

# Baker County Public Schools

## BAKER COUNTY MIDDLE SCHOOL

211 E. Jonathan Street  
Macclenny, Florida 32063  
(904) 259-2226

### PARENT/STUDENT RESPONSIBILITY PAGE

We have read this handbook and agree to abide by the procedures that it contains. We also understand that \_\_\_\_\_ is responsible for this planner and should keep it with him/her at all times.

Assignments are to be written directly on the calendar on Mondays, enabling us to be aware of class responsibilities.

If this handbook is lost or destroyed, \_\_\_\_\_ is responsible for replacing it at a cost of \$7.00.

The next replacement is \$10.00, and any future replacement (if additional planners are available) will be \$10.00.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SCHOOL CONTACT INFORMATION

#### School Telephone Numbers

6<sup>th</sup> grade Cafeteria.....259-0375  
7<sup>th</sup> & 8<sup>th</sup> grade Cafeteria .....259-3020  
Athletic Department .....259-0464  
Attendance.....259-0461  
Guidance Department.....259-7938  
Fax Number.....259-0459  
Main Office/ Front Desk .....259-2226  
Media Center .....259-4728  
Nurse .....259-4930  
Student Services/Discipline.....259-0468

Please feel free to contact school personnel if you have a concern. You may set up an appointment by calling any of these numbers.

Please visit our school website at [www.bakerk12.org/bcms](http://www.bakerk12.org/bcms) to access staff email addresses, additional contact information, and a current school calendar.

You may also visit our Facebook page at <https://www.facebook.com/BakerCountyMiddleSchool/> for up-to-date information, announcements, and photos of our special events.



***“Building a Legacy of Excellence,  
One Student at a Time”***

Baker County Middle School is a Positive Behavioral Interventions and Supports (PBIS) school. The following are our schoolwide R.O.A.R. expectations for students.



**Respect**  
**Organization**  
**Attitude**  
**Responsibility**



**R.O.A.R. EXPECTATIONS**

# for BCMS Bobcats

Bobcats R.O.A.R. in the **RESTROOM** when they....

<b>Respect</b>	<b>Organization</b>	<b>Attitude</b>	<b>Responsibility</b>
...treat others and school property with kindness and respect.	...take their belongings with them when they leave.	...are courteous and wait patiently for their turn.	...speak up when inappropriate behavior is being displayed.

Bobcats R.O.A.R. in the **CAFETERIA** when they....

<b>Respect</b>	<b>Organization</b>	<b>Attitude</b>	<b>Responsibility</b>
...treat staff, classmates, and school property with respect and care.	... wait patiently in line for their turn.	...show regard for those around them by treating others like they want to be treated.	... remain seated and leave the cafeteria clean when they exit.

Bobcats R.O.A.R. in the **HALLS** and on the **SIDEWALKS** when they....

<b>Respect</b>	<b>Organization</b>	<b>Attitude</b>	<b>Responsibility</b>
... walk on the right side, keep moving, and are alert to where they're going.	... walk with a purpose so they are on time to class.	... are polite and helpful to others.	... are safe and on time to class.

**R.O.A.R. EXPECTATIONS**  
**for BCMS Bobcats**



Bobcats R.O.A.R. in the **CLASSROOM** when they....

<b>Respect</b>	<b>Organization</b>	<b>Attitude</b>	<b>Responsibility</b>
...follow their teacher's classroom expectations without grumbling or hesitation.	... bring the appropriate items with them to class.	... are respectful, diligent, and eager to learn.	... complete all work and give their best effort at all times.

Bobcats R.O.A.R. during **DISMISSAL** when they....

<b>Respect</b>	<b>Organization</b>	<b>Attitude</b>	<b>Responsibility</b>
... walk on the right side, keep moving, and are alert to where they're going.	... walk with a purpose to the appropriate area.	... show kindness and respect to all of their peers and staff.	... get to the appropriate place safely and quickly.

Bobcats R.O.A.R. on the **BUS** when they....

<b>Respect</b>	<b>Organization</b>	<b>Attitude</b>	<b>Responsibility</b>
... follow the rules of the bus and follow the directions of the driver.	...stay appropriately seated and talk quietly to their peers.	... show respect to the driver and fellow riders by speaking kindly to them.	... get to their destination safely and quickly.

**BCMS POWER WORDS**  
for PBIS and Character Education

August

**Respect**

January

**Adversity/Grit**

September

**Conduct**

February

**Hope**

October

**Coping Skills**

March

**Empathy**

November

**Responsibility**

April

**Honesty**

December

**Gratitude**

May

**Citizenship**



## 2024-2025 CALENDAR (Option 1)

<b>August</b>	<b>October</b>	<b>December</b>	<b>February</b>	<b>April</b>
	30	2	3 FTE Week	7
	1	3	4 FTE	8
	2	4 Early Out	5 FTE	9
1	3	5	6 FTE	10
2 Teachers Return	4	6	7 FTE Progress Reports	11
<b>August</b>	<b>October</b>	<b>December</b>	<b>February</b>	<b>April</b>
5	7 FTE Week	9	10	14
6	8 FTE	10	11	15
7	9 FTE	11	12 Early Out	16 Early Out
8	10 FTE	12	13	17
9	11 FTE	13	14	18
<b>August</b>	<b>October</b>	<b>December</b>	<b>February</b>	<b>April</b>
12 Students Begin	14 End 1 <sup>st</sup> 9 weeks	16	17 Presidents' Day/Hurricane	21
13	15	17	18	22
14	16	18	19	23
15	17	19	20	24
16	18 Planning Day	20 End 2 <sup>nd</sup> 9 weeks	21	25 Progress Reports
<b>August</b>	<b>October</b>	<b>December</b>	<b>February</b>	<b>May</b>
19	21	23 Christmas	24	28
20	22	24 Christmas	25	29
21	23	25 Christmas Day	26	30
22	24	26 Christmas	27	1
23	25 Report Cards	27 Christmas	28	2
<b>August</b>	<b>October</b>	<b>January</b>	<b>March</b>	<b>May</b>
26	28	30 Christmas	3	5
27	29	31 Christmas	4	6
28	30	1 New Year's Day	5	7
29	31	2 Christmas	6	8
30	1	3 Christmas	7	9
<b>September</b>	<b>November</b>	<b>January</b>	<b>March</b>	<b>May</b>
2 Labor Day	4	6 Planning Day	10	12
3	5	7 Students Return	11	13
4	6	8	12	14
5	7	9	13	15
6 Progress Reports	8	10 Report Cards	14 End 3 <sup>rd</sup> 9 weeks	16
<b>September</b>	<b>November</b>	<b>January</b>	<b>March</b>	<b>May</b>
9	11 Veterans Day	13	17 Spring Break	19
10	12	14	18 Spring Break	20
11	13	15	19 Spring Break	21
12	14	16	20 Spring Break	22
13	15 Progress Reports	17	21 Spring Break	23 Graduation
<b>September</b>	<b>November</b>	<b>January</b>	<b>March</b>	<b>May</b>
16	18	20 Martin L. King	24 Planning Day	26 Memorial Day
17	19	21	25	27
18	20	22	26	28 Last Day of School
19	21	23	27	29 Inservice Day
20	22	24	28 Report Cards	30 Planning Day
<b>September</b>	<b>November</b>	<b>January</b>	<b>April</b>	<b>June</b>
23	25 Thanksgiving/Hurricane	27	31	2
24	26 Thanksgiving	28	1	3
25 Early Out	27 Thanksgiving	29	2	4
26	28 Thanksgiving Day	30	3	5
27	29 Thanksgiving	31	4	6

