

BIS

Student Handbook

2018-2019 Appendix

BORGER INTERMEDIATE SCHOOL MISSION STATEMENT

The mission of Borger Intermediate School is to provide a quality education in a safe and nurturing environment which prepares our students to be responsible and productive citizens.

Borger Intermediate School

1321 South Florida

Borger, Texas 79007

806-273-4342

Fax: 806-273-4343

<http://www.borgerisd.net/bis/index.htm>

2018-2019 BIS TEACHERS AND STAFF MEMBERS

| <u>5th Grade</u> | <u>6th Grade</u> |
|--|---|
| BOYD, Jordan – ELA | ANDERSON, Audra - Science |
| BREWER, Hayley – Computer Lab | BOREN, Taryn – Math |
| HUTSON, Emily – ELA | BROWN, Kayla – Instructional Assistant |
| HERTEL, Donna – Math | BURLINGAME, Benjamin - Choir |
| HERTEL, Sydney- Math | CAMPBELL, Lori – Science |
| HEMPHILL, Nikki – Instructional Assistant | GARIEPY, Ashley – ELA |
| HIPOLITO, Cynthia – Social Studies | LOUCKS, Kathrine – Social Studies |
| HUGHETT, Rachel – ELA | McCLENDON, Misti – Social Studies |
| MONTAGUE, Aundrea - Science | MEARS, Nick - Band |
| MOORE, Delon – Science | WILSON, Kim – RTI |
| MOORE, Stephanie – Social Studies | WILSON, Lori – ELA |
| MURPHY, Ashlee – Fine Arts | STEVENS, Sheila – ELA |
| POOL, Allison– Instructional Assistant | URQUIDES, Kortney – Math |

5th & 6th Grade

| | |
|--|---|
| BLEWETT, Tamala - ISS | KAAKE, Kacie – Sped Math |
| CARDENAS, Kendy – ESL | LOVEN, Tiffany – PASS Class |
| CHUTE, Cheyenne – School Nurse | NEWELL, Cyndi – Dyslexia Teacher |
| ESCOBAR, Triniti – Life Skill | ORCUTT, Dana – Sped ELA |
| FLOOD, Dayna - Librarian | RIGGLE, Misty – School Secretary |
| HARRIS, Brandon – Principal | ROBLES, Denise – Receptionist |
| HATAWAY, Jason - P.E | TORRES, Thomas – Assistant Principal |
| HINSON, Melanie – Educational Diagnostician | WATSON, Daniel – Counselor |
| | WELLESLEY, Shane – Instructional Assistant |

Borger Intermediate School

Class Schedule

5th Grade

| | |
|----------------------|---|
| 07:45 - 08:15 | Professional Development for Staff |
| 08:15 - 09:02 | First Period |
| 09:05 - 09:52 | Second Period |
| 09:55 - 10:42 | Third Period |
| 10:45 - 11:15 | Lunch |
| 11:15 - 11:37 | Recess |
| 11:40 - 12:27 | Fourth Period |
| 12:30 - 01:17 | Fifth Period |
| 01:20 - 02:07 | Sixth Period |
| 02:10 - 02:57 | Seventh Period |
| 03:00 - 03:45 | Eighth Period |

Borger Intermediate School
Class Schedule
6th Grade

| | |
|----------------------|---|
| 07:45 - 08:15 | Professional Development for Staff |
| 08:15 - 09:02 | First Period |
| 09:05 - 09:52 | Second Period |
| 09:55 - 10:42 | Third Period |
| 10:45 - 11:32 | Fourth Period |
| 11:35 - 12:05 | Lunch |
| 12:05 - 12:27 | Recess |
| 12:30 - 01:17 | Fifth Period |
| 01:20 - 02:07 | Sixth Period |
| 02:10 - 02:57 | Seventh Period |
| 03:00 - 03:45 | Eighth Period |

