

**BAYLOR COLLEGE OF MEDICINE ACADEMY @ JAMES D.  
RYAN MIDDLE SCHOOL  
STUDENT ASSIGNMENT BOOK AND PLANNER  
2020-2021**

Student \_\_\_\_\_ Grade \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Fall 2020 Schedule**

	Course	Teacher	Room
1st Period			
2nd Period			
3rd Period			
4th Period ELECTIVE			
5th Period			
6th Period			
7th Period			
8th Period			
9th Period ELECTIVE			
10th Period			

**Spring 2021 Schedule**

	Course	Teacher	Room
1st Period			
2nd Period			
3rd Period			
4th Period ELECTIVE			
5th Period			
6th Period			
7th Period			
8th Period			
9th Period ELECTIVE			
10th Period			

## **COVID – 19 - Virtual Learning**

Families may opt for virtual learning for the entire first semester or the entire year. Parents may opt-out of virtual learning at the start of each six-week grading period.

Students are expected to complete assigned learning activities each day, showing proof of participation in daily virtual instruction by satisfactorily engaging in with assigned learning activities and completing assignments in the HUB. Students must attend at least 90% of their classes to receive credit and be promoted.

### ***District Platforms***

Microsoft Teams is the district's digital platform that offers virtual communication and collaboration, which is available through HISD @ H.O.M.E., that provides a secure communication between teachers and students as well as collaboration between staff members.

The HUB will be used as the district's learning management platform. The platform provides access to multiple digital resources to personalize instruction through digital lesson plans created by teachers and the curriculum department.

The HISD Connect Parent Portal will be available for registered users (i.e., parents and students) to log in to access a variety of student information. The district will provide virtual professional development opportunities for all stakeholders.

### ***Student Attendance and Grading***

To be considered "present" and not be marked absent, students must meet one or more of the following daily learning requirements:

- Participate in the HUB and complete independent reading or work assignments.
- Interact with teacher virtually via Teams as part of live or small group instruction.
- Complete and submit assignments via the HUB. When unable to submit via the HUB, students can submit assignments via emails, photos, phone conferences, or other forms of documentation.

Students who have not met at least one of these requirements by 3:30 pm will be marked absent. The absence can be resolved if the student completes one of the three requirements by 11:59 pm on that same day.

Grades will be taken during each grading cycle of the 2020-2021 school year. Teachers will be required to input grades weekly and give two grades per week, per subject area. Grades will be available for parents and students to access through the HISD Connect Parent Portal.

Teachers will use existing district support systems to track student data, measure academic progress, and determine the need for additional instructional supports and interventions.

# Baylor College of Medicine Academy at Ryan

## Bell Schedule

(Virtual)

2020-2021

### A-Day (Monday & Wednesday)

#Mins	Time	Period
60	8:30 - 9:30	1 <sup>st</sup> Period
60	9:35 - 10:35	2 <sup>nd</sup> Period
60	10:40 - 11:40	3 <sup>rd</sup> Period
<b>30</b>	<b>11:45 - 12:15</b>	<b>LUNCH</b>
60	12:20 - 1:20	4 <sup>th</sup> Period
60	1:25 - 2:25	5 <sup>th</sup> Period
60	2:30 - 3:30	Small Group Intervention
25	3:35 - 4:00	Teacher Consultation

### B-Day (Tuesday & Thursday)

#Mins	Time	Period
60	8:30 - 9:30	6 <sup>th</sup> Period
60	9:35 - 10:35	7 <sup>th</sup> Period
60	10:40 - 11:40	8 <sup>th</sup> Period
<b>30</b>	<b>11:45 - 12:15</b>	<b>LUNCH</b>
60	12:20 - 1:20	9 <sup>th</sup> Period
60	1:25 - 2:25	10 <sup>th</sup> Period
60	2:30 - 3:30	Small Group Intervention
25	3:35 - 4:00	Teacher Consultation

### C-Day (Friday)

#Mins	Time	Period
40	8:30 - 9:10	A1
40	9:15 - 9:55	A2
40	10:00 - 10:40	A3
<b>30</b>	<b>10:45 - 11:15</b>	<b>Homeroom</b>
<b>30</b>	<b>11:20 - 11:50</b>	<b>LUNCH</b>
40	11:55 - 12:35	A5
40	12:40 - 1:20	B6
40	1:25 - 2:05	B7
40	2:10 - 2:50	B8
40	2:55 - 3:35	B10
20	3:40 - 4:00	Teacher Consultation

## **COVID – 19 – Face-to-Face Instruction**

All staff will be required to submit to the Principal every Monday a completed COVID-19 Employee Health and Wellness Questionnaire certifying it is safe for them to be at work.

### ***Physical Distancing Protocols***

Physical distancing will be required in all HISD schools and buildings, with all students and staff required to remain 6 feet apart. This applies to all areas, including classrooms, offices, restrooms, hallways, cafeterias, copy rooms, breakrooms, gyms, libraries, meetings, dismissal lines, buses, lockers, recess, and athletics.

