

# **BOERNE MIDDLE SCHOOL NORTH**

**2009-2010**

**240 West Johns Road  
Boerne, TX 78006**

**Boerne: (830) 357-3100  
San Antonio Direct: (210) 698-6128  
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## ***HEADING IN THE RIGHT DIRECTION!***

**Vicki W. Layer, Principal  
Karen Trott, Assistant Principal  
Tommy Hungate, Assistant Principal  
Frances Pickard, Counselor  
Dona Henslee, Nurse  
Lisa Pawlik, Principal's Secretary  
Donna Wells, Registrar/A.P. Secretary  
Sharon Talbert, Attendance/Receptionist  
Jason Abbott, School Resource Officer**

**THIS STUDENT PLANNER BELONGS TO:**

**Name** \_\_\_\_\_

**Grade** \_\_\_\_\_

**Activity Room Number** \_\_\_\_\_

## My Class Schedule

<b>A Day Schedule</b>			
<b>Period</b>	<b>Room</b>	<b>Subject</b>	<b>Teacher</b>
<b>1</b>			
<b>Activity</b>			
<b>2</b>			
<b>* First Lunch or Second Lunch (Circle one)</b>			
<b>3</b>			
<b>4</b>			

<b>B Day Schedule</b>			
<b>Period</b>	<b>Room</b>	<b>Subject</b>	<b>Teacher</b>
<b>5</b>			
<b>Activity</b>			
<b>6</b>			
<b>* First Lunch or Second Lunch (Circle one)</b>			
<b>7</b>			
<b>8</b>			

- \* Lunch is determined by the room to which the student is assigned for 3<sup>rd</sup>/7<sup>th</sup> period. First Lunch starts immediately before 3<sup>rd</sup>/7<sup>th</sup> Period and Second Lunch takes place during the middle of 3<sup>rd</sup>/7<sup>th</sup> period.

# Regular Schedule

# Bell

## A Day/B Day



1 <sup>st</sup> /5 <sup>th</sup> Period .....	8:45	-	10:15
Activity.....	10:20	-	10:45
2 <sup>nd</sup> /6 <sup>th</sup> Period.....	10:50	-	12:20
3 <sup>rd</sup> /7 <sup>th</sup> Period.....	12:25	-	2:25

1<sup>st</sup> Lunch ..... 12:20 - 12:55  
(Class time: 1:00 - 2:25)

2<sup>nd</sup> Lunch ..... 1:05 - 1:38  
(Class time: 12:25 - 1:05 & 1:40 - 2:25)

4 <sup>th</sup> /8 <sup>th</sup> Period .....	2:30	-	4:00
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## **WELCOME TO BOERNE MIDDLE SCHOOL NORTH**

The Boerne Middle School North school-issued Student Planner provides a quick reference about rules, policies, academic requirements, and student & parent responsibilities. Students are required to bring their school-issued Planner to each class every day for organization purposes and for use as our school-wide hallway pass system. For more detailed information refer to the BMSN Student Handbook and the Boerne Independent School District Student Code of Conduct.

### **ABSENCE**

When a student is absent, a parent or legal guardian must report the absence by calling the attendance secretary (357-3106) between 8:30 and 10:00 a.m. the day of the absence. A call is expected each day the student is absent. A parental or doctor's note must be brought to school the day the student returns.

Assignments may be requested on the second day of an absence by calling no later than 10:00 a.m. Parents may pick up assignments in the office between 4:00-4:15 p.m. **It is the student's responsibility on the day they return to school to contact each teacher during class to obtain make-up work and to schedule a time and date to complete tests and/or missed assignments.** A student who does not make up assigned work within the time allotted (1 day for each day absent) will receive a **permanent grade of zero.**

### **APPOINTMENTS**

If a student has an appointment with a doctor/dentist during the school day or needs to be excused for any other valid reason, **a parent or guardian must come into the front office, show their driver's license, and sign out the student in the office.** Failure to sign out is considered an unexcused absence with discipline consequences.

## **ATTENDANCE**

### **Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered.

Students are allowed **four absences** per semester in each class. An excused absence with a note from a parent or a doctor is still considered an absence and does count toward the amount allowed per semester.

