## Buffalo Creek Middle School

7320 69th Street East  Palmetto, FL 34221  (941) 721-2260 [www.manateeschools.net/buffalocreek](http://www.edline.net/pages/sdmcbuffalocreekms)

### This Student Planner Belongs to:

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

**Guidance Counselor: 941 721-2260 Ext: \_\_\_**

|  |
| --- |
| **Class Schedule** |
| **Period** | **Subject** | **Teacher** | **Room** | **Ext.** | **Email** |
| **1** |  |  |  |  | @manateeschools.net |
| **2** |  |  |  |  | @manateeschools.net |
| **3** |  |  |  |  | @manateeschools.net |
| **4** |  |  |  |  | @manateeschools.net |
| **5** |  |  |  |  | @manateeschools.net |
| **6** |  |  |  |  | @manateeschools.net |
| **7** |  |  |  |  | @manateeschools.net |

Dear Students,

As you enter middle school, you should be aware of two valuable tools we can offer you. They are organization and responsibility. To address these skills, Buffalo Creek Middle School has purchased a planner for every student. This planner is to be carried by you to every class, every day, for the entire year. **If you lose or damage this planner, you will be required to purchase a new one at a cost of $5.00.**

You will be instructed on how to use the planner in each class. You are required to write your assignments, class work, and important dates in the subject column under each date. The planner may also be used to communicate messages between home and school.

Buffalo Creek Middle School Faculty and Staff

The following pages comprise Buffalo Creek Middle School Student Handbook. Please be aware that this is only a brief overview. **Please refer to the Manatee County School District Student Code of Conduct for complete information.** It is important for you and your parents to read over this information together, as it outlines our expectations and provides important information about school policies. Please read and discuss this information with your parents, then sign the agreement below.

We have read and agreed with the terms of the Buffalo Creek Middle School Student Handbook.

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Student Signature Parent Signature**

### Absences

The law requires that you attend each day that school is in session. However, if it becomes necessary to miss class because of illness or emergency, the following procedure should be followed:

* Parents or guardians are requested to call the school to report absences.
* Absences not confirmed in advance by phone must be excused in writing by the parent and delivered to the front desk on the day of the student’s return.
* Nine excused absences are allowed per year.
* Documented absences are limited to a doctor visit, court date, death of a family member, or observation of a religious holiday. A note or documentation must be provided by an appropriate authority (i.e. a doctor’s office, court papers, obituary, or clergy).
* Three unexcused tardies in a 9-week period equal one unexcused absence.
* If a student is absent for more than 4 periods on any given day, they will be considered absent for the day.
* It is the student’s responsibility to arrange with their teachers to make up missed work.
* If you have a long-term absence (3 or more days), Schoology for makeup work or contact your teachers.

 **Athletic Events**

Students are required to show a valid ID issued by Buffalo Creek Middle School, a ticket, and **must** have a parent present with them to gain entry to the athletic event at Buffalo Creek Middle School. Students are expected to behave appropriately at all athletic events. Students who do not meet all entry requirements won’t be allowed to attend.

### Attendance

The school can officially receive students at 8:50 AM. Class begins at 9:15 AM and dismissal is at 4:10 PM. Students dropped off and picked up by parents must use the parent loop in front of the school. Students arriving late to school (after the 9:15 AM tardy bell) must sign in at the front desk. Please note, if your student is off campus for an appointment during their lunch period, please be sure to give them lunch before returning them to campus.

**Students will not be signed out after 3:40 PM.**

Please make every effort to have your student’s

doctor/dentist appointments first thing in the morning before school or on non-school days. Students leaving school before the regular dismissal bell must:

* Have a parent/guardian come into the office to sign the student out.
* The front desk person will contact the teacher and have the student sent to the office. We will not call the student out of class until a parent/guardian is in the lobby and has presented ID.
* We will not release a student to an unauthorized person. Only those people listed on the contact list will be allowed to pick up a student. **(NO EXCEPTIONS)**
* **Proper Identification must be provided.**
* Any student who returns to school on the same day must sign in at the front desk.