Classrooms and office spaces will be reconfigured to ensure 6 feet of space between desks. Student movement throughout the campus will be minimized as much as possible to reduce contacts. Students and staff are encouraged to use no-touch greetings.

Breakrooms and copy rooms also are limited to three people and employees are prohibited from loitering in these areas and required to sanitize their hands upon entry and exit. Elevator capacity also will be limited to three people.

All meetings should be held virtually unless a face-to-face meeting is absolutely required. In such cases, the meetings must be held in designated conference rooms, scheduled in advance, and limited to 10 people, all of whom must adhere to social distancing. Conference rooms should not be used for any other purpose.

### ***Personal Protective Equipment***

New protocols will include requiring all HISD employees, students, visitors, and vendors to undergo daily entry screenings, wear masks, wash hands regularly, and practice physical distancing. The Wellness Team will be in place to check temperatures.

Masks will be provided to students, employees, and visitors if they do not have one. Acceptable masks include both district-issued and personal masks, including face shields, disposable masks, homemade masks, handkerchiefs, and scarves. Bandanas are not allowed.

Personal reusable masks must meet Code of Student Conduct requirements and not be inappropriate or derogatory in nature.

Building safety captains will be tasked with monitoring mask use in the building. Non-campus employees must wear masks at all times when outside their personal office space, in common areas, or when unable to maintain 6 feet of distance from other people.

Masks can only be removed when non-campus employees are sitting in their personal cubical or office and are at least 6 feet away from anyone else.

### ***Campus Protocols***

Classrooms will be reconfigured to ensure at least 6 feet of space between desks, and students and staff must maintain 6 feet of distance from each other at all times throughout the day. Student

assemblies will be held virtually.

Campus-based employees and students must follow infection and high-touch area protocols. Teachers will assist with cleaning of classrooms between classes and equipment between uses.

Students may not share any personal belongings, equipment, or other items, including computers, supplies, water bottles, etc.

### ***Restroom Protocols***

Restroom breaks will be scheduled throughout the school day and physical distancing will be controlled and monitored in restrooms. Because they are considered a high-touch area, restrooms will be cleaned hourly. Teachers and students should wear masks while in the restroom to assist with preventing spread and preventing encountering droplets.

### ***Emergency Drill Protocols***

HISD will continue to follow all outlined district campus safety protocols during emergency actions and emergency drills, including drills or emergencies related to fire, lockdown, shelter in place, and emergency evacuation.

Safety captains will assign each physical classroom to one of two groups (Red Group/Green Group) designated by a campus-printed sign at each classroom.

An administrator will provide instructions via intercom prior to the drill, notifying staff and students that a drill is commencing and instructing one designated group to delay exiting their classroom for a specific period of time (60 to 90 seconds, as determined by the principal) to reduce pedestrian load in hallways and exit points. At the conclusion of the drill, the groups will stagger their re-entry to the building to maintain social distancing.

After each drill, staff and students will be reminded that in an actual emergency, they must exit/evacuate without delay and without a staggered exit/evacuation.

In the event of an actual emergency, such as a fire, lockdown, evacuation, or a shelter in place, administration will emphasize that social distancing will not be required but should be followed when possible.

### ***Extracurricular Protocols***

Extracurricular activities will follow the same safety protocols employed on campuses during the school day, with school-based extracurricular activities resuming when in-person instruction begins. Student assemblies, outdoor activities, and field lessons will be postponed or held virtually until it is deemed safe for them to resume in person.

### ***Visitors***

Visitors will be limited in the building unless absolutely necessary. Visitation will be limited to essential visitors who have previously scheduled appointments. All visitors must wear masks when inside an HISD school or building.

Non-essential visitors, including those registered through the HISD VIPS process, should utilize virtual meetings, when possible. Lunch visits are prohibited. Non-essential deliveries — such as food, personal items, homework — are prohibited.

# Baylor College of Medicine Academy at Ryan

## Bell Schedule

(Face-to-Face)

2020-2021

### A-Day (Monday & Wednesday)

#Mins	Time	Period
20	8:30-8:50	Homeroom
75	8:55-10:10	1 <sup>st</sup> Period
75	10:15-11:30	2 <sup>nd</sup> Period
Lunch Period	11:35-12:05	3 <sup>rd</sup> Period
<b>30 Lunch 85 Class</b>	<b>11:35-12:05</b>	<b>6<sup>th</sup> Grade Lunch</b>
<b>30 Lunch 80 Class</b>	<b>12:20-12:50</b>	<b>7<sup>th</sup> Grade Lunch</b>
<b>30 Lunch 85 Class</b>	<b>1:05-1:35</b>	<b>8<sup>th</sup> Grade Lunch</b>
55	1:40-2:35	4 <sup>th</sup> Period
75	2:40-4:00	5 <sup>th</sup> Period