If a student exceeds four absences in any one class, the BMSN Attendance Committee will review the student's grades and reasons for absence. The student may be required to attend Saturday School. Each absence over four requires the attendance at Saturday School from 8:30 – 11:30 a.m. Students who exceed four absences per semester in a class and do not attend Saturday School are in danger of losing credit for that class.

### **Policy**

A student absent from school for more than two 90-minute class periods for any reason other than for a documented healthcare appointment will not be allowed to participate in school-related activities on that day or evening. Student must bring a valid, original signed doctor's note, not a copy.

A student will not be counted absent if he/she has a documented appointment with a health care professional during regular school hours, and that student returns to school on the same day of the appointment. The appointment must be supported by a valid, original signed note, written on the physician's stationary or clinic pad and not a copy.

Upon returning to school after an absence, students must bring a note to the Attendance Office before school begins. The note must be signed by the parent or doctor and describe the reason for the absence. An excused absence would be the result of student illness, need for medical attention, a death in the immediate family, or

severe weather conditions. A student who fails to bring a note must do so within two days. Failure to bring a note will result in an un-excused absence. The doctor's note must be valid, original signed, written on the physician's stationary or clinic pad and not a copy.

Any absence approved by the parent for the convenience of the student, but not approved by the school, and any other absence not covered in excused absences will be un-excused.

## **AWARDS AND HONORS**

### **Academic and Athletic Ceremony**

Students who excel academically, earn perfect attendance, and/or complete athletic season(s) are recognized at the awards ceremony in May.

### **Honor Roll**

BMSN emphasizes excellence in academic achievement and publishes an Honor Roll each grading period. A student must receive a grade of 90 or above in all courses taken for All "A" Honor Roll and grades of 80 or above for "A/B" Honor Roll.

### **National Junior Honor Society**

The purpose of the National Junior Honor Society is to create enthusiasm for scholarship, to stimulate desire to render service, to promote leadership, to develop character, and to encourage citizenship. Seventh and eighth grade students who have a cumulative grade point average of 91 or higher are considered for membership and inducted in the spring semester.

### **Outstanding Students' Reception**

Faculty members may nominate two students during each grading period who exemplify outstanding characteristics in grades, citizenship or improvement. Students and parents are invited to attend a ceremony held in the library before school. Students may not be nominated more than one time per year.

## **BAD WEATHER DAYS**

During bad weather, students should tune to a San Antonio radio or television station (WOAI 1200 AM, KBUC 108 FM, KENS Ch. 5, KMOL Ch. 4, KSAT Ch. 12)

for an announcement about school closing. Information may also be posted on the BISD web page [www.boerneisd.net](http://www.boerneisd.net). If school is cancelled for the day, the A Day or B Day will continue as previously schedule. If the missed day was an A Day the next school day will still be a B Day.

### **CAFETERIA**

All students will eat in the cafeteria. This is a closed campus, and students are not allowed to leave school grounds to purchase lunch. **All food/drinks during breakfast or lunch must be consumed in the cafeteria only. No food/drinks are to be taken outside to the blacktop or the courtyard/gazebo.** Students who fail to comply will face discipline consequences. Tables must be left clean and trash disposed in containers. After being dismissed from the cafeteria, 7<sup>th</sup> graders report to the blacktop area and 8<sup>th</sup> graders to the patio area until signaled to return to class. Students may bring lunch or purchase lunch. Parents may pay in advance and students may use this credit for breakfast, hot lunch, or snack bar. **Charging without advance payment is not allowed.**

### **CONDUCT**

Each individual of Boerne Middle School North has a right to a safe environment that is free from disruptions and encourages academic excellence. Each individual has the potential for choosing appropriate behavior and for becoming a responsible citizen of the school community, regardless of background or current level of functioning. Each individual's choice of action(s) has a positive or negative consequence. All students and staff are expected to uphold the Boerne Middle School North Code of Conduct as they interact with others on campus.