### For safety reasons, students will not be released to parents during school drills, standardized testing, or severe weather warnings.

**Bathrooms**

Only one student is allowed in each stall in the bathrooms at one time. If students are found sharing a bathroom stall, all students will be subject to disciplinary consequences as deemed appropriate. No more than four students are allowed in the bathrooms at one time. Students will be subject to disciplinary consequences and immediate search if more than four students are in the bathrooms at one time.

**Before School Supervision**

**Students are not allowed on campus before 8:50 AM.**

Students may NOT wait at the front of the school. Students arriving on campus before 8:50AM must be enrolled in the YDASH Program.

### Before/After School Program

YMCA-South Manatee County Branch

(941) 798-9622 x106

### Bicycles

The bike rack is located on the West side of the building. Bicycles are to be parked inside the bike rack and locked with your own chain and lock. Manatee County School Board is not responsible for bikes left in the bike rack 30 minutes after dismissal. Walk bikes on campus. Once bike riders have come on campus, they may not leave campus without permission from the office. **By Florida Law, helmets are mandatory.**

**Bus Transportation**

|  |  |  |  |
| --- | --- | --- | --- |
|   | **DAILY** | **WEEKLY** | **MONTHLY** |
| **Secondary Breakfast** | No Charge | No Charge | No Charge |
| **Secondary****Full Paid****Lunch** | $3.00 | $15.00  | $60.00  |
| **Secondary****Reduced****Price****Lunch** | $0.40  | $2.00  | $8.00  |

The School Board believes that you and your fellow students, as well as the bus driver, should be able to ride safely on school buses. You may be disciplined for any action on the bus or at the bus stop. You should assume that you are being videotaped any time you are riding a school bus. The bus driver is in charge and you must always obey the driver. You must scan your School ID Card when you enter and exit the bus. The bus driver will keep a seating chart. **All students must register to ride the bus at manateeschools.net**

*You must be on time; the bus cannot wait for you if you are tardy.* ***YOU MAY NOT RIDE ANY BUS OTHER THAN YOUR ASSIGNED BUS. STUDENTS MUST REPORT TO THE BUS LANE ONLY WHEN THEIR BUS IS CALLED. STUDENTS THAT REPORT TO THE BUS LANE PRIOR TO THEIR BUS BEING CALLED WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES.***

***Please refer to Student Code of Conduct for further information.***

# **Food and Nutrition**

# FREE breakfast is available for all students at all schools daily.

Manatee County cafeterias use an automated student accounting system. Each child is given an individual student account which tracks and records all payments received and all purchases made. This computerized system allows parents, as well as students, the flexibility to adjust these accounts to their individual needs.

Account pre-payments are recommended and can be made as far in advance as you choose Account payments can be made by cash or check at your student’s school.

Payments can also be made on the internet using our online payment service[.](http://www.mealpayplus.com/) (New website forthcoming)

You will need your student’s 10-digit ID number which can be obtained at the school site or by calling the Free and Reduced office at 941.751.6550.

Account balances follow each student until they graduate from High School or for as long as they remain in a Manatee County School. Please refer to the below charts to assist you in calculating advance payments.

**Charge Policy**

All students are encouraged to keep a balance on their accounts to purchase meals or a la carte items. When the students have a negative balance, they cannot purchase extras or a la carte items. If students charge more than five meals, they will receive an alternate complete meal. Students who exceed $25.00 in charges may be denied a meal. The complete Account Management Plan may be viewed a[t www.manateeschoolfood.net](http://www.manateeschoolfood.net/)

Every effort will be made to contact parents prior to charges. Meal balances can be obtained by setting up an account onschoolcafe.com (website forthcoming)

**Only one household application needs to be completed per family, except for foster children.**

All foster children must submit a separate application.