### B-Day (Tuesday & Thursday)

#Mins	Time	Period
20	8:30-8:50	Homeroom
75	8:55-10:10	6 <sup>th</sup> Period
75	10:15-11:30	7 <sup>th</sup> Period
Lunch Period	11:35-12:05	8 <sup>th</sup> Period
<b>30 Lunch 85 Class</b>	<b>11:35-12:05</b>	<b>6<sup>th</sup> Grade Lunch</b>
<b>30 Lunch 80 Class</b>	<b>12:20-12:50</b>	<b>7<sup>th</sup> Grade Lunch</b>
<b>30 Lunch 85 Class</b>	<b>1:05-1:35</b>	<b>8<sup>th</sup> Grade Lunch</b>
55	1:40-2:35	9 <sup>th</sup> Period
75	2:40-4:00	10 <sup>th</sup> Period

## C-Day (Friday)

#Mins	Time	Period
20	8:30 – 8:50	Homeroom
45	8:55 - 9:40	A1
45	9:45 - 10:30	A2
45	10:35 - 11:20	A3
<i>Lunch Period</i>	<i>11:25 - 1:25</i>	<i>A5 &amp; B6</i>
30	11:25 - 11:55	6 <sup>th</sup> Grade Lunch
40	12:00 - 12:40	6 <sup>th</sup> Grade A5
40	12:45 - 1:25	6 <sup>th</sup> Grade B6
40	11:25 - 12:05	7 <sup>th</sup> Grade A5
30	12:10 - 12:40	7 <sup>th</sup> Grade Lunch
40	12:45 - 1:25	7 <sup>th</sup> Grade B6
40	11:25 - 12:05	8 <sup>th</sup> Grade A5
40	12:10 - 12:50	8 <sup>th</sup> Grade B6
30	12:55 - 1:25	8 <sup>th</sup> Grade Lunch
45	1:30 - 2:15	B7
45	2:20 - 3:05	B8
45	3:10 - 4:00	B10



# Contact Information

## Administrators

Principal	Tanya Edwards	Tedward4@houstonisd.org
Dean of Students – 6 <sup>th</sup> Grade	Gnelida De Dios	Gdedios@houstonisd.org
Dean of Students – 7 <sup>th</sup> Grade	Kathy Brown	Kbrown42@houstonisd.org
Dean of Students – 8 <sup>th</sup> Grade	John Santos	John.Santos@houstonisd.org

## School Information

Attendance	Joanna Garcia	<a href="mailto:Jgarcia7@houstonisd.org">Jgarcia7@houstonisd.org</a>
Records	Michelle Martinez	<a href="mailto:Mmarti56@houstonisd.org">Mmarti56@houstonisd.org</a>
Free & Reduced Lunch	Michelle Martinez	<a href="mailto:Mmarti56@houstonisd.org">Mmarti56@houstonisd.org</a>
Magnet Clerk	Joanna Garcia	<a href="mailto:Jgarcia7@houstonisd.org">Jgarcia7@houstonisd.org</a>
Nurse		
School Secretary	Johanna Rivas	<a href="mailto:Jrivas4@houstonisd.org">Jrivas4@houstonisd.org</a>
SIMS/Registrar	Joanna Garcia	<a href="mailto:Jgarcia7@houstonisd.org">Jgarcia7@houstonisd.org</a>
Testing Coordinator	Gnelida De Dios	<a href="mailto:Gdedios@houstonisd.org">Gdedios@houstonisd.org</a>
Textbooks	Kathy Brown	<a href="mailto:Kbrown42@houstonisd.org">Kbrown42@houstonisd.org</a>
Transportation	Joanna Garcia	<a href="mailto:Jgarcia7@houstonisd.org">Jgarcia7@houstonisd.org</a>
VIPS	Michelle Martinez	<a href="mailto:Mmarti56@houstonisd.org">Mmarti56@houstonisd.org</a>
Counselor	Keisha Berry	<a href="mailto:Kberry@houstonisd.org">Kberry@houstonisd.org</a>
Information Technology	Otty Amado	<a href="mailto:Oamado@houstonisd.org">Oamado@houstonisd.org</a>
STEM Specialist	Dr. Sweeney	<a href="mailto:Beatriz.Perez-Sweeney@bcm.edu">Beatriz.Perez-Sweeney@bcm.edu</a>

## Important Dates

August			January	18	No School MLK Day
				29	Teacher Preparation Day
September	7	No school – Labor Day		29	(No Students)
	8	First Day of School (Virtual)			Last Day of First Semester
	28	Teacher Service Day			
		(No Students)	February	5	Report Cards
October	21	Teacher Service Day		24	Teacher Service Day
		(No Students)			(No Students)
	23	Report Cards	March	15-19	No School – Spring Break
				26	Report Cards
				29	Chavez-Huerta Holiday
November	23-27	Thanksgiving Break	April	2	No School/Spring Holiday
			May	7	Report Cards
December	11	Report Cards		31	No School - Holiday
	21-31	No School – Winter Break	June	11	Last Day of School
				14	Teacher Preparation Day
January	1	No School – Winter Break			



# **BAYLOR COLLEGE OF MEDICINE ACADEMY**

ESTABLISHED: August 2013  
MASCOT: Bulldogs  
NAMED TO HONOR: Our partnership with the prestigious Baylor College of Medicine  
SCHOOL COLORS: Blue and Burgundy  
WEBSITE: <http://www.houstonisd.org/academyatryan>  
PHONE: 713 942-1932  
FAX: 713 942-1943  
ADDRESS: 2610 Elgin St., Houston, TX 77004  
MOTTO: *"Whatever It Takes, Together We Can!"*

## **WELCOME STUDENTS!**

Baylor College of Medicine Academy (BCMA) at James D. Ryan is a unique, innovative, and challenging middle school program in the Houston area. At BCMA, students have the opportunity to experience varied careers in the health care field together with a traditional, rigorous College Board Pre AP curriculum. Students have the option to earn high school credits in middle school. They also participate in authentic and meaningful enrichment programs with the Texas Medical Center. BCMA believes that learning should be relevant, fun, and challenging. Welcome to another great school year!

