

# **Berry Miller Junior High**



# **Student/Parent Handbook 2023-2024**



## VISION

**Our vision is to inspire, empower, and pursue a passion for personal success**



## MISSION

**Berry Miller Junior High is committed to providing:**

- A safe and nurturing environment
- An awareness, acceptance, and celebration of diversity
- Rich, differentiated, and authentic learning experiences
- Flourishing and competitive fine arts and athletic programs
- Opportunities to make connections and explore personal interests
- Service-oriented activities to support our local and global community
- A focus on continuous improvement



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## FOREWORD

The purpose of any school is to enhance the growth and development of students and provide skills, knowledge, and experiences that will equip them to operate successfully in society. This purpose is nurtured best where students, parents, and staff understand the purpose and structure of the school and where the day-to-day operation of the school is smooth and efficient. This handbook has been compiled to outline the policies and procedures used to foster the smooth and efficient operation of the junior high schools in the Pearland Independent School District.

Certain policies and procedures are unique to each campus. Further, though every effort has been made to clarify normal operating procedures, it is impossible to foresee every circumstance. The building Principal on each campus shall make any and all other rules and regulations necessary to maintain an effective and safe academic climate.

To assure that you received this handbook and supplement, you and your parent will be required to sign and return to the school the *Parent/Student Handbook Acknowledgment*.

### PEOPLE YOU SHOULD KNOW

There are many people working in a school who help you achieve your goals. You will get to know your teachers well in the year to come. What follows is a list of other staff members who are available to serve you.

<b>Principal</b>	Tony Barcelona	<b>Attendance Clerk</b>	Becky Wilkinson
<b>Assistant Principal (L-Z)</b>	Kristal Gage	<b>Discipline Clerk</b>	Amanda Anderson
<b>Assistant Principal (A-K)</b>	Dawn Thomas	<b>Counselor Clerk</b>	Brenna Igo
<b>Counselor – 7<sup>th</sup> Grade</b>	Sarah Sturm	<b>Receptionist</b>	Claudia Glaze
<b>Counselor – 8<sup>th</sup> Grade</b>	Crichelle Cockrell	<b>Librarian</b>	Cassandra Shuptar
<b>Student Support Counselor</b>	Tamisha Daniels	<b>LSSP</b>	Kelsey Thompson
<b>Nurse</b>	Lindsey Donnelly	<b>School Resource Officer</b>	Karl Fletcher
<b>Administrative Assistant</b>	Annette Chapa	<b>Boy’s Athletic Director</b>	Jason Windsor
<b>Registrar</b>	Laura Rodriguez	<b>Girl’s Athletic Director</b>	Krystal Williams



## **I. ACADEMIC INFORMATION**

### **GRADES—ACADEMICS**

Numerical grades will be reported in accordance with State Law.

90 - 100	Excellent Progress
80 - 89	Good Progress
75 - 79	Average Progress
70 - 74	Poor Progress
≤ 69	Failure
I	Incomplete

### **GRADES—CONDUCT**

- E - Excellent. The student has an exceptional attitude, consistently cooperates, shows respect for self and others, and observes school rules and regulations.
- S - Satisfactory. The student has a good attitude, cooperates, and generally observes school rules and regulations.
- N - Needs to improve. The student's attitude needs to improve and there have been infractions of school rules.
- U - Unsatisfactory. The student's attitude is poor and uncooperative. The student disrupts class and shows little respect for school rules and regulations.

### **GRADES—TYPES**

- Daily Grades include classroom activities, homework, quizzes, in-class writing samples, or other in-class activities. Daily grades can be divided into different sub-categories, such as participatory daily grades (in-class activities, homework, etc.) and independent daily grades (quizzes, etc.).
- Major Grades include long-term projects, in-class assessments, and tests.

Grades should be weighted according to a system established by grade level bands. Different weights could be assigned to daily/major grades depending on the grade level or subject area, but should be consistent. Additionally, types of grades within each category could be assigned different weights, but that differentiation should be consistent within a campus or within a department on that campus.

Grading Period Averages will be weighted accordingly:

Daily Grades/Homework/Quizzes 40%

Tests/Major Grades 60%

Non-numeric grades for areas such as Conduct, and Work Habits are permissible if the campus administration chooses to provide those in order to help parents understand how their child is progressing within a grade level.

SB 2033 requires a student's grade to reflect their relative mastery of the TEKS for that grade level. However, campus administration could choose to use a work habits grade to reinforce appropriate academic-related behaviors (e.g., late work penalties).



### Minimum Number of Grades

Teachers are encouraged to provide a sufficient number of grades to allow multiple opportunities for students to demonstrate mastery of the TEKS.

- Teachers are required to record a minimum of two (2) daily grades weekly and one (1) major grade every two (2) weeks of the grading period.
- No single assignment should count for more than 20% of a student's grade.

### **GRADES-ACADEMIC DISHONESTY AND PLAGIARISM**

Students engaging in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the student code of conduct. Academic dishonesty includes:

- Cheating or copying the work of another student
  - Behaviors defined as "cheating" include:
    - Giving or receiving information, looking on someone else's work, or allowing someone else to see one's work during an exam, test, or quiz.
    - Unauthorized receipt or distribution of exam, test, or quiz contents, materials, or answer key.
    - Use of unauthorized resources or technology to complete academic work, not limited to an assignment, exam and/or project.
    - Taking an exam, producing a project, paper, or assignment for another student, or asking another student to take an exam or produce a project, paper, or assignment for an individual.
    - Copying work assigned to be done independently or letting others copy one's work.
    - Collaborating on individual assigned assignments.
    - Any communication both verbal and nonverbal with others during an exam. Communication of any type will result in a consequence.
    - Uploading or submitting work online that is copied or borrowed from someone else's original work.
- Plagiarism
  - Plagiarism will be identified by the teacher for the following reasons:
    - Stealing and passing off ideas or words of others as your own.
    - Using another's work without crediting the source, including websites
    - Presenting information as a new or original idea or product that was derived from an existing source.

The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional taking into consideration written materials, observation, or information from students. Consequences for cheating and plagiarism are serious. Both acts are considered stealing and will not be tolerated.

### **Homework/Daily Assignments (copying or lending)**

- 1st Infraction: 1/2 credit on re-do, Teacher Detention, Parent notified by Teacher
- 2nd Infraction: a zero will be recorded for the assignment, 1 hour After School Detention, Parent notified by Teacher
- Repeat infraction: a zero will be recorded for the assignment, Office Referral = 2 hr. After School Detention, AP notifies parent
- Consequences will increase with each additional incident.



### Test, Major Projects, (copying or lending)

- 1st Infraction: 1/2 credit on re-do, 2 hour After School Detention, Teacher and AP notifies parent
- Repeat Infraction: a zero will be recorded for the assignment, 1 day ISS assignment, AP notifies parent

### **GRADE REQUIREMENTS: EXTRA-CURRICULAR ACTIVITIES**

1. During the initial six-week period of the school year, students must have been promoted into the next grade in order to participate in extracurricular activities.
2. A student who receives a grade below 70 in any academic class during the first six weeks of school (6-week progress report) is suspended from participation in any extracurricular activity the next three (3) weeks. Sponsors and Coaches will notify participants of scheduled grade checks for the remainder of the year. A student suspended from extracurricular activities due to grades may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance.
  - a. No Pass No Play – Grade Check Dates
    - i. September 22<sup>nd</sup>
    - ii. October 13<sup>th</sup>
    - iii. December 20<sup>th</sup>
    - iv. March 8<sup>th</sup>
3. No Pass/No Stay - Students must be passing with a 70 or higher in order to attend after school events as a spectator. Attendance at after school tutorials are recommended.
4. Students are permitted up to ten activity-related absences during a full-year course and five absences during a one-semester course in order to participate in school-related or school-sanctioned activities on or off campus. All UIL activities come under this provision.
5. ISS – Any student placed in ISS (In-School Suspension) for disciplinary reasons must complete their assignment to be eligible to practice with or participate in any school activity. Administrators are authorized to make determinations regarding participation.
6. OSS/ALA – Any student suspended out of school or assigned to the Alternative Learning Academy (ALA) for disciplinary reasons will not be allowed to practice with or participate in any school activity nor will they be allowed to attend any after school function during the days of their suspension/assignment.
7. High School cheerleading requirements – an 8<sup>th</sup> grade student who is assigned 3 days of ISS, including tardies, has been suspended or had a home or ALA assignment may not be able to try out for high school cheerleader. They must not have served more than three (3) days total for tardies or dress code. Dawson High School will make final eligibility determinations.

### **HOMEWORK AND MISSING WORK POLICY**

Keeping up with assignments and completion of homework is a major responsibility of all students. Students are expected to turn in all classwork and homework by the date assigned by the teacher. Student progress is monitored by the evaluation of student work. Without completion of assignments, student progress cannot be accurately monitored and class averages will not reflect the student's mastery of the TEKS. Students who do not keep up with all assignments and who do not complete all work by the date set by the teacher are endangering their chances of passing.



## **BOBCAT UNIVERSITY**

Bobcat University is an opportunity for students to complete grades below a 70 and/or missing assignments determined by the student's teacher and/or administrator. Throughout each nine-week period students will be assigned to Bobcat University during school.