## BCMS Rotating Schedule

Week of	Schedule
August 12	Red
August 19	White
August 26	Blue
September 2	Red
September 9	White
September 16	Blue
September 23	Red
September 30	White
October 7	Blue
October 14	Red
October 21	White
October 28	Blue
November 4	Red
November 11	White
November 18	Blue
November 25	Thanksgiving Break
December 2	Red
December 9	White
December 16	Blue
December 23	Christmas Break
December 30	Christmas Break

Week of	Schedule
January 6	Red
January 13	White
January 20	Blue
January 27	Red
February 3	White
February 10	Blue
February 17	Red
February 24	White
March 3	Blue
March 10	Red
March 17	Spring Break
March 24	White
March 31	Blue
April 7	Red
April 14	White
April 21	Blue
April 28	Red
May 5	White
May 12	Blue
May 19	Red
May 26	Red

### Order of Class Periods

(Homeroom every Monday)

Red Schedule: 1,2,3,4,5,6

White Schedule: 3,4,5,6,1,2

Blue Schedule: 5,6,1,2,3,4

### MY CLASS SCHEDULE (Semester 1)

PERIOD	SUBJECT	TEACHER	ROOM NUMBER
1st period			
2nd period			
3rd period			
4th period			
5th period			
6th period			

### MY CLASS SCHEDULE (Semester 2)

PERIOD	SUBJECT	TEACHER	ROOM NUMBER
1st period			
2nd period			
3rd period			
4th period			
5th period			
6th period			

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

The student's name should be written here before any passes are used. These passes can be used only by the owner of this planner!

### RESTROOM PASSES

#### 1st Nine Weeks

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_

#### 3<sup>rd</sup> Nine Weeks

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_

#### 2nd Nine Weeks

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_

#### 4<sup>th</sup> Nine Weeks

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_



## Media Center Passes

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ ELA Teacher: \_\_\_\_\_

[illegible]

## Clinic Passes

**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

[illegible]

Nurse's comment:

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Parent's comment:

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Grade: \_\_\_\_\_

## Hall Passes

[illegible]

## LOGIN AND PASSWORD INFORMATION

Website/Program \_\_\_\_\_

Login \_\_\_\_\_

Password \_\_\_\_\_

Website/Program \_\_\_\_\_

Login \_\_\_\_\_

Password \_\_\_\_\_

Website/Program \_\_\_\_\_

Login \_\_\_\_\_

Password \_\_\_\_\_

Website/Program \_\_\_\_\_

Login \_\_\_\_\_

Password \_\_\_\_\_

Website/Program \_\_\_\_\_

Login \_\_\_\_\_

Password \_\_\_\_\_

Website/Program \_\_\_\_\_

Login \_\_\_\_\_

Password \_\_\_\_\_

Website/Program \_\_\_\_\_

Login \_\_\_\_\_

Password \_\_\_\_\_

Website/Program \_\_\_\_\_

Login \_\_\_\_\_

Password \_\_\_\_\_

## Google Apps for Education

The Baker County School District will provide students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and the Baker County School District.

Google Apps for Education runs on an Internet domain owned by the Baker County School District and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Student safety is our highest priority.

### Acceptable Use (Privacy and Safety)

Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

- Privacy – School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.
- Limited personal use – Students may use Apps tools for personal projects but may not use them for:
  - Unlawful activities
  - Commercial purposes (running a business or trying to make money)
  - Personal financial gain (running a web site to sell things)
  - Inappropriate sexual or other offensive content
  - Threatening another person
  - Misrepresentation of the Baker County School District, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

### Safety

- Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
- Students agree not to meet with someone they have met online without their parent's approval and participation.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

### Access Restriction – Due Process

- Access to Google Apps for Education is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, the Baker County School District also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

### Consumer Safety (Advice for Students and Parents)

- Don't get scammed. Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.
- Don't get spammed. Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

### Digital Citizenship (Advice for All)

- Treat others well. It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
- Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

- Students have First Amendment rights to free speech. Your rights can be limited in school, though. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School web sites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.

These are the laws and policies that help to protect our students online:

#### Child Internet Protection Act (CIPA)

- The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked. CIPA – <http://fcc.gov/cgb/consumerfacts/cipa.html>

#### Children's Online Privacy Protection Act (COPPA)

- COPPA applies to commercial companies and limits their ability to collect personal information from children under 13 years of age. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

#### Family Educational Rights and Privacy Act (FERPA)

- FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc.) but parents may request that the school not disclose this information.
    - The school will not publish confidential education records (grades, student ID#, etc.) for public viewing on the internet.
    - The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
    - Parents may request that photos, names and general directory information about their children not be published.
    - Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.
- FERPA – <http://www2.ed.gov/policy/gen/guid/fbco/ferpa>

# ELECTRONIC RESOURCES RESPONSIBLE USE AGREEMENT

Baker County School District provides a telecommunications network accessible to all of its staff and eligible students as part of its overall goal of improving education. Responsible use of the network will enhance both educational and leadership activities.

## NETWORK WARNING

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material, individual contacts or communications, which are not suitable for school-aged children. The Baker County School District views information retrieval from the network in the same capacity as information retrieval from reference material identified by schools. Specifically, the district supports those activities, which will enhance the research and inquiry of the learner with directed guidance from faculty and staff.

The Baker County School District has established Internet filtering software designed to block access to inappropriate sites. Even with this filter, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. At school, each student's access to and use of the network/internet will be monitored as a regular instructional activity. The district performs frequent spot checks of computers accessing the Internet to ensure only appropriate websites are accessed. The district, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the Baker County School District. **Anyone found accessing inappropriate websites may lose privileges to the network and possibly disciplinary action.**

## GENERAL POLICY AND GUIDELINES

It is a general policy that the network/internet will be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Baker County School District. Users must acknowledge their understanding of the general policy and guidelines as a condition of receiving access. Failure to adhere to the policy and guidelines may result in suspending or revoking the offender's privilege of access.

### Guideline 1

Acceptable uses of the network are activities, which support learning and teaching. Network users are encouraged to develop uses which meet their needs and which take advantage of the network's functions: electronic mail, conferences; access to databases, bulletin boards, and access to the internet.

### Guideline 2

Unacceptable uses of the network include:

1. Violating the conditions of the Education Code dealing with student's rights to privacy;
2. Using profanity, obscenity, or other language, which may be offensive to another user;
3. Reposting personal communications without the author's prior consent;
4. Copying commercial software in violation of copyright law;
5. Using the network for financial gain or for any commercial or illegal activity;
6. Use of the network to access materials that are considered pornographic or inappropriate for educational purposes;
7. Use of the network for advertising, soliciting, or harassment of any kind;
8. Use of the network to try to access data that is protected and not intended for use;
9. Using someone else's account or password at any time;
10. Violating any federal or state laws regarding network access and;
11. Trying in any way to interfere with the computer systems in the Baker County School District or anywhere, in an effort to obtain private information, having the computer malfunction, or destroying data.

