

2017-2018 Student Handbook



Teaching for Tomorrow Today

Surfside Middle School

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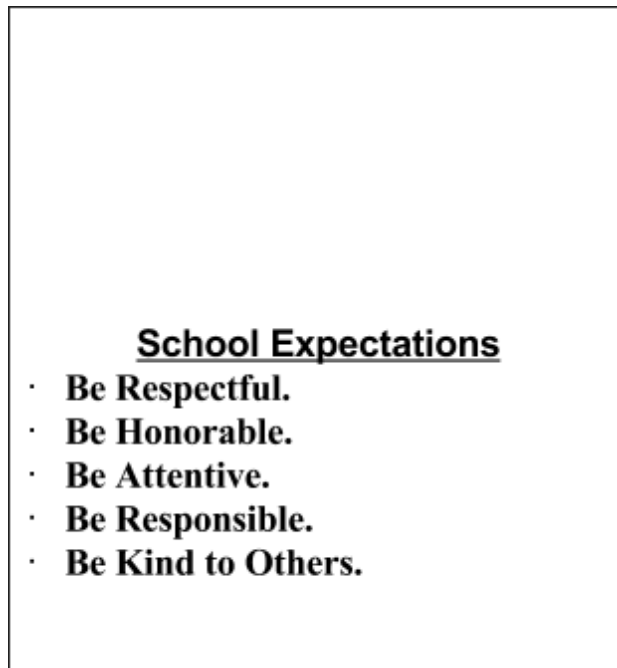
SURFSIDE MIDDLE SCHOOL STUDENT HANDBOOK

School Policies

Several periods during the first week of school will be used to review with students the handbook of Surfside Middle School policies, but it is the student's responsibility to know the information contained in this handbook. Any policy is subject to change and will be announced from the office of the Principal. Bay District Schools Code of Conduct may be accessed through the district website at www.bay.k12.fl.us.

SCHOOLWIDE EXPECTATIONS

Surfside has five school wide expectations that govern student conduct. You will find them posted in each classroom and throughout the school. By incorporating them into your personal code of conduct, you will have an enjoyable and successful school year.

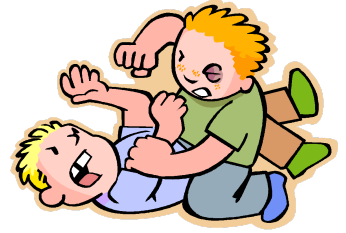


Student Control and Jurisdiction

Each student enrolled in the Bay District School system shall be subject to the policies of the School Board and the administrative control and direction of the principal, other members of the administrative or instructional staff, or bus drivers, to whom such responsibility has been assigned.

1. During the time she/he is in route to and from school at public expense.
2. During the time she/he is attending school.
3. During the time she/he is on the school premises participating with authorization in a school sponsored activity.
4. During a reasonable time before and after a student is on the premises for attendance at a school or for authorized participation in a school-sponsored activity, and only when on the premises.
(School Board Policy 7.201)

STUDENT CONDUCT



1. Students or visitors from other schools will not be permitted to visit classrooms or be on campus without administrative permission.
2. Students are not allowed to order food to be delivered to campus. Only parents or grandparents who are on Parent Portal may eat with a student. No friends or siblings.
3. Smoking or possession of tobacco or tobacco products is forbidden on school grounds, including the parking lot. Smoking on campus is not allowed for anyone, in keeping with state law. Anyone found smoking or in possession of tobacco products will be issued a police citation: \$25.00 fine and/or Teen Court. This includes E Cigarettes.
4. Any student possessing, transferring, selling, or under the influence of any drug or alcohol will have parents notified, may be subject to substance abuse counseling, may be suspended for a period of ten days, may be recommended for expulsion, and may be reported to local law enforcement agencies.
5. Students who destroy or deface property will be expected to pay all damage costs and are subject to disciplinary action. **Sharpies/permanent markers are not allowed on campus.**
6. Students may not have in their possession **any item that could be used as a weapon or could result in the accidental injury of any person.** These items include, but are not limited to; knives, guns, sticks, rocks, or other items that in the principal's judgment could be used as a weapon or be disruptive. Items will be taken from the student and turned over to the administration.
7. Middle school students may use **cellular devices** before and after school, but at no other time. Use is **STRICTLY prohibited for all students during passing periods** due to safety issues. A phone for student use is located in the front office. Using functions on electronic devices that disrupt the educational environment, from within or from outside the classroom, or violate the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action, up to and including suspension, expulsion, and being reported to local authorities. Using any device that permits recording voice or image of another in any way that disrupts the educational environment, invades privacy of others, or is made without prior consent of individuals being recorded is **prohibited.** Also, using any device that permits recording voice or image of another to take, disseminate, transfer, or share audio, images, video, or photos that reveal private parts of the body that are ordinarily covered by clothing is **prohibited.** The possession of pornographic images or video on any electronic device is **prohibited.** ****Use of a cellular device is a privilege. Any student found in violation will have their electronic device confiscated and turned into the administration. They must be reclaimed by a parent from the administrative office.**
8. Toys should be left at home. All toys will be taken up and turned over to the administration.
9. Any Bay District Schools' principal has the authority to suspend **any student enrolled in Bay District School System** who disrupts or interferes with the educational process of their school.
10. Once a student arrives on campus, he/she is required by school policy to remain until the dismissal bell. No student is allowed to leave campus without being checked out through the front office. **SKIPPING** will result in disciplinary measures.
11. Students should not demonstrate public displays of affection such as holding hands, kissing, etc.
12. Students caught stealing will be disciplined and may have a Division of Youth Services petition filed against them. Parents and students could have to appear in the Division of Youth Services before a county judge.
13. To maintain safety and security, students are not allowed to be out of class **WITHOUT A PASS FROM A TEACHER OR OTHER ADULT IN CHARGE.**
14. Students will **WALK** to class, lunch or the buses. Absolutely **NO RUNNING**, especially on staircases.
15. Students may not sell any items on school campus unless school sponsored.
16. **FIGHTING=SUSPENSION** automatically. The Surfside administration strongly enforces this policy for the protection of our students and learning climate of our school.