Blank applications are available in English as well as Spanish. They are located at your schools’ main office or at the Food and Nutrition Office or you may apply online at [**http://fr.manateeschoolfood.net/**](http://fr.manateeschoolfood.net/)

**Applications can be submitted at any time during the school year. Once an application is processed Food and Nutrition Services will mail a letter notifying the parent/guardian of the student’s lunch status. Please feel free to contact the Food and Nutrition Office if you have any questions at
941-751-6550.**

**Cafeteria Rules**

In order to keep the school dining room clean and attractive, the following rules will be enforced:

### ID’s are required to obtain a lunch

### Food and drink are only allowed in the cafeteria. At no time is food allowed in the gym!

### Students must sit at their table with assigned class and wait until a staff member instructs them to enter a line

* Keep the cafeteria lines orderly
* Never run or push. Walk to lunch keeping hands and feet to yourself.
* Keep tables and floors clean.
* Always remain seated while eating.
* Students must get permission from a staff member to get up from their seats for any reason.
* Talk in a normal voice.
* Students will be dismissed at the bell and are expected to exit the cafeteria, responsibly and respectfully**.**

### Cell Phone/Personal Electronic Device, Guidelines & Usage Policy

The only internet permitted while at school is the Public Manatee Connect Network. The Manatee Connect Network is a filtered internet connect that will restrict the use of prohibited websites and mobile apps. Hot spots or any other internet access other than district provided are NOT permitted to be used at any time. The School District’s network filters will be applied and any attempt to infect the network, damage, alter, destroy, or provide access (hacking) to unauthorized data or information is in violation of the Code of Student Conduct and will result in disciplinary action. It is recommended that all devices be locked with a “security code” and that location software be installed and running. All cell phone use is at the discretion of the administrators or teachers.

BCMS & the School District is not liable for any Personal Electronic Device that is stolen or damaged on campus. If a device is stolen or damaged while on campus school staff will direct the student to the SRO. The student takes full responsibility for their Personal Technology Device.

A student does not have the right to use Personal Technology Devices while at school except during approved times. Unauthorized use of Personal Technology Devices at school will result in discipline consequences.

Approved Personal Technology Devices include: cell phones, digital media players, laptop computers, & smart watches. **Unauthorized devices at school include: headphones, air pods, handheld games, & electronic toys.**

**Guidelines for Use While at School**

* Use of Air pods or other headphone devices is not allowed except in a classroom with teacher permission
* Devices are not be in the ear or around the neck
* Cell Phones may be used before school, during class change, lunch, and afterschool for approved activities only
	+ No Texting, Photos, or Videos unless approved by school staff
	+ No Social Media use including Snap Chat, TikTok, & Instagram
* Devices may not be used in any bathrooms
* Cell phones my not be used to video on school campus
* The technology must be on silent mode
* May not be used to cheat on assignments or tests
* Devices are not to be use for communication

with parents/guardians without permission of school staff. Students who violate this policy will have their cell phone/ electronic devices confiscated and will receive disciplinary action. ONLY parents may pick up confiscated items. It may take up to 24 hours for items to be available for parent pick up following the confiscation. The school is NOT responsible for damaged, stolen, or lost cell phones, air pods, games or other electronic devices.

### Citizenship Grade

### 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. Persistent minor infractions ie: gum or candy in class, tardy, dress code and ID violation can diminish this grade substantially.

1= Excellent

2= Satisfactory

3= Needs to Improve
4= Unsatisfactory

Eligibility criteria for school sponsored non- academic activities (i.e. dances, sporting events, assemblies) may be affected by Citizenship grades.

### Clinic

### A student must obtain a pass from his/her teacher to be admitted to the clinic. After 15 minutes in the clinic, the student must return to class or call a parent/guardian to pick the student up. NO over the counter medications will be administered to students without a doctor’s prescription. Students who need medication during the year must pick up a copy of the guidelines regarding medications from the clinic. Student injuries must be reported immediately to the nearest adult.

### Deliveries/Messages

Items such as book bags, homework, gym suits, etc. may be left at the front desk for the student to pick up during their lunch time. Please keep student deliveries to a minimum as it will help to limit classroom interruptions. Our staff is not responsible for any unclaimed deliveries made to the office. Do not have flowers or balloons delivered to the school for your student. Students are not allowed to carry those items around campus. Any deliveries made will be left in the office to be picked up at the end of the day. Such items are also not allowed on the buses. **Food deliveries for students are not allowed at any time.**

**Discipline Policy**

The Manatee County School Board has adopted a Student Code of Conduct which is designed to create a pleasant and safe environment for all students in our school. The Student Code of Conduct contains Student Rights and Responsibilities, a description of offenses, and a listing of offenses and recommended consequences. If your actions are in violation of school guidelines, you will have to accept the consequences.

