



### **SEE SOMETHING, SAY SOMETHING**

The Say Something Anonymous Reporting System allows you to submit secure, anonymous safety concerns to help someone who may hurt themselves or others.

**What Are The Warning Signs?** Sometimes it's not always easy to spot the warning signs of violence.

**What Should You Report?** You can help save lives by reporting observed threats, behaviors, actions, and harassment.

**Here are examples of some of the most common behaviors and incidents to report:**

- Acts of violence, with or without weapons
- Verbal or physical abuse, assault or harassment
- Sexual abuse, assault or harassment
- Threats seen on social media
- Bullying, fighting, harassment or intimidating behaviors
- Bragging about weapons or a planned attack
- Depression, anxiety or loss of self-control
- Hopelessness, excessive guilt or worthlessness
- Reckless behavior, theft and petty crimes
- Social isolation or withdrawal
- Substance or alcohol abuse
- Suicide threats, cutting or other self-harm
- Any other troubling situation or behavior

#### **How To Submit An Anonymous Tip**

- Call Hotline 24/7 Crisis Hotline Counselors At 1-844-5-SayNow
- Download Mobile App At Google Play Or Apple Store
  - Submit a tip from the Say Something App on Clever

**MADEIRA BEACH FUNDAMENTAL K-8**  
MIDDLE GRADES STUDENT HANDBOOK  
<http://www.mb-ms.pinellas.k12.fl.us>

**PROGRAM STRUCTURE**

Membership in fundamental schools is a privilege enjoyed by interested and qualified Pinellas County students. Therefore, students are expected to exhibit exemplary achievement and conduct while in membership in these programs. The fundamental school provides for those students who work best where expectations are clearly defined. A strong emphasis is placed on the requirement that home and school work together to promote successful learning.

The fundamental elementary school includes kindergarten through fifth, middle school includes grades 6-8, and high school is grades 9-12. A quiet, well-disciplined, and structured learning environment is maintained. All rules and policies are strictly enforced. The fundamental school incorporates instructional methods and curriculum based on Florida Standards and Pinellas County Schools Student Expectations. These schools deliver the same approved core curriculum as other schools. A collaborative spirit exists within a framework of mutual respect, cooperation, and regard for the rights and property of others, and is viewed as an integral part of the school environment.

**FULL TIME ENROLLMENT**

Students attending fundamental schools must be enrolled full time in that program. Students may participate in extracurricular activities at their zoned schools if they do not exist at the fundamental school of assignment. Parents must complete the Co-enrollment Form and submit it to the appropriate department for approval.

**PARENTAL EXPECTATIONS AND RESPONSIBILITIES**

A student's continued enrollment in a fundamental program depends upon the cooperation of parents or guardians in this educational philosophy. Fundamental school parents and students are expected to comply with all the following commitments:

- Sign the parent commitment letter affirming, in writing, that they will abide by all policies, procedures and rules of the school as a condition of enrollment.
- Understand that fundamental programs are designed for those students who excel in a structured learning environment.
- Understand that continued enrollment in this school depends on cooperation and compliance with all fundamental policies and procedures.
- Adhere to the parent/guardian requirements concerning attendance at Parent-Teacher-Student Association (PTSA), School Advisory Council (SAC) or other approved general membership meetings.
- Attend parent/teacher conferences, when requested.
- Adhere to the Homework/Classwork Guidelines and Discipline Guidelines unless addressed in an IEP/ 504 plan.
- Review and sign all homework assignments unless addressed in an IEP/ 504 plan.
- Understand that reassignment of a student to a district discipline program or expulsion will result in immediate removal from the school; no readmission will be considered at the same level (elementary, middle or high).
- Provide transportation to and from school and furnish transportation for any after school activities, including detention, unless activity bus transportation is otherwise provided.
- Instruct the student concerning proper conduct on public transportation, as well as safety matters, including but not limited to, the differences between riding a school bus where vehicles will stop for loading and unloading and riding public transportation where vehicles do not stop when passengers are loading and unloading.
- Receiving complaints about the student's conduct on public transportation could result in disciplinary referrals and/or removal from the school.
- Support the student dress code and ensure that their children are dressed in accordance with the dress code every day.
- Sign a statement with the following acknowledgment: "I understand that the records of all students who are brought before the school's Intervention and Appeal Committee are reviewed by all members of that Committee which includes parent representatives and school staff. I agree that confidential information concerning my child may be disclosed to all members of the committee, including student evaluation records and personally identifiable information contained therein."

## **MADEIRA BEACH FUNDAMENTAL GENERAL MEMBERSHIP MEETING RESPONSIBILITIES 2025- 2026**

As a requirement of the fundamental program, every parent/guardian must attend either a Parent Teacher Student Association sponsored event, (PTSA), School Advisory Council (SAC)/ Parent University meeting, or other general membership opportunities monthly, attending a total of eight general membership meetings over the school year (August- May). Meetings last approximately one hour (not to exceed 90 minutes) and parents/guardians are expected to be present for the entire meeting. Arriving late, leaving early, or failure of a parent/guardian to sign in, will result in the meeting being counted as unattended. If a parent does not attend a membership opportunity in a given month, they may not make up the missed credit by attending two opportunities in the next month. A ninth meeting opportunity will be made available in May to those families still needing a general membership meeting credit. Information regarding general membership meeting opportunities, such as the time and the location will be communicated. Please note that meeting days and times may be subject to change; ample notice will be given if a meeting date is rescheduled. ***For a full listing of general membership meeting opportunities, please see below:***

***\* denotes MBFS MEETING CREDITED EVENTS***

### **AUGUST**

- 19 SAC Meeting/ Parent University** *\*For general membership meeting credit*
- 25 PTSA Meeting 5:30P *\*For general membership meeting credit***

### **SEPTEMBER**

- 09 K-5 Open House, 5:15P (and 5:45P, sibling second session)** *\*For general membership meeting credit*
- 10 6th grade Open House, 5:15P *\*For general membership meeting credit***
- 10 7<sup>th</sup>/ 8<sup>th</sup> grade Open House 7P *\*For general membership meeting credit***
- 23 SAC Meeting/ Parent University, 5:30P *\*For general membership meeting credit***
- 29 PTSA Community Partner Night 5P-9P *\* For general membership meeting credit***

### **OCTOBER**

- 14 SAC Meeting/ Parent University, 5:30P *\*For general membership meeting credit***
- 24 PTSA Fall Festival 5:30P-8:30P *\*For general membership meeting credit***
- 27 PTSA Community Partner Night 5P-9P *\* For general membership meeting credit***

### **NOVEMBER**

- 17 PTSA Community Partner Night 5P-9P *\* For general membership meeting credit***

### **JANUARY**

- 9 PTSA Tall & Small Ball 6P-8P (not a credited activity)**
- 12 PTSA Community Partner Night 5P-9P *\* For general membership meeting credit***
- 20 SAC Meeting/ Parent University, 5:30P *\*For general membership meeting credit***
- 26 PTSA Meeting 5:30P *\*For general membership meeting credit***

### **FEBRUARY**

- 10 SAC Meeting/ Parent University, 530P *\*For general membership meeting credit***
- 23 PTSA Meeting 5:30P *\*For general membership meeting credit***
- 27, 28 PTSA Volunteering at St. Petersburg Grand Prix *\*For general membership meeting credit***

### **MARCH**

- 1 PTSA Volunteering at St. Petersburg Grand Prix *\*For general membership meeting credit***
- 24 SAC Meeting/ Parent University, 5:30P *\*For general membership meeting credit***
- 30 Community Partner Night 5P-9P *\* For general membership meeting credit***

### **APRIL**

- 7 SAC Meeting/ Elementary Jump Up 5:30P *\*For general membership meeting credit***
- 13 PTSA Meeting 5:30P *\*For general membership meeting credit***
- 18 PTSA Hooked on Spring Festival/ Fish Fry (12P-5P) *\*For general membership meeting credit***

### **MAY**

- 5 SAC Meeting/ Parent University, 5:30P *\*For general membership meeting credit***
- 11 PTSA Meeting 5:30P *\*For general membership meeting credit***
- 15 8<sup>th</sup> Grade Dance (not a credited activity)**

When circumstances arise, which make it impossible for a parent/guardian to attend a required meeting, a representative (18 years or older) may be sent. **The representative may not be a parent or teacher at the school and may represent only one family.** The representative

may be sent to no more than **two meetings per year**. If a parent must exercise this option, they must notify the principal prior to the meeting. It is the parent/guardian's responsibility to make the representative aware of all obligations.