17. **Gum is not allowed at Surfside.** On the first offense, school staff will confiscate the student's supply and will assign administrative morning detention. Repeated violation of this rule is seen as an intentional pattern of defiance and will result in the assignment of In-School Suspension or Out of School Suspension.
18. Harassment/bullying of other students or individuals is not allowed. Administrators will follow school board policy in bullying situations. Incidents of bullying should be reported to teachers, counselors, or administrators.
19. Skateboards, skim boards, and surfboards are NOT allowed at Surfside.
20. Students will not encourage nor engage in any activity that may be disruptive to the general peace and welfare of the school or classroom. Unnatural hair colors are discouraged for this reason (such as blue, green, pink.)
21. Students with a discipline referral **will not be allowed to attend certain school activities** during the school year. This is based on the student's behavior during each nine week period (referred to as the "No Go List.")
22. All student activities at Surfside are for Surfside students ONLY.

Settings and Expected Behavior

EXPECTATION	CAFETERIA	HALLWAYS	COURTYARD	RESTROOM	BUS AREA/ PICK-UP ZONE
SHOW RESPECT	Keep your hands, feet, and other objects to yourself.	Keep your hands to yourself. No public display of affection.	Stay on the sidewalks. Elevator is for authorized use only. Keep stairway areas clean. No public displays of affection.	Keep restrooms clean. Respect the privacy of others.	No public display of affection.
HONOR	Leave your area clean, even if the trash is not yours.	If you see trash on the ground, place it in a trashcan.	If you see a lost item, turn it in to the front office or to a teacher.	Have a pass. Return to class in a timely manner.	Stay in your designated area.
ATTENTIVE	Pay attention while in line. Have money or lunch number ready.	Walk the correct way down the hallway.	Be aware of your surroundings.	Report any problems to your teacher.	Load bus/car on arrival.
RESPONSIBLE	Throw away all trash.	Arrive on time for class.	Locate and use trashcans.	Wash hands before leaving.	Know how you are getting home.
KIND	Help your fellow students.	Help your fellow students.	Treat others the way you wish to be treated.	Respect others' privacy.	Clear the way so others may pass through.

Discipline

Surfside suspends very few students. We use parental contact, counseling, before-school detention, ISS, and isolation to encourage appropriate student behavior. However, when a student must be separated from the student body, he or she will be suspended.

Students are expected to behave in a civilized, responsible manner at school. Unacceptable behaviors will result in disciplinary measures. Teachers will handle most of their own discipline. If problems continue after warnings, counseling of the student and parental contact, the student will be sent to the office for discipline. Students who refuse preliminary or alternative punishment will be suspended from school.

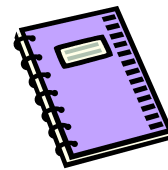
All rules are in effect for the entire year. The last day of school is just like the first day of school. Students who break any rule contained in the Surfside Middle School handbook or additional handouts will be guided and disciplined by the rules set forth in the Bay County Code of Conduct and Discipline. On the other hand, students who exhibit appropriate behavior may also receive positive behavior awards for their good behavior.

Detention

Surfside Middle School provides both teacher and administrative detentions (before school) to offer alternatives to help the student rather than writing formal office discipline referrals. Administrative detention requires the parent to bring his/her child to school at 8:05 a.m. In-school suspension (ISS) is sometimes assigned to students as an alternative to out of school suspension. We solicit parents' support in helping your child become a self-disciplined individual through the use of such resources.

Homework

Homework is the purposeful extension of the school day and provides the student with opportunities for development of good habits, educational skills, individual responsibilities, self-direction, and creative expression.



Electronic Devices

All Surfside students receive a Chromebook through the Media Center check out process. Students are responsible for this device, just as they are for textbooks, and are expected to exercise good digital citizenship in using the Chromebook. Students and parents sign a contract for use of the device. If you object to your student having a Chromebook, please contact school administration.

Student Participation in the Pledge of Allegiance

Florida HB 7029, signed into Law by Governor Rick Scott on April 14, 2016, amended Florida Statute 1003.44 by spelling out requirements. In accordance with the law, upon written request from the student's parent/guardian, Bay District students may be excused from participation in the Pledge of Allegiance.

Updated provisions, effective July 1, 2016, from the FL Statute 1003.44 include:

- When the national anthem is played, students and all civilians shall stand at attention, men removing head coverings except those worn for religious purposes.
- The Pledge of Allegiance is defined:
"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."
- The Pledge of Allegiance shall be rendered by students standing with the right hand over the heart.
- The Pledge of Allegiance shall be recited at the beginning of the day in each public elementary, middle, and high school in the state.
- Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

- When the pledge is given, non-exempt students must show full respect to the flag by standing at attention, men removing any headdress, except when such headdress is worn for religious purposes.