### Guideline 3

Users should practice E-mail etiquette by:

1. Making subject heading as descriptive as possible;
2. Beginning messages with a salutation;
3. Choosing words carefully to avoid misunderstandings, keeping in mind that electronic text is devoid of any context clues which convey shades of irony, sarcasm, or harmless humor, and;
4. Ending messages with a signature.

### Guideline 4

Classroom teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the network and for assuring that students understand that if they misuse the network, they will lose their privilege to use the network. Particular concerns include issues of privacy, copyright infringement, e-mail etiquette, and approved and intended use of the network resources.

### Guideline 5

The person, in whose name a logon identification is issued, is responsible at all times for its proper use. Users should be extremely careful with their passwords. Each employee will receive a unique user ID and password for each system to which the user is to be granted access. The employee's supervisor will be responsible for requesting the appropriate access based on the employee's job responsibilities. Employees are not to share their user ID and password with anyone. **Employees must take every precaution to secure access IDs and passwords from unauthorized use.**

**Guideline 6**  
Users must avoid knowingly or inadvertently spreading computer viruses. Do not upload files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

**Guideline 7**  
The network management accepts no responsibility for harm caused directly or indirectly by its use. Never consider electronic communications to be completely private. The network managers take every possible precaution to safeguard the privacy of email, but instances of misdirected mail, mail inadvertently forwarded to others, and public posting of private correspondence by users may occur. In addition, credit card numbers or any other confidential data cannot be considered secure on the network.

**Guideline 8**  
Signed teacher, parent, student, and employee contracts are required for network/internet access through the Baker County School District.

**Electronic Resources Responsible Use Agreement  
Baker County School District**

Please read the following carefully before signing this document. This is a legally binding contract and must be signed before you will be given access to the network.

With access to computers and people all over the world also comes the availability of some material that may not be considered to be of educational value within the context of the school setting. Efforts have been made to direct students to only educational related material. However, on a global network, it is impossible to control all materials. The Baker County School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs that possibility of users gaining access to material that is not consistent with the educational goals within each school.

As a student, I have read the Network/Internet Acceptable Use Policy of the Baker County School District. I understand that this access is for educational purposes only, and that if any user violates any of these provisions, his/her access to the network will be terminated and all future access could possibly be denied. The signature at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully, and fully understands their significance.

Student’s Name \_\_\_\_\_ Grade \_\_\_\_\_  
(please print)

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parents/Guardian Electronic Resources Responsible Use Agreement**

As a Parent/Guardian of \_\_\_\_\_, I have read the Network/Internet Acceptable Use Policy of the Baker County School District. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the Baker County School District to restrict access to all controversial materials and I will not hold them responsible for material acquired on the network.  
Further, I accept full responsibility for the supervision if and when my child’s use is not in a school setting. I hereby give my permission for my child to use the network and the internet and certify that the information contained on this form is correct.

Parent/Guardian \_\_\_\_\_  
(please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_



# PARENT/STUDENT INFORMATION

## Accelerated Reader

Every student at BCMS is expected to participate in the Accelerated Reader program. A list of all Accelerated Reader tests may be found at [ARbookfinder.com](http://ARbookfinder.com). Students are responsible for making sure the AR test taken matches the book read. A book's AR level and point value are subject to change, so it is up to each student to find the correct information listed in the AR program.

Students are required to earn half of their nine week's AR points on the scheduled dates (see school calendar) prior to progress reports and all of their assigned points are due on the last day of the nine weeks, except for the fourth nine weeks. Students can take AR tests before school (beginning at 7:00 a.m.), during school, and after school until 2:40 p.m. The points earned on AR will be part of the student's Language Arts/Reading grade. Students must earn 15 points for each nine weeks, unless otherwise specified. Please see your teacher for your specific requirements.

There is a website called **Renaissance Home Connect** which allows parents to follow the progress of their child's AR testing. The website link can be found on the BCMS web page. You must have your child's login name and password to enter this site.

Cheating on AR is taken very seriously at BCMS and will result in a loss of points and possibly discipline referral. Cheating includes, but is not limited to, getting answers to tests from others, using the internet to obtain answers to tests, using notes or books while answering test questions, taking tests on books not read, and taking tests for others. Referrals for cheating may result in ISD.

## After School Programs

After school tutoring may be offered at various times throughout the year. More information will be made available to students and parents if a program is offered.

## Athletics

**Sports Available-** *Girls/Boys-Basketball; Baseball; Flag Football; Football; Softball; Volleyball*

**Requirements-** In order to try out and continue to be a member of the Baker County Middle School Athletic Program, students shall maintain a 2.0 or higher grade point average. In addition, an updated physical must be on file with the athletic director. Physicals are due **before** any conditioning/practices or tryouts begin and are valid for one calendar year from the date performed by a certified physician. Students with a GPA lower than a 2.0 at the end of each semester will be ineligible to participate according to FHSAA regulations. The coach, athletic director and/or principal's decisions concerning tryouts, athletic contracts/probation, and disciplinary procedures are final. **In addition, students participating in athletics are representatives of the school. Any actions committed that are detrimental to the reputation of BCMS may be grounds for dismissal from the athletic team or other discipline action.** Examples of this include but are not limited to: inappropriate or illegal behavior documented in photography, video, internet (social media such as Twitter, Facebook, Snap Chat, Instagram, TikTok, etc.), or phone threats including text messages. These infractions are not limited to actions committed during school supervision.

Please do not wait until one or two days before your tryout starts to submit FHSAA paperwork. The videos take some time to watch and they **MUST** have the child's name on the certificate. You cannot change it later. The link to complete and submit the required FHSAA and BCMS paperwork is [Athleticclearance.com](http://Athleticclearance.com), or through the BCMS portal, click on "for students", then click on "athletics" to access the link. This needs to be completed for any students wanting to participate in any BCMS sports.

- **Auxiliary Tryouts (Cheerleading, Dancin' Paws, & Majorettes)**

The BCMS Cheerleaders, Dancin' Paws and Majorettes support the Baker County Middle School in its athletic programs. They are selected in the spring. Auxiliary members must meet the standards of the other athletic teams, as well as additional standards and requirements that are set by their sponsor. In order to be eligible for tryouts, a student must have a 2.0 grade point average or higher. Students cannot have more than 2 referrals during the school year, and neither of those could have resulted in out of school suspension to be eligible to tryout. (For more information, see Athletic Requirements and the program packet given out at the mandatory parent meeting.)

Please do not wait until one or two days before your tryout starts to submit FHSAA paperwork. The videos take some time to watch and they **MUST** have the child's name on the certificate. You cannot change it later. The link to complete and submit the required FHSAA and BCMS paperwork is [Athleticclearance.com](http://Athleticclearance.com), or through the BCMS portal, click on "for students", then click on "athletics" to access the link. This needs to be completed for any students wanting to participate in any BCMS auxiliary team.