**Code of Conduct: 3 B'S**

**Be SAFE            Be RESPECTFUL    Be RESPONSIBLE**

## **Consequences**

Students are assigned consequences according to the frequency and/or severity of the offense. Office discipline referrals are issued when persistent or serious misbehavior occurs. In addition to intervention strategies such as student and/or parent conferences, consequences may include After-school Detention, campus clean-up, lunch detention, Saturday School, In-School Suspension (ISS), Out of School Suspension (OSS) or placement in the Boerne Discipline Alternative Placement (DAEP/AC) at administrators' discretion.

## **Tardy Policy**

In each class, including Activity Period, **the 3<sup>rd</sup> & 4<sup>th</sup> tardies** in a nine weeks period will result in an office referral and the assignment of one and three days of after school detention respectively. **The 5<sup>th</sup> tardy** in a nine weeks period in each class will result in an office referral and a Saturday School assignment. **The 6<sup>th</sup> tardy** in a nine weeks period in each class will result in an office referral and placement in In-School Suspension (ISS). *\*Morning tardies to school included even with parent note/parent sign-in.* Tardies are wiped clean per class each new, nine weeks.

## **COUNSELING**

### **Academic**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in 7<sup>th</sup> & 8<sup>th</sup> grades will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

### **Personal**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. A student who wishes to meet with the counselor should make the request in the front office.

## **DRESS AND GROOMING**

**All Students:** Students shall come to school clean and wearing clothing that will not be a health or safety hazard to the student or others. BISD prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar or obscene or advertise alcohol, tobacco, or other prohibited substances. The District prohibits any clothing or grooming that, **in the administrator's judgment**, may reasonably be expected to cause interference with normal school operations. If, in the judgment of the administrator, any mode of dress or appearance detracts from the learning climate, it is the administrator's responsibility to take corrective action.

### **All Students**

- Must not wear or display advertisements, emblems, patches, pictures, slogans, and writing on skin or clothing and other personal items that:
  - ♦ Are lewd, obscene, offensive, suggestive, vulgar, or promote violence.
  - ♦ Advertise or depict alcoholic beverages, tobacco products, drugs, or other prohibited substances.
- Must wear appropriate footwear at all times. House slippers/shoes and steel-toed shoes are not allowed.
- Must not wear spiked-type jewelry, clothing chains, or wallet chains.
- Must not wear jeans or pants with excessive holes (holes above fingertip level) or pants that are baggy, excessively long or wide, or worn below the hip level as determined by the administrator.
- Must not wear pajama-type clothing.

- Must not wear "cut-off" or ragged skirts, shorts, jeans, or pants.
- Must not have unnatural extremes in hair color or style such as hair dyed green, blue, orange, etc. Must not have Mohawks, fauxhawks, wigs, or insignias shaved into the scalp.
- Must not wear hats, bandannas, caps, or headgear during the school day and **never inside the building at any time. Bills must be worn to the front.** Headgear must be in lockers 8:45 – 4:00 p.m.
- Must not have visible tattoos, real or fake.
- Must not wear long trench coats in the school building during the school day.

### **Boys**

- Must be clean-shaven daily, no mustaches, beards, sideburns below the earlobe, or sideburns that are excessively wide.
- Must have hair that is clean, well-groomed, does not bring undue attention or distraction, and does not extend beyond the base of the neck. **\*Hair covering the eyes or face would be considered not well-groomed and a distraction and would need to be cut.**
- Must not wear pierced-typed jewelry of any kind nor cover pierced ear lobes or any piercing with band-aids.
- Must not wear muscle shirts or undershirts as the only outer garment, and shirts must be buttoned at all times. Sleeveless shirts are not permitted.
- Must not wear make-up or fingernail polish.

### **Girls**

Must not wear dresses, blouses, or tops that are low cut in the **front or back**, or that are of sheer material or excessively tight.

- Must wear clothing that extends beyond the waistband of pants, shorts, or skirts so that the midsection and the back are covered **at all times.**
- Must not wear shirts with spaghetti straps, tube tops, halter tops, or camisoles.