## **MESSAGE TO PARENTS**

Baylor College of Medicine Academy at James D. Ryan Middle School is a safe learning environment for your child to be challenged daily. A quality education includes preparing students for life. These life skills include character development, time management, and learning to adapt to everyday challenges. Resiliency can only be accomplished by taking risks, making mistakes, and learning from those mistakes. This is what middle school is about – testing life and your place in it. The transition from elementary to middle school can be difficult due to the increased amount of responsibilities given to students as well as the increased amount of life challenges for this age group. As an adult team, parents and teachers must work together to support the growth of each child. While it is hard to allow mistakes and failures to happen, rescuing students does not give them the resiliency they must learn to be successful. Please pay close attention to the information in the planner and support your child as he/she learns to adapt and grow.

## **MISSION STATEMENT**

The mission of Baylor College of Medicine Academy at James D. Ryan Middle School is to prepare diverse students to achieve academic excellence in middle school, high school, college, and career through an innovative, accelerated biomedical health science program.

## **VISION STATEMENT**

The vision of Baylor College of Medicine Academy at James D. Ryan Middle School is to all students excel and become empowered to make beneficial choices in every aspect of their lives, whether academic, career or personal.

## FOR YOUR INFORMATION

**ABSENCES:** When a student is absent, he or she is required to bring or email a written note from the parent/guardian stating the reason for the absence. The parent/guardian must make sure to include the student's name, date of absence(s), grade level, the reason for the absences, and a parent/guardian signature. Failure to turn in proper notification to the attendance office within three (3) days of the absence may result in an unexcused absence. Excessive unexcused absences may result in the student failing to be promoted to the next grade level. Absences are excused for the student's personal illness, illness or death of an immediate family member, participation in legitimate school activities with the permission of the principal, or emergency/extenuating circumstances as recognized by the principal or principal's designee. Absences for religious holidays - The parent/guardian should notify Mrs. J. Garcia in writing before the student's observance of a religious holiday. These days will not affect the student's attendance record. Contact Mrs. J. Garcia in the Main Office with any questions or concerns.

**ACADEMIC DISHONESTY:** Cheating, plagiarism, and other forms of academic dishonesty will not be tolerated and will result in disciplinary consequences. Students will also be required to redo the assignment, which will be subject to the teacher's late policy.

**ACTIVITIES AND ORGANIZATIONS:** The purpose of the activities and organizations of BCMA at James D. Ryan Middle School is to promote loyalty, school spirit, and sportsmanship. Each student is encouraged to become a part of the extracurricular life on campus. More information on activities and organizations at BCMA at James D. Ryan Middle School will be shared with students and parents throughout the year.

**BACKPACKS:** Students may bring any type of backpacks. However, rolling backpacks or any form of luggage is strictly prohibited.

**BUSES:** Buses are an extension of school. Therefore, actions on the bus may create consequences that affect their school time. For HISD bus transportation services, changes, or concerns, please contact Joanna Garcia – BCMAR Magnet Clerk ([Jgarcia7@houstonisd.org](mailto:Jgarcia7@houstonisd.org)).

### **CHANGES IN TRANSPORTATION**

Parents must submit a formal request via email to their child's Assistant Principal/ Dean at least 24 hours in advance or before 12:00 p.m. the day of for other means of transportation.

**CAFETERIA PROCEDURES:** BCMA at James D. Ryan Middle School students eat in the cafeteria during their assigned lunch. At the discretion of the administrator on duty, some students may be allowed to eat in the courtyard right outside of the cafeteria. All other areas are off-limits during lunch. Students may bring a sack lunch or purchase lunch from the cafeteria. Parents may pre-pay for cafeteria purchases online at [www.houstonisd.org/nutritionservices](http://www.houstonisd.org/nutritionservices) or through the campus cafeteria manager. At lunch dismissal, once trash has been properly disposed of, administrators will dismiss several tables at a time.