*Please be aware that not all missing assignments will be immediately notated in Skyward. Teachers are expected to update grades weekly and updates to assignments may take place prior to the grades reflected in Skyward.*

**\*\*\*Students with projects not turned in within three days of the due date will be assigned ISS until the project is complete.\*\*\***

## **POINTS DEDUCTED FROM LATE WORK/PROJECTS**

Students need to complete all assigned work on-time. Any work not completed and turned in by the assigned due date will result in points deducted from the assignment as follows:

- 1 day late: - 11 points
- 2 days late: - 20 points
- 3 days late: - 30 points

## **CORRECTIONS POLICY**

A student receiving a failing grade on a classroom assignment or a test with scores of 69 or below, has the opportunity to make corrections to earn a grade of up to a 70. The student must attend tutorials to make corrections or retake a test. If a student fails to attend tutorials to make corrections or retake a test, the current grade will stand.

The student has up to 5 days from the time the assignment is handed back to him/her to make corrections or retake the test in a tutorial session **with the teacher**. This guideline does not include projects, semester or final exams, or district benchmarks.

## **MAKE-UP WORK**

Students who miss work in class due to an absence are permitted to make up the work. Prior to the absence or immediately upon returning to class, the student is responsible to make arrangements with the teachers for make-up work. Tests should be made up before or after school (not during class time). Exceptions in extenuating circumstances may be granted by the teacher.

When students are absent one or more days, make-up assignments and tests must be completed according to the following schedule:

- 1 – 3 Days Absence = Assignments due within 3 days after student return
- 4 + Days Absent = Assignments due within 5 days after student returns

Assignments not completed in the allotted make-up time frame will be subject to the same penalties as missing work.

Assignments may be requested when a student is absent three or more consecutive days. The parent may request assignments through the receptionist. Once requested and available assignments may be picked up from the office **24 hours after the request is made**. Please note most assignments are only available online or through a teacher's Canvas page.





### **P.E./HEALTH FITNESS EXEMPTIONS**

A student suffering from illness or injury should not participate in strenuous physical activity. With a note from the parent to the PE/Athletics teacher stating the nature of the student's illness or injury, the student will obtain a one-day exemption from strenuous physical activity. If the exemption must exceed one day, a doctor's written explanation is necessary.

All students, including those with exemptions, must dress out every day. Students who are temporarily restricted from participation in physical education will remain in the class and shall continue to learn the concepts without participating in skill demonstration.

### **PERFORMANCE REVIEW**

A regular review will be conducted for any student in Advanced and/or high school credit classes whose semester average is below 80. Also, a student may be exited from an Advanced class if his/her first six week progress report average is below 75. Continuance in the class will be based on consideration of correct placement and/or other relevant data. The Principal and/or designee will consider data from involved parties, i.e., parent, student, teacher, and Counselor, in making a decision concerning the student's appropriate level placement.

### **PEARLAND ISD PROMOTION STATEMENT**

The district shall not grant social promotions. Students shall be promoted only on the basis of academic achievement. To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above in all courses for the year. The overall average shall be derived by averaging the final numerical score for all courses taken. In addition, students shall attain an average of 70 or above in: English/Language Art & Mathematics.

### **PROGRESS REPORTS**

Progress reports will be made available for parents to view in Skyward on the dates listed below. Requests for paper copies must be made to the Registrar prior to the first reporting period.

September 7 <sup>th</sup>	January 31 <sup>st</sup>
September 27 <sup>th</sup>	February 22 <sup>nd</sup>
November 8 <sup>th</sup>	April 10 <sup>th</sup>
December 6 <sup>th</sup>	May 1 <sup>st</sup>

### **REPORT CARDS**

Reporting grades each grading period is a method to communicate student mastery of course content. Report cards include academic and conduct evaluations. Requests for paper copies must be made to the Registrar prior to the first reporting period.

1. Report cards are made available for parent to view in Skyward at the end of each grading period.
2. Parents are reminded to check absences on each report card.
3. Cumulative semester grades are reported at the end of each semester.
4. Incomplete grades are shown as an *I*. This work must be completed during the two weeks following the reporting period or it becomes an *F*. It is the responsibility of the student to see that all work is made up.
5. Comprehensive semester exams will be required at the end of each semester.

#### **Report Card Dates:**

October 18 <sup>th</sup>	March 20 <sup>th</sup>
January 10 <sup>th</sup>	May 31 <sup>st</sup>



### **RIGHT OF WAIVER**

The Principal, after review of relevant data, has the prerogative to waive guidelines to assure each student's opportunity for success.

### **SCHEDULE CHANGES**

Schedules are subject to change. Student-parent course selections determine the overall academic program. The building Principal requests the number and kinds of teachers for the following year based on course selections by May 1st. After that date, the only courses students may drop or add are those necessary to work out errors or conflicts. The Counselor, with the approval of the principal, makes schedule changes for the purposes of correcting errors in schedules, leveling classes (removing students from overloaded classes and adding students to smaller classes), and adjusting and/or eliminating conflicts.

**Schedules will not be changed to accommodate teacher preferences or elective changes.**

### **SEMESTER AVERAGES**

Semester averages are calculated using the guidelines below:

1 <sup>st</sup> Grading Period	.4275	3 <sup>rd</sup> Grading Period	.4275
2 <sup>nd</sup> Grading Period	.4275	4 <sup>th</sup> Grading Period	.4275
Semester Exam	.145	Semester Exam	.145

### **SEMESTER EXAMS**

Examinations covering a semester of schoolwork will be given twice a year. For a student to receive credit for a semester's work, he/she must take the semester exam in that course. Permission to take an exam early due to extenuating circumstances should be secured from the teacher by requesting such permission in writing no less than two weeks prior to the test. Second semester exams will be given through the last day of school.

### **STANDARDIZED TESTS**

Students in the 7<sup>th</sup> grade will take the Math and ELAR STAAR tests. Students in the 8<sup>th</sup> grade will take the Science, Math, ELAR, and Social Studies STAAR tests. Throughout the year, common assessments and benchmark tests will be given to assess student strengths and weaknesses in the objectives that will be tested.

### **STUDENT RECOGNITION**

Students may receive recognition for outstanding academic achievement, outstanding achievement in athletics, band, choir, etc. as well as other honors and awards. Once a grading period, students will have the opportunity to be selected by teachers for Circle of Champions and will be recognized at a brief breakfast ceremony along with parents.

Students are also recognized with Bobcat tickets for behaviors that go above and beyond and are entered into weekly incentive drawings. Each nine weeks students also have the opportunity to earn Bobcat SIP Cards (Student Incentive Program) based on grades, attendance, and behavior guidelines that earn different levels of incentives.

Both 7<sup>th</sup> & 8<sup>th</sup> grade students are recognized in an awards ceremony separately at the end of the year. Student achievements are also highlighted through our Bobcat Broadcasting, campus website and social media platforms.



### **SYSTEMIC REVIEW**

Academic Review on a regular, systematic basis to monitor student performance will be completed by the school counselors. This process will also involve the teacher(s), Principal and/or designee.

### **TUTORIALS**

The school provides tutorial services for students who may need additional help beyond the class period. Tutorials are offered in each subject area. According to state law, any student whose grade is lower than a 70 is required to attend tutorials. Tutorials are provided at no charge to the students. Transportation, however, is the responsibility of the parent.

All teachers will offer at least two morning tutorial times and one afternoon tutorial time. These times will be posted in the teachers' rooms, Canvas page, and campus website. Students may leave the cafeteria to attend tutorials beginning at 8:00 a.m. daily. No student will be allowed to go to tutorials after 8:25 a.m. each morning. Afternoon tutorials should be scheduled directly with the teacher.

## **II. ATTENDANCE REGULATIONS**

### **GENERAL INFORMATION**

At the junior high level, attendance is taken by class period. A written note must be presented to the Attendance Clerk within three days from when a student misses a full or partial day of school. Even if a student was present at 9:30 a.m. for official attendance, they may have been marked absent for one or more periods in the school day and a note from a parent or guardian is required to account for the missed class periods.

When a student has three (3) or more absences, the student's parents will be sent a letter notifying them that the student has three (3) or more absences and informing them of the state law. Failure to supply written absence notes upon three days from the student's return to school may result in unexcused absences.

School employees must investigate and report violations of the state compulsory attendance law. A student with excessive absences will be considered in violation of the compulsory attendance law and subject to disciplinary action unless otherwise excused or exempted.

A court of law may also impose penalties against both the student and his or her parents. A complaint may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year without excuse, or
- Is absent on three or more days or parts of days within a four-week period without excuse.

The court may order the defendant to attend a program for parents of students with unexcused absences that provides instruction designed to assist those parents in identifying problems that contribute to the students' unexcused absences and in developing strategies for resolving those problems if a program is available.



The parent with criminal negligence fails to require the child to attend school as required by law; commits an offense of “Parent Contributing to Non-Attendance.” Policy FEA (LEGAL) An individual commits an offense of “Failure to Attend School” if the individual is required to attend school and fails to attend school. If the student is over the age 17, the student’s parents shall not be subject to penalties as a result of their child’s violation of state compulsory attendance law.

### **Parental Duty**

It is the parent’s duty to monitor the student’s school attendance and require the student to attend school. School districts are required by law to notify the parents of the state compulsory attendance law prior to each school year (handbook) and after three days of absences without excuse (3 day letter). School officials also must request a parent conference to discuss excessive absences.

### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days, required court appearances, and documented health-care appointments will be considered days of attendance for this purpose (See policy FEB Legal).
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for the reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit. (See Policy FEC Local).

The student or parent may appeal the committee’s decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG Legal.



The committee may impose any of the following conditions for receiving credit lost because of excessive absences:

- Completing additional assignments, as specified by the committee or teacher.
- Satisfying time-on-task requirements before and/or after school.
- Attending tutorial sessions as scheduled.
- Attending Saturday classes.
- Maintaining the attendance standards for the rest of the semester.
- Taking an examination to earn credit.