If you would like your student to be exempt, please contact your child's school directly. The school will advise you how to proceed with your written request.

Religious Expression Bill (SB 436) –

Students in Florida's public schools cannot be punished for including religious materials in their coursework, and students may pray at school during non-course time. The Bill further states that school employees also may participate voluntarily in religious activities that are initiated by students before or after the school day.

STUDENT UNIFORM AND GROOMING

School Board Policy 7.209

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance. Students are expected to come to school dressed appropriately with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Any interpretation of the uniform that is required of this policy shall be the responsibility of the principal of each school; otherwise, the policy shall be enforced as written. Any such interpretation required by a principal may be appealed to the Superintendent, whose decision shall be final.

The dress code policy applies from the time the student arrives on campus until the end of the school day and at all school activities during the school day. Exceptions may be made by the principal for field trips or other special activities.

The following is the uniform for grades K-12

A. Tops:

1. Maximum of 3 colors (white, turquoise/teal and black)
2. Must be a solid color except for school approved shirts
3. Small manufacturer's trademark is acceptable.
4. Traditional Polo/golf shirt with collar and buttons **or** collared dress shirt with sleeves **or** turtlenecks (no cap sleeves; underarm must be covered). **All tops must be unaltered. (Worn Monday through Thursday)**
5. School approved T-shirts (club, spirit, etc) – **unaltered (Worn on Friday)**
6. Students may layer their tops; however, all visible tops must be in the designated colors, and **polo shirt must be the top layer.** Tops worn as undergarments must be in designated school colors: black, teal, white. **(In other words, a T-shirt under a polo must be in one of our school colors.)**

B. Bottoms:

1. Traditional belts must be worn if the pants have belt loops.
2. Belts must be worn with bottoms with belt loops. The belt must be worn through the loops. (Traditional belt does not refer to ribbons or scarves, which are decorative items.)
3. Bottoms can be khaki, navy blue, black or **blue jeans.** Pants shall be unaltered.
4. No cargo or large pocket style pants or shorts, no bell bottoms, no baggy pants, no hip huggers, **no holes,** no decorative patches, no carpenter pants and no overalls.

5. No shorts, skirts or dresses shorter than five inches (5") above the knee caps as measured standing up.
6. Dresses with sleeves (underarm must be covered) must be one of the school's chosen colors and a solid color.
7. Small manufacturer's trademark is acceptable and minimal embellishments are acceptable.
8. **No leggings, jeggings, or yoga pants may be worn.**

C. Shoes:

1. Closed toes and closed backs (No bedroom slippers)



D. Sweaters/Sweatshirts

Sweatshirts, hoodies and sweaters:

1. Must be one of the **3 APPROVED COLORS**
2. Must be **SOLID** color (unless school approved spirit or club).
3. If school approved (means school logo and /or in school colors.)

E. Other:

1. Scarves may be worn appropriately around the neck or shoulders. (No bandanas)
2. Headwear may be worn while students are outdoors during school hours but not during class changes; however, at all other times, the sun-protective items must be properly stored by students in their pockets, purse, locker or backpack.
3. No jewelry or accessory that may be used as weapons, such as chains or spiked jewelry.
4. Uniforms required during normal school supervision hours.
5. Jackets/Coats must have buttons, zippers or snaps that are from top to bottom. Jackets can be any color. Jackets may be worn in the classrooms **AT THE DISCRETION OF THE TEACHER.**
6. No bedroom clothes.

*******If an item is not included in the dress code, it should not be worn to school.*******

Students participating in extracurricular activities shall conform to the standards of this policy while attending classes during the regular school day. Cheerleaders may wear their uniforms when required for participation in school sanctioned activities. Athletes may wear the team jerseys on game days with appropriate uniform bottoms. (As directed by coaches)

Discipline for violations of this policy shall be as follows:

- First and second offense consequences: notification of parent or guardian; removal from regularly scheduled classes until the inappropriate attire is changed to appropriate attire.
- Consequences for subsequent offenses may include one or more of the following at the discretion of the principal:
 - A. notification of parent or guardian
 - B. change of inappropriate attire
 - C. one to three days of in-school or out-of-school suspension
- The fourth and subsequent offenses are willful disobedience which will result in further disciplinary action, which may include out of school suspension or expulsion;
- Any absence resulting from a violation of the Student Dress Code will be considered an unexcused absence.

Prohibited Attire at all Schools

While on school grounds during the regular school day, students are prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

Any student who violates this specific policy of prohibited attire is subject to the following disciplinary actions:

- For a first offense, a student shall be given a verbal warning and the school principal shall call the student's parent or guardian
- For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed five (5) days and the school principal shall meet with the student's parent or guardian.
- For a third or subsequent offense, a student shall receive an in-school suspension pursuant to § 1003.01(5), Florida Statutes for a period not to exceed three (3) days, the student is ineligible to participate in any extracurricular activity for a period not to exceed thirty (30) days, and the school principal shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

******Any interpretation of the dress code that is required of this policy shall be the responsibility of the principal of each school******

SCHOOL GROUNDS

The principal may designate certain areas of the campus as "off limits" to students. The campus is off-limits at night and on weekends without permission of the principal. Students will be notified of off-limit areas during the first week of school. **School personnel are not responsible for students before 8:30 a.m. unless they are participating in a school-sponsored activity.** Students are not allowed in any teacher workroom or lounge/dining area.

