

# Braden River Middle School



**Panthers!**



Principal Kimberlain Zenon-Richardson

Stride with **P.R.I.D.E.**

**Positivity Responsibility Integrity Determination and Excellence**

Student Handbook 2019-2020

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**Please like us on Facebook for updates and information**

**[www.facebook.com/BradenRiverMiddle](http://www.facebook.com/BradenRiverMiddle)**

School web site: [www.manateeschools.net/sites/middleschool/bradenriver](http://www.manateeschools.net/sites/middleschool/bradenriver)

The staff of Braden River Middle School (BRMS) welcomes you to the 2019-2020 school year. This will be a great year for students, parents, and teachers. Education is a team effort. Pride in school and work cannot be developed without cooperation.

The policies and procedures in this handbook are designed to help the school operate smoothly for a successful school year. This information has been carefully prepared to help students adjust and become an integral part of our school. The teachers and staff are eager to help you prepare for a successful life. Remember, success is directly related to effort.

Go Panthers!

## 2019-2020 School Calendar

August 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug 5th Teachers Return/Inservice  
 Aug 6-8th Teacher Work Days  
 Aug 9th District Inservice  
 Aug 12th First Day Students

September 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept 2nd Labor Day - All District Sites Closed  
 Sept 11th Professional Learning Early Release  
 Sept 30th Roch Hashana

October 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct 1st Roch Hashana  
 Oct 7-11th FTE Survey 2 Window  
 Oct 9-10th Yom Kippur  
 Oct 11th Elementary Early Release  
 Oct 11th End of Qtr 1 (44 days)  
 Oct 14th Record Day - No school for students  
 Oct 18th Elementary Early Release

November 2019						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov 6th Professional Learning Early Release  
 Nov 11th Veterans' Day - All district sites closed  
 Nov 25-29th Thanksgiving Holiday  
 Nov 28th Thanksgiving Day - All district sites closed  
 \*Nov 25-27th Hurricane make-up days if needed

December 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec 4th Professional Learning Early Release  
 Dec 9-20th MS/HS Exams (tentative)  
 Dec 18-20th High School Early Release  
 Dec 20th End First Semester (87 days)  
 Dec 23-31st All district sites closed  
 Dec 25th Christmas Day - All district sites closed

January 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 1st New Years Day - All district sites closed  
 Jan 2nd All district sites closed  
 Jan 3rd Teachers Return/Record Day  
 Jan 6th District Inservice  
 Jan 7th Students return  
 Jan 20th ML King Birthday - All district sites closed

February 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Feb 3-7th FTE Survey 3 Window  
 Feb 5th Professional Learning Early Release  
 Feb 17th Presidents' Day - All district sites closed

March 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 6th Elementary Early Out  
 March 12th End Qtr 3 (46 days)  
 March 13th Record Day - No school for students  
 March 16-20th Spring Break - Schools closed  
 March 27th Elementary Early Out

April 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 10th Good Friday  
 April 12th Easter  
 April 30-18th Passover

May 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 6th Professional Learning Early Release  
 May 18-28th MS/HS Exams (tentative)  
 May 25th Memorial Day - All sites closed  
 May 26-28th Early Release-All Schools  
 May 28th Last Day Students - End 2nd Semester(93 days)  
 May 29th Record Day/Last Day for Teachers

June 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 1st Summer School begins (tentative)  
 Graduations: 5/13-PHS, 5/14-LRHS, 5/15-SEHS  
 Graduations: 5/16- BHS, BRHS, MHS

July 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 3rd Observation for Independence Day  
 July 17th Summer School ends (tentative)

 Indicates Paid Holiday



**Braden River Middle School  
Quarterly  
Discipline Card**

**Stride  
With  
PRIDE**

**Student Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Quarter 1**

**STRIDING WITH PRIDE....**

<u>NAME</u>	<u>DATE</u>	<u>POSITIVE PRAISE</u>
TEACHER		
TEACHER		
TEACHER		
TEACHER		
TEACHER		
TEACHER		
EMAIL DEAN		

<u>Infraction Code</u>	<u>Infraction Date</u>	<u>Comments</u>	<u>Signature</u>
1			Warning/Teacher Signature
2			Warning/Teacher Signature and Teacher Call Home
3			Email to Dean / Teacher Signature / Dean Call Home
4			Referral from Teacher to Dean

After the 4<sup>th</sup> signature: a referral must be issued each time.

**Discipline action will progress according to the Discipline Matrix. Further discipline action determined by Administration**

**NOTE:** Serious breaches of conduct may by-pass these steps and result in immediate administrative action.

BRMS'S Administration and School Matrix will determine consequences.

**Action Codes**

**CD- Classroom Disruption**

**D- Disrespect**

**I- Inappropriate Behavior**

**DF- Defiance**

### Discipline Card Procedures

Minor infractions of BYOD, tardies (class), horseplay, and classroom disruption will be recorded by a signature on the student's Discipline Card.

- The 1<sup>st</sup> Offense results in a Warning/Teacher signature
- The 2<sup>nd</sup> Offense results in a Warning/Teacher signature and Parent Contact by the teacher
- The 3<sup>rd</sup> Offense results in a Visit to the Dean and Parent Contact \*\*
- The 4<sup>th</sup> or more Offense results in a Referral, Admin signature, Parent contact \*\*

**\*\* Teachers should email the Dean to inform them that they were the student's 3<sup>rd</sup> or more signature. The Dean will call down the student as quickly as possible.**

- Students must carry their discipline card with them at all times.
- The time period for producing a card is 24 hours. If it is produced within that time frame, the student gets one signature for the original offense.
- If a student loses his/her discipline card, they will be issued a new card marked to the 4<sup>th</sup> Offense.
- Each student will be issued a new discipline card each quarter.
- After a student has used all his/her steps on the discipline card, they will automatically be exempt from any of that quarter's activities and will be issued a red card and a referral after every incident.