The consequences of Discipline Policy Violation include, but are not limited to:

* Informal conference with a school official. This conference may be recorded.
* Detention in a supervised place before or after school or during lunch time.
* Parent or guardian involvement via a phone call, personal conversation, or letter. A conference may be conducted between the student, parent, and school personnel. This conference may be recorded.
* Loss of privileges may occur for activities on or off campus. (Buffalo Buck Celebrations, Field Trips and School Dances)
* In-school suspension requires the student to be suspended from regular activities for a period. The parent is notified of this action.
* Out-of-school suspension can be for a period up to 10 days. The parent is notified of the action and the students are expected to make up their work.
* Alternative To Out of School Suspension can be for a period up to 10 days. The parent is notified of the action and the students are expected to make up their work while attending the ATOSS at another school site.
* Alternative Placement occurs when Buffalo Creek MS administrators recommends to the School Board that a student is placed at an alternative location. The student and parents are informed of the due process procedures as described in the Student Code of Conduct.

**NOTE**: An emergency suspension may result if a student's conduct presents a clear threat to the physical safety of others (or to their property) or is so extremely disruptive to make the student's temporary removal necessary to preserve the right of other students to pursue an education.

### Dress Code

### The dress and grooming of District students shall be neat and clean, promoting a safe and positive educational environment. Apparel that disrupts educational activities and processes of the school may result in the removal of the student from the regular learning environment until acceptable apparel can be secured for the student. Failure to comply with the dress code may result in disciplinary consequences outlined in state statute and the district discipline matrix.

Pursuant to F.S. 1006.07, wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the learning environment will have the following specific consequences. The school Principal or Designee will be the final judge about whether a student’s clothing is appropriate for school, creates a climate that is distracting to learning, or is a potential safety hazard. School staff will enforce the dress code.

In addition to these consequences, the violation shall be corrected before the student is allowed back in the regular school environment:

a. For a first offense, a student shall be given a verbal warning and the school principal (or designee) shall call the student’s parent or guardian.

b. For a second offense, the student may be ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school principal (or designee) shall meet with the student’s parent or guardian.

c. For a third offense, the student will have lunch detention in a supervised area, not the cafeteria.

d. For a fourth offense, the student may be ineligible to participate in any extracurricular activity for a period not to exceed 30 days.

e. For a Fifth and subsequent offense, a student may receive an In-School Suspension pursuant to F.S. 1003.01(5) for a period not to exceed one (1) day and may be subject to any of the interventions listed above.

**Requirements for student dress in all schools are listed below:**

a. All shirts and blouses must cover midriff, back, sides, and all undergarments including bra straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders.

b. Shorts, skirts, divided skirts, dresses and culottes are allowed. They must be mid-thigh length or longer.

c. All trousers, pants, or shorts must totally cover undergarments, including boxer shorts.

d. All clothing, jewelry, or tattoos shall be free of the following: profanity; violent images, wording or suggestion; sexually suggestive phrases or images; gang related symbols; alcohol, tobacco, drugs or advertisements for such products.

e. Students may not wear hoodies on their heads while on campus as it is a safety issue. Disciplinary consequences will be issued for students violating this procedure.

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

**Further Clarification/other requirements:**

a. Form fitting leotard/spandex type clothing is not allowed unless proper outer garments cover to mid-thigh length or longer.

b. See through or mesh fabric clothing may only be worn over clothing meeting requirements.

c. Clothing must be appropriate size, with the waist of the garment worn at the student’s waist.

d. Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.

e. Sunglasses may not be worn inside unless a parent provides a doctor’s note to the school. Field trips are exceptions.

f. Bandanas or sweatbands are not allowed to be visible on school grounds during the regular school hours.

g. Hats or other head coverings may be worn during outside P.E. activities and may not be worn during any portion of the regular school day without the expressed permission of the principal.