Bicycles and Motor Vehicles

1. Students riding bicycles to school must lock them in the bicycle rack. Florida Law requires students to wear bicycle helmets.
2. **All students riding in private vehicles must be dropped off and picked up in the front of the school.** The Gym and the Cafeteria areas are **off limits** to traffic other than school staff, except for after-school events or after-practice pick-up. Appropriate supervision is provided in the front pick-up zone.



Lockers/Bookbags

Surfside Middle School does not have student lockers, so students should purchase a book bag in which to keep their personal supplies and belongings. **Book bags may not have rollers or wheels.** Teachers will designate an area in the classroom for book bags to be placed during their classes. Books and personal property left at school are the responsibility of the individual student, not the school. If books are taken from a book bag, it is still the responsibility of the student to locate the book or pay for it. When a student accepts a book, he or she accepts full responsibility for the return of that book.

No prohibited item should be brought to school in a book bag.

Fire Drills

1. The signal for a fire drill will be a loud blast of the bell or by voice over the P.A. system. The signal to end the fire drill will be an announcement over the P.A. system. There will be at least 10 evacuation drills per year with two being executed within the first two weeks of school.
2. Students will follow exit maps posted in the rooms.
3. Other emergency conditions are posted in each classroom of the building.



Media Center

The Media Center opens at 8:30 a.m. and closes at 3:30 p.m. every day except Wednesday. Wednesday's hours are 8:55 – 3:30.

Language Arts classes come to the Media Center every two weeks for book checkout, and other classes come for reference work as needed.

Students may also visit the Media Center with a pass. Students must return to class five minutes before the period ends so they may be dismissed from the classroom.

Students may check out two books for two weeks. Books may be renewed one time.

A school wide reading list is available from the Media Center and on the school web site.

Students are responsible for the materials they check out. Loss or damage fees should be paid before future checkouts are possible.

ATTENDANCE PROCEDURES

1. It is the responsibility of parents to call in the reason for their child's absence to the Attendance Office by the next school day after any absence.
The phone number is 767-1083.
2. If this procedure is not followed, the absence will remain unexcused until the call is made. **You have three (3) days to change an unexcused absence to excused.**
3. There is an answering machine in the Attendance Office to accept phone calls at any time of the day.
4. The Attendance Office should be called each day of a child's absence unless prior arrangements have been made.
5. A doctor's excuse may be required after five (5) consecutive or nonconsecutive days of absences.
6. Students with four (4) or more unexcused ("U") absences in a grading period shall be placed on administrative probation, **which includes denial of participation in extracurricular activities until the end of the grading period.**
7. A doctor's excuse is required for all medical and dental appointments. This includes checking in and out of school.
8. All absences due to leaving school without approval shall be unexcused. Parents must check students out in the front office before the student leaves campus. **(All check outs should occur before 3:00.) The end of the day is extremely busy with busing issues and complicates the process of check-out during this**



peak activity time frame. If this procedure is not followed, the student will receive an unexcused absence for periods missed. Only the parent/guardian or adults listed on the student's Emergency Contact Screen may check a student out of school. No notes for checkout will be accepted. Phone calls, with proper identification, may be accepted in case of emergencies only, due to security concerns.

9. Students should **not** be on campus before 8:30 a.m. unless they are attending a sponsored activity or detention. The school is not responsible for students dropped off prior to the posted school start time. Students must enter through the front office for any special activity before regular school hours. Supervision of students is provided thirty minutes prior to the school start time and thirty minutes after the school ending time. Dropping students off early or picking up late increases risks for your student.
10. Students arriving at school after 9:00 a.m. must sign in at the front office with a parent and obtain a pass to enter class.
11. All school leave and out-of-town trips must be pre-approved on the form available in the attendance office. The student's absences must be administratively approved five (5) days **BEFORE** the student is absent.

Excused Absences

Bay District School Board Policy provides for excused absences for the following reasons:

1. Death in the family or any other bonafide family emergency.
2. Illness of child: a note from a doctor may be required after five (5) days' absence for illness.
3. Appointments for medical or dental care (Physician's statement required.)
4. Legal reasons.
5. Pre-approved family leave. Requests must be in writing and approved before the student is to be absent and must comply with the following criteria:
 - a. Student must have a C or higher in all classes for the grading period.
 - b. It must be demonstrated that the leave cannot be taken during school breaks.
 - c. The leave cannot be for more than 5 days per school year.
6. Religious holiday.
7. School-sanctioned activities and field trips.
8. Approved educational trips.

The student is expected to make up all work missed during excused absences under the following conditions:

1. It is the student's responsibility to make up work within five (5) days. It is the student's responsibility to obtain from the teacher the work missed during any absence. If you are absent, ASK each teacher for your make-up work as soon as you return to school.
2. All assignments including tests and exams announced in advance of the student's absence must be made up on the day the student returns to school. Teachers have the prerogative to require a student on school leave to complete work assigned in advance of the leave.
3. The teacher and/or the principal may grant additional time for making up work if warranted by the individual situation.

Unexcused Absences

School Board Policy provides for unexcused absences for all reasons not listed above. However, extenuating circumstances may be subject to administrative review.

The student is also expected to make up all work missed during unexcused absences. Work must be made up within five days of returning to school if the absence is due to a suspension of 1-3 days. If students are suspended for more than 3 days, parents are responsible for contacting the school by the end of the third day of

suspension to obtain the missed work assignments, which must be completed and returned to classroom teachers when the student returns to school. Guidance assists in obtaining student work for suspended students.