**\*Students are not allowed commercial food delivery to campus. Parents are only allowed to bring food for their own child/children.**

**CAMPUS SUPERVISION:** Administrators and assigned teachers supervise the arrival of students and the dispersal of students at Dismissal. Teachers have the authority to correct any student at any time on the BCMA campus. Students who arrive prior to 8:23 am are to report directly to the Auditorium – 6<sup>th</sup> grade, Gym – 7<sup>th</sup> grade, or Cafeteria – 8<sup>th</sup> grade for supervision. **Students may not arrive on campus prior to 7:55 am, and should be picked up promptly when school ends at 4:00 pm unless they are staying for after-school activities and/or tutorials.** After-school activities and tutorials will be offered from 4:00-5:00 pm. All students remaining for after-school activities/tutorials **MUST** immediately report to the cafeteria at 4:00 pm to wait for the arrival of their after-school teacher. Teachers will communicate their after-school schedules to parents once school starts, and will post these schedules in classrooms and online. **Repeated instances of your child loitering on campus after school or late arrival for pickup of your child may result in the permanent dismissal of a student from the respective activity and/or tutorial.**

**CELEBRATIONS of birthdays or any personal milestones are not allowed at school. Flowers, foods, balloons, cakes, pizza, etc. are not to be brought to school.**

**CELL PHONE/TELEPHONE USE:** We request that parents and students take care of personal business before they part company for the school day. The school telephones in the offices are for official school business only, not the personal use of students. Emergency messages will only be delivered to students during the school day. Students may, in unique instances and at the discretion of the teacher, receive permission to place a call in one of the school offices. Students are allowed to bring cellular telephones to school; however, they must be stored in their locker or concealed on their person during the school day. Students may only use cellular telephones before and after school. Therefore, the cell phone must be turned off and put away during the school day. Students in violation of the telephone use policy will have their phone confiscated. A penalty of a monetary fine (\$15.00) will be applied. Cell phones must be picked up from the School Secretary by a parent.

**CHECK OUT PROCEDURES:** Once a student has arrived on campus, he/she may not leave campus unless an authorized adult is here to pick him/her up. Students who need to leave campus early for any reason must be signed out in the Main Office by an authorized adult. Only the adults listed on the enrollment card will be allowed to pick up the student during regular hours. **In order to maximize our instructional time we will stop calling students at 3:25 pm.**

**CONFERENCES:** Arrangements can be made for parent conferences by contacting the teacher directly. Arrangements to meet with multiple teachers at one time requires contacting the respective Dean of their child's grade level. Such a meeting may be requested, but may not always be feasible due to teacher schedules. A list of the Deans and their respective contact information will be listed on the school's website. These meetings must be prearranged. Messages (both phone & email) will be returned within 48 hours. **BCMA at James D. Ryan M.S. Administration asks that parent's first level of contact be directly with the teachers, then with the respective Dean, if the concern has not been resolved, and then with the Principal.**

Please note that any conference attendees, other than school personnel, will be required to visit the main office with their driver's license in order to obtain a visitor pass before the conference begins. This pass should be returned to the main office at the end of the appointment.

**CYBERBULLYING** – Cyberbullying is [bullying](#) that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools, including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles." – [www.stopbullying.gov](http://www.stopbullying.gov).

BCMA follows a strict policy concerning any form of bullying committed by students and or parents. Administration may take any action necessary to prevent, retract, remove, and or deny any form of bullying.

#### **GRADING SYSTEM:**

Criteria for grading academic subjects:

Criteria for grading citizenship (conduct):

90- 100	Excellent work quality: mastery	E	Excellent behavior; total self-discipline
80-89	Good work quality; consistent effort	S	Satisfactory behavior; cooperates readily
75-79	Satisfactory work; average	P	Poor quality behavior; below average
70-74	Work quality below expectations	U	Unsatisfactory quality of behavior
0-69	Failing		

**GUM POLICY:** Students are not permitted to chew gum on campus.

**HALLWAYS:** Students are not permitted in the hallway during class time without a signed hall pass.

**HIGH SCHOOL CREDIT COURSES:** Students are placed in a high school credit course upon meeting the requirements for entry along with parent acknowledgement and a signature on the appropriate permission form. This form will include a stipulation that if the respective student does not meet the grade requirement in the course, that he or she will be placed in a grade level/sequential course for that particular subject.

**ID BADGES:** For safety and security purposes, students are required to have their picture ID badges visible at all times. ID Badges are considered part of the BCMA at James D. Ryan M.S. Dress Code and disciplinary consequences can occur if the badge is not worn appropriately. ID badges may not be defaced or obscured. The bar code on the ID badge may be used to check out books from the library, check out textbooks for use during

the school year, and used as a debit card in the cafeteria if money is provided to the cafeteria manager or paid online in advance of expenditures. One ID badge will be provided to each student at no cost. Replacement badges may be obtained for \$5.00 with Mrs. Rivas in the Main Office.

**IMMUNIZATIONS:** All students are required to have current and updated immunizations as required by law. It is the responsibility of the student and parent to provide the school with an accurate immunization record. A student may not attend school without documentation of state required immunizations. Exclusions from compliance are allowable on an individual basis for medical and religious conflicts. Students falling into these categories must submit affidavits as specified by law.

**LATE WORK:** For information please refer to BCMA at James D. Ryan Middle School Grading Policy found on pg. 10.

**LOCKERS:** Students are assigned one school locker and it is to be used for storing school supplies. The PE Coach will assign a gym locker. Never bring valuables to school and always make certain that your locker is locked. Do NOT share your locker or locker combination with any other student. Abuse of lockers may result in denial of a locker. Lockers remain HISD property and are subject to search. Additionally, to avoid tardiness, students are allowed to go to their lockers from 8:23 am-8:29 am, before and after lunch, and immediately after A4 and B9 (Monday-Thursday). On Fridays, students are allowed to go to their lockers from 8:23 am-8:29 am, before and after lunch, and before the last period of the day.