In all cases the student must also earn a passing grade in order to receive credit. (See Policy FEC Local)

### **ABSENCE CLASSIFICATIONS**

A parent must verify all absences. Upon return to school, the student must present a written note signed by his/her parent/guardian with the date and reason of the absence. Failure to bring an excused note, within three (3) days of the absence, to the attendance office will result in an unexcused absence.

### **EXCUSED ABSENCES**

As defined by State Law, absences for the following reasons shall be considered excused:

1. Personal Illness - The Principal will require the certification of a physician after three (3) or more consecutive days of absence.
2. Sickness in the Family – A note must be provided for the absence to be excused.
3. Death in the Family – An obituary, memorial program, or funeral home documentation must be provided for the absence to be excused.
4. Student's Health Services or Family-Individual Counseling/Therapy Appointments – The Principal shall require a note from the parent/guardian requesting that the student be released for an appointment. Appointments scheduled before coming to school or those requiring the student to miss any school will require verification from the doctor's office when the student returns to school.
5. Court Appearance – The Principal shall require the presentation of an appropriate document, subpoena, etc., which indicates that the student should appear in court. Documentation from the court is required even when addressing school related issues.
6. Quarantine – A release from the doctor is needed for a student to be readmitted to classes.
7. Weather or Road Conditions – Hazardous weather or road conditions exist making travel to school dangerous for several students.
8. Religious Holy Days – A student will be excused from school for the purpose of observing religious holy days, upon furnishing the principal with a written request by the parent/guardian prior to the absence.



## **UNEXCUSED ABSENCES**

An absence for any reason other than those listed above shall be classified as unexcused. **Absences that are classified as excused shall not be excused if the student does not present a written notice of the reason for the absence from his parent/guardian within the specified time.** All time resulting from unexcused absences may be required to be made up at a time assigned by an administrator.

Note: "Out of town" is considered an unexcused absence. **Also, extracurricular activities that are not school or UIL events are unexcused (club volleyball, gymnastics competitions, tennis tournaments, etc.).**

## **EARLY CHECK-OUT**

Students must remain on campus once they have arrived. Students leaving school for any reason other than school-sponsored activities without checking out through the office will be subject to disciplinary action. **A current driver's license must be presented to visit or check out a student.**

### Checkout Procedure:

- **Appointments:** The receptionist will issue a student pass only when the parent/guardian arrives with valid government issued identification. At that time, the student will be called to the office to leave with the parent/guardian. The individual who is checking out the student **MUST** be on the Student Information Card. Please try to schedule appointments (medical, dental, etc.) during non-school hours. Also, please avoid scheduling appointments on STAAR testing days. Students will not be allowed to be checked out after 3:30.
- **Student Illness:** Students who are ill **MUST** be evaluated by the nurse. If a student needs to go home the parent/guardian will be contacted by the nurse. Absences initiated by the nurse will be classified as an excused absence. The parent/guardian will sign out the student from the Front Office.
- **Off Campus PE:** The student will meet his/her parent or guardian in the Front Office and sign out before leaving campus.

## **LATE ARRIVAL**

When coming to school any time after 8:35 a.m., the student must go directly to the Front Office and sign in. An admit slip will be issued to the student, and he/she will be sent to class.

## **TARDIES**

- Students are expected to be inside the classroom by the end of the tardy bell. With an admit to class, teachers or administrators may give a student permission to arrive to class after the tardy bell rings.
- Without such permission, however, students are considered tardy. Students will be considered tardy to 1st period in the event of car trouble, oversleeping, missing the bus, or if riding to school with others who are tardy. Tardies are taken every period, every day, including advisory.
- Each student is expected to be in his/her assigned area when a tardy bell sounds. With a hall pass and/or note, teachers or administrators may give a student permission to arrive to class after the tardy bell rings. Without such permission, students are considered tardy.
- All tardy students should report immediately to the nearest tardy station. (Outside of the main office or the 7<sup>th</sup> or 8th grade hallway)
- Tardy students must have a pass from the tardy station to re-enter class.



Consequences for tardies will be issued as followed:

- 1st tardy – Free
- 2nd tardy – Free
- 3rd tardy – Free
- 4th tardy – Conference with Office/Parent Phone Call
- 5<sup>th</sup> & 6th tardy – Lunch Detention
- 7th tardy – Lunch Detention (2 days)
- 8<sup>th</sup> & 9th tardy- After School Detention (1 Hour)
- 10th tardy- After School Detention (2 Hour)
- 11th tardy- ISS Placement

\*Tardy counts will start over each grading term.

### **TRUANCY**

Absence from school without the knowledge and approval of a parent will be considered truancy, will be unexcused, and will be subject to disciplinary action as deemed necessary by the administration. Absence from a class without the knowledge and approval of school personnel will also be considered truancy. This includes a student that is present on campus, but does not report to their assigned class, or a student that leaves class and misses excessive instructional time. **To ensure students are accounted for in their correct location, students are not to leave class during the first 10 minutes or last 10 minutes of class, even with a pass.**

## **III. CODE OF CONDUCT**

### **APPROPRIATE BEHAVIORS**

Teachers, staff members, and administrators have authority over the discipline of all students enrolled at Miller Junior High. Consequences will not be deferred pending the outcome of a complaint or grievance.

Students attending BMJH are expected to conduct themselves properly. Such appropriate behaviors include:

1. Each student is expected to demonstrate courtesy, even when others do not.
2. Behave in a responsible manner, always exercising self-discipline.
3. Attend all classes, regularly and on time.
4. Prepare for each class; take appropriate materials and assignments to class.
5. Meet district and campus standards of grooming and dress.
6. Obey all campus and classroom rules.
7. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
8. Respect the rights and privileges of students, teachers and other district staff and volunteers.
9. Respect the property of others, including district property and facilities.
10. Cooperate with and assist the school staff in maintaining safety, order, and discipline; including, but not limited to, ongoing investigations and reporting of any concerns regarding the safety of others or of the school.





## **CLASSROOM DISCIPLINE PLAN**

Miller Junior High has a campus-wide discipline plan called the Bobcat Expectations and Consequences. This is posted in every classroom on campus. The purpose of universal expectations for student behavior is to provide consistency to the students. It also focuses on positive skills for students to develop that will be used beyond their formal education.

### **BOBCAT EXPECTATIONS:**

- ❖ Be Safe
- ❖ Be Responsible
- ❖ Be Respectful

Consequences for students choosing not to follow the Bobcat Expectations:

- Verbal Warning
- Loss of privileges/campus incentives
- 30-minute teacher detention
- 30-minute morning or lunch detention
- 1 hour after-school detention
- 2 hour after-school detention
- Restorative practices
- Referral to administration
  - ISS – In School Suspension
  - OSS – Out of School Suspension
  - ALA – Alternative Learning Academy

The teacher will make every effort possible to contact a student's parent before referring a student to the Assistant Principal except in the case of a severe disruption.

### **NOTIFICATION**

In the case of detention outside of regular school hours, a staff member will notify the student's parent by email and/or telephone. In the case of any violation that may result in an in-school and out-of-school suspension, placement in ALA, or expulsion, an assistant principal or appropriate administrator shall notify a student's parent by phone and will send notification in writing. Notification will be made within three school days after the administrator becomes aware of the violation.

### **MINOR OFFENSES**

Any violation of the Code of Conduct that is not listed as a serious offense can be considered a minor offense. Two or more violations of the same code or rule will be considered a persistent misconduct. Repeated violations of minor offenses will be treated as serious offenses. The difference depends on the severity of the offense, the circumstances involved, and the discipline record of the student involved.





Examples of minor offenses include but are not limited to:

1. Tardies
2. Minor class disturbances (talking out, talking to classmates, unnecessary noises, etc.)
3. Out of seat without permission
4. Horseplay
5. Lack of supplies and/or laptops(charger) for class
6. Failure to follow check-in/check-out procedures
7. Hall pass violation
8. Violation of classroom policies
9. Violation of gum, food or drink policies
10. Violation of technology resources and the internet

After the teacher follows the classroom management plan, he/she will refer the student to the Assistant Principal. Depending upon the offense and the student's discipline record, the following are options that will be exercised by the administration: Student Conference, Parent Phone Call and/or Conference, Restorative Practices, Detention, In-School Suspension, Out-of-School Suspension, ALA placement, and/or expulsion.

### **SERIOUS OFFENSES**

Serious offenses will be referred to the Assistant Principal immediately. An investigation on campus will take place following the reported violation. The School Resource Officer may assist district personnel with the investigation. Upon conclusion of the investigation, an appropriate consequence will be assigned, and parents will be notified. If the offense committed by the student is also in violation of the law, a report may be filed by the School Resource Officer.