#### PROCEDURE FOR UNATTENDED MEETINGS IS AS FOLLOWS:

- After one (1) missed meeting a reminder letter will be sent to the family.
- After two (2) missed meetings, a letter will be sent placing the parent/family on probation. Once a family is placed on probation, a representative may not be sent to any meetings. The parent or legal guardian is required to attend all remaining meetings.
- After the third missed meeting, the student/family will be referred to the school-based Intervention and Appeal Committee (IAC).

For general membership meeting credit, attendees must arrive no later than 15 minutes from the start of the selected meeting **for check-in**. **Attendees are required to** remain for the entirety of the meeting.

When circumstances arise, which make it impossible for a parent/guardian to attend a required meeting, a representative (18 years or older) may be sent. **The representative may not be a parent or teacher at the school and may represent only one family.** The representative may be sent to no more than **two meetings per year**. If a parent must exercise this option, they must notify the principal prior to the meeting. It is the parent/guardian's responsibility to make the representative aware of all obligations.

#### CONFERENCES

Conferences are essential for the success of the student. Conferences concerning the student's progress in a fundamental school can be accomplished in-person, using MS TEAMS, and telephone or electronic mail. When a conference is deemed necessary, the parent/guardian is required to attend.

At the elementary level, parents must attend at least three conferences per school year. Parents/guardians will receive a written notice requesting a person-to-person conference. If a parent/guardian does not attend a scheduled conference, the teacher will arrange a second conference. **If the parent/guardian does not attend the second scheduled conference it will be the parent or guardian's responsibility to see that the required conference takes place.** Failure to attend a mandatory conference will result in a referral to the Intervention and Appeals Committee.

#### END OF REPORT PERIOD ARE:

1 <sup>st</sup> Report Period	October 10, 2025
2 <sup>nd</sup> Report Period	December 19, 2025
3 <sup>rd</sup> Report Period	March 13, 2026
4 <sup>th</sup> Report Period	May 28, 2026

#### MID TERM PROGRESS REPORT DATES ARE:

September 10, 2025      February 6, 2026  
November 13, 2025      April 24, 2026

#### REPORT CARD DISTRIBUTION IS:

October 23, 2025      April 2, 2026  
January 15, 2026      May 28, 2026 (K-5 only)  
June 2 (MS Online only)

#### TRANSPORTATION - STUDENT ARRIVAL/DISMISSAL

Parents/guardians are expected to provide transportation. Students may not arrive on campus earlier than 7:15A. Parents must remain with their child until 7:15A. The school day begins at 7:45A. Students are dismissed at 2:15P. They must be picked up by parents/guardians or a designee no later than 30 minutes after dismissal (2:45P).

**The business community has requested our families not use the parking lots at Chase Bank, Dollar Tree, Extra Space Storage, and Publix Shopping Center for student drop off and pick up.**

**Drop off and Pick up protocols:** Parents and guardians can assist in the following ways to create an effective and efficient car dismissal process, while considering student safety:

1. Please remember to remain with your car. No walk ups.
2. Reduce your car speed to five miles per hour while in the car circle.

3. Remind your child to pay attention for their car and listen for their name.
4. Use your dashboard/student identification card. If you need one, please come by the office.
5. Refrain from using cell phones while your car is in motion.
6. Move all cars forward to fill the gaps.
7. Use your left turn signal when wishing to exit the car line, and merge into the left lane.
8. Follow staff directions.

**Middle Grades School Hours:** The student day begins at 7:45A. The tardy bell will ring at 7:45A. Students arriving after 7:45A are considered tardy. All students will be dismissed at 2:15P. If a child is participating in an afterschool activity, he or she should be picked up promptly after the activity ends from the car circle. Walkers and bike riders will not be released to cross the Tom Stuart Causeway after 2:45P.

**A student may only return to his or her classroom for prescription items (such as eyeglasses, hearing aids, etc.) after dismissal, and must be accompanied to the classroom by a staff member. They may not return to the classroom for homework items, personal items or their agenda after dismissal has taken place.**

**After School Tardies:** Students who are not picked up within 30 minutes at the end of the day will be considered tardy.

### **STUDENT EXPECTATIONS**

**All fundamental school students are expected to:**

- Adhere to all rules and regulations stated in the Code of Student Conduct.
- Follow the fundamental school dress code as explained in the Fundamental Student/Parent Handbook.
- Adhere to the expectations of the Homework/Classwork Guidelines.
- Read, understand, and abide by the Discipline Guidelines.
- Read, understand, and agree to abide by the Procedures for District Application Programs. Failure to honor this agreement may result in the student's removal from the school.

### **HOMEWORK/CLASSWORK**

Purposeful homework and classwork are integral components of the fundamental program. Homework may be assigned any day of the week unless addressed in their IEP/ 504 plan. Homework may include assignments sent home for completion. Homework assignments without the required parent/guardian signature will receive one demerit. Students who do not have homework assignments completed and in class by the assigned date will receive two demerits. Students whose homework is incomplete will receive 2 demerits. However, the student will be given credit for the portion of the homework that is completed. When parents/guardians sign a homework paper, it is an indication that the parent/guardian has looked over the assignment for accuracy, completion, neatness, name, and appropriate responses. Students who do not bring the necessary materials to class will receive one demerit. **Students will not be allowed to use the school phone to request forgotten materials be brought to school. Homework which is forgotten at home and brought to school by the parent/guardian will not be delivered to the classroom.**

**Six demerits in one grading period, in one class, will result in a *Notice of Violation*.** The notice must be signed by the parent/guardian and returned by the next scheduled class. If the notice is not returned, the student must serve a detention. A school administrator/designee will notify the parent/guardian of the detention.

Six more demerits in the same class, resulting in twelve demerits, will result in a student's referral to the Intervention and Appeal Committee. Demerits are examined per class to determine warning and probation status. The committee will look at the number of overall demerits when determining conditions of probation. Federal law applicable to students with disabilities takes precedence over any rules and policies applicable to a particular school. Overall student performance will be reviewed by the committee.

### **HOW TO AVOID DEMERIT TROUBLE**

**No Homework or Incomplete Homework = (2 demerits)**

**No Parent Signature = (1 demerit)**

1. Use your school provided agenda to copy down all your assignments each class period. If the teacher has assignments for the week, write all of them down on Monday.
2. If unsure of an assignment, check with your teacher before you leave that class.
3. Before you leave school, check your agenda to make sure you have any materials to take home to complete your homework.
4. Schedule enough time in the evening for all your homework assignments.
5. Arrange homework in order of importance.
6. Start on tougher homework assignments first. Once those are completed, the remaining assignments will be easier.
7. Check off each assignment as you complete it.
8. After each assignment is complete, have your parents check the assignment, sign it and return it to you.
9. Place the homework assignment in your notebook/backpack, etc. to have it ready to turn into your teacher on the following day. Before you leave home in the morning, once again check all your homework assignments and make sure you have them, and they have been signed.
10. When you go to your classes where the homework is assigned, take it out and be prepared to turn it in when the teacher requests it.

11. Repeat steps 1 – 10 daily.

#### **Not Bringing Materials to Class (1 demerit)**

1. Organizing your day is the key to success.
2. Plan each morning to make sure you have the required materials.
3. Always have extra pencils/pens in your bookbag.
4. Before you leave class, check to make sure you pack up all your materials.
5. If necessary, write materials needed for a class in your agenda.
6. Plan if you have any long-range assignments where additional materials are needed for that class.  
(Example: special assignment, science fair, etc.)