Discipline outcomes are based on the Matrix located on Page 23 of this agenda. However, it should be understood that at the discretion of administration these consequences may escalate depending upon the nature of the circumstances and the student's overall discipline record.



**Braden River Middle School  
Quarterly  
Discipline Card**

**Stride  
With  
PRIDE**

**Student Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Quarter** **2**

**STRIDING WITH PRIDE....**

<u>NAME</u>	<u>DATE</u>	<u>POSITIVE PRAISE</u>
TEACHER		
TEACHER		
TEACHER		
TEACHER		
TEACHER		
TEACHER		
TEACHER		
EMAIL DEAN		

<u>Infraction Code</u>	<u>Infraction Date</u>	<u>Comments</u>	<u>Signature</u>
1			Warning/Teacher Signature
2			Warning/Teacher Signature and Teacher Call Home
3			Email to Dean / Teacher Signature / Dean Call Home
4			Referral from Teacher to Dean

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**Action Codes**

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- D- Disrespect**
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- The 3<sup>rd</sup> Offense results in a Visit to the Dean and Parent Contact \*\*
- The 4<sup>th</sup> **or more** Offense results in a Referral, Admin signature, Parent contact \*\*

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**Braden River Middle School  
Quarterly  
Discipline Card**

**Stride  
With  
PRIDE**

**Student Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Quarter 3**

**STRIDING WITH PRIDE....**

<u>NAME</u>	<u>DATE</u>	<u>POSITIVE PRAISE</u>
TEACHER		
TEACHER		
TEACHER		
TEACHER		
TEACHER		
TEACHER		
EMAIL DEAN		

<u>Infraction Code</u>	<u>Infraction Date</u>	<u>Comments</u>	<u>Signature</u>
1			Warning/Teacher Signature
2			Warning/Teacher Signature and Teacher Call Home
3			Email to Dean / Teacher Signature / Dean Call Home
4			Referral from Teacher to Dean

After the 4<sup>th</sup> signature: a referral must be issued each time.

**Discipline action will progress according to the Discipline Matrix. Further discipline action determined by Administration**

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BRMS'S Administration and School Matrix will determine consequences.

**Action Codes**

**CD- Classroom Disruption**

**D- Disrespect**

**I- Inappropriate Behavior**

**DF- Defiance**

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**Braden River Middle School  
Quarterly  
Discipline Card**

**Stride  
With  
PRIDE**

**Student Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Quarter** **4**

**STRIDING WITH PRIDE....**

<u>NAME</u>	<u>DATE</u>	<u>POSITIVE PRAISE</u>
TEACHER		
TEACHER		
TEACHER		
TEACHER		
TEACHER		
TEACHER		
EMAIL DEAN		

<u>Infraction Code</u>	<u>Infraction Date</u>	<u>Comments</u>	<u>Signature</u>
1			Warning/Teacher Signature
2			Warning/Teacher Signature and Teacher Call Home
3			Email to Dean / Teacher Signature / Dean Call Home
4			Referral from Teacher to Dean

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- D- Disrespect**
- I- Inappropriate Behavior**
- DF- Defiance**

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## Student Agenda Handbook

During the first week of school, each student will be given an agenda that contains the student handbook and a daily and monthly academic time planner. The agenda can be an invaluable tool in becoming more organized and responsible. All students and parents/guardians should read the following so we can make maximum use of this tool:

### **Teacher Responsibilities:**

- Teachers will instruct their students on what to write in their agenda on a daily basis.
- Teachers may communicate with parent/guardian through the agenda as needed.
- Teachers may write hall passes located on each page of the agenda.

### **Student Responsibilities:**

- **Please write your name in agenda.**
- **Take your agenda to each class every day and fill out your agenda, as directed by your teacher, in all classes.** (Initially, you should write each subject in order by period to help you stay organized). Most hall passes are written in your agenda, so have it with you at all times.
- Ask your parent/guardian to review and sign the agenda on a daily basis.
- **Treat your agenda as you would a textbook. Do not deface or tear out pages.**
- It is your responsibility to show any note written by your parent/guardian to the teacher.
- If you lose or damage your agenda, you must replace it at a cost of \$5.00.

### **Parent/Guardian Responsibilities:**

- Review your child's agenda on a daily basis and sign at the bottom of each school day.
- Write notes to your child's teachers as needed.

### **Forms of Parent/Guardian Communication**

Parent/guardian communication is a critical component of a student's academic success at Braden River Middle School (BRMS). Teachers utilize many different forms of communication between school and home. Check with your child's teachers to determine what means of communication will be used throughout the school year. Telephone, emails, website, agendas, newsletters, periodic printouts, Edmodo, Schoology and FOCUS are some of the means of communication at BRMS.

**Please sign below indicating that you have read and understood the above responsibilities.**

**Student signature** \_\_\_\_\_

**Parent signature** \_\_\_\_\_

**To Opt Out of the BRMS Technology Code of Conduct:** In order to opt out of BRMS's BYOD and Technology usage contract please send in a letter to Mrs. Cunningham within the first 14 days of school. Please know that opting out means your student will not be able to use their own devices at school, nor will they be able to use BRMS's equipment. BRMS's technology usage policy pertains to both BYOD and school owned devices.

