

# STUDENT HANDBOOK 2018–2019

## **ANNOUNCEMENTS**

There are two formats for announcements at Trafalgar Middle School. Students involved in the television production course write, produce and present announcements each day utilizing the school's news station (WTMS). The other method for school-wide announcements involves the use of the school's public address system.

Students will receive information from our WTMS News production. It will be presented during homeroom and will include most of the general announcements that are made to our school community. **During this program all students are expected to remain quiet and attentive.** In the afternoon, announcements will be made again, followed by dismissal information.

Other announcements may be made as needed throughout the school day; however, every attempt will be made to prevent disruption of regularly scheduled class activities.

## **ASSEMBLIES**

Assemblies are held during the year for the benefit of the student body. Assembly behavior should be courteous and all students should give the speakers and/or performers their undivided attention. Gestures of appreciation should be in the form of applause. Rudeness, inattention, or other poor behavior will be subject to disciplinary action.

## **ATTENDANCE**

Students are expected to be in school except in cases of emergency, or for any of the reasons explained below. The parent or guardian is expected to contact the school by phone on the day of the absence and provide the student with a written excuse upon returning.

The following is a list of the only legal excuses for absence from school:

- Personal Illness – The school may require a note from a doctor for prolonged illness
- Illness in the family
- Death of a close relative
- Observance of a religious holiday

**ANY OTHER REASON MUST BE EXCUSED BY THE SCHOOL PRIOR TO THE ABSENCE**

Steps to follow when absent:

1. Have a parent or guardian call the school and inform the office of your absence before 9:45am on the day of the absence. The direct number to the guidance office is **283-2903**.
2. In order for an absence to be considered excused, the parent or guardian must write an excuse giving your name, date, date of absence, reason for absence and parent/guardian signature.

3. The student should present the excuse to his/her 1<sup>st</sup>/2<sup>nd</sup> period teacher. The teacher will then turn the excuse in to the guidance office.
4. Student asks all teachers for make-up assignments. Assignments that are not made up will be reflected in your grade. **(Each student is responsible for seeing that make-up work is completed).** At least a 24 hour minimum notice to teachers is required to get class work for an absent student.
5. **If absence is due to work, travel, or some other reason, a parent or guardian should notify the school prior to the absence.**

When a student accumulates an excessive number of absences (5 days in a calendar month or 10 days within 90 calendar days) and additional absences occur which are caused by illness, a written statement from a physician verifying that the absence was caused by an illness may be required by the principal to be submitted by the parent/guardian (School Board Policy 4.16).

## **BICYCLES/SKATEBOARDS**

Bicycles/skateboards must be parked and locked in the rack provided at the rear of the school. Students who ride their bicycles/skateboards in an unsafe manner or who interfere or impede the flow of traffic – including school buses – can be denied the privilege of riding their bicycles/skateboards to school. **State law requires that all bicycle riders must wear helmets. Students must walk their bicycles/skateboards off school property.**

## **BUSES**

It is a privilege to be able to ride the bus to and from school. Your bus driver is responsible for your safety and has established rules with this in mind. These rules are posted at the front of the bus. The driver may refer students who do not abide by bus rules to the office. If you are referred, the following procedures will be applied in most cases. PLEASE NOTE THE ADMINISTRATION RESERVES THE RIGHT TO MODIFY THESE AS NEEDED:

- First Offense (minor): Parent Notification Letter completed by driver. Rules re-explained by school staff.
- Second Offense (minor): Apology Letter written to the driver.
- Third Offense (minor): Referral issued. One day bus suspension.
- Fourth Offense (minor): Referral issued. Two day bus suspension.
- Fifth Offense (minor): Referral issued. Conference/Contact with parent/guardian and up to ten day bus suspension.
- Major Offenses: Referral issued. Conference/Contact with parent/guardian and up to ten day bus suspension.