### h. If the school has a mandatory school uniform policy, the student must adhere to those requirements.

### i. Hoodies may not be worn on the head throughout the school campus or buildings.

**All Students – The following apparel or items are NOT allowed at school:**

a. Visible pierced jewelry that has the potential to cause injury or be considered a safety risk, or cause disruption to the learning environment

b. Beachwear

c. Pajamas, slippers, blankets or other sleepwear

d. Any clothing, accessories, or items that portray symbols or images that may be considered disruptive to the learning environment

e. Glass containers of any kind

f. Skateboards

g. Hoverboards

h. Any clothing or jewelry that can be used as a weapon

i. Aerosol sprays of any kind

j. Blankets, pillows, dolls or stuffed animals

**Refer to District Code of Conduct for further explanation.**

**GRADING SCALE**

|  |  |
| --- | --- |
| A = 90 – 100 | 4 Points |
| B = 80 – 89 | 3 Points |
| C = 70 – 79 | 2 Points |
| D = 60 – 69 | 1 Point |
| F = 0 - 59 | 0 Points |
| I = \*Incomplete |  |

**FOCUS**

FOCUS is a web-based student information system that will allow Manatee County Schools to merge all student record keeping, grades, scheduling, attendance and other student-data into one user-friendly system. Please visit the BCMS website for information about receiving FOCUS access.

### Gum, Chips. Snacks, Candy and Drinks

Water bottle filling stations are available for student use. Chewing gum and drinking juice/soda during class time is prohibited in all classes, in between classes hallways, cafeteria, gym, portables, office, courtyard, lunchroom, bathrooms and corridors. There is no selling of candy, chips, gum and sodas on school premises. Students may not purchase drinks from the staff vending machine in the front office. Any drinks purchased will be confiscated and money is non-refundable.

### Guidance & Counseling

A middle school guidance counselor is available to all students. Often, problems concerning both school and one's personal life appear overwhelming. In many situations, these problems can be helped by conferring with a competent person. Students may sign up in the guidance office for an appointment with a counselor. The counselor will call students to his/her office at the earliest possible time. Working together with teachers, administrators, and parents, the guidance counselors encourage a student's academic and personal growth. The following services are provided:

Individual and Group Counseling, Testing, Developmental Guidance Activities, High School Registration, Academic Counseling, Coordination of Counseling & Related Services.

Parents may contact the student's counselor at any time.

### Hallways (One Way) and Hall Passes

### In building two, all students are to abide by the one-way hallway procedures. Students must walk in the one-way hallway direction at all times, no exceptions allowed.

Students should not be out of class during class time except in an emergency. If there is an emergency, students must obtain a hall pass from the teacher before leaving the classroom. Students in the hall during class without a hall pass will be considered skipping. Students must use the break between classes for the use of restrooms and water fountains.

### Late Work Policy

Any classwork/homework assignment received after the due date when the student was present on the date the assignment was assigned and the date the assignment was due will receive half credit (50%).

-Late classwork/homework can be handed in up until the end of the unit the teacher is teaching and be given half credit (50%).

-Any project/UPA/Essay/Lab assignment received after the due date will lose 10 percentage points a day until the assignment is only worth half credit (or 5 school days). After 5 school days, the late UPA/project may continue to be worth 50 credit based on the discretion of the teacher.

### Investigations at School

If you are suspected of violating the Code of Student Conduct, school officials can question you without first contacting your parent. You do not have a right to have your parent present or a right to an attorney when you are questioned. If you refuse to answer questions asked by school officials, you may be disciplined.

### Criminal

If you are a suspect in a criminal investigation that may result in your arrest or criminal charges, an administrator will make an effort to contact your parent before law enforcement begins questioning you. If a parent cannot be located, law enforcement may proceed with questioning. If your parent is contacted, law enforcement may allow your parent to be present during your questioning.