Violation of state/federal penal code includes:

1. Selling, giving, or delivering to another person, possessing, using or being under the influence of any amount of marijuana, an alcoholic beverage or a controlled substance or dangerous drug as defined by federal or state law; or committing a serious act or offense while under the influence of alcohol.
2. Vaping
3. Aggravated assault, sexual assault or aggravated sexual assault
4. Possessing a firearm, firearm silencer or suppressor, an illegal knife, a club, knuckles, ammunition, hand instrument designed to cut or stab another by being thrown, or other weapon listed as a prohibited weapon under the Texas Penal Code
5. Committing arson, as defined by the Texas Penal Code
6. Vandalism
7. Robbery or theft
8. Extortion, coercion, or blackmail
9. Public lewdness or indecent exposure
10. Inappropriate use of technology devices involving bullying or pornography



### Other Serious Offenses

1. Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with the school environment or incites violence
2. Verbal abuse, i.e., name-calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment or incite violence
3. Failure to comply with lawful and reasonable directives
4. Exhibiting disrespect, profanity, vulgar language, or obscene gestures toward teachers or other school employees
5. Fighting or physical violence
6. Harassment
7. Bullying or cyberbullying
8. Releasing or threatening to release intimate visual material of a minor
9. Inappropriate use of technology may also include but not limited to (sending, posting, or possessing electronic messages either on or off school property, if the conduct causes a substantial disruption to the educational environment)
10. Engaging in conduct that constitutes felony criminal mischief, as defined by the Texas Penal Code
11. Excessive unexcused absences
12. Chronic infractions of school rules, multiple discipline referrals/persistent misconduct
13. Insubordination (failure to comply with directives given by school personnel)
14. Leaving campus or class without permission
15. Failure to attend assigned detention
16. Academic Dishonesty/Cheating/Plagiarism
17. Causing a disturbance for a substitute teacher
18. Continued dress code violations
19. Truancy
20. Terroristic Threat
21. Any other conduct that substantially disrupts the school environment or educational process

### SCHOOL CONSEQUENCES

After being referred to the office, the administrator or designee will determine the consequence for inappropriate behavior. Based on the seriousness of the student offense and/or the student's previous discipline record, a student may be given:

Morning Detention: The student will immediately report to the front of the cafeteria by 7:45AM and check-in with cafeteria monitor. Student will then be seated at the detention tables. Students needing breakfast will be able to purchase at 8 AM. Students are expected to sit quietly for the duration of their assigned detention time. If the student is late or not following expectations, additional detention time will be assigned.

Lunch Detention: The student will immediately report to the front of the cafeteria during their designated lunch time and check-in with the cafeteria monitor. Student will then be seated at the detention tables. Students needing lunch will have an opportunity to purchase when directed by the monitor. Students are expected to sit quietly for the duration of their assigned detention time. If the student is late or not following expectations, additional detention time will be assigned.

After-school detention: A classroom teacher monitors detention during which students are expected to complete an assignment and remain seated and quiet for the duration of the detention. Any student removed for talking or disrupting in any way will earn additional consequences.



The following are expectations for detention:

- a) Failure to attend detention will result in additional disciplinary consequences.
- b) Any conflict with the assigned detention date should be discussed with the Discipline Clerk by the parent/guardian PRIOR to noon of the assigned detention day.
- c) Students will NOT be admitted late to detention.
- d) NO talking in detention.
- e) Students MUST obey the regular school rules and dress regulations.
- f) Students will NOT sleep or “rest” his/her head on the desk.
- g) Students must be reading a novel, studying, working on schoolwork, or restorative assignment.
- h) Students who violate rules will be given one verbal warning ONLY. A second violation will result in the student being dismissed from detention and referred to the Assistant Principal for additional consequences.
- i) Students will inform parent/guardian of the detention and secure transportation.

#### Restorative Practices

- a) Accountability means the student who caused harm comes to understand the harm caused and has the duty to repair the damage to the relationship.
- b) Focus is on all parties, and a voice is given to all parties—the student who caused harm, the person harmed, and the school.
- c) Focus is placed on the desired outcome for all parties—the person harmed is heard from; the student who caused harm understands the harm done and takes responsibility for repairing the damage. The relationship is restored.
- d) The student who caused harm has the opportunity to directly express remorse and directly make amends.
- e) Restorative Practice measures may include a variety of activities and/or assignments specific to the infraction.

In-School Suspension (ISS) is an alternative to suspension and is held on our campus under the supervision of a certified teacher. The objective of this placement is to motivate and guide students to act in accordance to all rules and regulations as stated in the PISD Student Code of Conduct and BMJH Student Handbook. Students will receive assignments from his/her regular classroom teachers and are expected to complete the assignments given, prior to returning to the regular classroom setting.

- a. Students in ISS will be on a point system
- b. They will be required to participate in a community service and social skills training with the ISS teacher and/or the counselors.
- c. During the students ISS assignment, they may participate in reflective conversations with a counselor.
- d. If students have a discipline issue in ISS or fail to complete assignments, days may be added to their original assignment.
- e. While in ISS students are not allowed to participate in school related extracurricular activities or to attend any school related after hours functions until completion of the ISS assignment.

Out-of-School Suspension: According to state law, a student may be suspended up to three (3) consecutive days. While suspended, students are not allowed to participate in school-related, extra-curricular activities, or attend any school-related "after hours" functions held during their assignment.



Academic Learning Academy (ALA): ALA is held in an alternative setting, separate from our campus, under the supervision of a certified teacher and administrator. Students will receive assignments from his/her regular classroom teachers and will be expected to complete the work prior to returning to the regular classroom setting. Students assigned to ALA are expected to follow the rules, as given by the administrator at the time of assignment. While in ALA students are not allowed to participate in school-related, extra-curricular activities or attend any school-related "after hours" functions held during their assignment. Students are also not allowed on any other Pearland ISD campus or "Criminal Trespassing" charges can be issued. The district *will not be providing transportation* to or from DAEP(ALA).

### **CAFETERIA BEHAVIOR**

Students are expected to exhibit appropriate manners in the cafeteria and follow the Bobcat expectations during breakfast and lunch. When the bell rings, students are expected to be in the cafeteria within the four (4) minute passing period. Assigned seating for students may be provided, if necessary, to reduce misbehavior in the cafeteria. **Students may not use any electronic devices while in the cafeteria.**

Students must remain seated until a lunch monitor dismisses them to the lunch line. Once students obtain their desired items, they must remain seated at their table unless given permission to dispose of trash items, use the restroom, or use the microwave. Students will be required to throw all their trash away prior to the end of lunch period and keep microwaves clean. No student is allowed to leave the campus for lunch.

When leaving the cafeteria to go to their next class, students are expected to pass through the hallways quietly so that they will not disturb the classes in session. **No food or drinks other than water bottles may be taken from the cafeteria unless immediately placed in the student's backpack.**

### **DRINKS, FOOD, AND CHEWING GUM**

Students may possess water bottles containing water during the school day. No other food or drinks are allowed outside of the cafeteria. Chewing gum is not allowed anywhere on campus. Students will receive lunch detention for their first violation of this policy. Subsequent violations may result in other consequences.

### **FIGHTING AND PHYSICAL VIOLENCE**

Fighting puts the safety of students and employees at risk and causes a major disruption to the learning environment. Fighting and any form of physical violence will not be tolerated. Horseplay that turns into physical altercation may be treated under the same guidelines as a fight. Fighting may result in up to three (3) days Out-of-School suspension followed by up to three (3) days ISS assignment upon the students' return. A counselor will meet with the students during their ISS assignment to conduct mediation and provide intervention for the future safety of the student and campus.

### **SEXUAL HARASSMENT**

The Pearland Independent School District prohibits sexual harassment of any kind. Sexual harassment is defined as offensive and unwelcome conduct of a sexual nature directed toward a student or other person or offensive and unwelcome conduct aimed at another solely because of his or her gender and/or sexual orientation.



If a student believes he or she has been sexually harassed, the student or the student's parent should report the incident to the Principal or Assistant Principal. If a student's conduct is offensive and unwelcome, the campus administration will determine if the conduct should be punished in accordance with the district's discipline management plan.

### **TANGIBLE COURTSHIP/PUBLIC DISPLAYS OF AFFECTION**

Students need to be cautioned about engaging in tangible courtship. Tangible courtship refers to any physical contact between students and includes holding hands, kissing, and embracing. School is not the place to engage in such conduct. The school policy is that no physical contact on campus occur which would be classified as a show of affection, except as permitted in special activities such as school dances and activities of this nature.

Consequences for public displays of affections may include after-school detention, ISS, Out-of-School Suspension, or ALA. Assignment of consequences will be based on severity and discipline history.

### **TRANSPORTATION**

Since bus transportation is under district and school jurisdiction, please refer to the District Management Plan for specific Pearland ISD bus regulations, in addition to the following rules.

While on the bus, these rules are to be followed:

1. The driver is in charge of the bus, and students are to follow the rules.
2. Students must be on time to the bus stop in the morning as well as at the bus ramp in the afternoon.
3. Students should not stand in the roadway while waiting for the bus.
4. Students should speak in moderate voices and should not engage the driver in unnecessary conversation.
5. Once seated, students must remain seated. Students are to wait until the bus stops before leaving their seats.
6. Throwing things on the floor or out a window is not permitted.
7. Students are never to extend arms or head out the window.
8. Any vandalism to the bus may result in the student paying damages.
9. Students must ride the bus to which they have been assigned.
10. Students may **ONLY** ride the bus he/she is registered to ride.
11. Students may **NOT** get off at another bus stop.

**\*Note:** All requests for riding a different bus must be obtained through the Transportation Department prior to the change at 281-485-3562.

Principals have the same authority and control over the students transported by the school buses as that which is given the Principal in the control of students on the school grounds and in the classrooms. However, the Transportation Department has the first authority to discipline violations of bus rules.

To report an incident that occurred on the bus or at a bus stop, call the Transportation Department at 281-485-3562.



## **IV. DRESS CODE**

The dress code has been established to reflect the high standards of the Pearland Community, adhering to good taste, appropriateness, and proper dignity. The code should create an atmosphere of good personal hygiene, safety, and decency in grooming. The standards of dress and grooming have been set, believing that a majority of our students and parents will set standards much higher than these, to reflect a sense of pride in self, in academic achievement, and in the school. While the professional staff will take the necessary steps to enforce the dress code, it is considered the responsibility of the parent to ensure student compliance with the following guidelines. Absences due to dress code violation will be considered unexcused.

Parents and Students should review the Dress Code Guidelines which can be found in the PISD Student Code of Conduct and Miller Junior High's website. Continuous dress code violations may result in consequences that include detention, ISS, ALA and/or Out-of-School Suspension.