**LOST AND FOUND:** Articles of clothing, valuables, glasses, and other lost and found items are held in the Gym. Students may look for lost items before or after school, or during their gym class. Students may not leave the classroom to look for lost items. Articles not claimed after one week may be donated to a charitable organization.

**MAKE-UP WORK:** Students who are absent will be given an opportunity to make up work missed upon returning to school. The number of days afforded to students for make-up work will be equal to the number of days absent beginning upon receipt of the work. It is the student's responsibility to obtain any work missed during the next scheduled class period after their return. During an extended absence, 3 days or more, work may be requested (with 48-hour notice) from the teachers. For absences of 1-2 days, it is recommended that students contact their teacher(s) for information about the days' instruction and assignments.

**MEDICATION AT SCHOOL:** Students bringing medication to school are to take it to the nurse in the clinic with an HISD medication consent form. This form is available online at [www.houstonisd.org](http://www.houstonisd.org) and in the nurse's office. Medications administered at school are to be maintained on campus by the school nurse and taken for the treatment of chronic, long-term medical conditions.

**PERSONAL PROPERTY:** Portable electronic devices, electronic games systems, cell phones, cameras, large sums of money, and other such personal property, including but not limited to skateboards and personal PE equipment, such as balls, ropes, etc. should not be brought on campus. If such personal property is brought to school and is being used during school hours (8:30am-3:55pm), it will be taken and held in the main office for the parent to pick up from the School Secretary (repeated instances may result in disciplinary action). Many problems can arise, and the school cannot assume responsibility for damage, loss, and/or theft of any item students bring to campus.

**REPORT CARDS AND PROGRESS NOTICES:** Report cards to the parents will be distributed shortly after the close of the grading period. At mid-grading Period, one progress report with input from all teachers will be prepared and sent home with each student. Please consult the included monthly calendar for exact dates of report cards. It is the student's responsibility to provide their parent with the progress reports and report cards distributed at school. If you do not receive a progress report or report card during the week indicated in your student's planner, please contact the main office. Parents may also access student grades online at [www.houstonisd.org](http://www.houstonisd.org) under PS Connect.

**TARDY POLICY:** The BCMA at James D. Ryan Middle School Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Students arriving late to school should report to the main office. After the student's 3<sup>rd</sup> tardy to school, after-school detention will be issued. Tardies to class will be handled by the respective classroom teacher, who will maintain a Tardy Log and issue disciplinary actions accordingly. The Tardy Policy will be effective

beginning the FIRST day of classes and will be implemented consistently throughout the school year.

**TEXTBOOKS:** For each textbook issued, students should write their name and semester/year issued in ink inside the front cover. Textbooks are the property of the State of Texas and if lost, damaged, or stolen, must be paid for by the student to whom the book was assigned.

**TRUANCY:** Also known as "skipping school or excessive absences," truancy is a crime. Students will receive a truancy notice after three unexcused absences. It is a Class C misdemeanor for a minor child to be in a public place without the company of a parent or permission of the school during school hours. [Houston City Code 28-172(a)]. Violation of this ordinance may result in criminal charges against the parent. A student absent from school without parental or school permission is truant. Refer to the HISD Student Code of Conduct.

**VISITORS:** Please note that any individuals, other than school personnel, will be required to visit the main office with their driver's license in order to obtain a visitor pass before entering into the school building.

# BCMA at James D. Ryan Middle School Grading Policy

## 2020-2021 Academic Year

All BCMA at James D. Ryan Middle School teachers will use the following grading policy.

### **Classwork/ Labs: 40%**

- Any assignment where the majority of the work is done by students individually, in class

### **Exams/Tests: 10%**

- All quizzes and exams will have an opportunity for review prior to testing, review sheets and/or review activities will always be given at least one day in advance
- Summer Homework will be considered a Quiz/project grade for the first six-week grading cycle.
- $(1^{\text{st}} \text{ Cycle} * 25\%) + (2^{\text{nd}} \text{ Cycle} * 25\%) + (3^{\text{rd}} \text{ Cycle} * 25\%) + (\text{Final Exam} * 25\%) = \text{Semester Average for Credit Course}$

### **Quizzes: 20%**

### **Projects: 20%**

### **Participation: 10%**

- Any assignment where the majority of the work is done as a class or in groups (ex: warm-up, exit slips, class polls, student break-out groups, debate, etc.)

**Make-up Work:** In the case of excused absences, students will have a number of days equal to that of their absence to turn in make-up work without penalty. After the allotted make-up Period has passed, late penalties will be put in place. It is the student's responsibility to obtain any work missed during the next scheduled class period after their return.

### **Quiz/Test Re-take:**

- Does not apply to six-week tests and/or finals
- Must be requested by student within 2 days of getting Grade
- Tests can be taken for a maximum grade of a 70
- Test will be an alternate form from the original; students will not re-take the same assessment.