#### **COMMUNICATION BETWEEN HOME AND SCHOOL**

It is part of the fundamental school agreement, which each student and parent/guardian signs, that he/she will deliver all school communications to his/her parent/guardian. The parent/guardian should expect to assist students in getting into the habit of delivering all papers and communications by regularly inspecting book bags and setting this expectation for their child. The school/teachers will see that all communications are prepared and sent home. Students are accountable for delivering all communications on the day they are received.

**Items 1-6 in the list below require parent/guardian signature.** Failure to sign a detention form or any form of written communication will result in a detention if not returned the next school day and can lead to an IAC referral. Madeira Beach Fundamental School communicates with parents/guardians in the following ways:

1. Notice of Homework/Classwork Violation
2. Notice of Discipline Violation
3. Student Progress Reports will be available through PCS Focus for Parents. A hard copy will be sent home at the mid-term of each grading period and will require a parent signature.
4. Notes in the agenda/planner from teachers/staff
5. Parent/guardian signatures on tests and quizzes graded D, or F
6. Homework demerit stamp in the planner
7. Grades/notes will be in PCS Focus for Parents and can be accessed at any time
8. Report Cards
9. Parent/guardian conferences (telephone or in person) including positive contacts
10. School newsletters
11. Marquee
12. PTSA meetings
13. SAC meetings
14. Teacher Canvas pages/FOCUS pages
15. Email
16. School Website and other social media

#### **DISCIPLINE**

**Bullying Policy:** The Florida Department of Education defines bullying as: *"systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal or physical behavior, including any threatening, insulting or dehumanizing gesture, by student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation, and may involve, but is not limited to: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of property."* A policy is in place for the investigation, reporting, and resolution of bullying behavior on the Madeira Beach Fundamental campus which can be found at <https://www.saysomething.net>.

#### **Consequences for Unsatisfactory Behavior:**

Students in fundamental middle schools are expected to exercise good judgment and behave responsibly. Each school year, the Code of Student Conduct lists misconduct which may lead to immediate suspension, disciplinary reassignment or recommendation for expulsion. The Code of Student Conduct will be used to determine the consequences for those actions. The Fundamental Middle/High School discipline requirements, listed as follows, are in addition to that Code. Students who are suspended will be referred to the Intervention and Appeal Committee. All listed behaviors (with the exception of those addressed in an IEP or 504 plan) that disrupt the learning environment will result in detention, office referral, suspension, and/or recommendation for expulsion. If a student with an IEP or Section 504 Plan continues to engage in behaviors that disrupt the learning environment, the school shall convene a meeting of the students IEP/504 team to discuss altering or adding interventions to address such behaviors.

At the beginning of each school year, each teacher will provide students with written course information explaining classroom rules and consequences. Each case of misconduct should be judged individually. Teachers should employ one or more of the following consequences:

Work detail, with parent/guardian permission  
Student must call parent/guardian

Counseling  
Telephone call to parent/guardian

Move student in class or isolate  
Classroom contract  
Note to parent/guardian  
Team conference  
Detention

Formal apology  
Student conferences  
Verbal warning  
Report  
Office referrals

#### **ADMINISTRATIVE CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

- |  |  |
|--|--|
| 1. Report/ restorative practice          | 4. Suspension/ restorative practice                  |
| 2. Detention/ restorative practice       | 5. Referral to the Intervention and Appeal Committee |
| 3. Office referral/ restorative practice | 6. Probation or withdrawal                           |

#### **DISCIPLINE GUIDELINES**

**Detentions:** Teachers may give only one detention per offense. Five detentions in one school year result in a Notice of Disciplinary Warning, which will be mailed or emailed home by a school administrator or designee. Parents/guardians must call the school within 48 hours (2 business days) of receipt of the warning to schedule a mandatory conference.

Five more detentions resulting in ten will result in the student's referral to the Intervention and Appeal Committee. School administration will keep accurate and current discipline records. All detentions given by either a teacher or administrator are included in the cumulative total.

Detentions are assigned for various infractions of the discipline code. Teachers or administrators may assign detentions. Students will be issued a copy of the detention form stating the reason for the detention. The copy must be taken home, signed by the parent/guardian and returned the following day to the issuing person. If the white copy is not returned, an additional detention will be issued. The copy is notification to the parent/guardian that the student will be required to serve the detention. The white copy of the notification must be turned in to serve the detention. Parents/guardians are responsible for the transportation of students who serve detention. Any appeal regarding a detention must be made directly to the person who assigned the detention. Failure to serve a detention will result in the missed detention being rescheduled, an additional detention being issued, plus an office referral.

The following offenses not listed in the Code of Student Conduct are contrary to the fundamental middle/high school expectations. The **minimum** consequences for specific offenses are listed below; however, the administration will make the final decision based on a review of the student's record and the severity of the offense.

#### **Offense/Consequences**

1. **Skippping Class or Leaving Class without Permission** – Ten minutes or later to class without the teacher's permission is considered skipping.
  - a. First offense – grade of F for classwork, parent/guardian contacted, minimum of two detentions/referrals.
  - b. Second offense – grade of F for classwork, parent/guardian contacted, referral to the Intervention and Appeal Committee.
2. **Tardy** – 9 minutes or less (see number 1 if a student is more than 10 minutes late.) Students are expected to arrive at school by the designated time. Students who arrive at school after the final bell rings must report to the office to get a pass. The classroom teacher will mark the student tardy.
  - a. Third tardy in any one class, in one grading period, including first period – one detention.
  - b. Each additional tardy – one detention, plus possible office referral.
3. **Food and Eating in School** – Food and drinks outside the cafeteria are not allowed unless authorized by a teacher or administrator.
  - a. Each offense – one detention (more than one offense is considered defiance).
4. **Gum in School** – Gum is not allowed on campus.
  - a. Each offense – one detention (more than one offense is considered defiance).
5. **General Open area/Cafeteria Misconduct**
  - a. Violation of the cafeteria rules will result in a warning, detention, work detail, office referral or suspension, as deemed appropriate for the offense.
6. **Missed Detention**
  - a. First no show – office notification, parent/guardian notification, additional detention.
  - b. Second no show - additional detention, referral to Intervention and Appeal Committee
7. **Prohibited Articles**
  - a. Fundamental middle/high schools prohibit articles in addition to those in the Code of Student Conduct.
  - b. Prohibited articles include materials not related to the school curriculum including magazines, toys, playing cards, and other items listed in the school handbook.
    - i. First offense - confiscation, parent/guardian notification, warning
    - ii. Second offense - confiscation, parent/guardian notification, detention
8. **Dress Code Violation** – Administration will determine the appropriateness of the dress apparel.
  - a. Each offense – parent/guardian notification, possible detention (\*see Dress Code Guidelines)
9. **Prohibited Behavior** – Displays of physical affection on campus
  - a. Violations will result in a warning, detention, work detail, office referral or suspension, as deemed appropriate for the offense.
10. **Prohibited Behavior** – Gossiping, bullying, slander or unkind/hurtful remarks about another person