When a student is out of dress code, attempts will be made for students to correct the necessary violation. If unable to do so, parents will be contacted to bring appropriate dress code attire when applicable. If the student is unable to correct the violation after attempting parent contact, they may be placed in ISS.

**THE PRINCIPAL/ASSISTANT PRINCIPAL(S) ARE AUTHORIZED TO MAKE DETERMINATIONS REGARDING WHETHER ANY FASHION, FAD, HAIR, JEWELRY OR ARTICLE OF CLOTHING IS INAPPROPRIATE FOR SCHOOL WEAR OR DISRUPTIVE TO THE EDUCATIONAL PROCESS OR SAFETY OF THE CAMPUS.**

Special Spirit Day guidelines will be given to students during Miller Moment. Parents will receive emails via Skyward and/or the campus website. Students may be prohibited from participating in Spirit Days if fines or other infractions have occurred.

## **V. GENERAL INFORMATION**

### **ACCESSORIES AND MISCELLANEOUS ITEMS**

1. Any item that does not serve an educational purpose is to be left at home. Such items include, but not limited to, radios, electronic games, noise making devices, lasers, stuffed animals, pillows, blankets, or toys of any kind. These items will be confiscated, and the student or student's parent may pick up the confiscated items from the front desk before or after school.
2. Students may carry backpacks, drawstring bags with their academic supplies from class to class. Large purses and/or duffel bags are not allowed in classrooms.

### **ARRIVING AT SCHOOL**

The doors open for students starting at 7:45 a.m. We do not have supervisory personnel on duty before 7:45 a.m. Therefore, if students come to school before that time, no one is on duty to supervise them. Students who arrive between 7:45-8:00 a.m. must report to the cafeteria. All students should arrive at school by 8:30 and be in their classroom by 8:35. Car riders and walkers should enter the building through the front entrance. Bus and bike riders must enter the building through the gym entrance. All students enrolled in 7<sup>th</sup> grade report to the gym upon their arrival unless needing to eat breakfast or attend tutoring. All students enrolled in the 8<sup>th</sup> grade report to the cafeteria upon their arrival unless needing to attend tutorials.





## **BICYCLES AND SKATEBOARDS**

Students riding bicycles to school should place their bicycles in the designated area by the gym entrance. Students should secure their bicycles, as the school is not responsible for damage or theft. Motorized vehicles shall not be operated by a student on the junior high campus at any time. Once a student has brought his bicycle on campus, he is not to ride it until the end of the day. Skateboards, scooters, and hover boards are NOT allowed at school.

## **BULLYING**

The Pearland ISD policy on bullying is addressed in FFI (LOCAL). Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a Teacher, Counselor, Principal, or other district employee. An investigation will be conducted on campus based on the allegations reported. If the results of an investigation indicate that bullying occurred, campus personnel will take appropriate disciplinary or corrective action to address the conduct in accordance with the PISD Student Code of Conduct. Students can fill out a [Bullying Report](#) online. Parents should contact the campus administration via email. The link is located on the front page of the Berry Miller Junior High website.

## **CELL PHONES—STUDENT TELECOMMUNICATION DEVICES**

1. Cell phones, smart watches, wireless earbuds and other personal communication devices that are being used without permission will be confiscated. The student or student's parent may pick up the confiscated device from the front desk before or after school for a fee not to exceed \$15. The campus expectations for devices are “**Not Seen, Not Heard, Not Taken.**” It is the responsibility of the student to notify the parent of confiscated items. Refusal to give phone up when confiscated will result in further discipline consequences. Cell phones are never allowed to be used when the teacher is absent and there is substitute. Cell phones are not to be used in restrooms.
2. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).
3. Refusal to turn over phone when confiscated will result in further discipline consequences.

*Parents should not use their student's cell phone as a method of communication during the school day. Instead, parents should call the school (281-997-3900) and a message can be delivered to the student. Students are allowed to use the phone in the office waiting area for any reason before school, after school, and during lunch. They may also use the phone in the office waiting area during the school day with permission and a pass from their teacher.*

## **COMPLAINTS**

Students or parents who have a complaint should first discuss the matter with the teacher. If the outcome of that discussion is not satisfactory, a conference can be requested with the counselor or assistant principal. If the parent or student is not satisfied at that level, a conference can be requested with Principal. After conferencing at the school level a parent or student can request a conference with the Superintendent of Schools or his designee and, ultimately, the parents may appear before the Board of Trustees, in accordance with Board Policy.



### **CONFERENCES WITH TEACHERS**

A conference period is assigned to each teacher as part of his/her teaching assignment. Conferences may be held in person, through video conference or by telephone. Parents may contact the teacher by leaving a message with the receptionist or sending an email to schedule an appointment with the teacher. When arriving for an in-person conference, parents need to report to the office for check-in and must have a driver's license or form of identification to attend the meeting.

### **CONFISCATION OF CONTRABAND OR DISRUPTIVE ITEMS**

School personnel have the authority to temporarily confiscate items that students bring to school that are either prohibited items, or because of the nature of the item or its use, is disruptive to the educational process. Except in the case of prohibited items, students will be warned prior to the property being confiscated. If a student continues to display or use an item in a disruptive manner, school personnel will confiscate the property from the student. The school is not liable for confiscated items lost or stolen.

It is the student's responsibility to make the parents aware that an item has been taken from him/her. If the item has not been picked up by the parent of the student from whom the item was confiscated within four (4) weeks, the district is free to dispose of the property in a manner they deem appropriate. Items that are illegal to possess such as controlled substances, alcohol, or weapons must be turned over to law enforcement authorities.

### **DELIVERIES**

Except in emergencies, delivery of messages or packages will not be allowed during instructional time. Due to health and safety concerns, there will be **no food deliveries from delivery services**. Parents may drop off other items in the front vestibule bookshelf by filling out a slip with the student's information and attaching it to the item. Office staff will notify your student to pick up their belongings or delivered. For the safety of our students, only those people listed on the students emergency card may deliver food for the student. You may deliver food for your student only.

### **DIRECTORY INFORMATION**

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the Principal within ten school days after the issuance of the handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

### **EMAIL GUIDELINES**

Email may be a fast and convenient way to send messages; however, teachers read email messages in the morning before school, at the end of the day, and/or during conference periods. Even when using email, teachers often use the telephone to communicate with parents. For these reasons, professional staff may not respond immediately to an email. In fact, the professional may determine another means of communication is appropriate: note/letter, telephone, or schedule a personal conference.





#### Guidelines for effective email communication:

- Verify staff member's correct email address (last name, first initial@pearlandisd.org)
- Send only non-vital messages. (Do not use email to inform teacher that a child should ride the bus home, etc.)
- Academic progress, learning expectations, or behavioral concerns are best addressed through a telephone conversation or personal conference.
- Email is not confidential.
- Identify yourself and child by name in the subject line of the email.
- For all medical concerns, contact the school nurse by telephone.
- Keep all contacts professional. Jokes, chain letters, or solicitations are inappropriate.
- Mass email to the campus staff must be approved by the campus administrator before sending.
- Allow up to 24 hours for response to email. (Teachers may be absent or off campus in training)

*Remember that email is a quick way to send a message but is not necessarily the best way to get a quick response.*

#### **EMERGENCY CARDS**

Emergency cards are used at each school and **MUST** be updated yearly. The information you provide assists the staff in contacting you in case of an emergency or other school-related issue. Current addresses and accurate home/work phone numbers are imperative. Only those listed on the emergency card may check-out students, eat lunch with student, etc. **Please update information in Skyward anytime this information changes.**

#### **FEES**

Instructional materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits. Any required fee or deposit may be waived by request. Principal approval is required.

*Students participating in athletics or cheerleading will be required to pay the district's insurance and participation fee.*

#### **FIELD DAY/FIELD TRIPS**

The campus may schedule field day activities for students at different times of the school year. Parents who do not want their child to be involved in Field Day activities, should notify the campus principal in writing.

The campus/school organizations may schedule field trip activities for students at different times of the school year. All students will be required to sign a release form and pay any fees associated with the field trip to be allowed to attend. All students who do not go on the field trip will have an alternate assignment.



### **FIRE/CRISIS/EMERGENCY DRILLS**

Each teacher is assigned a primary and secondary exit route near their room. If an obstruction is set up, the class is to go to their secondary exit route. Students should **QUIETLY** evacuate in a single file line with their teacher, the lights should be turned off, and the door closed when all students are out of the classroom. We are required to have an emergency drill once a month. When the teacher halts the line upon exiting the building, the class is to stop, turn around to face the building, and remain quiet until they are given an “all clear” to return to the building.

Lockdown drills will also be practiced periodically. A lockdown announcement will be made. Students will remain quiet in a secured classroom until administration and/or a police officer unlocks their classroom door to indicate an “all clear”. Bomb threats will follow the fire drill evacuation procedure. Tornado warnings will be indicated by an announcement of “Shelter! Hazard and safety strategy.” A tornado warning will be indicated by an announcement, students will evacuate to a sheltered area, get into position on their knees, and protect their head with their arms. Students should be away from glassed areas.

Lockouts will be used when students are outside and there is potentially danger in the surrounding area. A lockdown announcement will be made. Students are to return inside and resume class as usual. In events where we need everyone out of the hallways and back in their classroom, we will announce “Hold! In your classroom. Clear the halls.” All students and staff will remain in their room and continue class as usual until an “all clear” is announced.

### **FOOD AND DRINKS**

Food and drinks (other than water bottles) are not allowed outside of the cafeteria. Chewing gum is not allowed anywhere on campus. In the case of prior administrative permission, clubs and organizations may have parties. In this case, once food/drink is brought to that location it is not to leave. Leftovers will be managed by the teacher or club sponsor.

