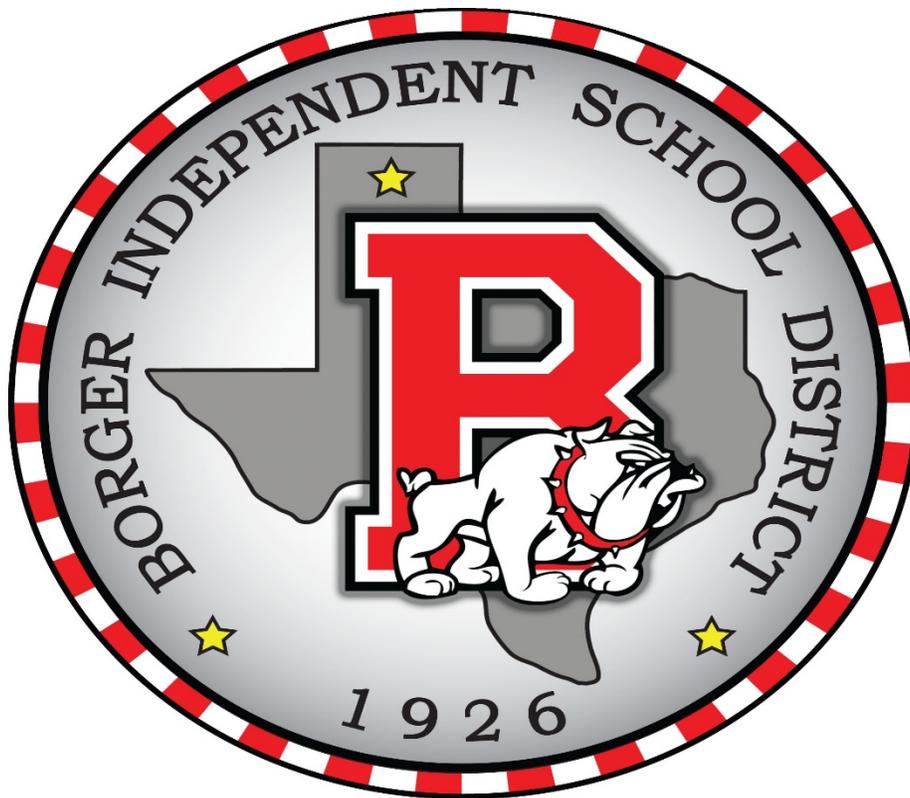


# Borger Middle School



**2016-2017**

**Appendix**

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# **Borger Middle School**

1321 South Florida

Borger, TX 79007

(806) 273-1037

(806) 273-1069-Fax

## **BORGER MIDDLE SCHOOL CAMPUS DIRECTORY**

Principal- Michael Cano

Assistant Principal – Clinton Grange

Assistant Principal – James Russell

Guidance Counselor - Danielle Watson

Nurse – Angela Raff \

# Bell Schedule

## 6<sup>th</sup> Grade

*Professional Period	7:45 - 8:10
First Hour	8:15 - 9:02
Second Hour	9:06 - 9:56
Third Hour	10:00-10:47
Fourth Hour	10:51-11:38
Lunch	11:42-12:12
Fifth Hour	12:16 - 12:42
Sixth Hour	12:46 - 1:12
Seventh Hour	1:16 - 2:03
Eighth Hour	2:07 - 2:54
Ninth Hour	2:58 - 3:45

## 7<sup>th</sup> Grade

*Professional Period	7:45 - 8:10
First Hour	8:15 - 9:02
Second Hour	9:06 - 9:56
Third Hour	10:00 -10:47
Fourth Hour	10:51 - 11:38
Fifth Hour	11:42 - 12:08
Lunch	12:12 - 12:42
Sixth Hour	12:46 - 1:12
Seventh Hour	1:16 - 2:03
Eighth Hour	2:07 - 2:54
Ninth Hour	2:58 - 3:45

## **8<sup>th</sup> Grade**

*Professional Period	7:45 - 8:10
First Hour	8:15 - 9:02
Second Hour	9:06 - 9:56
Third Hour	10:00 -10:47
Fourth Hour	10:51 - 11:38
Fifth Hour	11:42 - 12:08
Sixth Hour	12:12 - 12:38
Lunch	12:42 - 1:12
Seventh Hour	1:16 - 2:03
Eighth Hour	2:07 - 2:54
Ninth Hour	2:58 - 3:45

\*Professional Period is a time that teachers will be on campus, tutoring may be available during that time.