- a. Violations will result in a warning, detention, work detail, office referral or suspension, as deemed appropriate for the offense.
11. **General Hallway/Campus Misconduct or Horseplay**
- a. Appropriate hallway behavior is going directly to class. No loud talking. No gathering or congregating in the hallway.
- b. Violations may result in one or more of the following: a warning, detention, community service to school, office referral or suspension, as deemed appropriate for the offense.
12. **Cell Phones and Other Electronic devices**
- a. Parents are advised that the best way to get in touch with their child during the school day is by calling the child's school office.
- b. Students may possess an electronic device, which is defined as a device designed to receive and send an electronic signal, so long as they do so in strict compliance with this policy and any rules that individual schools may impose. Any student who fails to abide by the terms of this policy forfeits any right or privilege to possess any electronic device described in this policy. Pinellas County Schools recognizes the ever-increasing importance of technology in students' lives and the beneficial role it can play for student education and communication when used responsibly. The possession and use of such devices should not interfere with academic instruction, student safety or a positive school climate.
- c. At no point should an electronic device be used in a manner which infringes on the privacy rights of any other person; disrupts the educational process, school programs or activities; or violates Board Policy or federal/state law including but not limited to cyberbullying, sexual harassment, threats or cheating on tests or assignments.
- d. Violations of this policy may result in disciplinary action and/or confiscation of the cell phone or electronic device. If the cell phone or electronic device is confiscated, it will be released/returned to a parent unless an alternative arrangement is agreed to by the principal (or designee).
- e. A student may possess a cell phone and other electronic devices in school, on school property, at school-related functions, provided these items are **powered off and concealed from view** while school is in session.
- f. **At the discretion and upon approval of the school administrator**, students may use electronic devices on school property, on school buses, or at school-sponsored events according to the following guidelines:
1. At Madeira Beach Fundamental, cellular telephones and other electronic devices may be used before 7:25A, unless you are participating in breakfast or a before-school activity.
  2. During class for instructional activities, with permission from the teacher.
  3. Before or after school

**During official school hours the following rules apply:**

- a. Students MAY NOT use electronic devices at school or school-sponsored activities to take pictures or record audio or video of students or school staff (including teachers, administrators or staff) without the prior consent of the student or staff member.
- b. Students may not use cell phones or other electronic devices on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.
- c. The use of cell phones and other electronic devices is prohibited in locker rooms, bathrooms, and/or swimming areas.
- d. The student who brings a cell phone or other electronic device to school does so at their own risk. The student who possesses a cell phone or other electronic device is responsible for its care.
- e. Any cell phone or other electronic device left behind on a district school bus will be retained at the respective bus compounds until retrieved either by the student or parent possessing proper identification.
- f. School Board staff are not responsible for preventing theft, loss, damage, or vandalism to cell phones or other electronic devices brought onto its property, or left on school buses, including any electronic device confiscated due to inappropriate use.

**PROGRESSIVE STEPS FOR VIOLATION OF GUIDELINES**

- a. First offense – confiscation, parent/guardian notification, (K5 warning notice/ MS report notice)
- b. Second offense – confiscation/ student picks up at end of day, detention
- c. Progressive discipline steps

**Cheating:** Cheating on any academic endeavor is considered a serious offense. **The giving or receiving of another student's work is considered cheating.** Students may not share any work, including homework, without the teacher's permission. Students will receive a "0" for the cheating incident, a notice of discipline action taken, and a lower student conduct grade. **An incident of cheating will make the student ineligible for consideration to NJHS.**

- a. First offense – detention
- b. Second offense – office referral

**Forgery:** An office referral will be issued if a student forges a parent/guardian signature on homework, academic notices, detention forms, permission slips or any other school documents that require a parent/guardian signature. Repeated incidents of forgery may result in an IAC referral.

- a. First offense – office referral
- b. Second offense – office referral
- c. Third offense – office referral, referral to the Intervention and Appeal Committee

**Plagiarism:** Plagiarism means using another's work without giving credit. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. **Students who take the writings of others and misrepresent them as their own will become ineligible for consideration to NJHS.**

- a. First offense – detention and no credit or lower grade on assignment.
- b. Second offense – office referral



**Office Referrals:** Students who continually violate classroom/school rules will be referred to the administration for discipline action. These reports/office referrals are considered a serious violation of the fundamental policies. A student will be referred to the Intervention and Appeal Committee upon receiving two referrals in a grading period.

### **DRESS CODE GUIDELINES**

Students in the fundamental schools are expected to exercise good judgment and dress in a responsible manner. The Code of Student Conduct lists the dress code for all Pinellas County schools. The fundamental school has dress requirements, which are in addition to the Code of Student Conduct.

All clothing must be worn in the way it was designed to be worn. All dress and grooming rules will be enforced. Students violating the dress code will be sent to the office to call their parents and request a change of clothing. The student may be issued a warning or a detention for violation of the dress code policy. Repeated violations may result in a referral to the school's Intervention and Appeal Committee. In school within-a-school programs, students must always adhere to the dress code. The fundamental dress code will be checked and strictly enforced in designated fundamental classrooms.

**We also expect parents to use good judgment when volunteering in and/or visiting the school, and dress in a manner consistent with the student dress code.**

Any exception to the dress code policies must be approved by the school administration. Administration shall be the final judge as to the neatness and cleanliness of wearing apparel and whether such apparel is appropriate, disruptive, distracting, or in violation of health and safety rules. All dress code rules must be followed unless directed otherwise by administration for special event dress up days.

#### **Acceptable dress in the fundamental middle school includes:**

- Jeans, pants, slacks, sweatpants, nylon jogging pants
- Uniform shorts no more than 3" inches above the knee in khaki, navy, or black colors
- Athletic shorts during physical education times only
- Dresses, skirts, and shorts may be no shorter than 3" above the knee (including when leggings or jeggings are worn underneath)
- Top of the slit in a skirt may be no more than 3" above the knee
- Ankle-length pants or slacks, nylon jogging pants, sweatpants, and jackets when desired
- Leggings or jeggings can be worn with a skirt or dress. Skirts or dresses must be no more than three inches above the knee even when wearing leggings or jeggings.
- Shirts, blouses and/or sweaters for both boys and girls – at no time should bare midriff be exposed including sitting, bending, standing or raising your hands over your head. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
- Safe and appropriate footwear must be worn, and shoes with some form of heel strap.
- Clothing as outlined in special bulletins for special events.
- Hats or other head coverings may be worn during outside P.E. activities and may be worn during any portion of the regular school day with the expressed permission of the administration.
- Decorative scarves

#### **Unacceptable dress in the fundamental middle school includes/ Further Clarification-Other Requirements:**

- Clothing must be appropriate size, with the waist of the garment worn at the student's waist.
- Inappropriate footwear includes, but is not limited to, crocs, flip-flops, slides, roller skates, skate shoes, and bedroom or Ugg slippers.
- Cargo shorts- uniform or non- uniform.
- Clothing disruptive to the learning environment. All clothing, or jewelry, shall be free of the following: profanity; violent images, wording or suggestion; sexually suggestive phrases or images; gang related symbols; alcohol, tobacco, drugs or advertisements for such products.
- Jeans or pants that have holes or tears on knees, front, back, or other strategically placed locations.
- Clothing not properly buttoned, zipped, fastened, or with inappropriate holes or tears shall not be worn.
- See through or mesh fabric clothing may only be worn over clothing meeting requirements.
- No loungewear. This includes pajamas, or pajama type clothing, yoga pants, and spandex.
- Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
- Undergarments are to remain covered at all times.
- Halter dresses or blouses with plunging necklines.
- Culottes or skorts.
- Dresses, shirts, and blouses, which bare the midriff.
- Tank tops, sleeveless dresses, or sleeveless blouses.
- Sunglasses may not be worn inside unless a parent provides a doctor's note to the school.
- Visible body piercing (except ears).
- Exposed tattoos, real or drawn. No writing or drawing on the hands or body.

- Neck collars such as dog collars or other heavy chains.
- No unnatural hair color (ex: red, blue, pink, green hair not permitted).

### **INTERVENTION AND APPEAL COMMITTEE (IAC)**

Each fundamental program has a school-based Intervention and Appeal Committee (IAC) to review and enforce cases of severe or repeated discipline infractions, non-compliance with homework/classwork, dress code violations, parental absences from meetings, and non-attendance at required conferences.

For students with disabilities (IEP, 504 plan, or suspected disabilities) who engage in disruptive behavior, the school must follow standard procedures, including behavioral interventions, FBAs, PBIPs, and IEP meetings as needed. At six demerits, the Case Manager will initiate a parent conference with all teachers to review and determine if new interventions need to be implemented. In severe cases, a manifestation determination may be needed before referring the student to the IAC.