# Important Agenda Cliff Notes

## School Rules:

- IDs / Lanyard must be worn at all times
- No Gum
- No Cell Phones in the courtyard, hallways or classrooms unless authorized by teacher
- No texting or social media in school
- It is not legal to film/ photograph any teachers or students on school campus
- No running, tagging, pushing, or hitting
- Students not invited to a field trip may not attend on their own and join our students
- Students owing cafeteria, ID, and book fines are not permitted to attend end of year activities

## School Procedures:

- Students must have a pass to be out of class or out of the cafeteria
- Students must sign out before leaving a classroom
- Students must make an appointment to see their counselor or dean
- Students must be on time for class

## Renaissance:

- Renaissance students are allowed one friend (with an ID) to eat outside
- Renaissance students must have their card and ID to use their privileges
- Renaissance shirts must be worn to eat outside on Fridays

## Dress Code:

- No pants, shorts, or jeans with rips
- No tank tops or spaghetti straps
- All shorts and dresses need to be fingertip length
- All pants must be pulled up with no undergarments exposed
- No leggings, jeggings, yoga pants or work-out attire
- ANY fitted attire must have a back pocket
- No undergarments should be visible
- No hoods may be worn on campus

## A few important pages to reference:

<u>Topic</u>	<u>Page</u>
BYOD	13
Cell Phone Policy	13
Tardies	15
Renaissance and Rewards	17
Activity Eligibility	17/18
School Rules	19
Dress Code	20/21
Cafeteria	21
Discipline Matrix	23/24

## **Braden River's BYOD and Technology Expectation and Usage Policy**

As new technologies change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Bring Your Own Device (BYOD) encourages students to bring their own technology devices to school to assist their learning experiences. This document provides the expectations of Braden River in regards to technology use at school. Please note that students who cannot bring in outside technology will be able to access and utilize the school's equipment. No student will be left out of our instruction.

**Internet:** The only internet permitted is our BRMS guest network, unless otherwise directed by the teacher. Hot spots or any internet access other than Manatee Guest are NOT permitted to be used at any time. BRMS's network filters will be applied to one's connection to the internet and any attempt to bypass them or infect the network program designed to damage, alter, destroy, or provide access (hacking) to unauthorized data or information is in violation of the Acceptable Use Policy and will result in disciplinary actions.

**Security and Damages:** Responsibility to keep the device secure rests with the individual owner. Manatee County School District is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches be used to physically identify your device from others. Additionally, protective cases and security codes are encouraged. The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.

**Technology Student Agreement:** The use of technology to provide educational material is not a necessity, but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school except in the approved class. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

- The technology must be turned off while on school campuses and while riding school buses unless instructed to turn it on by a teacher.
- Devices may not be used in the bathrooms at any time.
- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
- The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum.
- Printing from personal devices is not possible at school.
- The student complies with teachers' request to shut down the computer or close the screen.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- No texting, no photos/videos, and no social media unless approved by the teacher for instruction.
- If there is approved use in the classroom, devices must be turned off before leaving that classroom.
- Phones are not allowed to be out during passing periods (between classes).
- External or portable speakers are not permitted at anytime.
- Understand that any of the above violations are unethical and may result in the loss of my network and/or laptop privileges as well as other disciplinary action.

**Technology Parent Agreement:** My child will be subject to discipline for texting during the school day without teacher permission. I also understand that if my child is sick, he/she MUST go to the clinic to call home. As the parent / guardian of this student, I understand that although my child's teacher will encourage and enforce proper device usage of technology, it is my responsibility to check time stamps and social media usage to assure that my child is correctly using their equipment and time in school. In the event I need to contact my child during school hours, I will use proper procedures, and call the administrative office to get a message to them.

### **Cell Phones & Electronic Devices Misuse**

1<sup>st</sup> Offense Phone will be put in the front office for parent pick up

2<sup>nd</sup> Offense Phone will be put in the front office for parent pick up

3<sup>rd</sup> Offense Phone will be put in the front office for parent pick up / Plus 1 day ISS

4<sup>th</sup> Offense Phone will be put in the front office for parent pick up / Plus 3 days ISS

**\*\*\*Any student who refuses to hand over any electronic device will be considered acting in defiance of authority and will be subject to appropriate disciplinary action.**

**\*\*\*It is the responsibility of the student to notify the parent and arrange for device pick up.**

### **Progress Reports and Report Cards**

A progress report is available online at our FOCUS Parent Portal at the middle of each nine week quarter with each instructor's evaluation of the student's achievement for the first half of that quarter. Parents/guardians are asked to review the report with their child. **Report cards** are online every nine weeks throughout the year. Please be sure to sign up for Portal access in the office. If you are not able to access these documents please contact our front desk.

### Student ID Badges

Students are issued a photo ID badge during the first quarter of the school year. For safety and security reasons, **all students on campus are required to wear his/her ID badge visibly from the waist up at ALL TIMES using a lanyard.** The student's picture must not be covered or defaced. **Failure to have the ID may result in a discipline consequence.** Students must use their ID badge when purchasing food in the Cafeteria or checking out materials from the Media Center. If a student loses his/her ID badge, the student should report to the Main Office prior to the start of the day, and must purchase a new ID and lanyard for \$5.00.

### Student Arrival and Departure Times

There is no adult supervision prior to school opening at 8:50 am or 30 minutes after the dismissal bell unless the student is enrolled in the YMCA Before/After School Program. Students dropped off and picked up by parents, guardians or designees must use the parent loop (the smaller parking area on River Club Boulevard). **Parents, guardians or designees should make every effort to abide by the above times. For safety reasons, students will not be released to parents, guardians or designees during emergency drills, including fire and lockdown drills.**

### Visitors

**All entry doors will be locked. Please use the box located at the front door to buzz the front office for entry into the building. Visitors must report to the office and obtain a visitor pass or escort before going anywhere on campus.** Any parent/guardian who wishes to visit must have identification and make prior arrangements with the appropriate counselor or administrator.