## **AWARDS AND HONORS**

### **Fun Day**

Responsible behavior is important in all that we do each day. To honor those students that continually make good decisions, we will be having a reward day this year. Each reward day will be scheduled for May. Every student will be eligible to attend this day UNLESS they have any of the following discipline actions as documented in the school disciplinary program\*.

1. Fun Day revoked
2. OSS
3. DAEP

\*Note: The campus administrators will have the final decision on participation for students who do not follow the regular student code of conduct.

The student must also have a yearly attendance rate of 90%, and must not have any outstanding fines in the cafeteria or the media center.

### **Good Citizen Award**

Each Spring BMS teachers select students to receive a Good Citizen Award. Each teacher may nominate up to 6 students from each section (class). All nominations will be collected and reviewed along with attendance and disciplinary records. All records will be reviewed by an assembled awards committee and in order to receive a good citizen award students must meet the listed criteria.

Below are the Good Citizen Award Standards:

1. The student will receive four or more teacher votes.
2. The student will have 90% attendance for the school year.
3. The student will have no Saturday School, ISS, OSS, or DAEP assignments.
4. The student will have no disciplinary action for tardies.

### **Perfect Attendance**

Students are encouraged to attend school everyday throughout the calendar school year. Students who attend school without any absences may receive perfect attendance rewards at the conclusion of each six weeks.

## **CONDUCT**

### **Behavior Guidelines for Home Football Games**

During home football games, BMS students are expected to behave in a manner that promotes enjoyment of the game for themselves and those spectators around them. Below are the guidelines for behavior that all BMS students should follow at the games.

1. Rules are the same as school, as if the student is in the classroom.
2. Students will sit in the BMS section unless they are with their parents/guardians.
3. Students will remain in the BMS section until they are dismissed by the administrator or picked up by their parents/guardians.
4. Students that misbehave may not be allowed to return to any other games.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil texas.org> for additional information.]

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the Individualized Education Program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year a maximum of 20 extracurricular absences not related to post-district competition and absences as needed for post-district and state competition. FM (Local)
- All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

### **Standards of Behavior**

Sponsors of student clubs and performing groups such as the band, choir, and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

## Offices and Elections

We encourage every student to find his or her place in some phase of school life in addition to his or her regular class work. We have a number of activities which afford the students many opportunities for developing talents, broadening social contacts, and building character. All school approved clubs and organizations are under the supervision of a faculty sponsor and they are coordinated through the administration.

Borger Middle School has outlined office and election holding criteria below. Leadership training and the lessons in citizenship that holding officer elections pose are an important part of the educational program. BMS wants and deserves students with leadership potential and good citizenship to represent it.

Each club and organization elects its own officers, holds meetings, and conducts the business of the organization in an orderly manner.

## Becoming a Candidate

A student having the required grade average, a good disciplinary record, and a desire to serve may submit his or her name as a candidate for office by filing with the sponsor a letter stating his or her desire.

A screening committee composed of principals, counselors, class sponsors and other faculty members shall review the letters of nomination the day after the filing deadline. The committee will determine whether or not the student is eligible for office, based upon standards detailed below.

Candidates for all leadership positions and social honors approved by the screening committee, must have maintained a good discipline record, and must have attended a District school the previous semester. A student shall be ineligible if he or she, in either the previous or current semester, has been assigned to a DAEP, OSS, ISS (5 days or more), or has been expelled.

## Campaigning

An election application will be filed with the sponsor. All candidates will be expected to present themselves with dignity. Good taste and school policy will govern campaign activities. Each candidate must be present at all mandatory meetings prior to election. Campaign speeches presented by the candidates will be viewed by students. All speeches need to pertain to the election platform and be approved by the student council sponsor prior to the assembly. Elections will follow immediately after campaign speeches are presented.

## Special Requirements: Leadership positions

All students serving in leadership positions must be enrolled for the full school year while serving. "Leadership Positions" addressed in this section are listed below, together with special requirements for each.

	<b>Grade*</b>	<b>F**</b>
	<b><u>Requirement</u></b>	<b><u>Rule</u></b>
<b>Student Council Officers</b>	<b>85</b>	<b>yes</b>
<b>Class Representatives</b>	<b>80</b>	<b>yes</b>

A student serving in one of these leadership positions shall be removed from office if the student is assigned to DAEP, OSS, ISS (5 or more days), or expelled from school.