Borger Intermediate School
Early Release Class Schedule
5th Grade

| | |
|----------------------|-----------------------|
| 08:15 - 08:42 | First Period |
| 08:45 - 09:13 | Second Period |
| 09:16 - 09:44 | Third Period |
| 09:47 - 10:15 | Fourth Period |
| 10:18 - 10:46 | Lunch |
| 10:49 - 11:16 | Fifth Period |
| 11:19 - 11:46 | Sixth Period |
| 11:49 - 12:16 | Seventh Period |
| 12:19 - 12:30 | Eighth Period |

Borger Intermediate School
Early Release Class Schedule
6th Grade

| | |
|----------------------|-----------------------|
| 08:15 - 08:42 | First Period |
| 08:45 - 09:13 | Second Period |
| 09:16 - 09:44 | Third Period |
| 09:47 - 10:15 | Fourth Period |
| 10:18 - 10:46 | Fifth Period |
| 10:49 - 11:16 | Lunch |
| 11:19 - 11:46 | Sixth Period |
| 11:49 - 12:16 | Seventh Period |
| 12:19 - 12:30 | Eighth Period |

BIS Parents and Students Bringing Outside Food for Lunch

Parents and grandparents are allowed to provide food from outside sources to their own children and grandchildren. However, state law prohibits bringing food for other children even with the permission of their parents. If you provide food for your children, they are not permitted to share with other students. Students are allowed to bring food and drinks for lunch from home but may not share it with other students. Allowing violations of this law can result in fines for school officials so you will understand why we ask you to cooperate with us in this matter.

Note: Parents may be allowed to provide snacks to their child's class at the end of the day to celebrate a birthday, but permission must be obtained from the teacher and the principal at least three days before the event.

AWARDS AND HONORS

Borger Intermediate School will acknowledge academic achievement by publishing a list of students who qualify for the Honor Roll each six weeks. Students who qualify for the Honor Roll each six weeks will be honored BIS Scholars at the end of the year. Good Citizenship (Cool Kid) Awards will also be presented each six weeks and annually to those students who exhibit the best attitudes toward learning, follow the school rules, get along with others, have good attendance records, and regularly practice the Golden Rule. Perfect Attendance Awards will be given to students who have no recorded absences for the year (extracurricular absences for UIL events, stock shows, etc. are not considered absences).

After each six weeks period, ten students with records of good behavior and citizenship will be rewarded during a "Cool Kids Assembly."

Criteria for "Cool Kid" Good Citizen Awards

1. Always show respect for teachers and classmates
2. Exhibit a willingness to work and do your best
3. Consistently follows classroom and school rules
4. Demonstrate a willingness to go above what is expected
5. Complete assignments on time and to the best of your ability
6. Attend class with all materials needed for each day
7. Follow rules and exhibit good sportsmanship in PE and at recess
8. Cooperate with teachers and classmates in the classroom
9. Show respect for school and classmates' property
10. Be kind and considerate toward others at all times

Behavior, Discipline, & Expectations for BIS Students

We expect our students to be self-disciplined and to follow school rules without incident. However, children sometimes need help in learning self-discipline and self-control. When a student misbehaves at school or at a school related activity, it is the responsibility of the teachers and administrators to intervene and take necessary actions to help the student correct his or her behavior. This means that students will face consequences for breaking the rules. The purpose of consequences is not to simply punish the student, but to teach him or her that there are standards of conduct that must be adhered to, and that if he or she will not exercise self-control, the school will have to do something.

One aspect of children growing up is change. As they grow up, their attitudes toward adult expectations can change a lot. As they experiment with their own personalities and develop their own sets of values, they will sometimes clash with the values of parents and other authority figures in their lives. It is a natural part of growing up, but it can be disturbing to parents when their children exhibit behaviors or are accused of exhibiting behaviors that are so different from the ways they have always acted. This time in a child's life is often called "Early Adolescence," or "Pre-Puberty." There is no set age when this happens, but some children will begin this process earlier than others. Many children experience the beginning of it during their fifth grade year.