Principal/designee has the authority to cite other appropriate discipline infractions from the Code of Conduct when dealing with transportation incidents.

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## **BUS CHANGES**

Bus changes will be made **only for emergencies**. Students must bring a note from parent/guardian to the guidance office **before 11:00am for approval**.

## **BUS RULES**

- Stand off roadway while waiting for the bus.
- Remain seated at all times when bus is moving.
- Keep arms and head inside window.
- Walk ten (10) feet in front of bus. Wait for driver's signal before crossing road.
- Unnecessary conversation with the bus driver is dangerous. Please remain quiet.
- Outside of ordinary conversation, classroom conduct is to be observed.
- Absolute silence is required at railroad crossings.
- The driver is in full charge of the bus and students. **Students must obey the bus driver.**
- If necessary, the driver has the right to assign students to certain seats to promote order.
- No eating, drinking, or chewing gum is allowed.
- Students must be on time. The bus cannot wait for those who are tardy.

## **CELL PHONES**

The Code of Conduct for Students for the School District of Lee County states that **STUDENTS MAY NOT DISPLAY OR USE CELL PHONES DURING REGULAR SCHOOL HOURS (9:15am - 4:15 pm), without permission from a staff member.** We understand that students may be carrying cell phones in backpacks or purses while at school but they **MUST BE OFF AND PUT AWAY (not on their person).** If a student needs to use a phone during school hours, they should get permission to come to the office to use a telephone. If an emergency arises and a parent needs to contact their child, they should call the school office at 283-2001. **Do not turn on their cell phone during school hours so that your parents or friends can call or text you.**

## **CHANGE OF ADDRESS/PHONE NUMBER**

If your address changes, please submit a copy of an official document (lease, telephone bill, etc.) showing your new address to the Information Specialist (located in the guidance office). Also, please notify the school with any telephone number changes. This will allow us to facilitate mailing and communication between school and home. For additional information call 283-2903.

## **CHART ROOM (MEDIA CENTER)**

Trafalgar Middle School offers a well-equipped Media Center that provides learning, supplemental, and recreational materials in the form of books, magazines, and audio-visual materials.

Use of the Chart Room is a privilege, and a pass from your teacher is necessary if you want to visit it during school hours.

**If books are not returned you may not be able to participate in special activities such as field trips, dances, etc.**

## **EMERGENCY DRILLS**

Drills will be held at regular intervals. These drills are necessary and proper to ensure the student's safety in the event of a real emergency. Orderly and quiet behavior should prevail during all drills. Guides for evacuation and assembly are posted in each classroom. Students will be given specific instructions by faculty during such situations.

## **EXPECTATIONS FOR STUDENT BEHAVIOR**

- BE RESPONSIBLE
- BE RESPECTFUL
- BE RESOURCEFUL

Trafalgar Middle School is a special place where people are valued and where excellence in performance is the ultimate goal. Trafalgar Middle School is implementing a research based Positive Behavior Support practice known as PBS. This system aims to build productive environments in which positive behavior is more effective than problem behavior.

Students who choose to disregard classroom and school rules will review behavioral expectations. However, inappropriate behavior will be subject to the consequences established within school and classroom discipline plans. These plans are aimed toward helping students behave more responsibly. Continuous misbehavior will result in disciplinary actions. When students are removed from a classroom, the administration or their designee will administer discipline as dictated by the situation. Such disciplinary actions may include, but are not limited to, parent contact, work detail, peer mediation, lunch detentions, time out room, afternoon detentions, internal suspension or external suspension.

Trafalgar Middle School strives to work cooperatively with each family in order for the student to meet behavioral expectations. Behavioral Intervention Plans and reward contracts will be implemented as appropriate. Trafalgar Middle School has a "no tolerance" philosophy toward students who habitually misbehave or choose to engage in more serious behaviors outlined in the Lee County School District Student Code of Conduct.