### Transportation (Transportation sections of the Manatee County Student Code of Conduct)

The hard working, dedicated people who operate our school buses have a single common goal that cannot be achieved without the cooperation and assistance of the students. Their goal is to transport students between home and school safely and promptly. All rules of the school district and our school apply to behavior on campus, but also behavior on school sponsored trips, bus transportation and at bus stops whether on or off school property. **Bus drivers can write referrals for behaviors observed both on the bus and at bus stops.** A copy of the County Bus Rules is given to each student during the first week of the school year. Any student who causes disturbances on the bus threatens the safety of others. Offenders will be issued referrals and suffer consequences that may include after school detentions, in school suspensions (ISSP), and/or bus suspension. **Repeat offenders may be subject to review for removal of transportation privileges.**

**NOTE: The use of school bus transportation is considered a privilege. Students who disregard the rules of appropriate conduct on the school bus will receive consequences as approved by the School Board of Manatee County. Disciplinary action will be taken in accordance with Florida Statute 232.26 and 232.28 (school bus suspension).**

### Car Riders and Personal Transportation

- Students may not drive any motorized vehicles to school.
- Students whose parents, guardians or designees pick them up will use the parent loop on the south side of campus.
- Car riders may not exit the school by the bus loop, and must wait at the parent loop.
- Bicycles must be placed in the bike rack and should be secured with a personal lock.
- The bike rack will be open in the mornings and at dismissal times. (The bike rack will be locked during the school day).
- Students may not bring skateboards, scooters, etc. on school property.
- **REMEMBER, it is state law that children under the age of 16 must wear a bike helmet.**

### Certified School Counselors

The administration team consists of a counseling staff that provides many services to the school in addition to one-on-one student counseling. They conduct orientations, review student academic progress, arrange schedule changes and maintain student records. Counselors are trained listeners whose main mission is to help students solve problems interfering with their education. They help resolve problems that are personal or social as well as school related. Students who would like to meet with a counselor must fill out a "Request for Appointment" card in the office. A counselor will send for the student at their earliest possible opportunity.

**Ms. Gillen A-L**

**Mrs. Cristello M-Z**

### Grade Level Administration

An important part of the middle school staff is the assistant principal. The assistant principals are administrative problem-solvers who supervise all student affairs for their designated grade levels.

**Assistant Principals:** Mrs. Cunningham– Last name A-L                      Mr. Baietto –Last name M-Z

**Deans:**                      Mr. Dixon - Last name A-L                      Mr. Batista- Last Name M-Z

### School Resource Officer

The School Resource Officer (SRO) is a sworn law enforcement officer of the Manatee County Sheriff's Department. The SRO is available to students, parents, and school staff as the primary responder for any law enforcement related complaint or for guidance in law enforcement related matters.

### Attendance

By Florida Statute (FS 232.09), each parent or legal guardian of a child of compulsory attendance age is responsible for the child's school attendance. **The students are expected to attend all 180 days of the regular school year** unless a situation exists which makes their absence absolutely necessary.

Absence from school may be excused only for the following reasons:

- Religious instruction or a religious holiday;
- Sickness, injury, or other insurmountable condition;
- Participation in an academic event or program;
- A subpoena or forced absence by any law enforcement agency;
- An appointment with a doctor or dentist; or
- A School Board approved activity.

**Students who are absent more than nine (9) days per year must provide documentation from a physician to receive additional excused absences.**

In the event of an unavoidable absence, we request these steps be followed:

- The school's Attendance Secretary should be notified by the parent or guardian between 8:00 am and 9:30 am on the day of the absence. Please call 751-7080 ext. 2004. If you are unable to reach her, please leave a message.
- Absences not confirmed in advance by phone must be excused in writing by the parent or guardian. The written excuse is to be delivered to the Attendance Manager on the day of the student's return.
- Making up missed class work is entirely the responsibility of the student and is due in a period of time equal to the total number of days absent.
- In the case of a long term absence (3 or more days), parents or guardians may request missed assignments with a 24-hour advance notice. Please call 751-7080 ext. 2006. Parent may also use FOCUS or Schoology to see missed assignments. Assignments should be picked up in the main office. Upon return to school, students must still check with teachers for any additional work or missed tests/quizzes.
- **Every three (3) unexcused tardies to first period within a grading period will count as one (1) unexcused absence**
- When signing students out early, a doctor's note must be presented in order for it to count as an excused absence.

### Tardy Procedure

Students are expected to arrive at their scheduled class before the tardy bell rings at 9:20 AM. Students will be considered tardy if they are not in the class before the tardy bell. **Students arriving at school after the tardy bell must report to the main office with a note from the parent/guardian explaining the reason for the tardy.**

### Early Student Dismissal

Students leaving school before the regular dismissal bell must:

- Submit a written request to the office from a parent/guardian prior to the start of the school day.
- Obtain a special permission slip issued at the student services desk. **Students will not be released during the last period of the school day without this slip.**
- Show the slip, at the appropriate time, to the teacher before being excused to leave the classroom.
- Report immediately to the main office.

**A parent, guardian or designee must come into the main office with photo identification to sign the student out prior to leaving campus.**

**We will not release a student to an unauthorized person during the school day. Only those people listed on the Student Personal Information Card with proper identification will be allowed to pick up a student.**

*Any student returning to school on the same day must again sign in with the main office.*

### Withdrawal Procedures

Please notify the registrar at least **three** days in advance of withdrawing a student from school. Proper withdrawal of a student requires time on the part of the office staff and teachers. All textbooks, novels, library books from the Media Center, and locks must be returned. The registering parent/guardian signature is required for student withdrawal. The appropriate completion of the withdrawal process will assist with successful transition to the new school.