### **INTERNET ACCEPTABLE USE POLICY**

Pearland ISD has made Network/Internet access available to all students. All students will receive training by the Educational Technology Specialist (ETS) and sign the Internet Acceptable Use Policy form prior to the first day of school. Refer to the PISD Student Code of Conduct for details regarding district policy and procedures for Internet use.

### **INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS-SRO OFFICER**

Our campus has a Student Resource Officer (SRO). This is a Pearland Police Department Officer who has an office on our campus for the safety and resource of our students. **Prior parent permission or notification is not required for the campus SRO to speak to students.** If you need to speak with the SRO, you may contact the front office and they will direct you to the correct extension. There are times that police officers, CPS officials, or other law enforcement/juvenile officials come to the school and want to talk with our students. These officials have a legal right to speak with students.



### **I.D. REQUIREMENTS**

I.D. cards will cost \$5. This will cover one initial I.D., lanyard, and one replacement I.D. I.D.s must be worn daily while on school campus. I.D.s must be visible on the front chest area at all times. Photos should not be covered, drawn on, or modified in any way.

If students arrive at school without an I.D., a replacement will be required. Each card following the initial replacement will cost \$5 per replacement. Fees will be placed in Skyward. Failure to wear I.D. properly or repeated infractions may result in disciplinary consequences.

### **LOCKERS**

Lockers remain under the jurisdiction of the school even when they are assigned to individual students. The school reserves the right to inspect all lockers. Students have full responsibility for the security of lockers and are responsible for making certain they are appropriately closed, locked and that the combination is not available to others. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not the student is present.

Students are to only use the locker assigned to them and are not to share lockers. Students should not give their locker combination to other students. Stickers, signs, posters, etc., are not allowed on the outside of the lockers. If students have issues or concerns with their lockers (including jams, forgotten combinations etc.) they are to inform their Miller Moment teacher.

### **LOST AND FOUND**

Lost and Found is located in the front office. Students who find items should turn them into the receptionist, such as glasses, purses, jewelry and books. Unclaimed Lost and Found items are donated to a local charity at the end of each semester.

### **LUNCHES**

Forgotten lunches or lunch money may be brought to the office by parents. Please put the student's full name and grade level on the lunch. For the safety of our students, only those people listed on the student's emergency card may deliver food for a student. A government-issued ID is required. Due to allergy and other nutritional issues, students/guardians are not allowed to bring in food for other students without written prior approval from the student's parent. **Food deliveries from outside delivery companies will not be allowed for any reason (Door Dash, Uber Eats, Dominoes, etc.)**

Forgotten lunches or purchased lunches may not be delivered on shut-down testing days. On these days students do not follow the regular bell schedule. Students may purchase a lunch from the cafeteria. Microwaves are not to be used during testing days.

Each student has a meal account where funds may be deposited by sending cash or check to the campus cafeteria or by accessing [www.parentonline.net](http://www.parentonline.net) to make a payment online using a credit card. As a convenience, we encourage students to place money in their lunch account. The lunch account is not for specific days. This means that if you place \$20.00 into the account, and you decide to bring a lunch, the money will not be deducted. The lunch account money can be used in any of the cafeteria lines. If students forget their money or their funds are diminished, they will be allowed to charge "MEALS ONLY" (no ala carte purchases) not to exceed \$5.00. After the charging limit has been reached, the student will be served the courtesy meal consisting of a peanut butter and jelly sandwich or a cheese sandwich and a choice of milk at no cost. Negative balances must be paid off at the end of each school year. If a student account has a negative balance from the previous school year, the account will be deactivated (a restriction will be placed on the account and no charging will be allowed). A re-activation fee must be paid before the account is activated.



### **MENTORS**

Students who are assigned a mentor through the PISD RISE Mentor Program will meet weekly for 30 minutes with their mentor during one of their elective times. There are several locations throughout the building that are made available for students and mentors to meet. The counselor's office will coordinate all mentor/student services.

### **OFF CAMPUS PE**

Students who have completed the off-campus PE approval process are to be picked up daily at 3:00 pm. During closed campus days and early release days, changes to this time will be made. All changes to the schedule will be communicated by the Counselors office.

### **PACKAGE/MESSAGE DELIVERY**

Due to the distractions and interruptions to the instructional program, the school will hold all floral arrangements and balloon bouquets, etc. in the office until five (5) minutes before school is out. The student may come by the office to get his/her items before leaving the building. No food deliveries to students from outside companies will be accepted. Packages and non-emergency messages may not be delivered to students on shut-down testing days.

*No deliveries will take place on simulation or STAAR testing dates. Refer to the Pearland ISD testing calendar. Dates are subject to change.*

### **PARENT VOLUNTEERS**

Miller Junior High has an active PTA and volunteer program and welcomes participation from all parents/guardians and members of the community. Opportunities for volunteers are numerous and varied. These opportunities include monitoring the cafeteria during lunch, tutoring students, Xeroxing for teachers, working with clubs, assisting in the library, and helping in the office. Please call the BMJH office or the PTA President if you would like to volunteer.

Every volunteer must complete a PISD background check. This form can be found and completed online at [www.pearlandisd.org/miller](http://www.pearlandisd.org/miller). Volunteers are not to disrupt the educational environment and must not attempt to use this time to discuss matters with teachers.

### **PARKING**

Parents and community members are welcome at BMJH. Parking is available as marked in front of the school. Do not park in the fire lanes or block entrances/exits. The Fire Marshall will issue tickets for parking violations. Visitors must sign in at the front receptionist's desk.

### **PERSONAL PROPERTY**

Students are discouraged from bringing to school any valuable personal property (such as expensive jewelry or large sums of money). Please write the student's name in clothing that might be misplaced (coats, sweaters, etc.) and clearly label any other personal property. **If personal property is lost at school, every effort will be made to recover the lost items; however, the school is not liable for any lost or stolen student property.** When going to physical education, students should leave their valuables and purses in their locked hall or PE lockers.

### **PHYSICAL EDUCATION UNIFORMS**

PE uniforms are required for physical education and athletics classes. **Students will NOT be allowed to wear their PE/Athletic uniforms outside of their PE/Athletic class period.**



## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Each school day, student will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

## **PROGRAM/ASSEMBLY GUIDELINES**

Parents/guardians and community members are welcome to attend school programs, except where space is limited. Every effort will be made to keep parents/guardians informed of upcoming events. Please check the campus calendars, Twitter, Facebook, digital marquee or website: [www.pearlandisd.org/berrymiller](http://www.pearlandisd.org/berrymiller).

## **PTA COUNCIL**

The Pearland Council of PTAs exists to serve the local Pearland PTAs. The Council provides leadership training to PTA members, gives PTA-job training to local PTA committee chairpersons, coordinates various PTA programs throughout the district, awards scholarships to teachers and students, hosts various informational meetings during the year, and assists PTA presidents and members when problems or questions arise.

## **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the time the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of a written request. The records' custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, or cooperatives of which the District is a member, or facilities with which the District contracts for the placement of handicapped students as well as their attorneys and consultants who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case manager, or a handicapped student's Individual Education Plan (IEP);
3. Compiling statistical data; or
4. Investigating or evaluating programs.



Certain other officials from various government agencies may have limited access to the records. The District forwards a student's records upon request and without prior consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records, unless the student remains a dependent for tax purposes.

The parent's or student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the District, do not have to be made available to the parent or student.

Students over 18 and parents of minor students may inspect the student records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has thirty (30) school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records. Copies of student records are available at a minimal cost per page payable in advance.

Parents may be denied copies of a student's records: (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

### **SUBSTITUTE TEACHERS**

When a regular teacher is absent, a qualified substitute teacher will be employed. The substitute is instructed to make a report to the regular teacher of any discipline problems that arise. The substitute is also instructed to send a student who commits a serious offense or one who persists in committing minor offenses to the Assistant Principal for disciplinary action.

### **SUICIDE AWARENESS & MENTAL HEALTH SUPPORT**

Miller is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access Texas Suicide Prevention or contact a school counselor for more information related to suicide prevention and to find mental health services available in our area.

### **SUMMER SCHOOL**

Students may attend summer school in order to repeat courses failed during the regular term. Those who have successfully completed the eighth grade are afforded the opportunity to enroll in original credit high school courses. Any seventh or eighth grade student who does not pass the STAAR ELAR or Math assessments are required to attend summer school.





Students may take a maximum of two courses during the summer term. To ensure credit for courses taken, students must receive prior approval to attend summer school from their Counselor. Further information regarding summer school fees and schedules will be published prior to registration and will be available from the Counselor in April/May.

### **SUPERVISION**

Supervisory personnel are on duty from 7:45 am to 4 pm. If students come to school before or stay after the listed times, there may be no one to supervise them unless it is a scheduled extracurricular activity. During most extracurricular activities, an administrator will be on duty.

### **TECHNOLOGY**

- You should know and understand the district's Acceptable Usage Policy.
- Internet usage is closely scrutinized. If you do not follow the districts guidelines, you can lose all your technology privileges and possibly receive school discipline.
- Do not allow other students to use your account/password.
- You are responsible for the cost of repairs. ***Refer to district technology fee prices.***

Miller students are required to have a personal laptop device for instructional purposes. It is suggested that students label devices that will be used at school. Also, the device must be fully charged prior to the start of each school day and students should bring their personal charger daily. All electronic devices must always connect to the campus Wi-Fi. Failure to bring personal laptop and/or charger may result in disciplinary consequences.

Students will be responsible for devices brought to school. All other electronic devices may be used only when approved by a teacher or administrator. Devices are not allowed when there is a substitute teacher.