We hope that parents and school personnel can work together to help fifth graders and their parents survive the experience. It may mean more phone calls from teachers and the principal than before, and more trips to the school for meetings concerning behavior. But, be assured that if this happens with your student, the personnel of Borger Intermediate School want what is best for your child and for you. We know you realize that we must maintain an orderly environment where teachers can teach and students can learn without disruptions.

Fun Days

Responsible behavior is important in all that we do each day. To honor those students who exhibit good citizenship, we will have reward days (Fun Days) during the year. Past Fun Day activities have included such things as trips to the Morley Theater, Huber Park, the BCAC, Wonderland; and outside game days and movie days. These activities are open to all BIS students who have shown a respect for the rules of the school and for teachers and fellow students. Behavior, attendance, attitude, and respect for others are all considered when determining the qualification of students to participate.

Students with chronic behavior and attendance problems will not be allowed to participate in fun activity days. On those days, they will be required to remain in class and complete assignments while the other students are involved in the fun activity.

Students will be eligible to participate unless they have patterns of misbehavior. If the disciplinary actions listed below are on a student's record, he or she will likely not be able to participate in fun day activities. The decision of the Principal is final and no appeals will be allowed.

1. Multiple Recess Detentions
2. Multiple After-School Detentions
3. Saturday School Assignments
4. In-School Suspension (ISS)
5. Out-of-School Suspension (OSS)
6. Excessive Unexcused Absences
7. Excessive Tardies
8. DAEP Placement
9. Academic Assignments Not Completed at Time of the Fun Activity

BIS Students Attending Borger Bulldog Varsity Football Games

We want BIS students to support the Borger Bulldogs and enjoy the excitement surrounding high school football by attending games at Bulldog stadium. We only ask that parents and students comply with the following guidelines in order to make that experience fun and safe:

BIS students who attend varsity football games of the BHS Bulldogs are required to sit with their parents or other adults designated by their parents. At no time are they allowed to be present in the BMS or BHS student sections. Because of safety concerns, no students are allowed to play under the bleachers or in any other area of the Bulldog Stadium, including the track or football field, without the express permission of the BISD administrators on duty. **BIS STUDENTS WHO ARE NOT ACCOMPANIED BY AN ADULT WILL NOT BE ALLOWED TO ATTEND FOOTBALL GAMES AT BULLDOG STADIUM.**

BIS Response to Bullying

We are concerned about bullying and want to insure as much as possible that students are able to attend school without the worry or threat of being bullied. When bullying is occurring, we want to know about it so that we may intervene. You may report it to Mr. Harris, Mrs. Cooper or Mrs. Watson, use the bully reporting page through the BISD website at https://docs.google.com/forms/d/1o4geKHtfM2a9lcH_YPK8rqp-1MBiKS5vNsUQMpWbnck/viewform?edit_requested=true

The State of Texas has established the following definition of bullying:

It has the effect or will have the effect of physically harming the student(s), damaging the student's property, or placing the student(s) in reasonable fear of harm to the student's person or of damage to the student's property; or it is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for the student(s); and it exploits an imbalance of power between the student perpetrator(s) and the student victim(s) through written or verbal expression or physical conduct; and it interferes with the student's education or substantially disrupts the operation of the school.

As is evident by this definition, not all conflict between students is considered to be bullying. There is a difference between an isolated incident of misbehavior and actual bullying. But, using the above definition we will investigate all complaints of bullying and seek to stop it when it is occurring. We want parents to know that BIS has a process for this and with your help we will do everything in our power to eliminate bullying from your student's school experience.

BIS Assembly Programs

Borger Intermediate School will periodically hold assembly programs. Some assembly programs consist of student talent and others are special programs presented by outside sources. Parents are always welcome to attend. Courtesy and basic good manners are expected from all students, giving respect and attention to the speaker or participants in the program. Repeatedly failing to follow rules may result in a student being required to report to a designated room during all assemblies.

Assembly rules are as follows:

- 1) Enter the Auditorium or Gym quietly and remain quiet.
- 2) Follow the teacher's directions regarding where to sit.
- 3) Listen carefully.
- 4) When the leader asks for your attention, stop talking.
- 5) Have a positive attitude toward the speaker or performer(s). Never "boo" or heckle in any way.
- 6) Students shall remain seated and wait for instructions from teachers to leave when the assembly is over.