### Course Offerings & Requirements

Middle school basic education course offerings are selected from the Course Code Directory of the State of Florida and the Department of Education and then approved by the Deputy Superintendent of Instructional Services. Required course of study for grades six, seven, and eight will include:

- Language arts, mathematics, science, and social studies for one school year in each grade. Algebra, Algebra I Honors, Spanish I & II, Geometry I Honors, Integrated Science, Digital Info Technology, and English I Honors may be taken for high school credits if the student meets specific placement criteria.
- Electives such as Technology Education, Computer Education, Family & Consumer Science, Art and Music (band, chorus, and/or orchestra).
- Regularly scheduled Physical Education.

### Textbooks

Textbooks are issued to all students. Textbooks are the property of the School District and must be returned in good condition. Parents/guardians will be charged for damaged or lost textbooks. All fees are paid to the school's bookkeeper.

### Homework

Homework is vital to success across BRMS' curriculum and has a direct effect on students' grades. Students should expect to receive homework that requires an increasing amount of time and effort. Students may also be asked to complete projects that call for long-range planning, independent study, gathering of information and the ability to follow directions.

### The Media Center

The Media Center is open daily before and after school unless otherwise posted.

#### **General Media Center Privileges:**

- \* Media Center privileges are based on general school rules and include the use of QUIET voices (whisper).
- \* No food, drinks, candy, or gum are permitted in the Media Center.
- \* Individual students may use the Media Center during the day with a pass.

#### **Circulation Responsibilities:**

- \* A student's photo ID is required for book check-outs.
- \* A student may check out two books for two weeks.
- \* Books may be renewed for an additional two weeks.
- \* Students will be charged \$ .05 per school day for each overdue book, up to a maximum of \$3.00 per overdue book. Books may not be checked out or renewed until fines are paid.
- \* A student will be charged the replacement cost for a damaged or lost book.
- \* If overdue books are not returned and if fines are not paid, student privileges such as field trips and dances will be denied.
- \* The Manatee County School District uses a web based circulation system that links all public schools in our district. Students who transfer from another school while owing overdue books or fines to their previous school will not be permitted to borrow books from our Media Center until these books are returned and fines paid. The Media Specialist will provide assistance as needed.

### Quarterly Scholastic Grades

Letter grades are used in middle school. Failure to meet the minimum requirements is indicated by an "F". Letter grades indicate the following numerical ranges, grade points and definitions:

<b>LETTER GRADE</b>	<b>NUMERICAL RANGE</b>	<b>GRADE POINT DEFINITION</b>
A	90-100	4.0 OUTSTANDING
B	80-89	3.0 ABOVE AVERAGE
C	70-79	2.0 AVERAGE PROGRESS
D	60-69	1.0 LOWEST ACCEPTABLE PROGRESS
F	59-0	0.0 FAILURE
I	0	I INCOMPLETE
W		W WITHDRAWN



### Quarterly Citizenship

In addition to the academic grade in each course, a grade for citizenship is also earned. The citizenship grade is numeric and is the teacher's professional assessment of a student's attitude and conduct.

1 – **Excellent:** The student exhibits **outstanding behavior** and citizenship, has respect for adults and fellow students, respect for the learning environment, and compliance with classroom procedures and expectations. The student may also be a positive role model for others.

2 – **Satisfactory:** The student is **generally respectful** of others and the learning environment and follows classroom procedures and expectations. The student does not disrupt the learning environment of other students.

3 – **Needs Improvement:** The student exhibits **inappropriate behavior** that interferes with the learning of others. The student's behavior has required teacher intervention and parent contact. The student must follow classroom procedures more consistently.

4 – **Unsatisfactory:** The student's classroom behavior is **disruptive** to the learning environment. The student is defiant toward or disrespectful to the teacher. The student's behavior has resulted in parent contact, teacher interventions and/or disciplinary referrals. *Note:* The teacher must have given the student a 4 on the progress report or must have communicated with the student's parent/guardian via phone, parent/guardian conference, or email before a 4 can be given on the report card.

### Renaissance Program

As part of our goal of promoting academic excellence, BRMS has adopted the nationally recognized Renaissance Program. The Renaissance program is designed to encourage academic performance and to build partnerships between schools and businesses. It rewards and recognizes students for academic achievement and academic improvement. It recognizes staff as valued professionals and promotes increased parent/guardian involvement in our school community. The Renaissance program also helps to build a safe and positive learning environment by reinforcing outstanding behavior and good character.

### Quarterly Renaissance Scholastic Recognition

**Highest Honors** – GPA of 4.0 or higher

**Honors** – GPA ranges from 3.3 to 3.9

**“High Five” Club** - GPA below 3.3 and at or above a 2.0 (with no grade less than a C) with an improvement by 0.5 from last report card

**In addition to the above requirements, students must not have any out of school suspensions (OSS), in school suspensions (ISS), any more than 3 unexcused absences per quarter, or “3’s or 4’s” in citizenship on their report card. Students must wear their Renaissance shirt, have their Renaissance card, and wear their student ID badge in order to participate in activities. Students must not mark, cut, damage or lose their Renaissance t-shirt or card. Replacement shirts are available for \$10.00 and replacement cards for \$5.00 and a reduction in the number of privileges.**

*\*Revocation of Renaissance privileges will be determined by school administration based on disciplinary actions, citizenship and/or attendance during the quarter of eligibility.*

### Quarterly Positive Behavior Recognition\*

We believe that students that display respect, pride, and good citizenship should also be acknowledged. In order to be eligible for a quarterly reward and celebrate Striding with Pride on the BRMS campus, students must meet the following criteria.

- Students with no out of school suspensions (OSS).
- Students with no in school suspensions (ISS)
- Students with less than 5 unexcused absences per quarter.
- Students with no “3’s or 4’s” in citizenship on their report card.