Logging on to any social media platform is not allowed (TikTok, SnapChat, Facebook, Twitter, Instagram, any texting apps, etc.) *If a student uses a telecommunication device in such a way that it is seen, heard, or causes a disruption without authorization during the school day, the device will be confiscated. There will be a \$15.00 fee for the return of cell phones, smart watches, and communication devices confiscated from a student.*

Students are not permitted to use devices for taking pictures or recording videos unless **specifically directed and supervised by a teacher.**

**The school will not be responsible for lost/stolen/damaged property, even if the property was being used for school related purposes.**

Electronic devices are **NOT** to be used in the hallways, restrooms, or locker rooms **AT ANY TIME.** "Not Seen, Not Heard, Not Taken"

***Parents should not use their student's cell phone as a method of communication during the school day. Instead, parents should call the school (281-997-3900) and a message can be delivered to the student. Students are allowed to use the phone in the office waiting area for any reason before school, after school, and during lunch. They may also use the phone in the office waiting area during the school day with permission and a pass from their teacher.***



## **TEXTBOOKS**

State-approved textbooks are provided free of charge for Math, Science, English Language Arts/Reading (ELAR) and Spanish. Math and science textbooks are consumable and may be kept by the student at the end of the year. If lost, textbooks will not be replaced. The student will utilize the online version of the book for the remainder of the year. Algebra 1, Spanish and ELAR textbooks will be classroom sets only but students will have access to the textbook online. Books will be issued during the first two weeks of school. Students who are issued a damaged book should report that fact to an administrator.

*Online textbooks are located on the Pearland ISD website under Curriculum & Instruction.*

## **VISITORS**

Students are not allowed to bring friends, relatives, or siblings to school to visit during the school day, as student visitors are not under our jurisdiction. Parents are welcome to visit our school during scheduled events throughout the school year. Visitation arrangements at times different from these can be made but must have administrative approval.

Parents and/or those people listed on the student's emergency card may come and have lunch with the student at their scheduled lunch time only. All campus visitors must report to the office for check-in and must have a driver's license or form of identification.

## **WITHDRAWAL FROM SCHOOL**

All students withdrawing from school must initiate the withdrawal procedure in the office. Students must be accompanied by a parent/guardian to state the reason and date of withdrawal. The student's textbooks, laptop, case and charger must be returned, and all other accounts must be cleared before a student's records may be sent to any other school.

# **VI. STUDENT ACTIVITIES**

Students are encouraged to join and participate in many school activities. We want our students to have the opportunity to see if they have interests in a wide range of activities, but sometimes they overextend themselves. Sponsors of these activities make every effort not to put students in the middle of a question over which "practice" or contest the child attends when there is a conflict. However, students need to remember that when they make a commitment to a group to fulfill a responsibility, the group and sponsor will be counting on them.

## **CLUBS AND ORGANIZATIONS**

Participation in student clubs and extracurricular organizations is considered a privilege. **Student clubs and performing groups such as the Band, Choir, cheer and Athletics may establish rules of conduct and consequences for misbehavior that are stricter than those for students in general.** If an occurrence of misbehavior also violates school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. Physical exams are required for students' participation in athletics.

Parents who do not want their child to join a specific club should notify the campus principal in writing.





Some campus organizations are: Athletic Teams, Band, Cheerleading, Choir, Quiz Bowl, Art Club, Math and Science Club, National Junior Honor Society, Student Council, Yearbook, Future Problem Solvers, Theater, and Robotics.

Requests/proposals for new clubs must be submitted in writing to the campus principal. All clubs and organizations formed will follow the same guidelines. Additional information about many of these organizations can be obtained from the club sponsors, on our campus website, and/or from the club sponsors.

### **DANCES**

Two weeks before any scheduled dance, an announcement is made regarding student behaviors. Any student sent to the office with a discipline referral (including tardies) may not be able to attend the dance. Any student who has been assigned to ISS for the 9 weeks prior to the dance may not be allowed to attend.

School dances will be held periodically during the year. Students are required to follow dress code guidelines and maintain appropriate behavior at all dances. Only current students from BMJH are allowed to attend school dances. If a student is absent the day of the dance or checks out early from campus the day of the dance, they will NOT be permitted to attend the dance, even if they have previously purchased a ticket. NO refunds will be given for dance tickets, for any reason.

Appropriate behavior and dancing are expected at all times, inappropriate and/or provocative dancing will be grounds for removal from the dance. Should a student be required to leave the dance, parents will be contacted. No one leaving the dance will be re-admitted. If a student leaves the building during the dance, they are expected to leave the premises immediately. The principal(s) will make the final decision in determining if either dress or behavior warrants immediate removal. Due to safety concerns, **limousines/party buses are NOT allowed**. Please make other transportation arrangements.

### **EXPECTATIONS OF STUDENT SPECTATORS**

Students may stay after school for games or other extracurricular activities with prior permission from parents. Below is a list of expectations that each student must meet in order to stay after school to be a spectator.

- Students must have parental permission prior to dismissal at 3:50 to stay after school.
- Students that are failing a class may not attend extracurricular events until their grade is pulled up to a passing grade. Students that appear on a failure report will be asked to leave the game.
- Students that have ISS or OSS will not be allowed to attend games until their assignment is complete.
- Students MAY NOT re-enter the building once they walk to the game.
- Students cannot leave a game and come back to the field, gym, etc. If a student leaves the venue, they are expected to go home at that point.
- Restrooms are available for all spectators, including students.
- Only competing players may enter the locker room on game days. Students may not go into the locker rooms after 4:00 pm, even if they are in athletics.
- Students must display good sportsmanship by cheering on Miller athletes and avoiding negative comments towards the visiting team.



- Students must clean up after themselves and not leave trash in the bleachers or on the floor.
- The same student behavior is expected at all after school events as during the school day.
- Students will be asked to leave the event and go home if they are displaying inappropriate behavior or representing BMJH negatively.
- Students that disrupt the process of the game or event in any way will be asked to leave.
- If a student is asked to leave a game or event, they may be suspended from all future activities.
- Students are responsible for their personal belongings.
- Students must secure a ride home BEFORE they choose to stay for the activity or event.
- Students must be picked up no later than 15 minutes after the end of the event. If a student remains on campus 15 minutes after the end of the event more than once, they will not be allowed to attend ANY future games or events.
- Students should prepare to have someone pick them up 6 pm for football games and 6:30 pm for volleyball/basketball games; however, students should call for their ride home no later than the beginning of the 4<sup>th</sup> quarter to make sure they are picked up on time.

### **FIELD TRIPS**

Field trips may be scheduled by the school or by teachers. All field trips require a permission slip signed by the parent/guardian prior to the trip. Behavior or grades may affect student's ability to participate. All school rules are followed during field trips and appropriate consequences will be issued for violations of the Bobcat Expectations.

### **FUNDRAISERS**

Individual student fundraisers will not be allowed. The appropriate department will handle "organizational" fundraisers, and prior approval from the office is required. Examples of these organizations would include Cheerleading, Athletics, Band, Choir, Theater, or Math and Science Club.

All community service fundraisers will donate to one specific charity determined at the beginning of each school year. Students may not sell items for non-school sponsored fundraisers on campus.

### **HIGH SCHOOL EXTRACURRICULAR ACTIVITIES**

The junior high school is working very closely with the high schools to make our extracurricular events an orderly, pleasant event. All BMJH students who attend these events and who choose not to sit with their parents will be expected to behave appropriately and sit in the area designated for students. Students may not loiter beneath the stands, in hallways, restrooms, etc. Students must follow the Pearland ISD Code of Conduct at all extracurricular activities and are subject to discipline consequences.

### **NATIONAL JUNIOR HONOR SOCIETY**

Membership in the National Junior Honor Society, NJHS, is an honor bestowed upon deserving students by the faculty of Berry Miller Junior High, and shall be based on the criteria of scholarship, service, leadership, citizenship, and character. Once minimum eligibility criteria deem students eligible for NJHS, students will apply for the honor society by written application. The NJHS Faculty Council reviews the applications and is composed of faculty members from various disciplines. Candidates shall be considered based on their service, leadership, citizenship, and character. NJHS Faculty Council decisions are final.



**Minimum Eligibility Criteria:**

- Seventh grade student in the spring semester.
- Attendance for a period of at least one semester at Berry Miller Junior High.
- Must be enrolled in at least 2 PAP courses and have a 90 in **ALL** courses for each grading period T1, T2 & T3
- Must have an S or E in citizenship for ALL grading periods T1, T2, & T3
- Must not have served ISS, OSS, or ALA during current school year

**PEP RALLIES**

Pep rallies are designed to bring about school spirit, unity, good sportsmanship, and support for our teams, clubs, and organizations. Students will follow the Bobcat Expectations showing positive support for our student groups being represented, visitors, and performances. Negative behavior, comments, and chants will not be allowed. Students engaging in this type of activity will be immediately removed and not allowed to attend pep rallies in the future.

**SPIRIT DAYS**

Periodically throughout the school year, students will be allowed a dress code release for certain Spirit Days. Certain dress code requirements will still be in effect. We suggest that students bring a back-up outfit option if they are unsure of their clothing choice. Guidelines for the Spirit Day attire will be communicated to students prior to the scheduled Spirit Day.

**VII. STUDENT SERVICES**

**BUS TRANSPORTATION**

Free transportation is provided for students who live more than two miles from school. Those students who live two miles or less from the school will pay an annual transportation fee (may be made in 10 monthly payments) as follows:

One student in the family	\$640.00
Two students in the same family	\$740.00
Three or more students in the same family	\$840.00

Reduced transportation fee for students qualifying for **reduced** lunches.

\$320.00 per year for 1 child in the household
\$370.00 per year for 2 children in the household
\$420.00 per year for 3 or more children in the household

Reduced transportation fee for students qualifying for **free** lunches.

