/EXAMINATIONS

If a student has missed school work, the teachers will make every effort to give the student the opportunity to make up the work. It is the student's responsibility to make up the work but the teacher will arrange for this time. Any special circumstances pertaining to make up work that requires unusual consideration should promptly be discussed with the building principal.

Any student who is truant will not be allowed to make up work. Any student who is suspended out of school for disciplinary reasons will not be allowed to make up work.

LATE WORK / MISSING ASSIGNMENTS

Students are expected to complete all assigned work in a timely manner. Assignments turned in after the original due date will be given a grade that reflects the level of mastery of the content as well as a deduction for the delay. This is an effort at the sixth grade level to help students develop and understand boundaries and deadlines.

All missing assignments must be turned in by the end of the week prior to the end of the grading period.

MORNING TUTORIALS

Students are encouraged to attend morning tutorials that generally begin at 6:45. It is a good idea for students to talk with individual teachers at least a day in advance before arriving for tutorials due to morning duty conflicts. Morning tutorial sessions may be used for individual instruction and makeup testing time. Teachers may request that students participate for a variety of reasons. Tutoring is not designated, however, as a time for students to come in to simply complete homework. Teachers will have at least 2 designated days in a week that they will offer tutoring to their students.

Because some buses arrive after 7:00, many students will need to make arrangements with a parent to be dropped off at school early so that there is enough time spent in tutorial to make it beneficial.

All students should daily review the bulletin board outside of the cafeteria to determine if a teacher is available for tutoring on that day, if arrangements haven't already been made in advance.

STUDENT ASSIGNMENT CENTER/(SAC)

Because some students may accumulate missing assignments, those students may be assigned a designated place, such as the library, to attend during an elective class and/or P.E. on Wednesdays and Fridays, according to need. The Student Assignment Center may also be used to complete any missing tests or other summative assignments.

STUDY HALL DAYS

Each nine week period, during the eighth week, there will be a day set aside as a study hall day for students who still need to complete missing work despite the availability of tutorial times and the SAC center. Teachers will provide the missing work assignments to the SAC staff member, and students with missing work will stay in study hall for one day (or less). Work that is not completed during that day may be completed for homework and turned in to the teacher(s) the following school day. Any missing work after this point will result in zeros for those assignments.

DISCIPLINE

All MISD students are under the Student Code of Conduct. Discipline procedures at BB6 are guided by this document. Students are expected to follow and maintain good conduct while in school. Students who disrupt the classroom and/or educational environment will receive consequences for their actions.

Some of the discipline techniques used at BB6 are-

- Warnings about behavior
- Parent phone call home
- Referral to the Principal's office
- Lunch detention
- After-school detention
- In School Suspension (ISS)
- Out Of School Suspension

If a student is having an issue in a class, the teacher will contact the parent/guardian to notify them and try to resolve the issue before the student is sent to the Principal.

BB6 administration and faculty work with students to maintain a positive atmosphere. Parents are asked to be involved in maintaining this atmosphere to the betterment of their child as well as the school. BB6 faculty and parents work together to help students develop into productive citizens.

DRESS CODE

Dress code guidelines for MISD are found in the MISD Student Handbook. Students who have a dress code issue will be sent to the front office. The student will be allowed to change into his/her PE uniform and to call his/her parent if necessary, to bring a change of clothes. In regard to grooming issues, the Principal will notify the parents and allow for time for the parent to resolve the grooming issue with the student.

SCHOOL CLINIC

If a student needs to take a prescribed medicine during the school day, he/she must do so under the direction of a licensed medical doctor, and it must be administered by the school nurse or a person designated by the principal. Aspirin or any other "over-the-counter" drugs CANNOT be given to students by a faculty member. All student medications must be kept in the clinic. Other than cough drops, students are not to transport medications. Please do not send medication in your student's lunch box. If your student becomes sick while at school and needs to go home, the school nurse will notify you by phone. Students are not allowed to text parents while at school. Students who become sick while at school must go through the school nurse before going home.

SCHOOL VISITORS

All visitors must report to the front office upon entering the building. If visitors are going to be in the school, other than the front office area, they must sign-in in the front office. Visitors are not allowed in the classrooms unless the visit is pre-arranged with the teacher. Visitors must present their driver's license to the front office staff. The information will

be verified against their student's records. The driver's license will be scanned through Raptor, MISD's child security verification. A visitor badge will be given to visitors and must be visibly worn while in the school. Visitors must also sign-out when leaving the school.

TRANSPORTATION NOTES & CHANGES

Parents/guardians may make changes in their student's transportation. However, changes must be done by parent/guardian note or phone call before 1:30 p.m. For long-term changes, parents/guardians must complete an alternate bus request.

CELL PHONES & STUDENT USE OF TELEPHONE

Students are allowed to bring cell phones to school, as long as the cell phones are turned off while students are inside the school building. *The only exception to this rule is when a student is designated by a teacher to bring the cell phone to use in class as part of an instructional lesson.*

A front office telephone is available for students to use. Students may use the front office phone during lunch time to call parents, especially in regard to going home plans. Students are **not** to be dismissed from class to use the telephone. If a student has an emergency, he/she will be sent to the office with a hall pass.

Parents should refrain from calling or texting a child on a cell phone until the school day is over at 2:30 p.m. If a parent needs to give their child a message during the school day, the parent should contact the front office. The message will then be forwarded to the child.

Consequences of a student violating the cell phone use policy are:

1st Incident - \$10 fine (The student may pick up the phone at the end of the day from the school office.)

2nd Incident - \$15 fine (The parent will be notified and they must make arrangements to pick up the phone from the school office.)

3 or more Incidents - \$15 fine & the school Principal will decide discipline consequences in conjunction with the student's parents/guardians.

Many students need cell phones to contact parents/guardians and this is certainly allowable after school. Please discuss these items with your child.