- Dresses, skirts, and shorts must be at least fingertip length in the front and back when the student is standing or walking. Biker shorts/tights or leggings may be worn under shorts/skirts **but only those that meet the length guideline.**
- Must wear pierced-type jewelry **only on ears.**

**DRESS CODE VIOLATION POLICY:**

- 1<sup>st</sup> Violation ..... Warning
- 2<sup>nd</sup> Violation ..... One day After School Detention
- 3<sup>rd</sup> Violation..... Office Referral & Saturday School 8:30-11:30 a.m.
- 4<sup>th</sup> Violation & beyond ... Office Referral & In School Suspension (ISS)

**Please note:** Students unable to or who refuse to immediately correct the dress code violation will be placed in ISS.

**ELECTRONIC DEVICES AND PROHIBITED ITEMS**

**Cell phones must be kept in school lockers throughout the school day (8:45 a.m.-4:00 p.m.) without exception.** Failure to comply will result in discipline consequences. **Students are not permitted to use cell phones for any reason** (text, call, games, or camera) nor use other electronic equipment including radios, iPod's, MP-3 players, CD players, tape recorders, camcorders, DVD players, cameras, electronic game devices, and pagers during the school hours of 8:45 a.m.-4:00 p.m. (unless prior permission is obtained from the principal's office). Students are discouraged from bringing all electronic items to school. *\*Use of cameras (video/phone/etc.) is prohibited.*

**POSSESSION** of any electronic device from 8:45 a.m.-4:00 p.m. will result in the following:

- **1<sup>st</sup> Offense:** Warning & parent pick-up of item
- **2<sup>nd</sup> Offense:** \$10.00 fine, a 10-day hold of the item, & parent pick-up of item
- **3<sup>rd</sup> Offense:** \$10.00 fine, a 30-day hold of the item, & parent pick-up of item
- **4<sup>th</sup> Offense:** Hold of the item until the end of the school year & parent pick-up of item.

**USE** of any electronic device on campus from 8:45 a.m.-4:00 p.m. will result in the following:

- **1<sup>st</sup> Offense:** Office referral & Saturday School
- **2<sup>nd</sup> Offense & beyond:** Office referral & In School Suspension

*Students bring these items at their own risk. \*Items such as laser pointers, Whiteout, and permanent markers are also prohibited.*

### **GRADING**

Report cards showing grades in each class are issued to parents once every nine weeks. The semester grade given at the end of the second and fourth nine weeks is the grade that will be recorded on the student's academic achievement record. Progress reports are issued for all students at the end of the third and sixth week of the grading period. Parents have online access to student grades throughout each grading period.

#### **Academic Grading Scale    Citizenship**

A=90-100 Superior	S=Satisfactory
B=80-89 Above Average	N=Needs Improvement
C=75-79 Average	U=Unsatisfactory
D=70-74 Borderline	
F=0-69 Failure	

### **Exams and Exemptions**

Students taking a high school level course will take an exam in every course at the end of the first and second semester. The exam will count 20% of the semester grade. Students may apply for an exemption if they meet the following eligibility requirements:

### **EXAM EXEMPTION POLICY**

#### **General Exemption Criteria for 7<sup>th</sup>/8<sup>th</sup> grade students in a High School course:**

A student who meets the following criteria may exempt up to two, full-year classes in addition to TAKS tested subjects:

- Minimum grade of 90 for the spring semester

- No more than two absences in the class for the semester; school-related absences are not included
- No more than two office referrals or assignment to In-School Suspension (ISS) or Alternative Campus (AC/DAEP) during the semester
- Enrolled a minimum of one, full grading period

**Spring semesters only**

**7<sup>th</sup> Grade Policy**

- A student who passes the Reading and/or Writing TAKS will receive an extra 100 as a major test grade for the 4<sup>th</sup> nine weeks in reading and/or English class. A student who passes the Math TAKS and is enrolled in a 7<sup>th</sup> grade math course will receive an extra 100 as a test grade for the 4<sup>th</sup> nine weeks in math class.
- A student who passes the Math TAKS test and is enrolled in a high school level math course will be exempt from the math semester exam. The student may opt to take the semester exam to improve his/her final average. Only an exam grade that improves a student's average will be included in the grade calculation.