## Attendance Policy

Baker County Middle School will work in compliance with Florida Statutes 1003.23 and 1003.26 which mandates that the school system continually monitor student attendance and take the necessary actions to ensure that all students are given the opportunity to receive the best education possible. Absences will only be excused if proper documentation is turned in. Proper documentation would be a written statement signed by a physician, mental health professional, or health department employee, copy of a funeral notice or obituary, or a written statement from a lawyer or representative of the court system indicating the child was absent due to a legal or judicial proceeding. All notes must have the student's legal first and last name and dates missed. Five unexcused absences is considered excessive. Continued unexcused absences could result in a referral to the School Attendance Review Board (SARB) and the state attorney's office for habitual truancy as defined in Florida Statute 1003.01 (12). Questions about this policy should be referred to the attendance office for clarification. Make-up work can be requested through guidance for a student missing three or more days by calling 904-259-7938 or following the information handed out by individual teachers at the beginning of the school year.

- **Tardies to School (Indicated by an “T” or “D” in Skyward)**

Students are allowed inside the school campus at 7:00 a.m. and the first class of the day begins at 7:29 a.m.. Students are expected to arrive on time. If students are late to their first class they are considered tardy and required to sign in at the data processing desk located by guidance. If a student arrives at school after 8:00 a.m., he/she will be considered absent to the first hour class. Tardies to school will be dealt with as stated in the Student Code of Conduct. Notes to excuse tardiness to school must be in compliance with the attendance policy for proper documentation. Proper documentation would be a written statement signed by a physician, mental health professional, or health department employee, copy of a funeral notice or obituary, or a written statement from a lawyer or representative of the court system indicating the child was absent due to a legal or judicial proceeding. All notes must have the student's legal first and last name and dates missed.

- **Tardies to Class (Indicated by an “L” in Skyward)**

During the school day being late from one class to the next is dealt with by the attendance coordinator. Students who are late to any class 4 times or more in a grading period will receive disciplinary action (lunch detention, removal from elective, etc.). If a student is more than 10 minutes late to any class and does not have an excuse note from a teacher/administrator, it will be considered skipping and they will receive a disciplinary referral.

### **Badges**

BCMS has an expectation for students to wear their ID badges. Students are required to have their ID badge for library book check out and are necessary for timely lunch disbursement. Requests for replacement badges may be made through the front desk receptionist.

### **Band**

The BCMS Band program is open to students in 6<sup>th</sup> – 8<sup>th</sup> grades. You may contact the Band Director at 259-6492.

### **Bicycle Riders**

Bicycles must be parked in the assigned areas near the band room. The school is not responsible for loss, theft, or vandalism of bicycles. A chain and lock are required when bicycles are on campus.

### **Bullying/Cyberbullying**

Bullying is defined as *repeated and systematic abuse and harassment of another or others that involves a real or perceived power imbalance*. The behavior is repeated, or has the potential to be repeated, over time. Bullying is an unacceptable behavior and will not be tolerated at BCMS. Please report bullying to a teacher, staff member, or administration. You can also call (904) 259-0953 to anonymously report bullying. “See Something, Say Something!”

### **Bus Conduct**

Students must adhere to safety rules as designated by the bus driver. The student code of conduct will apply for bus referrals sent to the front office. Students are allowed to ride only their assigned bus unless written parent permission is given to ride another bus. Students must take these notes to the front office **before school** in order to receive official permission to ride a bus other than the one to which they have been assigned. Students may only exit the bus at their assigned location unless written parent permission has been turned in to the front office. Riding the school bus is a privilege. Students who misbehave on a school bus may lose the privilege of school bus transportation.

### **Cafeteria**

All students will eat lunch in the cafeteria. Sixth grade will eat lunch in the cafeteria located by the gym. Seventh and eighth grade students will eat in the cafeteria on the main campus. BCMS is part of the Community Eligibility Program that provides free breakfast and lunch to all students regardless of family income. Each student is expected to behave in an orderly fashion, be well mannered at all times, and clean up after himself/herself. Inappropriate behavior in the cafeteria could result in a referral. **All food and drinks must be consumed in the cafeteria; food and drinks may not be taken from the cafeteria area.** Breakfast is served daily from 7:05 a.m. until 7:25 a.m. If a student brings food or drink on campus before school, it must be consumed **in the cafeteria** prior to 7:25 a.m.

### **Cell Phones and Smart Devices**

Cell phones and smart devices (for example, smart watches being used as a smart phone) must be **turned off** and **kept out of sight** from the time the first bell rings at 7:25 a.m. until the final bell of the school day unless permission is given for a specific event approved by the principal. ***Students must use the phone located in the front office during school hours.*** If students use their cell phones during school hours without prior permission, the phone will be taken from the student and turned in to the front office to be picked up by a parent/guardian. If a student refuses to give his/her phone to an adult when asked, the student will receive a discipline referral for insubordination. BCMS **will NOT** be responsible for lost or stolen cell phones or smart devices. Cell phones taken from students by teachers, staff, and administrators will be returned only to a **parent, guardian, or on the student information card**. This policy applies to ALL ELECTRONIC devices.

### **Cheating**

Cheating is a serious academic offense, and the teacher may assign a zero, require the student to repeat the assignment, or assign a discipline referral.

## **Check In/Check Out**

To leave the school grounds during the school day, a student must have a parent/guardian or an approved adult pick him/her up and **sign** him/her out through the front office. The front office will require photo identification from anyone checking a student out. No one except those people listed on the student's yellow information card may check out a student. A new information card is required each year. Please make all attempts to avoid checking students out after 1:30. Students who check out and miss half or more of a class period are marked absent that class period.

## **Closed Campus**

BCMS is a closed campus. All visitors must check in through the front office and provide the proper documentation (driver's license or other legal identification).

## **Clubs**

There are a variety of clubs available to students at Baker County Middle School. Please see club sponsors for specific club information. The following are examples of clubs that are offered:

- Art
- American Sign Language (ASL)
- BETA
- Black History
- Drama
- Explorers
- Fellowship of Christian Athletes (FCA)
- Future Educators of America (FEA)
- The National FFA Organization (FFA)
- STEAM
- Student Senate
- SWAT
- Youth Power

## **Deliveries**

Food deliveries for students are **not accepted** at BCMS. In order to protect valuable instructional time, we strongly discourage additional deliveries for students during the school day. This includes gym clothes, band instruments, backpacks, projects, etc. Students should bring all necessary items with them to school. The acceptance and delivery of items will be at the discretion of administration.

**Dress Code-** student is expected to come to school in a neat, clean fashion and wear shoes at all times. Students are prohibited from wearing clothing that exposes underwear or body parts or that disrupts the orderly learning environment.

### **Pants**

- Pants, jeans must be without holes, frays, or shreds above 6" from the knee.
- Shorts must no higher than 6" from the knee.
- All pants are to be secured in place without undergarments (including boxers or gym shorts) visible at any time and fastened properly. If pants have to be held up, they are NOT in compliance with dress code.
- No tights, leotards, or opaque bottoms may be worn as pants. In order for these items to be worn, they must be worn under a garment that meets dress code.
- Leggings or jeggings may be worn if the top completely covers the private areas when standing.

### **Shirts**

- Vulgar or inappropriate shirts are not allowed.
- Shirts or blouses may not ride above the beltline at any time. Bare midriffs or abs should not be visible at any time.
- No cleavage is to be visible at any time.
- All shirts must be worn without excessively-revealing holes. Sheer or see-through outer garments must have appropriate undergarments.
- No tank tops, halter tops, one sleeved shirts, half shirts, open-sided shirts, off-the-shoulder, or camis are to be worn alone.
- Tops and dresses must have straps that are at least 2 inches wide.