### Victim or Witness

If you are a victim or a witness, law enforcement or administrative investigators can question you without first contacting your parent. If the investigation involves child abuse, the official conducting the investigation will decide who can be present during your interview. If you refuse to answer questions asked by school officials, you may be disciplined.

### Removal of a Student from School Property

If you are a witness, law enforcement cannot remove you from school property without a subpoena or first obtaining the consent of your parent. If you are subject to arrest, with or without a warrant, the officer can remove you without your parents’ consent or the consent of school officials. The administrator will try to notify your parent before you are removed or as soon after your removal as possible.

### Searches and Seizures

Your locker, purse, backpack and other personal possessions can be searched if there is a reasonable belief that any of them contain drugs, weapons, contraband or other items not permitted on campus. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school. Routine checks by the dogs are not considered a search by law. They are safety precautions to provide you a safe school in which to learn.

### Keeping a Clean Campus

Buffalo Creek Middle School is your campus. Most middle school students have the maturity and responsibility to realize that a clean, litter free school gives a good impression to everyone who visits the campus. A clean school requires the cooperation of everyone. At Buffalo Creek we don’t walk on the grass or mulch in the courtyards and any other green areas. Food and drink are not allowed in any areas on campus other than the cafeteria.

### Lost and Found

### Lost items are turned in to the Front Desk in the Administration Building. PE clothes and shoes should be turned in to the PE instructors when found. Items can be picked up before or after school or during lunch. Expensive jewelry and electronic equipment should not be brought to school.

### Media Center

The Media Center is open daily from 8:50 AM to 4:00 PM.

### General Media Center Privileges

Media center privileges are based on general school rules.

* + 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.
	+ Teachers may send individuals or small groups to the media center during the day. Passes must be signed and dated by

the teacher.

### Circulation Responsibilities

* + A student photo ID is required for book check-outs.
	+ A student may check out two books for three weeks.
	+ Books may be renewed for an additional three weeks.
	+ Students will be charged .05 cents per school day for each overdue book, up to a maximum of $1.00 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,
dances, assemblies, or yearbook distribution, may be denied. The Manatee County School District uses a web-based circulation system that links all public schools in our district. Students are not permitted to borrow books from our media center that transfers from another school while owing overdue books or fines to their previous school until these library books are returned and fines paid. The media specialist will provide assistance as needed.

### Messages to Students/Phone Calls

Only emergency messageswill be given to students during school hours. This practice is at the discretion of the office staff as our goal is to keep classroom interruptions to a minimum. Please attempt to conduct all personal business and make arrangements for after school transportation before leaving for school in the morning. This service is provided as a courtesy on an emergency basis only. Buffalo Creek Middle School staff cannot be held responsible for any messages not received.

### Parent Conferences

All parent conferences are scheduled by the guidance secretary. When arriving for a conference parents should check in at the office with proper identification and obtain a visitor pass.

### Parental Involvement

We encourage our families and community members to be involved. ALL persons who come on campus for the purpose of volunteering/helping must be preapproved by the volunteer coordinator. Please fill out a Volunteer packet and present valid ID at the front desk 1 week prior to coming on campus.

**NO EXCEPTIONS!**

**Business Partnerships**

At Buffalo Creek, we understand the importance of Community Relationships and the role they play in providing students enhanced educational opportunities. We recognize that a partnership benefits both students and business partners. To become a partner please contact 721-2260 x 2234.

### School Advisory Council (SAC)

The School Advisory Council will meet at least 4 times during the school year. SAC meeting dates and information can be found on the Buffalo Creek website.

### PE

Students enrolled in Physical Education are required to wear appropriate clothing when dressing out. All students must wear or purchase BUFFALO CREEK PE T-shirts. Students must have dress code bottoms (shorts) and sneakers that tie and or have laces. (Not acceptable: Crocs, slides, Hey Dudes, Vans, or Foam Runners). PE T-Shirts can be purchased on the BCMS website for $6.50 each. Students are not allowed to have phones, air pods, or headphones out during the locker room transition or during PE class. Hats are allowed when outside for PE. Students may bring their own water bottles. Students scheduled for PE class will receive a PE Handbook.