### Principal’s Award

At the end of the year, the Principal recognizes students who earn all A's (B in a High School Honors class) and all 1's in citizenship in quarters 1, 2 and 3 on report cards.

### Golden Panther Award

This prestigious award is presented to a select group of 8<sup>th</sup> grade students who have earned all A's (B in a High School Honors class) through 3<sup>rd</sup> quarter of 8<sup>th</sup> grade. In addition to the GPA requirement, Golden Panther recipients have also earned the highest citizenship marks (1s) in every class, every quarter. Based on grades and citizenship, the teachers at BRMS view our Golden Panther Award recipients as the highest possible achievement as a panther! This distinctive award is presented to students at the Eighth Grade Dance.

### Eligibility for the 8th Grade Reward Dance

A student must **NOT** have:

- Any (OSS) or ATOSS in 2<sup>nd</sup> Semester.
- **MORE THAN THREE** days ISS / not to exceed 21 class periods in 2<sup>nd</sup> Semester.
- **ANY** overdue books or outstanding fines owed to the Media Center or outstanding charges to the Cafeteria.
- A 4 in citizenship on the quarter 3 report card or quarter 4 progress report.
- **MORE THAN TEN** unexcused absences for the entire school year.  
**Any student receiving a referral after the 4<sup>th</sup> quarter progress report may lose eligibility to attend end of year events upon administrative review. There will be no appeals.**

### Eligibility for End of Year Trips

A student must **NOT** have:

- Any (OSS) or ATOSS all year.
- **MORE THAN THREE** days ISS / not to exceed 21 class periods in 2<sup>nd</sup> Semester.
- **ANY** overdue books or outstanding fines owed to the Media Center or outstanding charges to the Cafeteria.
- A 4 in citizenship on the quarter 3 report card or quarter 4 progress report.
- **MORE THAN TEN** unexcused absences for the entire school year.
- Student must **not** be at risk of failure to attend trips.  
**Any student receiving a referral after the 4<sup>th</sup> quarter progress report may lose eligibility to attend end of year events upon administrative review. There will be no appeals.**

### Principal's Recognition Reward

Criteria for the Principal's Reward includes a 3.5 GPA or higher for quarters 1, 2, and 3 **or** all 1's in citizenship for quarters 1, 2, and 3. There will be no appeals for this event.

In addition, a student must NOT:

- Have ANY threes or fours in citizenship on any report card.
- Any grade less than C during the school year.
- Have ANY out of school suspensions or ANY in school suspensions during the year.
- Have more than three **unexcused** absences cumulative from beginning of the school year up to and including the day of the event.

### Academic Field Trips

Teachers may schedule off-campus field trips to enhance curriculum offerings. **At the teacher's discretion, a parent or legal guardian may be required to accompany their child on any field trip. Any student not attending a field trip will be provided an alternative assignment.**

**\*\*Students must ride school transportation to all field trips, when provided. Students not invited to attend will not be permitted to come along and join the trip activities with our students.**

### School Dances/After School Activities

- Dances and other after school activities may be scheduled throughout the school year.
- School dances normally begin immediately following the final dismissal bell or at a later time.
- Visitors (except parents/guardians of students) are not allowed at dances.
- If a student leaves the room where the dance is held, they may not come back in unless they receive prior permission from a teacher.
- Dress for the dances or after school activities is regular school dress, unless it is a formal engagement. If a student is not appropriately dressed, they will not be admitted or will be asked to leave, at which time a parent will be contacted.
- All school rules apply at dances and other after school activities.
- Students may not go to their PE locker, during or after the dance, unless otherwise directed by a teacher chaperone.
- Ride arrangements must be made before coming to school on the day of the dance or after school activity. A phone may be used for emergencies only. Students should schedule their ride to arrive promptly after the dance or activity ends.

**\*\*Eligibility to attend ALL school events, trips, and activities are subject to Principal discretion\*\***

### Use of the Vending Machines

Students will use the vending machines at their own risk. BRMS will not be responsible for reimbursement of lost funds or for errors in selection of product. The only machines for student use are located in the front office and are available after school only.

### Use of the Telephone

Students will not be called from class to the telephone except in case of an emergency. At the teacher's discretion, students may be permitted to use a school phone located in the main office. Please conduct all personal business at home before leaving for school. **Parents/Guardians should refrain from calling to leave messages for students except in the case of an emergency. Due to our strict cell phone policy, parents should not call or text a child's cell phone during the school day.**

### Safe Learning Environment

Providing a safe learning environment is a top priority. We have **NO TOLERANCE** for violence (including bullying and sexual harassment), weapons, or drugs. In order to promote a positive and respectful school climate, we believe an appreciation of diversity and an emphasis on personal responsibility are core values of a caring community. Our school is dedicated to eliminating violence (including bullying and sexual harassment), weapons and drugs and we seek the assistance of students, staff, and parents in order to do so.

Please refer to the following definitions to help in identifying a bullying or sexual harassment situation:

**Bullying** is repeatedly delivered to a victim with an attitude of contempt and is designed to give the bully a feeling of power and control. The victim feels oppressed and often fearful. Bullying behavior can be categorized as: (1) Physical aggression (punching, hitting, tripping, shoving); (2) Verbal aggression (taunts, teasing, racial/ethnic/religious slurs, intimidation); and/or (3) Social aggression (spreading rumors, being excluded from a social group, graffiti, "slam books", and cyber-bullying by using electronic means (internet, text messaging, web postings, chat rooms.) See <http://www.stopbullying.gov> for more information on bullying.

**Sexual harassment** is behavior that is unwanted attention or requests of a sexual nature. Some examples are: crude comments or jokes of a sexual nature, comments about a person's body or physical attractiveness, graffiti with sexual content, gestures of sexual meaning, comments about a person's sexual identity, stalking, unwanted touching, requests for sexual favors and spreading rumors of a sexual nature.