Before referring a student with a disability (an IEP, a 504 plan, or is identified as or suspected disability) to the IAC for probation or dismissal, a manifestation determination review must be conducted to determine if the behavior is a manifestation of the student's disability. If it is determined to be a manifestation, appropriate interventions must be implemented, and the student should not receive further infractions for the same behavior. Students with disabilities cannot be placed on probation or dismissed for behaviors that are a manifestation of their disability, though they can be for behaviors that are not.

If a student's behavior is determined not to be a manifestation of their disability, they are referred to the IAC. If placed on probation and the probation is violated, another manifestation determination review is required before recommending dismissal. A manifestation determination review is not needed for referral to the IAC for removal from the program due to parental non-compliance.

The principal, who is not a committee member, selects the IAC members, which include three to five teachers or other school personnel chosen with faculty input, and three parents selected with input from SAC, PTSA, and PTA chairs. Efforts will be made to include a community representative. Teachers on the committee must not have the student on their roster. A majority of members must be present to conduct the meeting and make recommendations. IAC members serve a renewable one-year term.

The committee meets regularly or at the principal's request. Although not a voting member, the principal can participate in deliberations and answer questions. At middle or high schools, the assistant principal, guidance counselor, grade-level team leader, or case manager may also be available to answer questions. Only committee members vote on actions, which are decided by majority vote and reported to the principal. Proceedings are strictly confidential.

To maintain confidentiality for fundamental school students each Intervention and Appeals Committee parent representative must annually sign to show their compliance with the following statement:

"I understand that under the Family Educational Rights and Privacy Act and Florida Statutes, student records are confidential. As a member of this school's Intervention and Appeals Committee, I understand that I will have access to confidential information and agree to maintain the confidentiality of all student records and information, including student evaluation records and personally identifiable information contained therein."

The IAC may recommend alternatives and interventions for improvement, recommend probations with stipulations and removals from the program. This committee is not authorized to reinvestigate situations but must accept the validity of administrative decisions regarding incidents. This committee is the first level of appeal regarding a student's removal from the program.

#### **Referral to the Intervention and Appeal Committee:**

A student/family will be referred to the Intervention and Appeal Committee for violations of the fundamental agreement.

Reasons for student referrals to the Committee include but are not limited to:

- Excessive demerits
- Excessive detentions or tardies
- Upon receiving two referrals in a grading period
- Upon receiving one suspension or work detail
- Upon serious violation of the Code of Student Conduct
- Parent not meeting parent requirements
- Parent missing three of the required parent meetings
- At the request of an administrator

Parents/guardians will be notified at least five business days before a scheduled IAC meeting that the student has been referred to the Intervention and Appeal Committee. Meetings will be held as scheduled. Parents/guardians may address the committee for up to ten minutes but will not be present during deliberations. Meeting minutes will be kept, excluding deliberations, and parents may access the portion referring to their child and submit an addendum. Schools may provide a conference report immediately after the meeting.

The IAC will make a report with recommendations to the principal. If probation is recommended, the conditions for the student's continuation in the fundamental school will be specified.

A school administrator will communicate with the parent/guardian within 72 hours (3 business days) of the IAC meeting to outline probation conditions, duration, and proposed interventions. The probation agreement will be explained and signed by the student and parent/guardian. Agreements may carry over to the next school year if needed. A copy of the agreement will be given to the parent/guardian during the meeting, mailed, sent home in the student agenda, or emailed within three business days. Failure to agree to or violation of the probation agreement will result in immediate removal from the program.

The principal will make the final decision based on the committee's recommendations and other relevant information. If removal from the program is recommended, it will occur at a time to minimize instructional disruption, such as the end of a semester. Students removed from the school may not re-enter any fundamental program at the same level or under sibling/employee priority at the same level. They may apply to a fundamental school at the next level (middle or high).

If a student is referred to the IAC and the parent/guardian withdraws the student to avoid the IAC process, the withdrawal will be considered automatic removal from the program. The student will be ineligible for readmission to any fundamental school at the same level but may apply at the next level (middle or high).

**Probation:** If a student on probation voluntarily leaves the school, reapplies and is accepted to any other fundamental school, that student resumes his/her existing probationary status.

#### **Appeals of a School-Based Intervention and Appeal Committee Decision:**

##### **School Level Appeals**

Decisions of the school-based Intervention and Appeal Committee shall be appealed in writing within 48 hours (2 business days) of parent notification. If there is any new or additional information, it must be provided to the principal in writing within those 48 hours (2 business days). Parents/Guardians are invited to attend the scheduled meeting of the Intervention and Appeal Committee; however, their attendance is not required. Parents may address the committee for no more than 10 minutes (middle/high school) or 20 minutes (elementary school). Only committee members may be present during deliberations. The final decision of the principal will be forwarded to the parents within 48 hours (2 business days) of the meeting.

Students awaiting an appeal will be permitted to remain in the program so long as they maintain acceptable behavior until the IAC meets and renders its recommendation to the principal. Following an appeal, if the IAC's recommendation for the student's removal from the school is upheld by the principal, the student will be immediately removed from the program. This process will be coordinated by the principal.

Parents who feel the appropriate processes were not followed should follow the guidelines for Due Process and/or Grievance Procedures in the Student Code of Conduct to extend their appeal.

##### **District Level Appeals**

Students removed from a fundamental program may appeal the decision of the Intervention and Appeal Committee within 48 hours of notification to the Fundamental School District Appeal Committee by contacting the appropriate Area Superintendent's office. For students with disabilities (who have an IEP or a 504 plan), a record review will be conducted by district staff from ESE or 504 compliance to ensure anti-discrimination mandates have been met. This review will take place prior to the District IAC meeting. The appeal only addresses whether or not proper procedures were followed in making the final decision to dismiss. There will be no further investigation of the incident(s) that led to dismissal although the facts may be reviewed.

Members of the Fundamental School District Appeal Committee will be appointed to serve a one-year term and membership will be comprised of the following:

Chairman – An Area Superintendent not assigned to the school of appeal (The other Area Superintendents may attend the meeting but will not be eligible to vote.) Parents - Two parents of fundamental school students not assigned to the school of appeal. Teachers - Two fundamental school teachers not assigned to the school of appeal.

Committee members will be selected from members of the fundamental schools' Intervention and Appeal Committees and will be appointed by the Area Superintendent with every effort made to have diversity in the committee's membership. The Principal representing the school of appeal shall present all documentation regarding the school-based IAC process and appeal, be present during the meeting to provide input to the district committee, as requested, however the Principal is not present when the parent presents their appeal. The Principal is not eligible to vote.

The decision of the Fundamental School District Appeal Committee shall be considered final and shall not be reviewed by the School Board. The School Board hereby delegates to the committee its final decision-making authority for such decisions. The student will be ineligible for readmission to any fundamental school at the same level. Students may apply to a fundamental school at the next level (middle or high).

**Leaving a Fundamental School Program:** If a student leaves a fundamental school for any reason, the family should immediately contact the Data Management Technician at 727-547-7697 to discuss which school their child will attend.

Students who move out of Pinellas County lose their seat in a fundamental school. If that opening is to be filled, a Pinellas County student will be called from the appropriate waiting list. Only in cases where no waiting list exists, the student who moved may, if on an approved Special Attendance Permit (SAP), remain in the school.

#### **Reassignment to a District Discipline Program or Expulsion**

Reassignment to a district discipline program or expulsion will result in immediate removal from the fundamental school. The student will be ineligible for readmission to any fundamental school at the same level. Students may apply to a fundamental school at the next level (middle or high).

#### **WITHDRAWAL**

A parent or guardian must provide written notification of their child's withdrawal from Madeira Beach Fundamental. If you are planning to withdraw, please notify our front office. We will prepare information for you to take to the new school. At the end of each school year, families will be asked if they plan to remain at MBFS for the following school year. This procedure allows us to determine potential vacancies.