1. Any unexcused absence can only be appealed during the 9-week grading period in which it is received. A parent/guardian may appeal within five (5) days of notification of a decision to classify an absence as unexcused by notifying the principal in writing.
2. The Appeal Board, composed of one administrator, the president of the student body or designee, and three faculty members, shall meet once a week or when there are at least two appeals to consider.

Minimum Attendance

A student may be in jeopardy of being retained if he/she fails to attend school for at least 160 days in a school year.

Tardy Policy

Under Bay County School Board Policy, each student is responsible for regular and punctual class attendance. Students must be inside the classroom by the end of the ringing of the tardy bell in order not to be considered tardy. The school office will determine if the period of absence is excused or unexcused. Chronic tardiness will be investigated by a designated school representative.

At Surfside, disciplinary procedures for tardies are as indicated: Tardy 1 & 2—Teacher warning; Tardy 3—Teacher detention; Tardy 4—Referral to an administrator; Tardy 5 or more—Considered habitual and subject to discipline and unexcused absence criteria.

Miscellaneous

1. By state law, the teacher's grade book will be the final authority in determining the number of absences for each student.
2. Students called for by their parent/guardian to leave campus must remain in class until called by the office.
They must then check out through the main office.
3. A parent/guardian must sign the student in through the office when arriving tardy or returning from check-out. For student safety, identification is required for the adult checking out a student.

Physical Emergencies

1. In case of an accident or extreme emergency, the administration or crisis team will assist the student.
2. If a student is injured at school, he must report the injury immediately to his supervising teacher and to the office before leaving school for medical attention. The supervising teacher will file an accident report with the front office when informed of the accident.
3. Parents/Guardians are required to provide phone numbers for persons to be notified in the event of an emergency with their child. **All students must have arrangements made to be picked up if they become ill at school. Surfside has no facility for supervising students who become ill.** Unlisted phone



numbers/cell phones should be listed with the office. Only those adults listed on the emergency contact form will be allowed to check out a student.

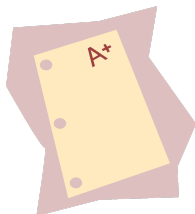
4. **Medication:** Notwithstanding the provisions of the Nurse Practice Act, Chapter 464, any student who is required during the regular school day to take medication prescribed for him/her by a physician, may be assisted by designated school personnel if the school district receives: (a) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken, and (b) a written statement from the parent or guardian of the student indicating the desire that the school district assist the student in the matters set forth in the physician's statement. These forms are available in the front office. Students are not permitted to have over the counter medication in their possession at any time, i.e. Tylenol, Motrin, cough drops, etc.
5. If a family emergency exists, please contact the office as soon as possible.

MONEY POLICIES

1. All field trips and fees are paid at Online School Payment portal (OSP). This service is provided to parents to facilitate payments for school fees for a variety of products and services. All t-shirts, field trips, and fees must be paid using this service. This portal may be accessed from the Bay District web site, www.bay.k12.fl.us, or the Surfside School web site, www.bayschools.com/sms.
2. All fees paid for a field trip are NON REFUNDABLE for any reason. If a student is sick or has a death in family, or is suspended, and not able to attend, this is unfortunate, but the school cannot refund payments made for the field trip. Fees are based on prepaying for tickets and transportation, and the companies will not return the funds to us. Therefore, we cannot refund funds to students if tickets have been pre-purchased.
3. Checks returned from the bank due to insufficient funds or closed accounts are handled through a collection agency.
4. Under no circumstances will the school, office, club sponsor, teachers, or administrators be responsible for misplaced monies, checks, other valuables, or any personal property.

GRADING AND REPORTING

Each student will receive a grade in each subject taught. The grading scale is:



90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D

Progress Reports

Progress reports will be posted at the beginning of each fifth week of each reporting period for all students.

Check the Bay District Schools' calendar for progress report dates and for the dates of each grading period. Parents are encouraged to check Parent Portal regularly to monitor the progress of their student.

Guidance Services

The school provides a variety of guidance services for students. Some of these services include providing help with personal and/or academic problems, providing occupational information, setting up parent/teacher conferences, achievement testing, and obtaining assignments for students who will be absent due to lengthy illness. **(Parents, if you wish to pick up assignments, we need to know at least one day in advance.)**

Students are to use the following procedures in order to talk with counselors.

1. Arrange a guidance appointment through the guidance secretary before school, after school, or during your lunch period.
2. Ask your teacher for a pass to come to the guidance office.
3. In cases of extreme emergencies, you may come without either of the above.

GRADUATION REQUIREMENTS (for Class of 2011 and thereafter)

Four-year Standard Graduation Requirements (minimum 24 credits)

(28 credits required at Arnold, Bay, Mosley, Rutherford, Bozeman)

- 4 credits English
- 4 credits math (including Algebra I or its equivalent)
- 3 credits social studies (World History, American History, American Government, Economics)
- 3 credits in natural science (two must have lab component)
- 1 credit Physical Education to include the integration of health
- 1 credit in fine arts
- 8 credits Electives (12 credits for Arnold, Bay, Mosley, Rutherford)
 - 4 credits in a major area of interest
 - 4 (8) credits in elective courses (which may be combined to allow for a second major area of interest, a minor area of interest (3 credits), other elective courses)
- * a minimum GPA of 2.0
- * a passing score on FSA reading and math and Florida Writes!