Safety Drills (Fire, Tornado, and Lockdown)

The most important thing for students to remember during all safety drills is that they should remain calm and quiet. Teachers are responsible for giving instructions to students during drills and it is necessary for students to remain quiet in order to be able to hear and follow those instructions.

Fire Drill

- | | |
|-----------------------|--|
| Loud Pulsating Buzzer | Exit the classroom and the building quickly and quietly; leave the classroom door open |
| Administrator Signal | Re-enter the building and the classroom |

Tornado Drill

- | | |
|--------------|---|
| Announcement | Move quietly but quickly to the designated location in the hall; close the classroom door |
| Announcement | Return to the classroom |

Lockdown Drill

- | | |
|--------------|---|
| Announcement | Close and lock the classroom door, turn off the lights, and move to the designated "safe" area of the room; be very quiet |
| Announcement | Return to normal activities |

Visitor Check-In / The Raptor System

All parents and other visitors need to go to the school office and check in through the Raptor System using a photo ID. This includes drivers' licenses, state ID cards, and Green Cards. The Raptor System allows us to produce visitor badges, monitor volunteer hours, and electronically check all visitors against registered

sexual offender databases. We are doing this to help make your school safer for everyone. Parents and grandparents wishing to eat in the cafeteria with their students will also need to do this before going to the cafeteria.

Use of School Facilities 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.

The following areas are open to students before school, beginning at 7:45am:

- Cafeteria
- White top between the building and the gym
- Gym on bad weather days

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

Student Drop-off, Entrance, Exit, and Pick-up Locations

It is recommended that BIS students be dropped off directly in front of the BIS Building (next to the track and football field entrance) each morning. Students will walk down the sidewalk on the north side of the building and gather on the white top area between the building and the gym.

All students will enter the building through the east end doors. In the morning, students are not allowed to enter through the front doors by the office unless they are accompanied by a parent. On cold and wet weather mornings, students will be allowed to enter through the front doors and proceed down the hall to the gym.

Students who eat breakfast may be dropped off at the cafeteria entrance on the southwest corner of the Middle School. After finishing, they will exit through the same doors and walk on the front sidewalk to the Intermediate School. They should then walk on the sidewalk on the north side of BIS around to the white top area between the building and the gym. On cold and wet weather mornings, students will be allowed to walk through the hall to the 5th Grade gym.

After school, students being picked up by parents will exit the building out the front doors on the west side. It is suggested that they be picked up in front of the building in the parking/drive area.

Students walking home or riding a bus should exit the building through the east end doors. Bus riders will immediately walk between the Middle School and the Middle School Gyms to the bus area on the south side of the Middle School and get on the busses.

BIS TESTING DATES FOR 2019

| | |
|-------------------------|--|
| FEB 25 -April 5 | *TELPAS (Reading, Listening, Speaking, Writing) |
| April 9 | STAAR Math (5th Grade) |
| April 10 | STAAR Reading (5th Grade) |
| April 1-April 19 | *STAAR Alternate |
| May 13 | STAAR Math (6th Grade) |
| May 13 | STAAR Math (5th Grade Retest) |
| May 14 | STAAR Reading (5th Grade Retest) |
| May 14 | STAAR Reading (6th Grade) |
| May 15 | STAAR Science (5th Grade) |
| June 25 | STAAR Math (5th Grade Retest) |
| June 26 | STAAR Reading (5th Grade Retest) |

* Limited specific student groups are assessed using this instrument.

Special Note: Fifth graders **must pass the STAAR Reading & Math** test in order to be promoted to the sixth grade. Students who do not meet the passing standard on either the first or second administrations of the STAAR Reading & Math tests will retake the tests in May or June.