#### **ATTENDANCE**

The classroom experience is of unique value and cannot be duplicated by make-up work. The purpose of this attendance policy is to foster responsibility and reliability on the part of District students to attend all classes. Students will acknowledge greater emphasis on attendance at school because credit in their classes will be contingent upon their presence.

### **I. ABSENCES**

#### **a. ABSENCE DEFINED**

Student who is not present in class at least one half of the class period shall be counted absent from that class. To be counted present for the school day, a student must be in attendance for at least one half of the class periods during the school day.

#### **b. EXCUSED ABSENCES**

Students must be in school unless the absence has been permitted or excused for one of the reasons listed in paragraph V below.

#### **c. UNEXCUSED ABSENCES**

Any absence which does not meet the criteria of an excused absence is an unexcused absence. The following are examples of unexcused absences: out-of-school suspensions, and family vacations. Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Absences due to non-compliance with immunization requirements shall be considered unexcused. However, students transferring into Pinellas County, including foster care students, or homeless students, a temporary 30-day waiver of both health examination documents and certificates of immunization will be granted. (F.S. 1003.22(1) (5) (e))

### **II. TARDIES**

A student is tardy when the student is not in his or her assigned seat or station when the bell rings.

#### **a. EXCUSED TARDY**

A tardy is excused only if the student is late for one of the reasons described in section V.

#### **b. UNEXCUSED TARDY**

A tardy is not excused unless it is caused by reasons set forth in section V. Examples of unexcused tardies include:

- oversleeping
- missing the school bus
- shopping trips
- pleasure trips
- car problems (ex: flat tire, no gas, car won't start, student getting a parking decal)
- heavy traffic
- returned for forgotten items

Habitual tardiness is unacceptable and unfair to other students because instruction is interrupted every time a late student arrives.

Individual schools may develop school-based consequences for tardy students.

### **III. EARLY SIGN OUT**

Once students arrive on campus, they may not leave without permission from an administrator. Students who must leave school during school hours must have their parent request this release by phone or in person to the office to obtain pre-approval.

**a. EXCUSED EARLY SIGN OUT**

The same criteria used to determine an excused absence and an excused tardy will be used to determine whether an early sign out is excused.

**b. AN UNEXCUSED EARLY SIGN OUT INCLUDES:**

The same criteria used to determine an unexcused absence and an unexcused tardy will be used to determine whether an early sign out is unexcused.

Numerous incidents of early release are unacceptable and unfair to the other students whose instruction is interrupted each time a student leaves early.

**IV. REASONS WHY AN ABSENCE, A TARDY OR AN EARLY SIGN OUT WILL BE EXCUSED**

An absence, a tardy or early sign-out will be excused if caused by one of the following reasons:

- The student is ill or injured.
- There is a major illness in the student's immediate family (this means parents, brothers, sisters, grandparents, or others living in the home).
- There is a death in the immediate family.
- The student attends religious instruction or there is a religious holiday in the student's own faith.
- The student is required by summons, subpoena or court order to appear in court. A copy of the subpoena or court order must be given to the principal.
- Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the principal at least five days prior to the absence.
- The student has a scheduled medical or dental appointment.
- Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies. Students are allowed a maximum of three (3) excused days for each infestation of head lice unless extended by principal. Students on field trips and students who attend alternative to suspension programs are not considered absent.

**V. MAKE-UP WORK FOR ABSENCES (EXCUSED, UNEXCUSED OR SUSPENSION).**

Make-up work for full credit and without a grade penalty is allowed for all absences. It is the student's responsibility to obtain the missed work. The number of days allowed to make up the work shall be equal to the number of days the student was absent. In cases where the grading period ends before make-up work can be completed due to absences, an "I" may be recorded for the grading period grade. The "I" can be converted to a letter grade once the number of make-up days allowable in policy have been granted for the completion of make-up work. In accordance with F.S. 1003.01, if a student is supplied with make-up work during a suspension, the student is expected to complete the work during the suspension period and submit it upon their return to school.

**VI. RESPONSIBILITY OF PARENTS AND STUDENTS TO ATTEND SCHOOL**

**Parents and students must do the following in connection with school attendance:**

- Ensure the attendance of a child of compulsory school attendance age, as required by law. (F.S. 1003.24)
- Notify school personnel of their child's absence prior to the end of the school day of the absence, if possible and provide written notification within 48 hours of the child's return to school. Otherwise, the absence will be unexcused.
- If requested, provide documentation of illness from a physician or public health unit within 48 hours. The maximum number of days that a student may be absent without acceptable documentation justifying the absence is five (5).
- Notify the school of any change of address, phone numbers and emergency contact numbers.
- Obtain application from currently assigned school if a student is eligible for homebound instruction.
- Notify school personnel if the family is moving out of town or out of the school's attendance boundary.
- Be aware of school district calendar and coordinate trips, vacations and personal business to support attendance on school days.
- Notify the school and request a copy of the Hospital/Homebound referral packet if a student is expected to miss at least 15 consecutive school days due to illness, medical condition, or social/emotional reasons, or may miss excessive days intermittently throughout the school year for the same reasons.

**VII. RESPONSIBILITY OF SCHOOL DISTRICT REGARDING STUDENT ATTENDANCE**

**a. PATTERNS OF NON-ATTENDANCE**

Non-attendance for instructional activities is established by tardiness, early-release, or absences from school.

- Each principal must make the necessary provisions to ensure that all school attendance reports are accurate and timely and must provide the necessary training opportunities for staff to accurately report attendance (F.S.1003.23 (1)). Principals are required to maintain an attendance record which shows the absence or attendance of each child enrolled for each school day of the year. (F.S.1003.23 (2))

- When a student accumulates five (5) absences during a grading period, other than out-of-school suspensions, whether excused or unexcused, school personnel shall make a good faith effort to contact the parent by telephone to discuss the reasons for the absences and shall document such contact.
- A letter shall be sent to the parent or guardian, and a referral will be made to the school's Child Study Team for a student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar day period.
- If the parent or guardian of a child who has been identified as exhibiting a pattern of non-attendance enrolls the child in a home education program, the Superintendent shall refer the parent to a home education review committee composed of the district contact person for home education and at least two home educators selected by the parent from a district list of all home educators who have conducted a home education program for at least three years and have indicated a willingness to serve on the committee.
- If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the Superintendent may file a truancy petition pursuant to the procedures set forth in Section §984.12, Florida Statutes. The superintendent may also refer the case to the case staffing committee which may file a child-in-need-of-services petition. The superintendent may also take such steps as are necessary to bring criminal prosecution against the parent. (F.S. §1003.26)
- Students 14-18 years of age who have 15 unexcused absences within 90 calendar days and have a driver's license will have their driver's license suspended by the Division of Highway Safety and Motor Vehicles or will not be issued a license if they apply for one.

### **FIELD TRIPS**

Students go on approved field trips throughout the year to provide additional educational experiences. Permission forms, with information about locations, costs, etc. are sent home for parents/guardians to read and sign prior to any field trip. **Money will not be refunded on or after the day of the field trip. Volunteers that attend field trips must be a Level II volunteer.**

Students who have violated fundamental guidelines may not be allowed to travel on field trips. Students on disciplinary probation may not be allowed to attend any field trip. Others who have violated fundamental discipline guidelines may not be allowed to travel on field trips. These rules apply to all school sponsored trips.

**Students are responsible for homework or classwork that is due, and they must make arrangements with teachers prior to attending the field trip.**

### **GRADING AND PROMOTION**

All students in grades 1-8 receive a report card each grading period. Grading procedures are consistent with District Practices. These grades reflect actual achievement. Conduct and work habits are also graded in elementary grades. Notices are given to the parent/guardian when the student's work is unsatisfactory and a failing grade for the grading period is probable.

The **Pupil Progress Report** (student report card) is distributed four times a year to all students.

The **Midterm Progress Report** is an additional report distributed prior to the Pupil Progress Report.