\* Grade requirements apply for the semester prior to the student's seeking office. Grade requirements must be maintained by the student for each six weeks grading period. A student serving in a leadership position will be placed on probation if he or she fails to maintain the required average for the six weeks grading period.

\*\* A student serving in an office and receiving a grade of "F" at the end of any eligibility period shall be placed on academic probation. The student will be removed from office if he or she makes an "F" for the semester grade or makes an "F" two consecutive eligibility periods.

Some performing groups have developed additional standards of behavior and academic achievement.

### **Student Council**

It shall be the duty of the council to cooperate with the authorities of the school in promoting the welfare of the student body and to confer with the administration about possible improvements in plans, policies, and practices.

### **Student Council Elected Offices**

#### **President, Vice-President, Secretary, Treasurer, Historian**

Those seventh grade students wishing to become a candidate for one of these offices must submit to a properly filled out petition to the student council sponsor. If that person meets the necessary criteria, he or she will be placed on the ballot.

BMS student council officers should be models of proper student conduct. For this reason, it is necessary that students seeking a position on the council meet the following standards:

- Grades – May have no six weeks grade (average of all core classes) lower than an 85.
- Absences – May not have absences equaling more than 10 % of the total number of school days for the year to date (exception: medical absences with doctor's excuse).
- Discipline Referrals – The student shall not be allowed to run for office if the student is assigned to DAEP, OSS, ISS (5 or more days), or expelled from school in either the previous or current semester.

### **Student Council Election Process**

- Teacher recommendations will count as 60 % towards the final tally.
- Student vote will count as 40 % towards the final tally.
- Per request, the parents of a candidate may view the final results.

### **Student Council Code of Conduct**

- Grades – Student council officers may have no six weeks grade lower than an 85 (average of all core classes) during their terms of office.
- Absences – Student council officers must comply with mandatory attendance laws during their terms of office.
- Discipline Referrals – The officer shall be removed from office if the student is assigned to DAEP, OSS, ISS (5 or more days), or expelled from school.

### **Procedures for Removal from Office**

- First offense – Conference with the principal, Student Council sponsor, parent and student
- Second offense – minimum three week suspension from all student council activities
- Third offense – removal from office
- Special note – any violation in regards to alcohol and/or drugs will result in immediate removal from office. DAEP or OSS will result in removal.

### **Duties of Student Council Officers**

BMS officers must participate in 90 % of all student council activities. Participation is mandatory for the Christmas Project, Pennies War, Talent Show, and Student Council Election.

### **National Junior Honor Society**

Membership in NJHS is an honor bestowed upon the student.

Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, service, and citizenship. The selection process begins in the spring of the seventh grade year. Only eighth graders are members of the BMS chapter of NJHS.

Once selected, members have the responsibility to demonstrate these qualities. Candidates for NJHS membership must have been in attendance at BMS for one semester. Many students, including students of military parents, are required to move with parents that have transferred in their work. The present principal should seek a recommendation from the previous school principal pursuant to the candidate's selection.

### **Membership Requirements**

1. The Faculty Council of BMS has determined that any 7<sup>th</sup> grade student with a cumulative grade point average of 90 or above at the end of the fifth six week period is considered academically eligible for NJHS selection.
2. Students who have received 5 or more days of ISS, 1 placement of OSS, or 1 placement of DAEP during their 7<sup>th</sup> grade year are not eligible for membership in NJHS.
3. The seventh grade core curricular teachers will be provided a list of students who qualify for NJHS selection. The teachers will also be provided with a description of the other four criteria for NJHS selection (leadership, character, service, citizenship). The teachers will then provide input in regards to the eligible list of students and whom they feel exemplifies the NJHS standards. (All faculty input will be recorded and may be viewed per parent/guardian request)
4. Students who then receive four votes are then selected as NJHS members. They will be notified by mail.

### **Officer Requirements**

- Students who have received more than two lunch detentions, two Saturday schools, 5 or more days in ISS, 1 placement in OSS, or 1 placement in DAEP are not eligible to run for an office in NJHS.
- Any NJHS Officer that receives 3 office referrals will be removed from office.

## **Removal from NJHS**

1. NJHS members who fail to uphold NJHS standards may be dismissed by the Faculty Council. Any member whose cumulative grade point average falls below 85 will be placed on probation for one six weeks period. That student will be dismissed if his cumulative grade point average is not at least 85 at the end of the probationary period.