**It is expected that students will report all incidents involving violence (including bullying, and sexual harassment), weapons and/or drugs to an adult on campus. The incident will be investigated by an administrator and/or the SRO. Consequences are set forth by our School District and school's discipline code of conduct.**

### General School Rules

In an effort to provide the students of BRMS a safe and educationally sound environment, the following school-wide disciplinary plan was developed with the input of faculty and students.

Respect for yourself, others and the school is evident in all rules of conduct.

- Students must be in the classroom before the tardy bell rings and will stay there until given permission to leave by a teacher.
- Students are not permitted out of the classroom 5 minutes after the tardy bell rings and 5 minutes before the end of the class period.
- Students must come prepared for class with all materials and assignments. Students must remain on task.
- Students must behave in a manner that is not distracting to the teacher or other students.
- Students should raise their hands to be recognized and not interrupt others.
- Students must not bring non-school items from home. Some examples include cologne, perfume, laser pointers, rubber bands, balloons, glass containers of any type, playing cards, hacky sacks, or any type of item considered a toy or for recreational use, (exceptions may be made for reward activities and /or field trips).
- Students must show respect for school property and the rights and property of others.
- Students are not to run or horseplay on campus at any time, except when permitted in physical education classes.
- Students are not permitted to eat or drink during class without teacher permission.
- Students are not permitted to have Public Display of Affection (PDA) on campus.
- Students are not to loiter in the hallways during class changes.
- NO gum is permitted on campus.
- IDs must be visible at ALL times. ALL DAY.

### Interventions for Violation of General School Rules

The interventions for students violating the above general school rules are as follows:

- Verbal warning or Discipline Card signature.
- Discipline Card signature and teacher calls parent/guardian.
- Appointment with Dean and Dean calls parent/guardian.
- Referral to Dean and Dean calls parent/guardian.
- Additional Referrals to Dean and Dean calls parent/guardian

**The following behaviors are examples of very serious infractions and will be referred directly to an administrator:**

- Fighting;
- Instigating or encouraging students to fight or break other school rules;
- Possession and/or use of controlled or illegal substances or alcoholic beverages. The possession of non-alcoholic beer;
- Taking pictures and/ or posting of teachers or students on social media or the internet without permission;
- Theft, vandalism (including graffiti), assault, extortion, misuse of lunch program, gambling, or other criminal acts;
- Threatening, intimidating, or stalking students or school staff members;
- Bullying (as defined on page 11);
- Smoking and/or possession of cigarette, e-cig, vape or other tobacco products;
- Written or verbal proposition to engage in sexual acts, sexual battery, or sexual harassment (as defined on pg. 11);
- Offensive touching of another person;
- Activation of a fire extinguisher or fire alarm system;
- Leaving school without authorization;
- Trespassing, arson, bomb threats;
- Possession of a firearm (or reasonable facsimile), knife, explosive or other dangerous object of no reasonable use to a student on the school or adjacent grounds;
- Preparing, possessing or igniting explosives;
- Possession of obscene or suggestive material;
- Gang or cult-related activity or behavior; and/or
- Failure to follow teacher directions during an emergency procedure.

### Formal Disciplinary Actions

Before any disciplinary action is taken, a student is entitled to a due process hearing. Due process, basically, is notice to the student of the disciplinary charge and the opportunity to present their side of the story. If the immediate suspension of a student is necessary due to a serious breach of conduct, the necessary notice and conference will follow as soon as practical. The discipline matrix will be used as a guide by assistant principals and deans for referrals based on behavior infractions and violations of school rules.

### Guidelines for Student Dress and Grooming

Our goal is to formulate a dress code which will promote quality education and behavior acceptable to the working environment. Students must wear modest clothing consistent with community standards as determined by the staff and administration in accordance with the district policy. Appropriate student grooming and dress are the responsibility of the student and parent/guardian. **All students must follow the school's dress code.** Student attire that is deemed a disruption to the learning environment will be considered a violation to the Dress Code policy. In a case of questionable dress, the assistant principal or dean will make the final decision. Violations of the dress code will be addressed as per the discipline matrix.

#### **Acceptable:**

- All clothing should be size appropriate and modest; this means they should not be too large, too small or too tight and will cover all personal areas and undergarments appropriately:
  - Skirts/shorts/skorts hemline will be no shorter than the tip of the longest finger
  - When measuring skirts, dresses, or shorts with slits, the top of the slit must be below the tip of the longest finger
  - Shorts/skirts/pants must be fastened around the waist; no sagging
- Students may wear nylon warm up suits that fit properly and are in good condition.
- Students will keep themselves well-groomed, clean, and neatly dressed at all times.