**Late Work:** Students have three school days to turn in late work from the day the assignment was due. On the first day that an assignment is late, 15 points will be deducted, every late day after will result in an additional 10 point deduction. Assignments will not be accepted after three days.

Failure to complete an assignment may result in a zero.

The Grading Policy is sanctioned by the faculty and staff and is subject to change at the discretion of the BCMA at James D. Ryan Middle School Administration. All parents and students will be notified if and when it occurs.

## **PLANNER GUIDELINES**

### **It will be the student's responsibility to:**

1. Have the official BCMA at James D. Ryan Middle School Student Planner in every class every day.
2. Copy the agenda and homework assignment at the beginning of each class period. If there is no assignment, the student will write "none" in the space provided.
3. Consider using the planner for personal planning (club meetings, sporting events, parties, family events).
4. Be sure that your parents see your planner every night and initial every weekend, indicating all pertinent school information for the week has been reviewed.

### **It is the parent's responsibility to:**

1. Ask to see the assignment book every evening.
2. Monitor homework assignments and their completion.
3. Initial the planner every week so that the teacher knows the parent is up-to-date on the child's assignments.
4. Send notes regarding absences on the day following the absence.
5. Include your child in planning family events and recording them in the student's planner.

### **It is the teacher's responsibility to:**

1. Use the assignment book as a means of communication with the parents, expecting a response from the parent.
2. Have a clear, concise agenda and homework assignments posted daily for students to record in the planner.
3. Have clear, concise expectations of special projects, including checkpoints and final due dates.

NOTE: Should it be determined that daily initialing by the teacher and parent is necessary in order to facilitate student success, it will be the student's responsibility to request the teacher's initials prior to leaving class each day.

## **BUS RIDER RESPONSIBILITIES**

As a bus rider at BCMA at James D. Ryan Middle School, I agree to:

- Always be at my stop at least 10 minutes prior to the scheduled pick up time.
- Go directly to my bus after school.
- Be respectful to all members of the school staff on bus duty.
- Be courteous to the driver and other students.
- Approach the bus entrance only after the bus comes to a complete stop.
- Speak in a normal tone of voice.
- Sit in my assigned seat daily, and remain seated while the bus is in motion.
- Keep all parts of my body as well as all objects inside the bus.
- Never engage in horseplay or fighting on the bus.
- Never tamper with the bus or its equipment.
- Keep the bus litter-free (No food or beverages are to be consumed on the bus).
- Never attempt to ride another bus without prior approval.
- Remain in proper BCMA at James D. Ryan Middle School dress code while waiting for and riding on the bus.

All students are expected to adhere to the HISD Code of Conduct when riding HISD transportation. If problem behavior occurs regarding bus riding, disciplinary action will be taken.

**HISD Transportation Services may utilize cameras to record student behavior**



# HOUSTON ISD CODE OF CONDUCT

The Houston Independent School District's Code of Conduct is a publication of student rights and responsibilities within the greater Houston community. It is the students' and parents' responsibility to be familiar with the information. This document can be found on HISD's website. Points of interest are below.

HISD students have the right to a well-balanced curriculum and instruction. You have the right to attend public schools. You have the right to an evaluation of your academic progress. You have the responsibility to participate in the educational progress by attending class, paying close attention, completing assignments, and asking questions if you don't understand a subject you are being taught. You especially have the responsibility to behave with respect and courteousness, not interfering with the goals of the learning community.

School teachers and administrators have the right and responsibility to respond to student acts of misconduct that interfere with the goals of education. The following information regarding student misconduct is provided in detail in the HISD Student Code of Conduct.

**Level I** These offenses generally occur in the classroom and can be corrected by the teacher.

**Level II** These offenses are more serious than Level I and/or represent the student's inability to control Level I misconduct. Level II offenses call for administrative intervention.

**Level III** These offenses seriously disrupt the educational process in the classroom, the school, and/or school related activities, or are continuances of repeated Level I, II, or III misconduct. Level III misconduct may result in student suspension and optional removal to an alternative education program

**Level IV** Level IV misconduct involves more serious criminal offenses. This includes any felony, whether school related or not unless it is one for which expulsion is required. This level of misconduct requires placement in an alternative education program.

**Level V** Level V offenses are dealt with by the expulsion of the offending student. Expulsion is fit punishment for violations that seriously threaten the safety of the school community. Expulsion is fit punishment in response to criminal acts of mischief, including, but not limited to, weapons possession, possession of illegal substances, and assault.

# BCMA at James D. Ryan Middle School DRESS CODE POLICY

**(Pending due to COVID-19)**

All students attending Baylor College of Medicine Academy at James D. Ryan Middle School will be required to follow the BCMA at James D. Ryan Middle School Dress Code. All articles of the uniform are to be maintained and worn in a way that represents the individual students and the school in a positive way. Students are required to wear the uniform dress to the campus and throughout the entire day until leaving after school. Changes in the restroom prior to leaving school are not allowed.