**The Lee County District School Board specifically prohibits drugs, alcohol, and weapons. Violators of this policy are subject to severe disciplinary measures.**

## **Definition of Terms:**

**Lunch Detention** – Held during lunch time.

**Time Out** – Students are sent to the Brig (Time Out) for disruptive behavior in the classroom. Students are assigned that period and may return to their scheduled class once they have served their Time Out.

**Detention** – Held after school. See detention slip for date and time.

**Work Detail** – Cleaning up litter on campus, cleaning tables in Galley, etc.

**I.S.S. (In School Suspension)** – Students are assigned to the Brig for a specific period of time.

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**O.S.S. (Out of School Suspension)** – Students are removed from school and all school related functions for a specific number of days.

**Success Academy or Expulsion** – The school administration can, following a school-based hearing, recommend that a student be reassigned to the Success Academy or expelled from school.

*With the exception of Out of School Suspension and Expulsion, students are always under the supervision of a Trafalgar Middle School Staff Member.*

## **CREW CARD (DISCIPLINE)**

Trafalgar Middle School's Crew Card is to be carried with each student every day. Student's Crew Cards are located in their planner. This document will be used as a means to track and communicate minor behavior problems at school. Minor discipline infractions will be noted by a staff member and recorded in their Crew Card and electronically. The Discipline Crew Card is for minor school rule violations only. Major discipline issues will result in a referral and the student will immediately be sent to the brig.

## **CREW CARD (POSITIVE BEHAVIOR)**

Also included on the Crew Card is Trafalgar Middle School's Positive Behavior Crew Card. This **document will be used as a means to track a student's positive contributions to Trafalgar Middle School.** Students who accumulate multiple positive marks will be rewarded for their good behavior.

## **GALLEY (CAFETERIA)**

In order to get the most out of their school experience, all students should begin the day with a good breakfast. At school students are encouraged to continue their day with a nutritious lunch in our cafeteria. Trafalgar Middle School provides free breakfast and lunch to all students. Additional items such as juice and snacks are available for purchase.

Our students are expected to behave in the Galley and respect the rights of others by demonstrating good manners and good human relations. Students are not to move from one table to another and students are expected to clean their own tables and appropriately dispose of their trash. Candy is not allowed. Bottled and canned drinks must be in a lunch box and consumed only in the cafeteria. **Energy drinks are prohibited.** All students are to remain in the cafeteria (or Oak Tree Picnic Area) during their 25 minute lunch period. No food is to leave the Galley/Oak Tree Area.

## **GUIDANCE AND COUNSELING SERVICES**

Trafalgar Middle School has a guidance department which has staff available to help students concerning a variety of situations including course selections, issues in class, and problems dealing with home situations. Students may make an appointment to see a school counselor by stopping by the office with a pass and requesting an appointment.

## **HOMEWORK**

Homework is considered to be an important part of learning. We encourage you to set aside time on a daily basis for studying at home. This will add to your academic learning experience and will certainly improve your grades. Students who do not complete homework or classwork are given the opportunity to attend **Quest** during their lunch period to complete any missing assignments.

## **LOST AND FOUND**

The Lost and Found is located in the Galley (cafeteria). If you find something, please turn it in to the office as you would want the same courtesy.

## **MONEY AND VALUABLES**

Large sums of money or valuables should not be brought to school. **NEVER LEAVE VALUABLE POSSESSIONS UNATTENDED.** Cell phones, jewelry, etc. should not be brought to school. No fund raising activities may take place during the school day. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR RECOVERY OF ANY ITEMS THAT ARE TAKEN DURING SCHOOL HOURS.**

## **FOCUS**

Setting up an Account for your Parents

- Go to [lee.focusschoolsoftware.com/focus](http://lee.focusschoolsoftware.com/focus)
- Click on Click here to create a Focus Parent Portal Account
- Follow the directions to create an account & add each child
- You will need each of their 8 digit student ID #'s & birthdates
- Be sure to record user name and password for future access

Checking Grades

- Go to [lee.focusschoolsoftware.com/focus](http://lee.focusschoolsoftware.com/focus)
- Enter user name & password, click login
- To switch between children, use the dropdown list on the top right
- To view assignments & grades, click on Assignments & Grades on the top left corner & choose the class you want to from the dropdown menu.