BIS UIL Events

All students are encouraged to participate in UIL Academics. Practices and tryouts will begin in September. Teams will be chosen in October. The District UIL Academic Meet will be held in November. UIL events in which BIS students participate are:

Art – identify great works of art and their artists

Dictionary Skills – answer questions by using a dictionary

Listening - analyze and evaluate a speaker's message critically

Maps, Graphs, and Charts- find information from maps/graphs/charts

Music Memory- identify great works of music and their composers by listening to recordings

Number Sense- make decisions based upon quick mental mathematical calculations

Oral Reading- prepare and perform a dramatic poetry reading

Ready Writing- use a variety of forms to write according to a prompt

Spelling- spell words using the rules of the English language, definitions, and knowledge of root words

Social Studies

Box Tops for Education

The General Mills family of products offers a fund raising program for schools called “Box Tops for Education.” Borger Intermediate School participates in that program and is able to fund many different activities beneficial to students and teachers during the school year. Some of the things Box Tops have helped fund are field trips to Palo Duro Canyon State Park, the Discovery Center, and the American Quarter Horse Museum; trips to attend different performances at the Globe News Center for the Performing Arts; concerts by various professional artists; popcorn parties; Water Wars Day; and Fun Day at the Park activities.

Teachers, parents and students are encouraged to clip box tops from the many products that have Box Tops for Education on them and to encourage other family members, friends, and neighbors to do it, too. Students bring their box tops to school at the end of each six weeks and prizes are awarded to the students and classrooms that bring the most.

For more information on the Box Tops for Education program sponsored by General Mills, go to their website at <http://www.boxtops4education.com/Default.aspx>. BIS will get Box Tops just for you registering. There are games with prizes, and 140 of the most popular online shopping stores that will give BIS extra Box Tops when you order from them through the Box Top site.

BIMS Parent-Teacher Organization (PTO)

A very important organization at BIS is our Parent Teacher Organization (PTO). Borger Intermediate School and Borger Middle School have one PTO for both campuses. The purpose of the BIMS PTO is to promote cooperation between parents and the school in order to achieve the best education possible for students. Membership costs parents and teachers just \$10.00 per year.

The PTO also raises funds through direct sales, three candy sales at school during the year called Dog Days, after-school candy sales at BIS, the sale of Bulldog flip flops and t-shirts, and other sales through the school offices.

We need parents and teachers to join and participate in PTO meetings and activities. Meetings are held once each month in the BIMS Library. If you can be a part of the PTO, you will perform a very important task for your child’s school. Membership sign-up information will be sent home with each student at the beginning of the year and also periodically during the year.

WatchD.O.G.S. (Dads of Great Students)

Borger Intermediate School participates in the WatchD.O.G.S. program in which dads, grandfathers, uncles, stepdads, and other adult male figures in our students’ lives volunteer to spend at least one day per year helping keep our school a safe place for kids. WatchD.O.G.S. dads monitor halls, boys’ restrooms, parking lots, playgrounds, the cafeteria, the school grounds, and classrooms.

The program began in Arkansas after a tragic school shooting. Some of the fathers of students in that school wanted to have a presence at the school to make it safer and insure than something like that never happened again.

All “dads” have to do is fill out a background check form (this is required of anyone who volunteers at a school) and tell us the calendar day on which they would like to be a WatchD.O.G.S. dad. T-shirts, ball caps, sweatshirts, and jackets with the WatchD.O.G.S. logo are available for purchase as well. Please notify the school office to volunteer.

Tardies at BIS

Regular school attendance is vital to a student’s academic success. At BIS, being here and being here on time is a big deal! Students who are chronically late to school miss some of the most important instruction of the day. Sometimes being late is unavoidable, but it is important for parents to have their children at school, ready to learn from the beginning bell at 8:15 every morning.

To encourage students to be at school on time and in class when the bell rings each period of the day, we have developed disciplinary procedures. During the first two weeks of school, tardies are not counted. We do this to allow the students to get used to getting up early again after sleeping late all summer and to learn to get to their classes on time.