Three-year standard college preparatory program (18 credits)

- 4 credits in English
- 3 credits in math at the Algebra I level or higher
- 3 credits in social studies (World History, American History, American Government, Economics)
- 3 credits in natural science (two must have a lab component)
- 2 credits in same second language
- 3 credits in electives

(At least 6 of the 18 credits required for completion of this program must be received in classes that are Dual Enrollment, IB, AICE, or Advanced Placement)

* a 3.5 GPA

* a passing score on FSA reading and math and Florida Writes!

Three-year career preparatory program (18 credits)

- 4 credits in English
- 3 credits in math, one of which must be Algebra I or its equivalent
- 3 credits in natural science (two must have a lab component)
- 3 credits in social studies (World History, American History, American Government, Economics)

- 3 credits in single vocation/career education program and 2 credits in electives *OR*
- 3 credits in single career/technical certificate dual enrollment and 2 credits in electives *OR*
- 5 credits in vocational/career education (including 3 credits in one sequential career and technical education program)

* a 3.0 GPA

* a passing score on FSA reading and math and Florida Writes!

Students choosing to participate in an 18 credit graduation option must declare their intent by the end of the 9th grade year.

Out of Field Request

In accordance, with Florida State Statutes the District has adopted the following guidelines for Out of Field Teachers. At Surfside Middle School, all teachers hold a valid Florida teaching certificate and may be placed in a classroom for one or more periods where they are in the process of requiring additional or specialized certification to meet state standards in that area of study. If as a parent, you have questions or concerns about a teachers' individual qualifications in subject area certification, please contact the principal or your child's guidance counselor.

Request to transfer

If an academic need arises and a parent desires to request a transfer for his/her child from one teacher to another, the following process will be used:

1. Parent initiates the request for a teacher transfer using the FOCUS form online.
2. The principal schedules a parent-teacher conference (required attendance by the parent and teacher and facilitated by the principal) to discuss the parent's concerns.
3. The principal renders a decision on the transfer request within two weeks of the form being received.

Request to transfer from an out-of-field teacher

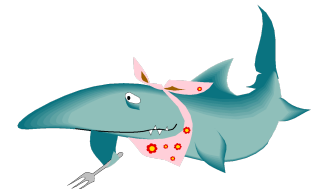
If a parent desires to request a transfer for his/her child from one teacher to another for out-of-field reasons, the following process will be used:

1. Parent initiates the request for a teacher transfer using the FOCUS form online.
2. The principal schedules a parent-teacher conference (required attendance by the parent and teacher and facilitated by the principal) to discuss the parent's concerns.
3. The principal renders a decision on the transfer request within two weeks of the form being received.

CAFETERIA & LUNCH PROCEDURES

1. Breakfast is served in the cafeteria from 8:25 to 8:50 a.m. every morning.
2. All students are expected to have lunch inside the cafeteria. Pack lunches brought from home must be eaten inside the cafeteria. **Please do NOT deliver lunch for your child unless you are staying to eat with him or her in the cafeteria.** Our cafeteria provides nutritious meals for our students; we do not have staff to supervise the delivery of fast food lunches to students. Teachers or administrators will dismiss students for lunch. Students may be assigned a lunch table.
3. Cost of breakfast: full price \$1.50 reduced price: \$0.30
Cost of lunch: full price \$2.75 reduced price: \$0.40

Food Service has implemented a new internet website to assist parents in paying for meals with a credit card. It is www.myschoolbucks.com. There is a \$2.50 charge to use your credit card at this website. The \$2.50 fee now lets you fund any number of children at ANY of the schools. When you enroll there is NO CHARGE to monitor the account to make sure your child doesn't



run out of money. This new website also allows you to see just what your child is purchasing with the money (for no charge).

To enroll at the website, you will need your child's 10-digit school identification number. You can get it from your school or from the Food Service office at 767-4261.

HOW TO ENROLL:

- Go to www.myschoolbucks.com and click SIGN UP TODAY.
 - Create an account for yourself (the District name=Bay).
 - Set up an account for each child, using the child's 10-digit ID number
 - Provide credit or debit card information as necessary.
4. Students caught using another student's lunch number will be severely disciplined and required to pay for the lunch or lunches.
 5. Free and reduced lunch applications will be processed during the first month of school. Lunch applications will be given out in the first few days of school. It is the student's responsibility to return the application to school to be processed. Due to the number of applications to be processed, it is also the student's responsibility to check with Guidance if he/she does not receive a free or reduced lunch number.
 6. Students may not charge lunches in the school cafeteria. Students must be prepared to pay for their lunch each school day. The lunchroom does not have a credit system in place.

CAFETERIA RULES

Disruptive behavior will not be tolerated in the cafeteria at Surfside Middle School.

Violation of cafeteria rules will result in the student being assigned appropriate disciplinary measures.

1. Leave your book bag in class (unless directed otherwise by your teacher).
2. Do not run to, in, or from the cafeteria.
3. Do not break in line, and do not allow others to break in front of you. Under administrative supervision, students begin seating at the 1st end table and will sit in the next available seat. Students who are not buying lunch or beverages must take a seat upon entering the cafeteria. Students may not stand in the lunch line with friends.
4. Stay seated at your designated or assigned table and do not visit other tables.
5. Get permission before leaving the lunchroom. Use the restroom before or after lunch.
6. All students must be in the cafeteria at their assigned lunch times.
7. **Talk softly.** Do not make inappropriate loud noises.
8. Never throw food or any other items. No bottles, soda cans, straws, or other items may be taken from the lunchroom.
9. Conduct yourself in an orderly fashion at all times by observing good table manners.
10. You may socialize quietly at your own assigned or designated table.