The current grade for the class will be directly under the title & the list of each assignment will be under that.

## **PARENT PICK-UP**

Students should be picked up and dropped off only via the Parent Pick-Up lane in the **front parking lot** directly off of Trafalgar Parkway. Vehicles should always pull all the way forward and must not be left unattended. During afternoon pick-up students must wait to load their vehicles until instructed to do so by the Parent Pick-Up supervisor. For safety reasons students may not be picked up or dropped off at the rear parking lot or on the side streets near the school. **Students who are not picked up by 4:30pm will be sent to the after-school program in the library (Chart Room).**

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## **PARTICIPATION IN P.E.**

Physical Education classes at Trafalgar Middle School offer students a chance to learn, understand, and appreciate the important aspects of physical fitness, learn life-long skills, and enjoy and develop an active lifestyle. Physical education students have the opportunity to participate in many fun sports and activities.

For the sake of good health and comfort, students MUST dress out for physical education, and they have the opportunity to shower before returning to class. The appropriate attire for physical education is determined by the physical education faculty. Trafalgar shirts and shorts may be purchased from the school. All clothing should be labeled with the student's name in indelible ink. A rental fee of \$4.00 (non-refundable) will be charged for lock use for the semester.

## **PASSES**

Students must always have a pass from a teacher to be out of their assigned area. This includes passes to the rest room, sick bay (clinic), main office, chart room, and guidance office or to other teachers. The student planner has a hall pass log that can be used for passes.

## **REPORT OF STUDENT PROGRESS**

Report cards are issued to students each nine weeks. This computerized report indicates an academic grade and the instructor's comments for each subject in which the student is enrolled. Attendance is also reported on this form. Interim reports will go home with your child every four and a half weeks. Remember that you can check Focus for information 24 hours a day.

## **RESPECT FOR EQUIPMENT AND FACILITIES**

Each student is encouraged to assume responsibility for the care of school property. Accidental damage of school property may be paid for by the student. Malicious damage must be repaired or replaced at the student's expense. In addition, appropriate disciplinary procedures or legal action may be invoked in the event that malicious intent is determined.

## **SCHOOL HOURS**

School hours are 8:30am – 5:00pm. Students are in class from 9:45am – 4:00pm. Class begins promptly at 9:45am and students must be in class at that time. **Students are not to be in or around the building prior to 9:15am or after 4:30pm without prior approval from the Principal.** Students may only be on campus prior to 9:15am or after 4:30pm if enrolled in our fee-based before/after school program. Even with prior approval, students must be supervised during their stay by a staff member. Information is available in the front office regarding our fee-based before/after school program.

## **SEXUAL HARASSMENT AND HARASSMENT**

Everyone who works and learns in The School District of Lee County has a right to feel respected and safe. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, assistant principal

or the principal. Your right to privacy will be respected as much as possible. We take seriously all reports of sexual harassment and harassment based upon race, age, national origin and disability, and will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

## **SEXUAL HARASSMENT AND HARASSMENT BASED ON AGE, RACE, NATIONAL ORIGIN AND DISABILITY ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.**

Please refer to the Lee County School District Code of Conduct for details.

## **SICK BAY (CLINIC)**

The school nurse and/or sick bay assistant provide temporary care for injuries and illness. If a student is ill, parents are requested to keep him/her at home, as we are not equipped to keep sick or injured students for extended periods of time. All parents should provide the clinic with an **emergency card**. This information should be kept updated as these are used in case of emergency for all students. All students are required to be tested for scoliosis. Parents will be notified prior to testing.