\$160.00 per year for 1 child in the household
\$190.00 per year for 2 children in the household
\$210.00 per year for 3 or more children in the household



### **COUNSELING SERVICES**

Counselors are assigned to each school to help teachers meet the needs of individual students and to help students select courses. Counselors are also available to students, parents, and teachers for consultation on any issue that affects a student's life. Parents are encouraged to call or set appointments with the either the grade level counselor or Student Support Counselor. Students are only allowed to go to the counselor's office with the permission of the counselor or their teacher that period.

### **FOOD SERVICES**

The district participates in the National School Lunch and Breakfast Programs and offers students nutritionally balanced meals daily. Students have the choice at lunch between a plate lunch and ala carte lunches. All selections offer a variety of preparations. Families in need of financial assistance may apply for reduced or free lunches. Information about a student's participation is confidential. An income formula is used to determine qualifications of a student.

Breakfast price is \$1.45 for students (free reduced), \$2.75 for adults

Lunch price is \$3.00 for students (\$.40 reduced), \$5.00 for adults

### **HEALTH SERVICES**

A nurse will be on campus daily. Students who become sick or have an accident at school will be escorted to the nurse's office. Students who become ill at school must check in with the nurse to be assessed before calling their parents. Students are not allowed to use their personal cell phones to contact parents.

Emergency Medical Cards: Parents shall complete an emergency card form each year that includes a place for parental consent for school officials to obtain medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency. Parents should update this information as often as necessary. **NO OUTSIDE MEDICAL TREATMENT CAN BE OBTAINED WITHOUT THIS FORM.**

Illness at School: Your child cannot remain at school with:

1. Fever of 100 degrees or higher
2. Undiagnosed rash
3. Vomiting
4. Diarrhea
5. Red, inflamed, or discharging eyes
6. Body or Head Lice

Students may not return to school after a temperature of 100 degrees or higher until they have been without fever for 24 hours without the use of fever reducing medication.

If the nurse sends your child home from school, he/she must bring a note stating the nature of the illness to the attendance office when he/she returns to school. If your child is absent for more than three (3) days, a doctor's note will be required. If your child has an injury or illness that requires special attention at school, a doctor's note will be necessary.



**Immunizations:** The Texas State Law requiring immunizations states that all students must have current immunizations to remain in a public school system. All students must have a second measles immunization by their 12<sup>th</sup> birthday. A Td booster is required 10 years after the last booster was obtained. This is usually around the age of 14. Please check your child's immunization record to be sure immunizations are up to date. The nurse will mail a reminder to your home at least one month before an immunization is due. The parent must provide the nurse with documentation that the child received the required immunization. If our records are incorrect, please provide us with the correct information so that your child's record may be updated. Your child will not be allowed to attend school without current immunizations. [Immunization Information](#)

**Medications:** When possible, all medication should be given at home. However, some medication will be dispensed at school according to the following guidelines:

1. Written permission and specific directions for administration of medication are required. Directions must include student's name, date, name of medication, dosage, route of administration, and time to be administered.
  - a. A physician's authorization form must be signed by the physician or dentist and parent if a medication is to be administered for longer than 10 consecutive days.
  - b. Over-the-counter medication and other prescription medication may be administered for a period of no longer than ten (10) days, provided signed permission has been provided by the parent or guardian.
2. All medication must be provided by the parent in the original container.
3. Medication must not be expired.
4. All medication must be brought to the clinic by the parent or on arrival to school.
5. The student may not carry or administer any medication to himself/herself. However, Texas law permits students to carry and self-administer prescription asthma or anaphylaxis emergency medications if certain criteria are met. The authorization form for "Student Self-Administration of Asthma or Anaphylaxis Medications" must be on file.
6. The School Nurse or healthcare assistant will supervise storage and dispensing of medication.
7. If the medication is new to the student, the first dose of the medication must be given at home.
8. Pearland ISD uses the Texas Department of State Health Services guidelines for medication administration found at the following link: [Guide to Medication Administration in the School Setting](#)

**Screening Programs:** Screening programs are required by State Law and are conducted for growth and development, vision, hearing, and scoliosis. These programs usually take place in the PE or athletic classes at the beginning of each semester. Your child may have had health changes during the summer recess or have changes during the school year. Please notify the school Health Care Assistant about any health-related problems. In return, she will inform the necessary staff members and make adjustments so that your student can have a successful year. [Screening Programs](#)

### **LIBRARY/MEDIA SERVICES**

The library is available to students before school from 8:00 a.m. until 8:30 a.m. every day, unless being used for meetings or special events. Overdue notices are sent weekly through classes to students who have overdue books or fines. Fines are five (5) cents per day. Magazines and reference materials may be checked out overnight.



**LOST AND FOUND**

Lost and Found is located in the front office. Students who find items should turn them into the receptionist, such as glasses, purses, jewelry and books. Unclaimed lost and found items are donated to a local charity at the end of each semester.

**TELEPHONE**

Students are allowed to use the phone in the front office waiting area before school, after school, or during lunch. They may also use the phone during the school day with permission and a pass from their teacher. Parents should not use their student’s cellphone as a method of communication during the school day, instead, parents should call the school 281-997-3900 and a message can be delivered to the student. Students will not be called to the telephone unless there is an emergency.

**VIII. BELL SCHEDULE**

8:35 - 9:25	1 <sup>st</sup> Period	11:51 - 1:13	5 <sup>th</sup> Period
9:29 - 10:19	2 <sup>nd</sup> Period	1:17 - 2:07	6 <sup>th</sup> Period
10:23 - 10:53	3 <sup>rd</sup> Miller Moment	2:11 - 3:01	7 <sup>th</sup> Period
10:57 - 11:47	4 <sup>th</sup> Period	3:05 - 3:55	8 <sup>th</sup> Period
<i>11:12 - 11:45 Lunch A</i>		<i>11:51 - 12:24 Lunch B</i>	<i>12:40-1:13 Lunch C</i>

**VIV. BOBCAT INCENTIVES**

Students may be recognized for following the Bobcat Expectations and for going above and beyond both academically and behaviorally. Students have the opportunity to earn Bobcat Tickets and Bobcat SIP (Student Incentive Program) Cards throughout the school year. Raffles are drawn weekly, and incentives may include passes for extra credit, 1<sup>st</sup> in line at lunch, free book, ice cream pass, sit in teacher’s chair, lunch on the patio, etc.

*This handbook was compiled to help parents and students understand the school’s operating procedures. Thank you for your support in helping us establish and maintain a safe and positive environment.*



## BOBCAT SIP CARDS 2022-2023

### Berry Miller Student Incentive Program (SIP)

GOLD CARD	SILVER CARD	BASE RED/BLUE CARD
<i>Criteria</i>	<i>Criteria</i>	<i>Criteria</i>
90-100% grade in every course per nine weeks	85-100% grade in every course per nine weeks	Base level
No more than <b>ONE</b> absence (excused or unexcused) in every period for the nine weeks	No more than <b>TWO</b> absences (excused or unexcused) in every period for the nine weeks	All students receive base card at the 6 weeks mark and start of second semester
No more than <b>ONE</b> tardy for current nine weeks	No more than <b>TWO</b> tardies for current nine weeks	
No discipline referrals or detentions	No discipline referrals or detentions	
No cell phone infractions		<i>Upgrades available at Report Card Time</i>
Incentives	Incentives	Incentives
1 Tardy Free Pass	1 Tardy Free Pass	1 Tardy Free Pass
1 Homework Pass	1 Homework Pass	1 Homework Pass
1 More Day Pass without Point Deduction	1 More Day Pass without Point Deduction	1 More Day Pass without Point Deduction
Use of Adirondack Chairs	Use of Adirondack Chairs	Use of Adirondack Chairs
1 Bonus Coupon (+5 daily assignment)	1 Bonus Coupon (+5 daily assignment)	
1 Bonus Coupon (+3 on major assignment)	1 Bonus Coupon (+3 on major assignment)	
PTA Reward	PTA Reward	
Cut to Front of Line in Cafeteria Pass		
Hallway Music Request for PA		
Unlimited Song Requests for Dance Party Fridays		
<b><i>ALL Students that earn a Gold and/or Silver Bobcat Card for EACH of the Nine Weeks (1st, 2nd, and 3rd) will have a Party w/ The Principals at The End of The Year</i></b>		



**BERRY MILLER JUNIOR HIGH  
STUDENT HANDBOOK ACKNOWLEDGMENT  
2023-2024**

Dear Student and Parent:

The purpose of the Student Handbook is to assist students, parents, and educators in the achievement and maintenance of an environment that will facilitate learning. Therefore, it is important that each student understands and agrees to follow the rules and procedures outlined in this handbook. Further, it is important that parents assist students in understanding and complying with these procedures.

All students and parents are asked to read the contents of this handbook and discuss the information together. Upon having the opportunity to read this information, it is requested that you sign this form and return it to school.

The student and parent should each sign this page in the space provided below and then return the page to Berry Miller Junior High.

Thank you,  
Tony Barcelona  
Principal

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My child and I have been offered the option to receive a paper copy or to electronically access at [www.pearlandisd.org/berrymiller](http://www.pearlandisd.org/berrymiller) the Berry Miller Junior High Student Handbook. I understand that the handbook contains information that my child and I may need during the school year.

I have chosen to:

- Receive a paper copy of the Berry Miller Junior High Student Handbook.
- Accept responsibility for accessing the Berry Miller Junior High Student Handbook by visiting the Web address listed above.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Print name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade level: \_\_\_\_\_

**Please sign this page and return it to Berry Miller Junior High.**