### **Skirts and Dresses**

- Skirt and dress length (including slits) should be no higher than 6" above the knee.
- The top part of any dress must meet the same dress code as shirts.
- Sundresses without straps or backless dresses are not allowed. Tops of dresses must have straps that are at least 2" wide.
- Dresses and skirts must not be tight or reveal body imprints.

**Additional Dress Code-** All items of apparel should be worn in good taste and not be obscene or vulgar. Examples of inappropriate apparel include but are not limited to

- Apparel with off-color remarks, pictures, or emblazoned with drug, alcohol, tobacco, or sexually related slogans, depictions of violence, or gang images
- Apparel with disparaging pictures or words which infringe on the ethnicity or beliefs of others
- Chains, spiked jewelry, jewelry/body piercing or other items that can create a hazard to self or others
- Hats, hoods, caps, visors, gloves, sweatbands, hair rollers, combs, bandanas, or any other head covering
- No sunglasses shall be worn by students unless authorized by a doctor's note.
- Pajamas, pajama-like clothing, sleepwear, and blankets are prohibited.
- Bare feet and bedroom slippers are not permitted. Shoes with laces must be tied.

### **Drugs, Alcohol, and Weapons Policy**

The administrators, faculty, and staff at Baker County Middle School are dedicated to providing a safe, secure educational environment for all students. Parents and students are reminded that any students who are found to be in possession of drugs, drug-like substances, alcohol, and/or weapons (i.e., guns, knives, razor blades, carpet cutters, etc.) or who participate in the sale or distribution of the above-mentioned items will be jeopardizing their opportunities to continue their education at Baker County Middle School.

Baker County Middle School students are not allowed to be in possession of or to participate in the sale or distribution of any tobacco products. It is mandated by Florida Statute (s.569.11, F.S.), and students who violate this statute will be subject to disciplinary actions pursuant to forms of punishment for illegal acts (punishment could include placement at CATS Academy or recommendation for expulsion from the school district).

Disciplinary action may be a recommendation to the Baker County School Board for the removal of such students from Baker County Middle School or the school district for a period of time determined by the administration of the school and the Baker County School Board. The period of time for removal will be influenced by when the offense takes place during the present school year. The removal could be an entire year, the remainder of a school year, or a portion of one school year and a portion of the following year.

### **Electronic Devices**

Baker County Middle School provides computers and/or Chromebooks in classrooms for student use. If damaged, students will be responsible for the cost of repairs and/or replacement.

### **Equity**

The Educational Equity on site review recommended that the district clarify the roles and responsibilities of the various coordinators in relation to employment and program issues under the ADA and Section 504. In accordance with that recommendation, the following roles will be assumed: The Section 504 Grievance Coordinator, (Compliance Officer - 259-7825) will be responsible for program issues that deal with Section 504. They will also coordinate any information that deals with these regulations. The Director of Facilities and Maintenance (259-5420) is responsible for the ADA transition plan. The Associate Superintendent (259-6251) will be responsible for employment and all other program issues that relate to the American Disabilities Act.

### **Facebook**

Follow the Baker County Middle School Facebook page at <https://www.facebook.com/BakerCountyMiddleSchool/> for up-to-date information and photos of our special events.

### **Field Trips**

At various times during the school year, field trips may be offered for educational or reward purposes. All students who plan to participate in these activities must have an updated information card on file. Any student who is failing in any class may be ineligible to participate in any activities occurring during the school day, which will include field trips. Parents who wish to serve as chaperones on these trips must complete the proper volunteer forms, including authorization for a background search, by the school district due date. Due to limited space on chartered buses, some field trips use only school employees as chaperones. Space on buses for field trips is limited, so it is first-come, first serve. Students who have outstanding school debts for books, etc. will not be allowed on extra-curricular field trips. Students who fight, as well as other serious infractions such as theft, substance abuse, and vandalism, will not be allowed to go on field trips. The decision of the sponsor or principal will be final. Sponsors and administrators reserve the right to set special guidelines for individual field trips regarding referrals, attendance, and grades. Furthermore, students with Level III/and or Level IV infractions will not be allowed to attend field trips. Students who have attended CATS Academy may not be allowed to attend field trips.

### **Food and Drinks**

If brought on campus before the first bell rings, food and drinks must be taken to the cafeteria to be consumed. When the first bell rings, any remaining food/drink must be thrown away or properly put away and out of sight. Food and drinks are not allowed in classrooms, with the exception of teacher approved class events. Energy Drinks are not permitted on school campus. This includes brands such as Monster, Rock Star, Celsius, Red Bull, etc.

## **Grades**

Numerical equivalents are as follows:

90-100.....A	I = Incomplete
80-89.....B	S = Satisfactory
70-79.....C	U =Unsatisfactory
60-69.....D	N =Needs Improvement
0-59..... F	

## **Guidance Services**

Guidance services are provided and made available to all students. Additional information is available at 259-7938. Please call this office to request parent/teacher conferences.

## **Hats, Caps, and/or Visors**

BCMS is a **no hat/cap campus**. Hats or any other head coverings are not allowed to be worn on campus unless prior permission is given for a specific event or activity. Any hat, cap or head covering seen by a teacher or administrator will be taken and turned in to the front office. These items will need to be picked up from the front office by a parent/guardian.

## **Hints for Academic Success**

### **For Students:**

1. Be on time to your classes.
2. Be prepared for each class.
3. Organize your materials/student planner.
4. Listen carefully to your teachers.
5. Keep a record of all your assignments.
6. Do your homework carefully each night.
7. Review your class work each night.
8. Complete all assignments and projects.
9. Study and prepare for each test.
10. Share your schoolwork with your parents.
11. Dress out and participate in Physical Education.
12. Ask for help if you need it.
13. Keep a positive attitude.

### **For Parents:**

1. Please meet with your child's teachers at least once during the school year.
2. Check your child's student planner at least once a week for assignments and notes from the teacher.
3. If your child is absent from school, remind him/her to use the planner to keep up with any missed assignments.
4. Make yourself familiar with the promotion policy and the countywide grading scale.
5. Obtain access to and monitor the Skyward Online Portal for grades, attendance, and assignments.
6. Attend all meetings that are designed to inform you about how to help your child on tests, assignments, etc.
7. Please have your child to school on time and encourage good attendance.

## **Hours of Supervision**

This school will provide supervision to its students during the time he or she is attending school, during the time the student is on school premises participating with authorization in a school-sponsored activity, and during a reasonable time (30 minutes) before and after a pupil is on the premises for attendance at school or for authorized participation in a school-sponsored activity. Students and parents should not rely on additional supervision. The hours of supervision at BCMS are 7:00 a.m. to 2:40 p.m.

## **Illness/Injury during School**

Injuries and illnesses are referred to our school nurse. Parents are contacted if necessary. The school nurse may not call parents for every student visit to the clinic. If you have questions for the school nurse, please call 259-4930.