If a student must take medication, arrangements should be made with the doctor so that the medication may be given at home before and/or after school hours. If this is not possible, the medication may be given at school only if failure to take it could jeopardize the student's health. The Parent Permission for Medication Form MIS/398, available from the school, must be filled out by the student's parents. The permission form and medication (fully labeled) must be brought to school in the original container and must be given to the clinic for distribution to the student.

If a doctor orders a nonprescription medication, such as aspirin or cough medicine, it will be necessary for the doctor to give the parents a written note to send to the school. The container of nonprescription medication must be labeled with the student's name and directions concerning dosage. The medication must be given to the clinic for distribution to the student. No over-the-counter medication (non-prescription) will be given without the statement from the doctor. If any medication is needed for more than a two-week period, the Doctor's Permission for Medication Form MIS/401 must also be completed.

## **SIGNING OUT OF SCHOOL**

If a parent/guardian needs to sign a student out early from school they MUST come to the main office with a photo ID. **The student will NOT be called from class until the parent/guardian is present.** We encourage outside appointments be set for before or after school hours whenever possible to allow students maximum time in class.

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This adult must also appear on the student's emergency card. Students will not be permitted to leave campus except with approved adult supervision.

**Unless an emergency arises, students will not be dismissed from class between 3:40pm – 4:00pm.**

## **SMOKING/VAPING**

It is against school board policy for anyone to use tobacco in any form while in the school building and on campus. The possession of any tobacco product, lighters, and/or matches, while on campus or at any school activity, is prohibited. Violation of these policies will result in disciplinary action.

## **STUDENT ACTIVITIES**

Throughout the year we will have a variety of activities, including dances, fairs, field trips, etc. Even though these trips are sometimes off campus, all school rules apply. Supervision of students will end at the specified ending time of the event. **Parents are required to pick their children up on time.** Student behavior and items due may be used to determine eligibility in after school student activities.

## **STUDENT APPEARANCE AND DRESS CODE**

Trafalgar Middle School considers school a student's workplace. Though some clothing may be appropriate to wear when socializing with friends or going on outings, they may not be appropriate for school. Trafalgar Middle School enforces the student dress code adopted by The School District of Lee County. **The purpose of our dress code policy is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming.** Students shall maintain a clean, orderly appearance at all times.

### **TOPS**

- All shirts and/or dresses must have a collar and sleeves.
- T-shirts issued or purchased from the school are permitted.
- Collared shirts must be worn on the outside, not covered up by another shirt.
- Translucent (see-through) or lace tops are not permitted.
- Shirts may not be tied up or cut off. Shirts shall be appropriately fastened in accordance with the design of the clothing.
- Tops may not be excessively tight.
- Midriffs should not be shown at any time.
- Strapless or low-cut clothing is not permitted.
- Long, oversized jerseys are prohibited.
- All shirts or dresses worn under jackets, sweatshirts or sweaters must adhere to the dress code.

### **BOTTOMS**

- Pants with holes are not permitted.
- Shorts and skirts must be no shorter than three inches above both the front and back of the knee. Leggings are not permitted to be worn under shorts or skirts.

- Pants may not be excessively tight (no leggings, tights, yoga style pants or sweat pants).
- Sweatpants are not permitted.
- Pants shall be properly fastened, buttoned, zipped and worn at the natural waistline.
- Pajama pants and undergarments may not be worn as outerwear, nor should they be visible at any time.

### **FOOTWEAR**

- Shoes (appropriate footwear) shall be worn at all times. All footwear must have backs/straps. Bedroom slippers are not permitted.

