



Bear Branch Intermediate School
School Procedures
2018-2019

School Day

The school day for students begins at 7:55 and ends at 3:10. All fifth and sixth grade students will have eight periods of classes. Language arts and math classes are blocked classes; all fifth and sixth graders will have two periods of language arts and math each day. Science, social studies, electives, and PE are all one period in length. Sixth grade students will have a choice of an elective: technology applications, art, choir, or band. Fifth grade students will rotate between three electives during the course of the year: art, music, and technology.

5th Grade Bell Schedule

Morning Bell at 7:50 am
Second Bell at 7:55 am
1st period – 7:55 – 8:40
2nd period – 8:45 – 9:30
3rd period – 9:35 – 10:20
4th period – 10:25 -11:10
5th period - 11:15 - 12:40

	Lunches	Class Time
5A lunch	11:15– 11:44	11:45 - 12:40
5B lunch	11:50 – 12:20	11:15-11:40 & 12:15-12:40

6th period – 12:45 –1:30
7th period – 1:35 - 2:20
8th period - 2:25 - 3:10
Dismissal at 3:10 pm

6th Grade Bell Schedule

Morning Bell at 7:50 am
Second Bell at 7:55 am
1st period – 7:55 – 8:40
2nd period – 8:45 – 9:30
3rd period – 9:35 – 10:20
4th period – 10:25 -11:10
5th period - 11:15 - 12:00
6th period - 12:05 -1:30

	Lunches	Class Time
6A lunch	12:25 – 12:55	12:05-12:10 & 12:45-1:30
6B lunch	1:00 – 1:30	12:05-12:40 & 1:15 -1:30

7th period – 1:35 - 2:20
8th period - 2:25 - 3:10
Dismissal at 3:10 pm

Early Morning Childcare

Our early morning childcare program is for parents who need childcare prior to the beginning of the school day. Parents needing this service must fill out an application for approval by the campus principal. Parents agree to the following conditions:

- Pay \$1.50 per day per student. This is payable one month in advance, due on the first of each month. (No refunds for days missed.) Please make checks payable to Magnolia ISD.
- Program hours are from 6:30 AM until 7:00 AM.
- Early morning childcare will be located in the cafeteria.
- Students may eat breakfast, when breakfast is served, for an additional fee.
- Students are to provide their own quiet activities, such as puzzles, books, etc., and will be expected to work quietly in the area assigned.
- Students who are disruptive or become discipline problems may lose the privilege to participate in the morning program.
- Students arriving before 7:00 a.m. will be considered part of the Early Morning Childcare Program.
- This is a free service to full time district employees.

Please double click on the link below for an application:

[Early Morning Childcare Application.pdf](#)

Before School/Breakfast

Students are allowed in the building at 7:00 a.m. Upon arrival, students may go to the cafeteria. At 7:15 a.m., 6th grade students report to the gym. 5th grade students report to the cafeteria. Clubs and UIL programs that meet in the morning will meet from 7:15 to 7:45 a.m. Students may eat breakfast in the cafeteria. If students have a function in the library they are expected to sit and work/read independently. 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. The morning bell will ring at 7:55 a.m. We will begin morning assembly at this time. Students will be tardy to 1st period at 7:55 a.m.

Morning Announcements

Pledges of Allegiance, a Moment of Silence, and school-wide announcements will be made during 2nd period. All announcements will be brief in nature. All important information will be shared with parents through our BBIS Web homepage, BBIS Twitter and Facebook pages, and our School Remind 101 messenger accounts.

Dismissal

The dismissal bell is at 3:10 pm. At the last bell, students are to report to the car rider line or, if riding a bus, they will report to the gym for group dismissal. Our afternoon announcements will inform our bus students which buses are to load first and which buses are to report to the gym. Once the student's bus number is called, the student will walk down Bear Trail, the covered walkway, to make their way to the bus loading zone where he/she will board the bus. 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.

Transportation requests must be made before 2:00 p.m. Otherwise, normal transportation routines will be followed.

There are times that students stay after school for activities, such as UIL, tutoring, clubs, etc. Students will report to their respective after-school location 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 Ken Lake 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 front door entrance. Please do not stop in crosswalks. In the afternoon, please do not stop and then beckon your child to come to you. 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. Please see the map on the last page for more details.

Hallways and Backpacks

Hallways are always very busy during passing periods. Students are expected to walk and not push others as they go to their next class. Talking in a loud voice is disturbing to classes in session and therefore is not allowed. Backpacks are used for transporting school materials to and from school, and items to their next class. There will be a designated location for each student to place their backpacks in classrooms, the cafeteria, and the gymnasium. Overly large backpacks and those with wheels can be problematic for students and are not recommended.

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 returning 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 appointment, funeral, etc. Parent or doctor's notes 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 week of school. We know that it will take time for students to become accustomed to their class schedules. We typically begin counting tardies after the first few weeks of school. Bear Branch Intermediate will send a letter home to all parent/guardians describing the Tardy Policy and we will announce the date we begin counting tardies to students well in advance.

Cafeteria

Students will be given a 30 minute lunch period. Students with lunches from home will bring them to the cafeteria and report to the cafeteria tables. Students who are buying lunches may report to one of the two cafeteria lines.

Students are allowed to sit anywhere in the cafeteria. BBIS provides staff to help 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,
- maintain a clean eating area,
- 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 Department of Agriculture requirement.)