## **Immunization Requirements**

All students entering 7th and 8th grades are required by Florida State Law to have these additional immunizations:

Tdap Booster, 2nd Measles, and the series of three Hepatitis B Vaccines. Students must present written documentation of these vaccinations prior to entering school. The immunizations must be completed or be on schedule (in which case a temporary immunization certificate must be presented to the school). Those students who are not in compliance with these requirements will be notified at the beginning of the school year and will be expected to bring their shots up to date before they can return to school. It is recommended that the current 6th graders get these immunizations now in preparation for the 7th grade. If you have questions about this, please call the school nurse at 259-4930.

## **Insurance**

Special school insurance is available to students. Parents/guardians may purchase the coverage desired. For information on purchasing school insurance please contact the following agency:

**School Insurance** ([www.schoolinsuranceagency.com](http://www.schoolinsuranceagency.com)) 1-800-541-8256

**Please note:** Your personal items at school **are not** covered by the school insurance, but your homeowner's policy may possibly cover these personal items. Students playing sports **must** provide proof of medical insurance. If personal insurance is not carried, insurance **must** be purchased for student athletes and auxiliary members.

## **Media Center**

The Media Center is open to all students before school at 7:00 a.m. and until 2:40 p.m. after school. During the school day, a student may only come to the media center with his or her own school planner which has been signed by a teacher. Students are expected to work quietly and follow all rules while in the media center. A maximum of two books may be checked out, but only one of them may be an AR book. All books are stamped in the back with a three week due date. A late fee of \$.05 will be charged for every school day a book is overdue. The maximum charge of a fine will not exceed \$1.00. Students with fines or overdue books may not check out any more books until the debt is settled. Lost books can be paid for in installments or all at once. If the book is subsequently found, a refund will be given. A student may not take an AR test if he/she has any overdue books and a student may not take a test on a book checked out from the media center until said book is returned.

## **Medication**

Parents are encouraged to talk with their doctor about arranging medication schedules outside school hours. However, medication may be given at school if it is ordered by a doctor and with written permission from the parent (this includes over-the-counter medications). Medication must be delivered to the school nurse in a prescription bottle with the correct labeling noting the student's name, name of medication, time it is to be given, and name of doctor. If non-prescription medication, it must be in the original labeled container. Please contact your school nurse if you have any questions about medication. **Students must never accept any type of medicine from another student or give medicine to another student.** Failure to comply with these procedures will lead to serious disciplinary action. Please contact the school nurse at 259-4930 for further information.

## **Morning Procedures**

If students arrive on campus prior to 7:25 a.m., they are to report directly to an assigned area. Sixth grade students may go to the 6th grade cafeteria, the gymnasium, or the library. Seventh grade students may go to the 7<sup>th</sup>/8<sup>th</sup> grade cafeteria, the auditorium, or the library. Eighth grade students may go to the 7<sup>th</sup>/8<sup>th</sup> grade cafeteria, the auditorium, or the library. Students may choose where to go each day, but once they report to that area, they **must** stay there until the bell rings to report to their first class.

## **Non-Discrimination Policy**

BCMS forbids discrimination against any student on the basis of race or national origin. We will not tolerate gender, race or national origin harassment activity by any student. Gender, race or national origin harassment consists of inappropriate oral or written conduct, conduct that substantially interferes with a student's academic performance or creates an intimidating, hostile, or offensive school environment. It is harassment to subject another student to any unwelcomed conduct.

## **Personal Belongings**

Students are not allowed to bring pocket knives, radios, tablets, skate boards, electronic games, guitars, hats, caps, tape/CD players, Air Pods, laser lights, sunglasses, or **any** trading cards to school. Personal sports equipment should be checked in and left with the student's first period class. Please do not bring expensive items to school. Students are responsible for safeguarding their personal belongings. The principal will have the final decision as to "personal belongings" that may be harmful or a distraction to other students. This may include but will not be limited to permanent markers, sweatbands, wristbands, bandanas, safety pins, and other implements.

## **Pledge of Allegiance and Moment of Silence**

The pledge of allegiance to the flag shall be recited at the beginning of the day. When the pledge is given, unexcused students must show full respect to the flag by standing at attention. Students have 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. In addition, according to new legislation in 2021, schools are required to set aside time for a moment of silence. Florida Statute 1003.44

## **Progression Plan and Code of Conduct**

The district's Student Progression Plan and Student Code of Conduct, which includes BCMS, can be located on the school and district website. These documents contain information that is vital to your child's safety and academic success. Please read over the documents carefully. Areas of major change which effect BCMS students are:

1. Students failing one or two subjects may be required to attend summer school, if available, for course recovery in order to be promoted and/or be enrolled in course recovery during the following school year in order to receive credit for the course. All courses will count as one unit. Students who fail three or more subjects will be retained in their current grade.

2. All students must earn 3 English, 3 mathematics, 3 social studies (must include Civics), 3 sciences, and 1 career and education planning course before successfully exiting the middle school.

### **Public Displays of Affection**

Public displays of affection are not allowed between students at Baker County Middle School. This includes, but is not limited to, hugging, holding hands, and kissing. Repeated occurrences may result in disciplinary action.

### **Schedule Changes**

Core academic classes are limited in size by legislation referred to as the Class Size Amendment Act. Therefore, once the master schedule is built, schedule changes will only be granted under very specific circumstances. Schedule changes may **not** be appropriate in the following cases:

1. A student does not like his or her teacher or feels that the teacher does not like him/her.
2. A student is failing a course because he/she believes the course is too hard but has not completed all of his/her classwork and homework.
3. A student does not like the other students in the class.
4. A student is not succeeding in a course but has not completed all of his/her classwork or homework, has not attended school tutoring, or has not completed extra credit opportunities.

In the case of one of the above, a parent-teacher conference should be set up in order to address any issues and analyze the student's grades and/or behavior in the class.

A parent may request that his/her child be transferred to another classroom teacher. A parent is not able to choose a specific classroom teacher. The school will approve or deny the request within two weeks after receiving a request. A parent whose child is assigned to an out-of-field teacher may request that his or her child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. A parent is not able to choose a specific classroom teacher.

### **School Resource Deputy**

The goals and objectives of a deputy's presence in the school system, as per the school resource deputy agreement with the school board are:

1. To maintain positive interaction among students, law enforcement officers and school officials.
2. For law enforcement to actively participate with parents, faculty, students, and civic groups on school campus.
3. To assist students in recognition of responsibilities they share as part of our community.
4. To present law enforcement and community related programs to students, faculty, and parents.
5. To redirect students who are about to become involved in delinquent acts.
6. To combat crime involving students with primary focus on school campuses and around school facilities.
7. To reduce the level of crime on and around school properties and reduce the fear of crime experienced by students, faculty, staff and parents.

A school resource deputy is a sworn law enforcement officer and has the same duties and responsibilities as a policeman, only he/she is assigned to a different division within the agency. Florida criminal statutes are being enforced on campus as they are in the rest of Baker County. The School Disciplinary System is an effective tool and is a more favorable choice in dealing with students; however, **a school resource deputy, if probable cause exists, shall affect the arrest of a student if it is deemed necessary for the safety of the community and campus.** The school resource deputy is just as the name suggests, a deputy assigned to the school to be used as a resource to the learning environment. The school resource deputy should be contacted if a student is the victim of a crime, witness to a crime, has knowledge of a crime, or has a question about criminal law.