The final grade in middle school is an ANNUAL grade determined by giving equal value to four marking periods. Grades are assigned the following point value:

A (90-100%)	C (70-79%)	F (0-59%)
B (80-89%)	D (60-69%)	I (Incomplete)

If the student's grade point average in a course is 3.5, 2.5, 1.5, or .5 it will be the option of the teacher as to whether the higher or lower grade will be given. If the lower grade is given, the decision must be documented and approved by the Principal (or designee).

### **PHYSICAL EDUCATION**

Participation in physical education (P.E.) is required for all students, unless the parent signs a waiver exempting them from the activity for the year.

**P.E. Dress Requirements:** Students must bring laced athletic shoes and a change of clothes appropriate for physical education. Specific requirements will be outlined by the physical education teacher.

**Excuses:** County policy requires all students to participate in physical education. Students who have an illness or injury that requires them to be excused from active physical activity must present a note to their physical education teacher. The students will remain in the class, be required to dress out, and will be given an alternative assignment. For a period of non-participation longer than three consecutive days, a note from the student's doctor is required. Students must meet the state physical education requirement through an alternative assignment assigned by the physical education teacher at the discretion of the teacher.

### **PUPIL HEALTH AND SAFETY**

**Health Insurance:** A student must have school insurance to try out for and/or participate in any extra-curricular activity. School accident insurance is optional. Each student is supplied with the necessary information regarding coverage and rates.

**Illnesses or Accidents:** Students will be sent to the school office if they are ill or injured. The parent/guardian will be notified immediately to pick up their child when the child is too sick or injured to return to class. The school office will only release your child to someone you list on their clinic card. It is extremely important that parents update and make changes in FOCUS to their address and emergency contact numbers on a regular basis. Please notify the school as well so that your child's emergency contact information is changed on their clinic card. Keep in mind that if your child experiences a life-threatening emergency at school, the information you provide on their clinic card is extremely important. A copy of this card is given to EMS when they arrive. Please be sure to complete all health and allergy information and sign the bottom of the card.

**Medication:** **NO STUDENT SHALL TRANSPORT MEDICATION TO OR FROM SCHOOL.** Parents must hand deliver all medications to student services at which time an authorization to administer medication card will be filled out and signed by the parent. Prescribed medication must be in the original container and labeled with the time it is to be administered during school hours. All over-the-counter medication must be delivered in the original unopened container and will require an authorization card completed by the parent and a physician or dentist. The only exception to a student self-carrying medication will be Asthma inhalers and EpiPens if an authorization is signed by both the physician and parent. You may call or visit the school office to obtain the required medication authorization cards and or forms. School personnel cannot administer any medication to your child without these forms. You may obtain a copy of the Pinellas County School Board and School Health Services Medication Guidelines from the school office if you need more information. It is also available on our school website.

**Students are NOT ALLOWED to have over-the-counter medications in their possession. This includes cough drops. All medicine must be kept in the front office.**

**School Telephones:** School phones are not available for personal use by students to call home for forgotten homework or other items. Students should tell parents/guardians about their plans for the day before leaving home. In an extreme emergency, students should contact the administration.

### **SERVICES FOR STUDENTS**

**Guidance Department:** Madeira Beach Fundamental offers a full-time guidance team which consists of three guidance counselors. This team should be consulted for the following reasons: schedules, progress in school, personal problems that affect students' schoolwork, test interpretations, planning for middle school and high school programs, information on vocations and conferences with teachers.

**Schedule Changes:** Students will be issued a class schedule on the first day of school. Parents/guardians will be notified of any changes to that schedule. Schedule changes may be made based on, but not limited to, balancing by diversity, student classroom instructional needs, balancing loads, level changes requested by the teacher during the first marking period. (Example: a student is moved from a regular class to an advanced class and changes necessitated by placement in or withdrawal from an Exceptional Student Education Program.

### **STUDENT AND PARENT FAQ's**

**Agenda:** The agenda is the primary source for parent/teacher communications. **Students will be provided with an agenda but will have to purchase a new one for \$5.00, should theirs be lost or damaged. The agenda will be maintained in the original context (i.e., no pages torn out, folded back, or spiral binding removed).**

**Backpacks:** Backpacks on wheels cause a safety issue in our crowded hallways. Because of this, backpacks on wheels are NOT allowed.

**Before and After-School Care:** The YMCA of Pinellas County provides before and after school care between the hours of 6:30A and 6:00P daily. Please contact them at 727.895.9622 for rates and further information. Please contact our front office for information on additional before and after care providers.

**Bicycles and Skateboards:** State law requires bicycle helmets to be worn by children under 16 years of age. Students must place their bikes in the bicycle rack. All bicycles and skateboards must be locked. Riding bicycles/skateboards on school grounds is prohibited.

**Cafeteria and Food Policy:** All students receive a free breakfast from 7:15A – 7:40A in the cafeteria. Students may bring a well-balanced lunch from home, or they may purchase one from the cafeteria. Our school cafeteria menus are shared with families at the beginning of each month. Students or parents may put money into an account or pay each day. Free or reduced-price lunches are available to students who apply and who qualify. Student lunches are \$2.75. Students who qualify for a reduced lunch eat at no cost except for a la carte items such as ice cream, etc. There is a borrowing process for students who forget to bring money. Money must be repaid the next day. After three borrows, a student will not be allowed to borrow again. A healthy alternative lunch will be provided.

Parents are invited to eat with their children in a designated area. Other students may not join in during this special time you have set aside to have lunch with your child. **Parents/guardians may bring outside lunches, such as those from fast-food and other restaurants, for their child only, to be eaten during the designated lunch period (not during designated class time). Parents/guardians may not bring food for other students.**

### **Citizen of the Month**

Each teacher selects one student per class, each month for exhibiting respect, responsibility, honesty and self-motivation. These students, and their parents are invited to a recognition ceremony.

**Hall Passes:** Each student must secure a hall pass or permission before leaving the classroom. Each hall pass issued lists the time and destination. Students must sign out on the room sign-out sheet prior to leaving the room. Students should not report to the office during class change time except to drop off a request for a conference. This does not permit the student to be tardy to his/her next class.

**Honor Roll:** A student can earn honor roll recognition if he/she maintains at least a B average and receives no more than one C on his/her report card. Any grade below a C disqualifies a student from this honor.

**Lost and Found:** We maintain a place in the cafeteria for lost and found items. Frequently we place items on tables for children to look through. It is the student's responsibility to check the lost and found area. Lost and found items not claimed within a reasonable period of time will be donated to charity.

**National Junior Honor Society:** NJHS is a service organization for students who exemplify and demonstrate the following traits: service, leadership, character, and citizenship. Seventh grade students who meet the specified criteria will undergo evaluation by a faculty advisory council. To be considered for membership, students must satisfy the following requirements outlined below. The student must be in eighth grade, have a 3.0 grade point average on a 4.0 scale beginning with grades active in sixth grade, and meet the behavioral and character requirements. Students must also be able to verify at least 20 hours of community service with documentation. Acceptable forms of documentation include a letter or the form available on the website with signed documentation of the service done and number of hours. Service hours may be completed at the same place and should be signed off by a non-family member. The hours may begin at the beginning of his/her seventh-grade year and need to be completed by the first day of 8th grade. Applicants are required to submit a letter of recommendation that addresses the student's character. This letter may be provided by a coach, youth leader, neighbor, or other relevant individual. The letter may not be from a middle school teacher or family member.

**Reasons for ineligibility are listed below.**

- Receiving an office referral
- Discipline Probation
- Receiving an N or U on your report card from more than one teacher during his/her sixth or seventh grade report cards
- Two 6-demerit notices in the same grading period within sixth or seventh grade
- Three or more detentions for the sixth and seventh grade school year, (only two detentions total are allowed)
- Any flagrant violation of the Code of Student Conduct such as, but not limited to, vandalism, fighting, stealing, cheating, forgery, or plagiarism will be grounds for non-selection or removal from NJHS
- Any student knowingly participating in bullying or hazing other students will also be ineligible for the organization

**Parties:** During the year classes may have activities to celebrate student success and reward achievement. School Board policy dictates only store bought and packaged food may be served at the celebration(s).