### **MISCELLANEOUS**

- Hair must be a natural color.
- Shaved designs into the eyebrows are not permitted.
- Adornments, which are attached (pierced) to exposed body parts (other than the ears) are not permitted. Specifically, jewelry for pierced tongues, noses, eyebrows, and lips is not permitted. Gauging of the ears is also not permitted.
- Writing, tattoos, or body stickers on face, arms, hands, or legs is not permitted. Writing on clothing with pens or markers is not permitted.
- During the school days the wearing of hats, stocking caps, sunglasses, bandanas, hoodies, or jacket hoods are not permitted. Hats may be worn at P.E. only.
- Any articles of clothing or jewelry that could likely cause injury are not permitted.
- Symbols that promote the use of alcohol, drugs, tobacco or any other illegal activity are not permitted.
- Apparel or symbols which may be gang-related may not be displayed on a student's person or in the student's possession.
- Clothing with slogans or advertising of a controversial or obscene nature are not permitted.
- Due to various health issues for some students and staff, perfume, cologne, body spray, sunscreen, and other strong aromatic items must be applied at home.

Students are expected to meet dress code expectations each day of school. Students who choose not to meet the dress code will result in the following corrective actions: (1006.07, Florida Statutes)

1<sup>st</sup> Offense: Warning letter sent home.

2<sup>nd</sup> Offense: Warning Letter and parent contact.

3<sup>rd</sup> Offense: Loss of eligibility for participation in extracurricular activities (maximum of five days). 1 day ISS if not involved in extracurricular activities and parent contact.

4<sup>th</sup> and Subsequent Offenses: 2 days of ISS. Loss of eligibility for participation in extracurricular activities (maximum of 30 days), verbal and written parent contact regarding consequence.

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**The administration reserves the right to declare other items not covered in this dress code inappropriate for school. The final decision as to whether an item is appropriate for school rests with the school administration.**

## **TMS Late Work Policy**

Late work will be accepted from students up until the time that the Academic Unit (concept/topic) has drawn to a conclusion. This late work will be accepted for partial credit (minimum 50% for complete/accurate work). Late work submitted after the Academic Unit is complete may be accepted and graded at the discretion of the teacher.

Teachers may extend the time frame that work is accepted or raise the credit given above 50% if they so choose.

## **TARDY TO SCHOOL**

Students who arrive late to school (after 9:45am) report to the main office. If a student is tardy due to a doctor's or dentist appointment the student should bring a note from their doctor/dentist. Students who arrive late because of oversleeping, missing the bus, etc., should still report to the main office. The line at parent drop-off is sometimes long. Please allow adequate time for students to get to class by 9:45am. Unexcused tardiness (such as missing the bus, oversleeping, etc.) will result in disciplinary consequences per the Lee County Schools Code of Conduct.

## **TELEPHONES**

Telephones are reserved for school business. Parents may reach the school at 283-2001 or the Guidance Department at 283-2903. Telephone calls will not be put through to staff members who are supervising students except in the case of extreme emergency. Staff members regularly check for messages and will return telephone calls at their earliest convenience. Please use the voice mail system.

Telephone calls will not be put through to students. Students will be permitted to use the telephone with a pass and for emergency purposes only. Changes in the normal way home should be **planned in advance** and will only be honored in case of emergency with written permission from the parent. Trafalgar Middle School will follow the Lee County School District policies for temporary changes in school bus transportation. Telephone permission for attendance on school field trips is not permissible.

## **TEXTBOOKS & CHROMEBOOKS**

Basic hard bound texts and paperback books are provided by the state for loan to the students. These text books belong to the taxpayers - your parents - so take good care of them. **Each student will also be issued a Chromebook laptop computer to use for the school year.** Check your text thoroughly when you receive it so that you won't be blamed for any prior damage. **Students are responsible for damage or loss of Chromebooks and textbooks.**

## **VISITORS**

**All visitors** to the school must report to the main office to register. **Violators are guilty of trespassing.** Former students are welcome to visit the campus only with a teacher's request and administrative approval made at least one day prior to the day of visitation.

## **WITHDRAWALS AND TRANSFERS**

The parent must indicate withdrawals and transfers by written communication. The guidance office is the starting point for this procedure. All records must be cleared before departing school.