Deliveries

BBIS accepts no deliveries other than academic materials and PE clothes for sixth graders. 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

Sixth Grade	On-Level		Pre-AP	
Content Classes	Formative	40%	Formative	30%
	Summative	60%	Summative	70%

Electives	Formative Summative	40% 60%	N/A
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Formative - Daily grades

Summative - Test grades

Grading Percentages Fifth Grade

Content Classes	Formative 40% Summative 60%
Electives	

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 4th week 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 home 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 an 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 7:25. 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 two designated days in a week that they will offer tutoring to their students.

Because some buses arrive later than 7:25, 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 whiteboard 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 PE on designated days, 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 BBIS 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 technique used at BBIS 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.

BBIS 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. BBIS faculty and parents work together to help students develop into productive citizens.

Dress Code

MISD student dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. We expect students to come to school in

clothes that are clean and neat, and students are expected to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. While we respect students' desire to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. We also will not permit any attire or accessory that contains references or conveys membership in gangs or gang related activity.

The campus administration will be the authority in all decisions regarding the grooming and dress code. Any provisions not covered in the code, any interpretation of the code, or any exception to the code will be administration's responsibility. The grooming and dress code applies to all students enrolled in the Magnolia Independent School District while at school sponsored activities. Sponsors of school-related activities, with the approval of the building principal, may enforce additional guidelines as they relate to their activity or event. Students assigned to the Discipline Alternative Education Program (DAEP) will be subject to a dress code that is determined appropriate for that assignment.

The following guidelines for dress and grooming will be followed:

Dress

Clothing will:

- Include appropriate undergarments, worn but not visible.
- Contain no inappropriate or excessive holes, rips, cuts, or tears.
- Permit see-through attire only with appropriate shirt underneath and worn with appropriate public decorum
- Not be worn if primarily designed as sleepwear.
- Have no drawing or writing on it.

Shirts must:

- Cover the midriff in a normal standing, sitting, or moving position.
- Be kept properly zipped or buttoned without a low neck or low back.
- Not be tank tops or muscle shirts unless an appropriate shirt/blouse is worn underneath
- Have the blouse straps cover the shoulder.

Shorts or pants must:

Be appropriately sized and cinched at the waist.
May not be worn in a way that conceals contraband.
Not be short shorts, cycling shorts, spandex shorts, or cut-offs.
Be mid-thigh or longer when standing.
Have an accompanying garment that is mid-thigh in length if the pants are leggings

Skirts or dresses must:

Cover the shoulder
Be mid-thigh or longer
Not have slits higher than mid-thigh

Shoes must:

Be worn
Be designed to be primarily worn outside the home. Examples of inappropriate shoes include house shoes or slippers.
Be without wheels, metal or hard taps.
Not be flip-flops during recess or PE. Appropriate athletic shoes must be worn during these times of activity for safety purposes.

Accessory guidelines are as follows:

Earrings may be worn only by girls. Earrings worn by boys will be confiscated and may not be returned to the student.
Have no visible body piercings. Body piercings include, but are not limited to nose rings or facial piercings of any type. Piercing jewelry will be confiscated and will not be returned to the student.
Have no visible tattoos.
Chains may not be worn.
Jewelry, which in the administrator's judgment would interfere with instruction or disrupt the regular educational program, will not be permitted.
Headbands, bandanas, neckbands, leg bands, or armbands are not permitted.
Colored glasses will not be permitted to be worn inside the building unless prescribed by a doctor for inside use.
Long coats may not be worn in the building.
Hats may not be worn in the building.

Grooming

Students will:

Be expected to maintain appropriate hygiene at all times.

Hair will:

Be kept clean, well-groomed, and worn out of the eyes.

Be of a natural hair color.

Be no longer than the bottom of a dress shirt collar, bottom of the ear, and out of the eyes for male students.

Not be pinned up in any fashion nor be worn in a ponytail or bun for male students.

Be monitored and adjusted appropriately when students participate in a class where a safety hazard or health code must be considered.

Not be allowed if the hairstyle is deemed a distraction by administration (i.e., Mohawks, tails, designs shaved in hair).

Shaven with regards to facial hair. No beards or mustaches of any style are allowed on students.

Sideburns may not be longer than the bottom of the ear.

Administrators have the authority to determine and to regulate any distracting attire or grooming issues.

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 2:00 pm. For long-term changes, parents/guardians must complete an alternate bus request.

Cell Phones & Student Use of Telephone

Students are allowed to bring cellphones to school, as long as the cell phones are turned off while students are inside the school building and off when waiting in the car rider line. 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 3:10 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-Warning (The student may pick up the phone at the end of the day from the office.)
- 2nd incident-\$10 fine (The student may pick up the phone at the end of the day from the front office.)
- 3rd incident-\$15 fine (The parent will be notified and they must make arrangements to pick up the phone from the front office.)
- 4th or more incidents-\$15 fine and 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, but with teacher supervision. Please discuss these items with your child.

Remind

Periodically BBIS will need to send out information and updates. We will be using REMIND to get that information to you right on your phone. Please see the REMIND information on the next page to set this up on your phone to receive these messages.

Car Rider Traffic Flow Pattern for afternoon dismissal.



Red Line - cars are to double park and create the horseshoe lineup

Green Lines - cars are to use this lot for overflow parking once the horseshoe lot fills up. Row 1 wraps through the bus barn and waits for the horseshoe to finish. Row 2 attaches to the last car from Row 1. Sequential rows follow the pattern.

At 2:45 or when the horseshoe fills up, someone will place orange cones to close off the area. Then, the vertical rows of overflow parking will begin forming.

Thank you for following these guidelines to insure safety on our campus during dismissal time.