<b>Standard Dress</b>		
<b>Item</b>	<b>Requirements</b>	<b>Color</b>
ID Badge	School Issued	
Tops*	Polo shirt with the BCMA at James D. Ryan M.S. logo from Academic Outfitters	6 <sup>th</sup> Grade –Navy Blue 7 <sup>th</sup> Grade – Burgundy 8 <sup>th</sup> Grade – Gray
Pants	<b>No Sagging</b> <b>No Jeans</b> <b>No Capri Pants</b>	Khaki Navy Blue
Shorts and Skirts	<b>No sagging and knee-length</b> <b>*Solid white tights can be worn underneath the skirt (no designs, patterns, and or wording or any other color). TIGHTS DO NOT COMPENSATE FOR THE LENGTH OF THE SKIRT.</b> <b>No Jeans</b> <b>No mini skirts</b>	Khaki Navy Blue
Outerwear	BCMA at James D. Ryan M.S. and vendor purchased jackets, cardigan sweaters, V-neck sweaters, sweater vests, crew neck sweatshirts, Hoodies (cannot be worn over the head during the school day) *Must be the solid color of the respective grade level (no designs, patterns, and or wording)	6 <sup>th</sup> Grade – Navy Blue 7 <sup>th</sup> Grade – Burgundy 8 <sup>th</sup> Grade – Gray
Shoes	Must be closed-in and have a "rubber" sole. The thickness of the heel and/or sole may not be more than one inch.	Any

<b>Spirit Friday</b>		
<b>Item</b>	<b>Requirements</b>	<b>Color</b>
Tops	BCMA Spirit or BCMA at James D. Ryan M.S. club t-shirt/sweatshirts, organization t-shirts/sweatshirts, class t-shirts/sweatshirts; hoodies; college shirts	Any
Pants/Shorts	Solid Blue/Black jeans or regular BCMA at James D. Ryan khaki uniform pants <b>No Sagging or Baggy Pants</b> <b>No Ripped, Torn, Patched or Un-hemmed Pants</b>	Khaki Blue/Black jean
<b>Consequences for any &amp; all Dress Code Violations</b>		
1 <sup>st</sup> infraction	1 hour after school detention, parent notification	
2 <sup>nd</sup> Infraction	Saturday detention, parent notification	
3 <sup>rd</sup> Infraction	Two Saturday detentions, parent notification	
Continued Infractions	A minimum of 1-day suspension, parent notification	

**Accessories and Grooming Standards:**

- School-issued student ID badge must be visible at all times.
- Jewelry, make-up, and other such matters are permissible unless they are distracting or disruptive in the classroom. All acceptable neckwear (necklaces) must be tucked inside the uniform shirt. Earrings may be worn if they are smaller than a quarter.
- No facial or body piercing jewelry (other than earrings) is allowed.
- No writing with markers or other writing utensils is allowed on any part of the school uniform. Exposed tattoos and/or use of pens, pencils, or markers to make marks on the skin are also inappropriate for school and expressly prohibited.
- No hats or head-covering other than those required by religious practice.
- No brightly dyed hair color is allowed. Examples include, but are not limited to, pink, purple, blue, & green.
- Personal grooming is restricted to restroom facilities.
- Bandanas and hair bonnets may not be worn at any time as a hair and/or clothing accessory or for any other reason.

**Special Circumstances and Events:**

- On Fridays, in addition to the regular BCMA at James D. Ryan M.S. school uniform, students may also choose to wear approved BCMA at James D. Ryan M.S. spirit, club, or organizational shirts, and blue jeans. Excessively tight, baggy, or ripped jeans are not permitted, and "sagging" of pants is not permitted.
- Field trips – Casual Friday attire and free dress day attire are not permitted for students attending a field trip. Students must wear the regular BCMA at James D. Ryan M.S. uniform, even if the trip is on a Friday or a free dress day.
- On Free Dress Days (which only occur with advanced notice from the school), students are expected to maintain dress code standards with the following exceptions:
  - May wear any color.
  - May have any ornamentation which is not disruptive or offensive.
  - The BCMA at James D. Ryan M.S. uniform shirt is not required, but a shirt with sleeves must be worn.
  - Pajamas are not appropriate for school.
  - Additional criteria may be announced for special days.

**BCMA at James D. Ryan Middle School administration reserves the right to determine if a student's dress is a disruption to the educational process. All such decisions are final.**

(Pending due to COVID-19)

**BAYLOR COLLEGE OF MEDICINE ACADEMY at James D. Ryan Middle  
School**

**POLICIES AND CONTRACTS OF COMMUNITY RESPONSIBILITY**

**SIGNATURES OF ACKNOWLEDGEMENT**

Your signature below (parent and student) indicates your review, understanding, and acknowledgement of all BCMA at James D Ryan Middle School policies and procedures. This page must be returned with all signatures and requested information to your Homeroom teacher no later than (TBA).

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Printed Name (Last, First)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian's Printed Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Home Phone #

\_\_\_\_\_  
Daytime/Emergency Phone #

\_\_\_\_\_  
Parent/Guardian Email

\*Teachers, please give all returned signature pages to your respective grade level dean by the stipulated deadline.