11. Do not get up until your table is dismissed. When you leave, make sure all trash from the table and floor is placed in the trashcan.
12. On clear days, administrators take students out to the courtyard for socializing. Remember to obey appropriate behavior rules to maintain this privilege.
13. On special occasions, such as your birthday, parents may choose to visit and bring lunch for you and friends. If this occurs, an administrator will assign seating for your parents and up to six (6) friends.



BUS RULES AND REGULATIONS

1. Stand off the roadway while awaiting bus and cross roadway in front of the bus after driver's signal.
2. Keep your seat at all times while bus is moving and keep hands and arms inside.
3. Outside of ordinary conversation, classroom conduct is to be observed. Absolute silence on the bus shall prevail while the bus is stopped at railroad crossings or for discharging students.
4. **The driver has full authority over students while on the bus and has the right to assign pupils to certain seats.**
5. No eating, drinking, or smoking allowed on bus. Please remain quiet and do not have unnecessary conversation with the driver.
6. Students must be on time; the bus cannot wait on those who are tardy.
7. No throwing of objects in the bus or out of the bus.
8. Enter/ leave the bus only at the front door after the bus has come to a complete stop except in cases of emergency or on instructions from the bus driver.
9. Anyone transporting students to or from school in automobiles should never enter the bus zone. During the regular school day, this area will be closed to all vehicular traffic. Signs will identify student drop off area.
10. After the ringing of the dismissal bell, all students riding buses must report to the bus zone and remain there until their bus leaves. Students are dismissed by grade level.
11. Every student must obtain permission from transportation (Telephone #: 767-4495) to ride any bus other than the one assigned to them. The school office CANNOT give permission to ride buses other than the regular bus a student rides.

Penalty for violating these rules, a student will be reported by the driver to the school principal who has authority to suspend him/her temporarily or permanently from riding the bus after parent notification.

Procedures:

First Referral:

- 1) Warning by principal; and /or
- 2) Conference with a counselor or parent; and/or
- 3) Loss of bus riding privilege for up to 3 days

Second Referral:

- 1) Conference with parent; and/or

- 2) Loss of bus riding privilege for 3 days; and/or
- 3) Application of punishment in accordance with School Board Rules.

Third Referral:

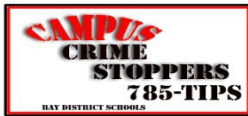
- 1) Loss of bus riding privilege for 3 to 5 days; and/or
- 2) Parent notification

Fourth Referral:

- 1) Loss of bus riding privilege for 5 to 10 days; and/or
- 2) Recommendation of expulsion from bus transportation for the remainder of the semester.

Fifth Referral:

- 1) Recommendation for expulsion from bus for remainder of school year.
- 2) Students must proceed to their final destination by School Board provided transportation unless otherwise authorized by the Principal.



Surfside Middle school promotes the Bay District initiative, Campus Crime Stoppers, an anonymous call line for reporting drugs, violence or weapons. Students and their parents are encouraged to help ensure the safety and security of our campus. If you have knowledge of anything that could result in harm to any student or employee, be responsible and talk to an Administrator or School Resource Officer. If you wish to report the information and remain anonymous, call the hotline at 785-TIPS. Help protect yourself, your friends, and your school.



HELP LINES

Your guidance counselor is ALWAYS available to assist you when you are facing major problems, but there are many community agencies available to help students. Such agencies are completely confidential. Please contact your guidance counselor to see what services are available.

**NON-DISCRIMINATION, EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION
SCHOOL BOARD POLICY 2.111**

No person shall on the basis of race, color, religion, sex, national origin, handicap, age, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any educational program or activity or work environment. This practice shall apply equally to students, employees, applicants for employment and all persons having business with the School Board.

Students: **Harassment** means a **pattern of repeated** unwanted behavior directed at a student by another person intentionally.

Any student who has a reasonable and good faith belief that he/she has been the subject of discrimination or harassment because of his/her race, color, religion, sex, national origin, handicap, age, or marital status, shall communicate the allegation in writing to the student's principal or his/her designee within 30 days of the alleged incident. If the complaint involves the student's principal, the written communication shall be directed to the Executive Director for Curriculum and Instructional Resources.

1. The parent(s) or legal guardian(s) of the student shall be notified of the allegations made within two (2) days of receipt of the complaint.

2. The investigation shall be concluded within ten (10) days. The student and parents shall be sent a written resolution of the complaint. The principal or his/her designee shall take remedial or affirmative action to resolve the complaint.
3. If the student or his/her parents are not satisfied with the resolution of the complaint, the student or his/her parents may appeal the principal's or his/her designee's decision to the Executive Director for Curriculum and Instructional Resources. A written appeal must be received by the Executive Director for Curriculum and Instructional Resources within ten (10) days of the date of the principal's resolution.
4. If, after ten (10) days, the Executive Director for Curriculum and Instructional Resources fails to respond to the appeal, or if the student and his/her parents are not satisfied with the outcome of their appeal, the student and his/her parents may file a written appeal with the Superintendent. The Superintendent's decision shall be final.

Disciplinary action, up to and including dismissal, may be taken against such person, and warnings against retaliation will be given. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when the conduct has occurred.