## **HEALTH RELATED MATTERS**

### **Physical Activity for Students in Middle School**

Students in school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.

For additional information on the district's requirements and programs regarding middle school student physical activity requirements, please see the principal.

## **HOMEWORK**

BMS students can expect to have homework assignments. These assignments are meant to enhance the learning of student's and to check for the student's mastery of classroom instruction. BMS will continue to utilize the ZAP (Zeroes Aren't Permitted) program this year. Students who do not complete homework assignments will be kept after school to finish the work. (See ZAP for more details)

## **RAPTOR**

Borger ISD implemented the Raptor Technologies visitor management system. The Raptor system is capable of replacing manual paper-based logs. It will allow schools and facilities to produce visitor badges, monitor volunteer hours, and electronically check all visitors against registered sexual offender databases. The overall goal is to better control access to all schools; thus providing enhanced protection for our students and staff.

## **RELEASE OF STUDENTS FROM SCHOOL**

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day.

Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day; this would also include an early release for lunch. If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

### **BMS Procedure for Releasing Students**

Parents should pickup students inside of the main office. This allows the school to properly check the identity of the parent and ensure the safety of the student. Parents who call before hand to notify the school will still be required to pick up students in the main office. Students will not be released to a parent or guardian unless they enter the building.

### **REPORT CARDS / PROGRESS REPORTS AND CONFERENCES**

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every six weeks for students in 1st- 12th grades and nine weeks for kindergarten students.

At the end of the first three weeks of a grading period or during the fourth week of a nine-week grading period, parents will be given a written progress report of their child's performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. Conferences with teachers may be scheduled by calling LaDonna Henshaw at 273-1037.

Teachers follow grading guidelines that have been approved by the superintendent pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (LOCAL). The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

### **Progress Reports Dates/Report Cards Dates- See student handbook**

### **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.

During a fire drill the teachers should follow the directions posted on the emergency procedures sign in their classroom. Teachers should **leave classroom doors open** when exiting the classroom.

During a tornado drill, the teachers should follow the directions posted on the emergency procedures sign in their classroom. Teachers should **close classroom doors** after the last student has exited into the hall.

## **SCHOOL FACILITIES**

### **Use by Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Students should not be in the building before 7:45 a.m. unless the student has a written pass from a staff member. At 7:45 a.m. students are allowed to enter the cafeteria to eat breakfast or study. Students going to the cafeteria may only enter the building through the cafeteria doors on the Southwest entrance of the campus. Students that are not in the cafeteria are expected to report to the following areas:

- 6<sup>th</sup> grade students should report to the blacktop area in between the sidewalks leading to the North and South gymnasiums.
- 7<sup>th</sup> grade students should report to the South blacktop area closest to the faculty parking lot.
- 8<sup>th</sup> grade students should report to the North blacktop area in between the North gymnasium and the 1<sup>st</sup> hall entrance.

On days with cold weather or excessive precipitation students will be allowed to wait in the South gymnasium before school. Students should report to the following areas:

- 6<sup>th</sup> grade students should sit in the bleachers on the West side of the gymnasium closest to the doors
- 7<sup>th</sup> grade students should sit in the middle section of the bleachers.
- 8<sup>th</sup> grade students should sit in the bleachers on the East side of the gymnasium closest to the locker rooms.

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

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 Rules**

### **Line Behavior**

1. The student should get into a line upon entering the cafeteria.
2. No student should sit and wait for the lines to shorten.
3. Once in a line the student should remain in that line.
4. No line hopping or cutting in line and no visiting on the way to get into line.

### **Table Behavior**

1. All students may sit at any table they choose. Saving seats or creating designated tables is not allowed.
2. There should only be 12 students at a table. If there are more than 12 the last one to sit down will be asked to move.
3. Once seated at a table the student should remain seated except to empty his/her tray or to get additional food. After emptying their tray or getting food students should return to the same table.
4. Students should remain seated until dismissed to leave the cafeteria. No table hopping to visit.
5. Students should not be pushing, shoving, or hitting while seated at the table. Keep your hands and feet to yourself.

### **Noise in the Cafeteria**

1. Noise and talking should be kept at a minimum in the cafeteria.
2. There should be no yelling or loud talking.
3. Students should talk at the same level that they use in the classroom.