Beginning the third week of school though, tardies will have consequences. **When a student is late to first period, he or she will have to sit out during recess on that day or on the next day if there is no recess, or if the student is in a class for tutorials, etc during recess.** When a student is late to any other class period, he or she will have to go to the back of the lunch line in the cafeteria. Tardies used to be a major problem at BIS, but since we have implemented these procedures, tardies have been greatly reduced.

Hopefully, because your child knows these rules concerning tardies, you will not have problems getting him or her up and ready for school in the morning. Many parents have said that this is a valuable tool for them at home.

Lunch/Cafeteria Rules

Behavior Walking to the Cafeteria

1. Except on bad-weather days, students will exit the main entrance of BIS and proceed on the front sidewalk toward the cafeteria, entering the building through the doors immediately west of the cafeteria.
2. On bad weather days, students will walk through the Middle School halls to the cafeteria. Because classes will be in session, students must be totally quiet and walk in single file through the building.
3. Students are to stay in line and not attempt to get ahead of other students. Classes go in a rotating order each week and it is not fair to try to take cuts in front of fellow students.
4. Students observed trying to get ahead in line will be asked to go to the very back of the line and be last to enter the cafeteria.

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 unless permission is given to change.
4. No line hopping or cutting in line and no visiting on the way to get into line is allowed.

Table Behavior

1. All students may sit at any table they choose – no saving seats or creating designated tables.
2. There should only be 16 students at a table (eight on each side). If there are more than 16, 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 a tray or get additional food. After emptying trays or getting food students should return to the same seat at the table.
4. Students should remain seated until dismissed to leave the cafeteria - no table hopping to visit and no walking around to different tables is allowed.
5. Students are not allowed to push, shove, or hit other students or to touch other students' trays or food while seated at the table. Keep your hands and feet to yourself.

Noise in the Cafeteria

1. Noise and talking should be kept to 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.

Waste

1. Students should place all waste in the proper receptacle.
2. There should be nothing left on the floor or tables.

Dismissal from the Cafeteria

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

Behavior Outside

1. Students are to walk, not run, on the sidewalk back to the front entrance of BIS.
2. It is not a race so students should not try to get in front of students ahead of them.
3. Horseplay such as jumping on each other, pushing each other, or wrestling is not allowed.

Student Lunch/Breakfast Cards

BIS students will have two ID Cards issued at the beginning of the year. One is for Lunch and will be kept in their Fourth Period teacher's classroom. Students are required to return their lunch cards to their Fourth Period teachers after lunch. The other card is for Breakfast and will be kept in the cafeteria. Students are not to remove this card from the cafeteria. If a student loses either of these cards, another one must be purchased. Replacement cards are \$1.00 each. If the lanyard on the lunch card is also lost, it will also cost \$1.00 to replace. If students follow the rules regarding ID cards and do not take them home or keep them in their lockers, they will not have to pay to replace them. **In addition to having to purchase replacement cards, students may be assigned to detention for repeatedly not having their ID cards when going to lunch.**

Special photo ID cards for lunch may be available a few weeks after school pictures are taken at the beginning of school. The cost of these cards is \$3.00 and will be available for purchase in the school office. When a photo card is purchased, the school issued lunch card will be kept in the office in case the photo card is lost.

School Phone Announcements

Throughout the year phone announcements will be made to parents concerning events, schedule changes, testing dates, or other information. These calls originate here and are then routed through a system in another state. **There is often a five to seven second delay when the calls are made so you may have to wait several seconds before the message actually begins.**

When you receive a call from Borger ISD please wait for the message to start before hanging up.

Special Library Information for BIS Parents

The Borger Intermediate/Middle School Library serves students with a wide range of ages and maturity levels. The library must provide materials that interest readers ranging from fifth grade through eighth grade. Some literature is labeled "YA" (for Young Adult) meaning it is more appropriate for older students. Fifth graders must have their parents' written permission in order to check out books labeled YA. Students may pick up parent permission forms from the campus librarian. These forms must be filled out, signed, and turned in to the Library prior to checking out YA books. Permission to check out YA books may not be given over the phone.