### Report Cards / Progress Reports

Report cards are issued every nine weeks throughout the year. Please visit our website for dates.

A progress report is posted to the FOCUS Parent Portal at the middle of each 9-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.

### Restrooms

The school has restrooms for students. They are NOT a gathering place to chat, gossip or hang out. If more than 3 students are in a restroom, all students will be subject to search for non-school items. Any student defacing, damaging, littering, or smoking in these restrooms will be disciplined.

**School Procedures**

***Arrival/Morning Procedures***

students will not be permitted on our school campus prior to 8:50 am, unless registered into the YDASH Program.  Upon arrival after 8:50 am, students will be assigned to designated areas on campus.  Students must report to these specific areas upon arrival to school.  Students will report and remain in their designated areas until dismissed for homeroom.  Students may not leave these areas until dismissed by staff or administration.

Students may be subject to screening prior to being allowed entry to our campus.  If a student is screened and does not meet the entry requirements, students may be denied entry to the campus for the day.

Students that arrive on a late bus after 9:10, will be directed to the cafeteria to receive a grab and go breakfast and/or a pass to class, to prohibit the loss of additional instructional time.

***Dismissal/Afternoon Procedures***

Students will be dismissed from class based on their building location.  Car riders will report directly to the car rider lane once dismissed, walkers will leave campus as soon as dismissed and bus riders will be dismissed to their designated areas, until they are called to the bus lane.  Students will be required to report and stay in their designated areas until dismissed by staff or administration.  Students will not linger in the hallways, courtyards, or on the bus lane at any time.

***STUDENTS MUST REPORT TO THE BUS LANE ONLY WHEN THEIR BUS IS CALLED. STUDENTS THAT REPORT TO THE BUS LANE PRIOR TO THEIR BUS BEING CALLED WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES.***

### School Resource Officer

The School Resource Officer (SRO) is a member of the Manatee County Sheriff’s Department. The SRO is here to help ensure a safe learning environment for all students and staff.

### Safety

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 that an appreciation of diversity and an emphasis on personal responsibility are core values of a caring community. Our school is dedicated to stopping bullying and harassment. We seek the assistance of students, staff, and parents in our "bully proofing" campaign. It is expected that students will report all incidents involving bullying and harassment to an adult on campus. The incident will be investigated by administration and the SRO as appropriate. Consequences are set forth by our district and school discipline code of conduct.

Students and staff alike are responsible for ensuring a safe school environment. For the safety and security of students and staff the school may conduct random searches of all persons who enter the school campus. All students are encouraged to anonymously report any person in possession of drugs or weapons. Actions which could or do cause physical injury such as exploding firecrackers, stink bombs, misuse of sharp objects, or excessive physical force, are prohibited. Failure to observe this rule will lead to suspension.

**School Dances**

Dances may be scheduled throughout the school year.

* + Visitors are not allowed at dances. No exceptions.
	+ If a student leaves the area where the dance is held he/she may not come back in.
	+ Dress for the dances must comply with student dress code. If a student is not appropriately dressed, he/she will not be admitted or will be asked to leave, at which time a parent will be contacted.
	+ Students are expected to exhibit good behavior at the dances. All school rules apply.
	+ A student must be in attendance on the day of the dance in order to attend.
	+ Students in ISS are not eligible to attend.
	+ Students should schedule their ride promptly after the dance ends.
	+ Students must present a school ID to enter.

### Tickets are NON-REFUNDABLE

**Field Trips**

Students may have the opportunity to go on school-sponsored extracurricular or curricular trip away from the school campus, including partial-day, whole-day, or overnight trips. Students may be excluded from participating in Field Trips due to any disciplinary issues. All students participating in Field Trips must conform their behavior to the Code of Student Conduct. Any student violating the Code of Student Conduct shall be promptly returned home at parent expense. **All Field Trip Fees are NON-refundable once submitted to teacher regardless of reason for cancellation**.

**Student ID Badges**

Students are issued a photo identification badge during the first week of school. ***For safety and security reasons, all students on campus are always required to display their ID badge.*** Students need to use their ID badge when purchasing food in the cafeteria, riding a school bus, or checking out items from the media center.