### **Trash**

1. Students should place all trash in the proper receptacle.
2. There should be no trash left on the floor or table.

### **Dismissal from the Cafeteria**

1. When students are dismissed to leave the cafeteria they should leave in an orderly fashion.
2. There should be no pushing, no shoving, no jumping on each other, no hitting.
3. On cold days students should leave the cafeteria and proceed down the hall in a single line; one behind the other.
4. Students should not be talking as they go down the hall. Classes are in session and should not be disturbed by noise in the hall.

### **Behavior Outside**

1. Students should be allowed to “blow off steam”; however, they should do this in a safe manner.
2. Horseplay such as jumping on each other, pushing each other, or wrestling will not be tolerated.

### **BMS Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit:

- School days – 8:10 am – 3:45 pm

### **Student Library Privileges and Responsibilities**

- Students are responsible for the books they checkout, as determined by the computer circulation system.
- Students in grades 5-8 may checkout two books at a time.
- Students with overdue books will be fined, as set by the campus librarian and annual school calendar.
- Students with overdue books or lost/damaged books will lose all library privileges until the books are returned and/or fines are paid.
- Lost or damaged materials must be paid for at the original cost. If the item is later returned in good condition, the money will be refunded except for \$1.00, which will be kept for processing.

- Students withdrawing from school must have a clear library record. The librarian must sign the withdrawal form. If the library record is not clear, student records will be detained in an effort to have books returned.
- At the end of each 6 weeks, report cards may be withheld for any student who has overdue books or unpaid fines. Other consequences may include detention and loss of privileges.

### **STAAR (State of Texas Assessments of Academic Readiness)**

The State of Texas Assessments of Academic Readiness (STAAR) is the criterion-referenced state assessment program. In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests in the following subjects:

- Mathematics, annually in grades 6–8
- Reading, annually in grades 6–8
- Writing, including spelling and grammar, in grade 7
- Social studies in grade 8
- Science in grade 8
- Any other subject and grade required by federal law

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level.

STAAR Alternate, for students receiving special education services, will be available for eligible students as determined by the student’s ARD committee.

### **End-of-Course (EOC) Assessments for Students**

For the 2016–2017 school year, end-of-course (EOC) assessments will be administered for the following courses:

- Algebra I

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

Normally, there will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. However for eighth grade students taking the Algebra I EOC, only a spring and summer administration will be available.

A student must achieve a cumulative score. To determine whether the student meets the cumulative score, the student’s EOC assessment scores in each content area will be added together. If the student’s total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment.

A student may choose to retake an EOC assessment in situations other than those listed above as well.

### **BMS Assessment Dates**

<b>Assessment</b>	<b>Grades</b>	<b>Dates</b>
STAAR Writing	7th	Tuesday, March 28, 2017
TELPAS	6th-8th	Monday, March 6 through Wednesday, April 5, 2017
STAAR Math	8th	Tuesday, March 28, 2017
STAAR Reading	8th	Wednesday, March 29, 2017
STAAR Math	6th-7th	Monday, May 8, 2017
STAAR Reading	6th-7th	Tuesday, May 9, 2017
STAAR Science	8th	Wednesday, May 10, 2017
STAAR Social Studies	8th	Thursday, May 11, 2017

### **TARDINESS**

Students are tardy if they are not in their assigned rooms when the bell rings. If a student enters a classroom tardy with a signed pass from a teacher or office personnel, the student will not be counted as tardy.

In the event that a student is tardy, the teacher will document the tardy utilizing the online attendance system.

In addition, students who receive a tardy during the daily attendance will be held back 1 minute from lunch by the teacher in the class prior to the lunch period. This will occur the day after a tardy has been recorded.

Each student is allowed a total of two (2) cumulative tardies without penalty per semester per class. The student's third tardy and any subsequent tardy will result in disciplinary action, in accordance with the ***Student Code of Conduct***.

### **ZERO'S AREN'T PERMITTED (ZAP)**

ZAP is an after school enrichment program that will be utilized to ensure that students makeup and turn in missing homework assignments. In the event that a student does not turn in a homework assignment, the teacher will assign a ZAP to that student. If the student does not return their homework the following day after being zapped, they will be required to stay after school to complete the work.

Parents will be notified by phone call using the phone number that is recorded as the primary phone number in the office. In the event that a parent cannot be reached through the phone call system, the student will still be required to attend ZAP that day.

Transportation will be made available for students who live within the current bus route area.