The Student and The Law

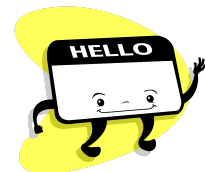
As a student in a Florida middle school, you need to realize that many school laws, rules and regulations are tied directly to Florida Criminal Statutes. The following are some examples of school violations that are criminal violations:



- Battery of a school official – This school law is punishable by suspension and recommendation for expulsion. It is also a Florida Criminal Statute that carries punishment of a third degree felony.
- Selling drugs within 1000 feet of the school property – For controlled substance felonies of the first degree, a minimum term of imprisonment of three years.
- Carrying a weapon – third degree felony.
- Burglary – third degree felony.
- Assault on a school official – first degree misdemeanor.
- Destruction or defacing school property – first degree misdemeanor.
- Fighting on school campus – battery – first degree misdemeanor.
- Consuming drugs on school property – third degree misdemeanor.
- Consuming alcohol on school property -- third degree misdemeanor.
- False bomb threat – Florida Statute 790.163 – second degree felony – expulsion from school, no matter where call was placed.
- False fire alarm – Florida Statute 806.101 – first degree misdemeanor

GENERAL PROCEDURES

School Visitors



Florida State Law requires that **ALL** visitors report to the main administrative office of any school and request permission to visit the campus. **ALL** visitors **MUST** be signed in and must wear a visitor's badge to be on campus.

Classes will not be interrupted to deliver messages or items to students. Messages will be delivered at the end of each teaching period. Please respect our instructional time with your child; it is our top priority. **NO MESSAGES** will be given or taken for students after **3:00 PM**. Please inform your child of how they will be getting home before they come to school.

Student Surveys

School Board Policy 7.404

The district shall cooperate with the federal government and state agencies such as the Florida Department of Health in conducting student surveys. These surveys shall be conducted anonymously and shall contain no personally identifiable information from or on any individual student. Parents shall be notified of upcoming surveys that reveal information concerning one or more of the following items:

- political affiliations or beliefs of the students or the student's parent;
- mental and psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or student's parent; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

No student shall be required to participate in such surveys if the student's parent objects in writing to the student's participation. Parents shall have the right to inspect any such survey instrument before the survey is administered or distributed if the request is made within a reasonable period of time. Parents shall be notified annually at the beginning of each school year of this policy and the notice shall include approximate dates during the school year when any such survey is administered.

School Board Policy – Verification of Release of Students

1. The principal and teachers of a school must establish the identity and authority of any person who requests the release of a child from school. Please have ID available when you arrive at the office.
2. If the person requesting the release of the child is other than the parent or guardian, the principal and the teacher concerned must be satisfied beyond a reasonable doubt that the request conforms to the wishes of the parent or guardian who has custody of the child.

It is the parent's responsibility to notify the school regarding any change of telephone numbers, address, guardianships or emergency contacts. Please provide the school with other information that would help us maintain the security of your child.

Please do not be offended when staff members request identification; these procedures are necessary to ensure the safety of our students.

Bay District Schools' Annual Notice Regarding Disclosure of Student Directory Information

School Board Policy 7.301

Federal and State laws require that Bay District Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, Bay District Schools may disclose appropriately designated directory information without written consent UNLESS you advise Bay District Schools to the contrary.

Parent(s), adult students or former students shall have 30 days from the receipt to inform the student's school principal, in writing, that any or all of the directory information should not be released without their consent. Bay District Schools has designated the following information as directory information:

- A student's name, address, and telephone number (if there is a listed number)
- Image or likeness in photographs, videotape, film or other medium
- Date and place of birth
- Major field of study

- Current grade level
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution (school or center) attended by the student.

Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:

- In-school use of student directory information for official school business.
- Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities.
- Student directory information of junior and senior students may be furnished, upon request,
 - to Armed Forces Recruiting Officers, including the U.S. Coast Guard, for their use in providing for mail out information to student in regard to opportunities available to them in the United States Armed Services; provided, however, that any student may request that his/her name not be given for this purpose.
 - Florida public universities and colleges.
 - United States Congressman and Senators and Florida legislators.

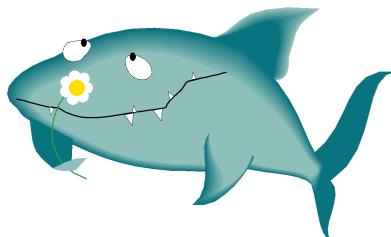
Student Records, Student Surveys, Directory Information & Annual Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), Florida law and Bay District School Board policy afford parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. (FERPA, PPRA), (§1002.22, §1001.41 Fla. Stat.), (School Board Policy 7.301, 7.404)

I understand I will receive through the Bay District Schools Parent Resource Guide:

- Annual notification of my right to inspect and review my child's educational records.
- Annual notification of my rights regarding administration of student surveys.
- Annual notification of the categories of information designated as directory information.

The Bay District Schools Parent Resource Guide may be accessed at my child's school website and at the Bay District Schools website, www.bay.k12.fl.us. Paper copies of the Bay District Schools Parent Resource Guide are available upon request at schools or by calling 850-767-4311. Parents and students should read this guide carefully. Note: The electronic edition of the Parent Resource Guide is the latest edition. It replaces earlier electronic and printed editions.



The Bay County School Board policies are subject to change at the discretion of the School Board. The complete School Board policies are available at each school, at the District's web site www.bay.k12.fl.us, and at the Superintendent's office at 1311 Balboa Avenue.