### **School Dances**

BCMS may hold school dances throughout the year. Dances begin at 6:00 p.m. and continue until 8:00 p.m. Appropriate dress and behavior are required. Parents should arrive by 8:00 p.m. to pick up his/her child from the dance. The principal reserves the right to refuse student entry into the dance if deemed necessary. Students are invited to attend the first school dance if they have not had any discipline referrals from the beginning of the school year. For additional dances held throughout the school year, students are invited to attend if they have not received any discipline referrals since the most recent school dance was held.

### **School Planner**

The school planner can be a very effective communication tool linking teachers and parents! Planners are required for all students. The cost for each student is \$5.00. Depending on availability, replacement cost for a lost planner will be \$7.00 for each student for the first replacement. Every other replacement planner after that will cost \$10.00. Planner pages should not be folded in half or removed from the planner. Each teacher will place the week's assignments on the board on Monday. Students should copy the schedule into their planners at that time. Parents are encouraged to examine the planner regularly for assignments and due dates. If extenuating circumstances require that a student be allowed more bathroom passes than provided by the planner and between-class breaks, a doctor's note to that effect must be placed on file in the school nurse's office. **Planners are used for the entire school year.**

## **Schoolwide Rules**

All students will:

1. Be prepared with pencil or pen, paper, and textbook.
2. Be on time.
3. Be respectful.
4. Raise hand to speak in class.
5. Stay on task.
6. Hats, hoods and electronic devices are not allowed on campus.
7. Keep moving towards your next class between bells. ("Walk and talk")
8. Observe the schoolwide dress code.
9. Observe the schoolwide discipline awareness agreement/contract.

\* Teachers reserve the right to set and enforce additional classroom rules.

Breaking these rules will result in the following consequences:

1. Verbal Warning
2. Written Warning
3. Other Class Time Out
4. Parent contact by letter, planner, or phone may result in a team/parent conference, team/student conference, or administratively approved written behavior plan by both the parent and student
5. Office Referral
6. Possible suspension, or placement committee review

## **Skyward Access**

Baker County Middle School students and parents have access to the Skyward Online Portal. Through this portal, students and parents can check grades, assignments, and attendance. Logins and passwords will be provided to students. Parents can sign up for access through the guidance office.

## **Student Discipline**

Students are expected to comply with school rules and regulations and respond positively to teachers. When a student does not respond to discipline taken by a teacher, a referral may be written by the teacher and sent to an administrator or administrative designee. These referrals may result in such penalties as in-school detention, out-of-school suspension, and/or placement at the CATS Academy. In all disciplinary actions, due process will be observed. Administrators reserve the right to question students without the presence of their parents. Reasons for disciplinary action include the following infractions, grouped in severity levels with the corresponding type of appropriate disciplinary response for that level of infraction. In addition to the following leveled responses, students who have attended CATS Academy may not be allowed to represent BCMS in Student Council, the Valentine Court, the Miss BCMS Pageant, and/or superlatives. A student may be disqualified for excessive referrals or any Level 3 or Level 4 disciplinary action incurred prior to the event.

One or more of the responses that follow may be used as a disciplinary action.

### **• In-School Detention (ISD)**

When a student is assigned In-School Detention by a school administrator, the student must meet certain criteria before they may to their regular schedule. Students will copy ISD rules and work on makeup assignments. Misconduct or refusal to complete assignments in in-school detention may result in additional days and/or out-of-school suspension or other disciplinary consequences with the student returning back to school to complete his/her remaining days in in-school detention. (See Student Discipline for complete program.)

- *If a student is unsuccessful after two attempts in ISD, they will no longer be offered ISD as a punitive measure.*
- *If a student is referred to administration for misbehavior in ISD, the parent will be called to come and pick up their child. The child will receive an additional referral and the consequence will be elevated to OSS.*

### **• Out-of-School Suspension**

Students who are suspended out of school MAY NOT be on the campus of Baker County Middle School or attend or participate in activities under the supervision of the Baker County School District for the duration of their suspension. This includes athletic events and other extracurricular activities.

### **• Fights/Physical Attacks**

Fighting/bullying will NOT be tolerated at BCMS. Being present at, inciting, or observing a fight on the school campus may result in disciplinary action. Any student who videos, tapes, or photographs fights will be subject to serious disciplinary action. Any student who fights or continues to fight after a staff member has verbally and/or physically instructed him/her to stop will be dealt with in a more serious manner which may include arrest, increased suspension, and/or expulsion. Any student who fights or bullies another student on campus will be subject to serious disciplinary action such as out-of-school suspension, Teen Court, legal consequences, CATS Academy placement, and/or expulsion.



## • **Discipline Awareness Forms/Agreements**

All students are given the *Student Discipline Awareness Form* at the beginning of each school year. Students who fight at school, on the bus, or at any school-sponsored activity may be arrested, assigned to Teen Court, placed at the CATS Academy, expelled, or any other disciplinary action depending on the severity and circumstances of the fight. In addition, multiple school referrals, as well as legal charges of a criminal nature that occur on or off campus, can lead to placement at the CATS Academy or expulsion from school. Weapons of any kind are prohibited from school campus, buses, and all school-sponsored activities. No drugs or medications illegal or prescription may be brought to school or on the bus or to any school-sponsored activity. Serious disciplinary consequences such as expulsion from school may result from such action.

### **Level 1 Infractions**

Classroom disruption (minor)  
 Negative influence on classroom atmosphere  
 Failure to bring proper materials  
 Failure to do assigned schoolwork  
 Failure to follow class rules  
 Acts of Misconduct (minor)  
 Tardiness (*see tardy policy*)  
 Cheating  
 Inappropriate dress  
 Disruptions in lunchroom (minor)  
 Public display of affection  
 Use of cell phone during school hours  
 Unauthorized selling of items  
 Food and drink violations

### **Level 1 Responses**

Parental Contact  
 Warning/Counseling  
 Removal from class  
 Loss of privileges  
 In-School Detention  
 Referral to Student Services  
 Teen Court  
 MTSS

### **Level 2 Infractions**

Repeated infractions of Level 1  
 Cheating  
 Lying/providing false or misleading information  
 Acts of disrespect to staff  
 Defiance  
 Profanity  
 Classroom disruption  
 Inciting a fight between other students  
 Threatening to fight another student at school  
     via social media  
 Acts of vandalism (under \$10.00)  
 Inappropriate language/profanity and/or obscene  
     gestures  
 Gambling  
 Forgery/false information, failure to give name  
     to school board employee  
 Turning in fraudulent or forged doctor's notes  
 Theft  
 Throwing objects  
 Use of or possession of tobacco  
 Wrestling, pushing and shoving  
 Skipping class or school  
 Not in assigned area  
 Threatening, harassing, intimidating, bullying/  
     cyberbullying, sexual harassment, hate statements  
 Sending derogatory, threatening, or intimidating images  
     or messages to students or staff  
 Possession of electronic cigarettes, vape devices,  
     hookah pens, and other tobacco-related products  
 Possession of offensive materials  
 Unauthorized use of radios, cassette/CD players,  
     electronic games, cameras or camcorders, cell  
     phones, or other electronic devices.  
 Use of cell phone or another electronic device to capture the  
     still or video images of another student or staff  
     member. The distribution of these images will  
     result in a more severe punishment.