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

A student who passes the Reading, Math, Science, and/or Social Studies TAKS test has two options in each class:

- The student will receive an extra 100 as a major test grade for the 4<sup>th</sup> nine weeks in reading, math, science, and/or social studies class.

**OR**

- The student may exempt the final exam in reading, math, science, and/or social studies.

**RETEACH AND RETEST**

A student who scores below a 70 on any examination, other than a nine weeks test, may request to be retested. The teacher will determine student eligibility for a retest. If the student qualifies for a retest, he/she shall work with the teacher to schedule tutoring and a retest within a one-week period.

A student who has a passing average for the first and second nine-weeks of the semester but fails the semester due to the exam grade is eligible for a retest.

## **GUM**

BMSN has a NO GUM policy on campus before, during, or after school. **CLASS:** Students chewing gum in class will receive Documented Offenses. The 3<sup>rd</sup> Documented Offense in one class or the 5<sup>th</sup> school-wide will result in an Office Referral. **COMMON AREAS:** Students chewing gum in any BMSN Common Area will be sent to the office with consequences as follows:

<b>1<sup>st</sup> violation:</b>	1 day After School Detention
<b>2<sup>nd</sup> violation:</b>	1 day After School Detention
<b>3<sup>rd</sup> violation:</b>	3 days After School Detention
<b>4<sup>th</sup> violation:</b>	Saturday School
<b>5<sup>th</sup> violation &amp; beyond:</b>	In School Suspension

## **HOMEWORK**

Students should plan to do homework each school day. Planners should be used daily to document homework assignments, **which are expected on the due date.** Late work may be accepted the very next class period only with a maximum grade of 70. Missing assignments will result in zeroes. **\*Students without zeros in class during the nine weeks will be rewarded!**

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

- 7th and 8th grade students must pass three of the four core courses and have an overall average of 70 in order to be promoted.

## **HALL PASSES**

Any time a student is in the hall during class time, s/he must have in hand their school-issued Planner with the hall pass in back completely filled out including teacher signature, student name, date, time, and destination. Passes are printed in the back of each student's school-issued Planner. Students in the hall without a pass will be sent back and may receive discipline consequences for truancy. This applies to classes, lunch, and Activity period.

## **ILLNESS or ACCIDENT**

Students who are ill or hurt are to obtain a pass from the teacher and report to the nurse. The nurse will determine if the student will be sent home. All medications brought on campus must be kept in the clinic. For any student who must take a prescription or non-prescription medication during the school day, the parent must bring a written request signed by both the physician and the parent. Prescription medication must be in its original container and given to school nurse by the parent. Each over the counter medication must be in its original sealed container. Herbals, home remedies, vitamins dietary supplements, and will not be administered.

## **LOCKERS**

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The student has full responsibility for the security of the assigned locker, for contents inside the locker, for making certain that the locker is locked, and to make certain **that the combination is not made available to others**. Students abusing this responsibility will face disciplinary consequences. Students are not to change lockers without permission from the office. Only school-issued locks are allowed on hallway lockers. Any problems with lockers, combinations, or other related concerns should

be reported to the office. *Searches of lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present.*

**\* ATHLETIC or GYM BAGS MUST NOT BE STORED IN CLASSROOMS.**

### **LOST AND FOUND**

Articles that are found are to be taken to the office. Certain lost items, such as textbooks, jewelry, and purses may be claimed in the office. Other articles, particularly clothing items, are housed in the Lost and Found box located in the cafeteria.

### **PHYSICAL EDUCATION**

Students assigned to physical education or athletic classes are required to dress-out and participate daily. Uniforms can be purchased from the teacher. Students must provide silver, Master locks for athletic and PE lockers and **keep personal items inside locked lockers at all times...no exceptions.** \*In severe cold or inclement weather, students will not be required to go outside, but they will be required to dress-out.

### **VISITORS**

Parents and guardians are welcome to visit BMSN. **All visitors must first report to the office...no exceptions. A driver's license must be presented when checking in at the front office.** Visitor passes must be obtained and worn after driver's license check-in. Parent visits to individual classrooms before or after school must be arranged **by appointment only** with the individual teacher. Parental visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Students from other schools will not be allowed to visit classrooms during the instructional day.