A student’s initial ID card is issued at no charge, but a fee of $5 will be charged for each replacement of a lost or defaced card. **Students will have a new ID card made and their account will be charged each time they are without their school ID card.**

**Substitute Teachers**

When a teacher is absent from school, students are expected to treat substitute teachers with respect and courtesy and exhibit proper behavior. If a student is referred to the discipline staff by a substitute teacher, disciplinary action will be taken, and a parent conference might be required.

### Surveillance Cameras/Searches

For the safety and security of students and staff, security cameras are located throughout public areas on campus.

### Tardy Policy

Tardies result in the loss of instructional time for the student and an interruption to the teaching and learning activities for the other students. All students are expected to have all instructional materials needed, and to be ready for instruction by the time the tardy bell rings and the door closes. To receive an excused tardy, you must provide legitimate documentation from a medical or dental facility. Students who are tardy to school or tardy to class without a valid excuse will be subject to disciplinary action.

### Textbooks

Students are responsible for care of books. Destruction, damage, or loss will result in payment for the damages.

### Use of Tobacco, E-Cigarettes, Alcohol, and Drugs

It is against the law for middle school age students to buy, possess or use tobacco in ANY form. The policy at Buffalo Creek MS regarding the use of tobacco,
e-cigarettes and/or alcohol is as follows: "No student shall bring, possess, or use tobacco, e-cigarettes (in any form) or alcohol on, in, or about the school campus." The possession or use of illegal drugs is also a criminal offense. Students found in violation of either of these laws will be dealt with as outlined in the Student Code of Conduct and will be referred to law enforcement for potential legal action and school based disciplinary consequences.

**Using School Property, Technology and Materials**

Students will be issued several items of school property, i.e., books, desks, P.E. lockers, computers etc. Each individual is personally responsible for all materials and property issued and will be expected to pay for any lost or damaged school property.

Unauthorized use or tampering with computers may result in discipline consequences.

### Visitors

Visitors must make arrangements with the proper personnel and report to the school office with valid ID upon entering the building. School personnel have the right to know the identity of all persons in the building. Students are not permitted to bring friends to school.

**All visitors MUST report to the front office and get a visitor pass to be on campus.** Proper identification is required.

### Weapons

Any student found to be in possession of or found to have brought a weapon on to school grounds or into facilities shall be disciplined according to the Student Code of Conduct. Weapons include but are not limited to, shanks, knives, nun chucks, brass knuckles, paint ball guns, and other similar devices. In addition, any objects resembling weapons may be grounds for discipline action.

### Withdrawing from School

**ONLY an enrolling parent may withdraw a student. The e**nrolling parent must come to school with valid ID to withdraw a student. All school property must be returned and/or fees paid, and a special form must be completed on the day of withdrawal. You may not enter any other Manatee County School without first withdrawing from Buffalo Creek Middle School.

**Disclaimer: Information may be changed to adhere and comply with the School District Code of Conduct**.

**Buffalo Creek Middle School**

**2023-2024 Bell Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| Period | 6th Grade | 7th Grade | 8th Grade |
| 1st | 9:15 – 10:15 | 9:15 – 10:15 | 9:15 – 10:15 |
| 2nd | 10:20 – 11:08 | 10:20 – 11:08 | 10:20 – 11:08 |
| A Lunch | 11:13 – 11:43 |  |  |
| 3rd | 11:46-12:34 | 11:13-12:01 | 11:13-12:01 |
| B Lunch |  | 12:04-12:34 |  |
| 4th | 12:39 – 1:27 | 12:39 – 1:27 | 12:06 – 12:54 |
| C Lunch |  |  | 12:57 – 1:27 |
| 5th | 1:32 – 2:20 | 1:32 – 2:20 | 1:32 – 2:20 |
| 6th | 2:25– 3:13 | 2:25– 3:13 | 2:25– 3:13 |
| 7th | 3:18 – 4:10 | 3:18 – 4:10 | 3:18 – 4:10 |

 **\*\*\*\*\*Schedule is subject to change**