### **Level 2 Responses**

Appropriate response from Level 1  
 Student Behavior Contract  
 MTSS  
 Confiscation of unauthorized materials  
 In-School Detention  
 Out of School Suspension  
 Parental Contact  
 Referral to Student Services  
 Referral to School Resource Officer  
 Return of property, payment, or restitution for damages  
 Removal from Class  
 Teen Court

**Level 3 Infractions**

Gross insubordination  
Videoing/photographing of fights or abusive behaviors  
Extortion/blackmail/coercion  
Sexual harassment/offenses  
Repeated level II offenses  
Fighting/battery  
Bullying  
Trespassing and/or vandalism  
Major acts of misconduct  
Stealing/theft  
Breaking and entering  
Inciting or leading a major student disorder  
Possession of, under the influence of, or sale of alcohol  
Deliberate tampering w/ any computer or software  
Gross disrespect to school staff  
Possession of a knife/razor/box-cutter or similar object  
Possession or consumption of NON-prescription medication  
Possession of firearms and/or ammunition  
Possession of fireworks of any type  
Possession of a lighter  
Battery/striking a school board employee  
Inappropriate language, obscene language or profanity  
    directed at a school board employee  
Any offense likely to cause great harm or seriously disrupt  
    the educational process  
Fire alarm/extinguisher violation  
Possession/distribution of pornographic materials

**Level 4 Infractions**

Possession of, under the influence of, or sale of controlled  
    substances other than alcohol  
Distribution of electronic cigarettes, vape devices,  
    hookah pens, and other related products  
Distribution and/or sale of prescription or nonprescription  
    medication  
Possession of prescription medication  
Possession of firearms/ weapons  
Threat or intent to do harm to student or staff with a  
    deadly weapon  
Sexual battery of school staff  
Bomb threat  
Arson, or attempted arson  
Any act that substantially disrupts the orderly conduct of the school  
    or puts students and/or staff in harm's way.  
Threat or intent to do serious harm to a student or staff member  
Major acts of defiance towards staff  
Major sexual offenses  
Possessing or igniting any explosive device  
Online or distribution of inappropriate pictures and or videos (including  
    videos of fights or abusive behavior)

**Level 3 Responses**

MTSS  
In-School Detention  
Mandatory parent contact  
Out-of-School suspension  
Referral to resource officer, proper authorities or court  
Return of property, payment, or restitution for damages  
Student Behavior Contract

**Level 4 Responses**

Up to 10 days out-of-school suspension, placement at  
    CATS Academy, or recommendation for expulsion.

### **Telephone Messages and Usage**

Because the learning time in each classroom is so important, BCMS will strive to protect class time. Therefore, messages are limited to how students are to get home and will be delivered at certain times each day except in emergency situations. Messages from persons not listed on the student's information card cannot be delivered. Students are not allowed to use cell phones during school hours and use of cell phones will result in confiscation of the phone. The front office phone is available for student use in emergency situations.

### **Textbooks**

Most classes have a classroom set of textbooks. Many courses offer electronic textbooks that can be accessed through the internet. Students are responsible for returning all textbooks at the end of the year. It is the student's responsibility to pay for all lost books. If books are lost and not paid for, students will not be issued books for the following year.

### **Tobacco Possession and/or Usage**

Any student found distributing, in possession of and/or using any type of tobacco product will receive a disciplinary referral, complete an online tobacco course and will be issued a citation from the school resource deputy on the second offense. This includes all vape devices, vape juices, and e-cigarettes.

### **Visitors**

According to the Jessica Lunsford Act, all visitors **must** report to the **front office** to be screened and obtain a **Visitor's Pass**. School activities are open only to BCMS students and screened visitors. Parents who wish to visit a classroom must give 24 hours notice. No student visitors are allowed during the school day.

### **Volunteers**

We welcome your help. If you are interested in doing volunteer work at BCMS, please contact the front office for the required forms. A background search is required for all school volunteers. Parents attending field trips are considered to be volunteers and must complete the required volunteer screening approval process.

### **Website**

Visit the Baker County Middle School website at **[www.bakerk12.org/bcms](http://www.bakerk12.org/bcms)**.

### **Withdrawal from School**

Withdrawal information is handled through the guidance department. You may contact them at 259-7938.

**DISTURBING A SCHOOL,  
RELIGIOUS OR LAWFUL ASSEMBLY**

871.01(1), FL Stat.

To commit an offense under § 871.01 a person must have deliberately acted to create a disturbance. That is, he must act with the intention that his behavior impedes the successful functioning of the assembly in which he has intervened, or with reckless disregard of the effect of his behavior. The acts complained of must be such that a reasonable person would expect them to be disruptive. Finally, the acts must, in fact, significantly disturb the assembly. These elements are inherent in the statute as drafted. See *S.H.B. v State*, 355 So.2d 1176, 1178 (Fla. 1978).

*Definition.* “Willfully” means knowingly, intentionally, and purposely.

**BATTERY; FELONY BATTERY**

§ 784.03, FL Stat.

(1)(a) The offense of **battery** occurs when a person: 1. Actually and intentionally touches or strikes another person against the will of the other; or 2. Intentionally causes bodily harm to another person. (b) Except as provided in subsection (2), a person who commits battery commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

(2) A person who has one prior conviction for battery, aggravated battery, or felony battery and who commits any second or subsequent battery commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084. For purposes of this subsection, “conviction” means a determination of guilt that is the result of a plea or a trial, regardless of whether adjudication is withheld or a plea of nolo contendere is entered.

**ASSAULT**

§ 784.011, FL Stat.

(1) An “**assault**” is an intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent.

(2) Whoever commits an assault shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

**BULLYING AND HARASSMENT**

§1006.147, FL Stat.

(1) This section may be cited as the “Jeffrey Johnston Stand Up for All Students Act.”

(2) Bullying or harassment of any student or employee of a public K-12 educational institution is prohibited:

(a) During any education program or activity conducted by a public K-12 educational institution;

(b) During any school-related or school-sponsored program or activity or on a school bus of a public K-12 educational institution;

(c) Through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of a public K-12 educational institution; or

(d) Through the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim’s ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any nonschool-related activity, function, or program.

(3) For purposes of this section:

(a) “Bullying” includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

- |                      |   |
|----------------------|---|
| 1. Teasing;          | 6. Physical violence;                       |
| 2. Social exclusion; | 7. Theft;                                   |
| 3. Threat;           | 8. Sexual, religious, or racial harassment; |
| 4. Intimidation;     | 9. Public or private humiliation; or        |
| 5. Stalking;         | 10. Destruction of property.                |

(b) “Cyberbullying” means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

(c) “Harassment” means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

(d) “Within the scope of a public K-12 educational institution” means, regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

(e) Definitions in s. 815.03 and the definition in s. 784.048(1)(d) relating to stalking are applicable to this section.

(f) The definitions of “bullying” and “harassment” include:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

2. Perpetuation of conduct listed in paragraph (a), paragraph (b), or paragraph (c) by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student or school employee by:

- a. Incitement or coercion;
- b. Accessing or knowingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
- c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

(2) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

(3) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and makes a credible threat to that person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

Subsection: (6) A law enforcement officer may arrest, without a warrant, any person that he or she has probable cause to believe has violated this section.