Please follow School Board food guidelines. **Luncheons, gift bags, flowers, balloons, etc. are not permitted for birthday celebrations.**  
**Please note that party invitations or thank-you notes may not be distributed at school.**

**Pet Visits:** Pets may be brought to school for demonstrations which are part of the established curriculum. All pets must be in cages. Teachers may decline pet visits. Approval from the Principal is also required before any pets are brought to school. At drop-off and pickup, pets must be kept inside the vehicle the entire time.

**Positive Behavior Supports:** Each classroom creates a positive behavior plan to support the school-wide goals of respect, responsibility, honesty, and self-motivation. Students who meet the classroom/ school expectations earn school currency (Manta Bucks) to spend in our school Manta Store/ Manta Drawings. Students meeting positive behavior guidelines can also be nominated for Citizen of the month recognitions, be recognized quarterly on Recognition Day, and can earn positive behavior referrals.

**Pride Award Guidelines:** A medallion will be given to one eighth grade student in each middle school in each of the following subject areas: science, mathematics, social studies, writing and world language. Students should have a grade point average of no less than 3.5 in the subject area for grades 6, 7, and 8, except for the writing award. In addition, all students should: demonstrate high interest in the subject by having participated in clubs, lab programs or competitions. All students should: demonstrate a positive attitude, good citizenship, and work habits as evidenced by responsibility, honesty, reliability, self-motivation, following rules and procedures and respect for others. **PROCESS OF SELECTION for PRIDE AWARD WINNERS:** 1) Recommendations from staff 2) departments review recommendations 3) recommendations will be reviewed by a selection committee 4) final selection will be made by the committee which is made up of department heads, selected teachers, and administrators.

**Recognition Day:** A quarterly recognition day (usually the day Report Cards are distributed) when each teacher selects and recognizes students who exemplify excellence over a grading period in class for attendance, academics, character, behavior, etc.

**Principal's List:** Students receiving all A's will be on the Principal's list.



**Safety/Severe Weather:** Ensuring a safe setting for your child is of primary importance. Regular safety drills are conducted with our students to ensure their safety and comfort. During these drills, or when weather or safety concerns arise, students are secured within the school. This procedure is in place, so we can provide the safest possible environment and keep track of all students.

**School Advisory Council (SAC):** The SAC is composed of parents of Madeira Beach Fundamental students, teachers at Madeira Beach Fundamental, business or community members, and the Principal. The purpose and function of the SAC is primarily to oversee the development and implementation of the School Improvement Plan (SIP). Other issues may be discussed as requested by the District or brought forward by SAC members.

SAC serves as a resource to Madeira Beach Fundamental School and the Principal. The role of SAC is to serve as a liaison between schools, school organizations, and the community. The council is advisory in nature and deals with issues rather than individuals. Membership is open to all Madeira Beach Fundamental School parents on a self-nominating basis. SAC members serve a one-year term. Anyone wishing to be considered for nomination to the SAC should notify the Principal in writing by April 30. The election of members is held at the May meeting (or the final meeting of the year).

**Searches and Seizures:** A student's PE locker, purse, backpack, and other personal possessions can be searched if there is a reasonable suspicion that any of them contain drugs, weapons, contraband or items not permitted on campus. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school. Routine checks by the dogs are not considered a search by law. They are safety precautions to give students a safe and healthy school in which to learn.

**Student Council:** Each first period class elects one representative and one alternate. The council is concerned with issues relevant to the student body. They plan activities for the students. Elections are held in September each year. Student Council representatives failing to meet academic or discipline requirements will be dismissed from Student Council. Student Council members should be peer role models, exhibit school spirit, participate in school functions, and display the commitment to character traits of respect, responsibility, motivation and honesty.

**Student Midterm Progress Reports:** Student (Midterm) Progress Reports will be available through PCS FOCUS for Parents. A hard copy will be sent home at the mid-term of each grading period and **will require a parent signature**.

**Visitors and Volunteers:** All visitors must sign in at the main administration building of the school and present a photo I.D. before being granted access. This pass must be prominently displayed. Parents/guardians desiring to visit a classroom must make arrangements with a school administrator at least 24 hours in advance. Students from other schools are not permitted to visit during school hours. Volunteers **may not** bring children who are not Madeira Beach Fundamental students to school when they are volunteering. The Principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would disrupt the orderly and efficient operation of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the Principal is authorized to issue a trespass warning and thereafter request from the local law enforcement agency whatever assistance is required to remove the individual.

**Level I Volunteer** - A Level I volunteer is a volunteer that has completed a registration form, been background checked, cleared by the district, and is active in our volunteer system. These volunteers can volunteer in the sight of a school staff member while with students, in the office, and/or at events, as long as this volunteer is never alone with any students.

**Level II Volunteer** - A Level II volunteer is a volunteer that has been background checked, cleared by the district, and is active in our volunteer system AND has had their fingerprints cleared through the FBI and the district. These volunteers can do all the duties of a Level I volunteer **and in addition** they can chaperone on field trips, work with small groups out of the sight of a school staff member and be left alone with a class in an emergency. Once a volunteer is Level II, they must wear their badge while on campus and on every field trip. Their Level II status is good for five years from the date they are cleared.

#### **PCS 1:1 LAPTOP ACCEPTABLE USE GUIDELINES**

For the 2025-26 students are expected to follow the guidelines listed below and to protect the assigned laptop.

- The student is responsible for the daily care and maintenance of the laptop. Any damage or theft must be reported to the school immediately. Do NOT go outside of Pinellas County Schools for support and/or repairs.
- Do NOT allow another student to use your laptop/power adapter. Loss or damage that occurs when anyone else is using your assigned laptop will be your full responsibility.
- Each student will receive a 65-watt Dell power adapter with the laptop.
- Keep an eye on the battery indicator on the task bar. Charge computer when the battery indicator is low. Do NOT let the computer run out of charge and shut down due to lack of adequate charge.
- It is the student's responsibility to back up their data. If the laptop crashes or needs reformatting, student data will be lost unless saved in Office 365 or OneDrive. Students will be shown how to sync their OneDrive account to their laptop for data backup.
- Do not attempt to remove, add, or change the physical structure of the laptop, including keys, memory, battery, screen, charger, and ID labels. Do not add any decorative or personalizing stickers or labels to the device.
- Be careful to remove all objects before closing the laptop lid, close gently, and do not stack items such as heavy books on top of the closed laptop.

- To **clean** your screen, use a screen **cleaning** wipe or a soft, dry, lint-free cloth. When necessary, lightly moisten the cloth with one of the following: water, isopropyl alcohol (IPA) solution 70% or less/water 30% or more, or eyeglass **cleaner**. Never use glass **cleaner** or other chemical **cleaner**, **especially chemicals containing ammonia or chlorine**. Do not spray the cleaner directly on the screen.
- A protective laptop sleeve is recommended (11" for 3190/12" for 5400). Place backpacks down gently and do not carry liquids in your backpack that can spill and damage the computer.
- Do not eat and drink around your laptop. **Laptops should NOT be used during the lunch period.**

#### **LAPTOP DO'S:**

- Keep food and drink away from my laptop
- Use my laptop with clean, dry hands
- Use my laptop for schoolwork only
- Log off when I leave my laptop
- Carry my laptop with two hands
- Power my laptop off and unplug headphones before I store it
- Keep my laptop charged

#### **LAPTOP DON'TS:**

- Write or draw on my laptop casing
- Lift or carry my open laptop from the screen
- Close the laptop with pencils, pens or even paper between the screen and keyboard
- Download ANY programs
- Allow others to use my laptop
- Share my username or password
- Leave my laptop on the floor

*Review date: June 3, 2025*