### **Unacceptable:**

- **No leggings (All fitted jeans, yoga pants, or jeggings must have a back pocket)**
- Clothing that exposes cleavage/bra/undergarments/bare midriff, clothing depicting and/or promoting violence, drugs, tobacco, sex, alcoholic beverages, obscene or suggestive language/gestures; any garment which is revealing during standing, bending, sitting, or moving;
- Pajamas or sleepwear, including lounge pants;
- Bare midriffs, backless tops, sheer/see through garments, and oversized arm holes, unless worn with an appropriate under shirt;
- Gang paraphernalia, jewelry, tattoos, or other insignias that display, suggest, provoke or may tend to provoke violence or disruption;
- **Jeans, pants, or shorts with rips or cuts exposing skin are not permitted.**
- Spandex/bicycle/racing shorts;
- Shorts, skirts, or garments covering tights or leggings must be appropriate in length;
- All clothing underneath jackets, cardigans, etc. must be appropriate. Halter tops, tank tops w/spaghetti straps, etc. are not allowed underneath jackets;
- **Spaghetti straps of any kind are not permitted.**
- **Tank-tops must be at least two inches in width on the shoulders AND have an under-shirt with sleeves OR an over-shirt that is worn at all times;** Otherwise tank tops are not allowed.
- Sunglasses, hats, visors, bandanas, or other head apparel are not to be worn or displayed on campus during the student day or within the school facilities at any time;
- Jewelry depicting and/or promoting alcoholic beverages, drugs, sex, tobacco, obscene language/gestures, gang affiliation or violence;
- Visible pierced jewelry that has the potential to cause injury or be considered a safety risk, or cause disruption to the learning environment;
- Writing on clothing, arms, legs, or face;
- Neck straps, collars, belt key chains and inappropriate jewelry (no spikes on necklaces, belts or armbands)-lanyards are allowed for ID badges only; and/or
- Clothing normally worn when participating in school sponsored extra-curricular or sports activities may be worn to school when approved by the sponsor, coach, or Principal (e.g. team shirts, cheerleader, band/chorus/orchestra uniforms, dance team, etc.). Students are not permitted to wear or change into their PE clothes during the school day other than while in PE class unless directed to by an administrator.

### **Shoe Policy**

- Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to roller skates, skate shoes, and bedroom slippers.

### **Locks and Lockers**

Each student in Physical Education (PE) is assigned a locker, in the locker room, for use during the school year. Students are not to share lockers or give out their locker combinations. Combination locks are also loaned to students for use on the lockers. **Only school locks are to be used. The replacement cost for a lost or damaged lock is \$5.00.**

### **Lost and Found**

A student may contact the main office concerning lost items. If a student finds something that does not belong to them they are expected to turn the item in to the main office.

### **Personal Property**

Students are strongly discouraged from bringing large amounts of money, costly equipment, or valuable personal belongings to school. **BRMS will not be responsible for lost or stolen items.**

### Cafeteria Services

Breakfast is provided free for all students who would like breakfast. The school provides a lunch program for those students who wish to participate. The cost is \$2.75 (\$3.00 for Dominos Meal) and \$.40 for reduced lunch. Payments to student's accounts can be made at MyPaymentPlus.com. A student's account can also be credited in the cafeteria Monday-Friday. Checks are acceptable or visit the website MyPaymentPlus.com. **The student is responsible for presenting their ID card to the cashier each day. Students may charge one time and no further charges can be incurred until previous charge is fully paid (a-la-carte is not included).** Any student who forgets money may call someone to bring lunch or money in the main office with permission. Do not wait until lunchtime to make this call. If parents/guardians have a special problem, please call the cafeteria manager at 751-7080 ext 2084.

### Free and Reduced Lunch Program

Applications for free and reduced lunches are mailed home prior to the first week of the school year. State and federal guidelines determine eligibility for free or reduced lunches. If a family's income level changes during the school year, an application can be submitted online at <http://www.manateeschoolfood.net/onlineapp.html> or a form may be requested in the main office. A student misusing the free or reduced lunch privilege may lose the privilege. **Applications must be submitted each school year.**

### Cafeteria Rules

In order to keep the Cafeteria clean and attractive, the following rules will be enforced.

- Students are to keep the Cafeteria lines orderly.
- Students should never run or push; they should walk to the Cafeteria keeping their hands and feet to themselves.
- Students are to keep tables and floors clean.
- Students should always remain seated while eating. They must get permission to leave their seat from a staff member in the Cafeteria.
- Students should always talk in a normal voice.
- Students are not permitted to leave the Cafeteria without permission from a staff member.

### Clinic

**Medication:** Students requiring medication must notify the school nurse. The parent or guardian must bring in the prescription (with label) and/or over-the-counter medication to the school's clinic and sign appropriate authorization forms. Student safety does not allow students to bring any prescription or over-the-counter medication to school. **Unauthorized possession could result in serious disciplinary consequences** as determined by their administrator after the situation has been investigated.

**Medical Needs:** Teachers refer students who become ill or injured at school to the clinic using an orange clinic pass. Parents/Guardians will be contacted if necessary. If a parent/guardian is contacted by school health personnel, they should make arrangements to pick up the student within 30 minutes. The clinic does not have adequate space to retain sick or injured students who must go home or to a doctor. A student will not be permitted into the clinic without an orange pass or a call from administration.

If there is a medical or physical condition that we should be aware of, please inform the school health personnel so that we may share this with appropriate staff members. A student's physical and educational well-being is vital for a successful school year. Frequent visits to the clinic may be an indication of an underlying medical problem and will be reported to parents/guardians.

**Elevator Passes:** Students who are physically unable to use the stairs must request a pass from the school health personnel in order to use the elevator. Students must have a doctor's note in order to obtain an elevator pass.

### Fire and Severe Weather Drills

Whenever a fire alarm sounds, students are to walk quickly and without talking to the nearest outside door. They should make a mental note of the fire exit plan posted in the classroom as well as the directions given by the teacher. Students should regroup with their class, once outside, for roll call to make sure everyone is out safely.

Students are to move to the assigned shelter area under their teacher's direction quickly and without talking during a severe weather drill, or in the case of a tornado or other severe weather. **NO TALKING IS ALLOWED IN THE SHELTER AREA.** As required by statute 7020, active intruder and other emergency drills are practiced regularly. This practice allows your child to become familiar with emergency procedures in the event there is an intruder on campus. Students are informed by their teachers or by the intercom of what is expected.

*"Hold yourself responsible for a higher standard than anybody expects of you. Never excuse yourself."* Henry Ward Beecher

Matrix 1 Landscape

## Martix 2 landscape