

# MARINER MIDDLE SCHOOL STUDENT HANDBOOK 2017-2018

## ANNOUNCEMENTS

There are two formats for announcements at Mariner Middle School. Students involved in the television production course write, produce and present announcements each day using the school's closed circuit television capabilities. The other method for school-wide announcements involves the use of the school's public address system.

Florida Statute requires the Pledge of Allegiance to the flag to be recited in each school in the state of Florida at the beginning of each day. Upon receipt of a written request by his or her parent, a student has the right not to participate in reciting the Pledge. This includes not standing and placing the right hand over his or her chest. (1003.44, Florida Statute)

Students will receive information from our WMMS News production. It will be presented during the day 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. Students wishing to have announcements read must submit them in writing to the principal the day before they are to be read.

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 refined and courteous. 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 certificate 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 10:15AM on the day of the absence. The direct number to the front office is **239-772-1848**.
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 his/her signature.
3. Ask 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 48 hour minimum notice to teachers is required to get class work for an absent student.
4. **If absence is due to work, travel, or some other reason, a parent or guardian should notify the school prior to the absence.**

By definition, The School District of Lee County defines 19 absences for a middle school student during a school year as excessive. **All students with 19 absences (excused or unexcused) or more will be considered by the school-based Academic Review Committee for retention in their current grade level at the conclusion of the school year.**

## BICYCLES/SKATEBOARDS

Bicycles/skateboards must be parked in the rack provided. Students are to provide and use locks for their bicycles/skateboards. 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.**

## BUSES

It is a privilege to be able to ride the bus to and from school. Your bus driver has your safety in mind 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: Parent Notification Form completed by driver. Rules re-explained by school staff.
- Second Offense: First referral issued. Telephone conference with parent/guardian. Possible one day bus suspension.
- Third Offense: Second referral issued. Possible two day bus suspension.
- Fourth Offense: Third referral issued. Possible three day bus suspension.
- Fifth Offense: Fourth referral issued. Possible four day bus suspension.
- Sixth Offense: Fifth referral issued. The school may choose to write a Behavior Improvement Plan, hold a hearing to discuss alternative placement or deny the student the privilege of riding the bus for a given period of time.

## BUS CHANGES

Bus changes will be made **only for emergencies**. Students must bring a note from parent/guardian to the front office **before 11:00am** for approval. Students can only hold a seat on one bus for the year therefore students are not allowed to ride a bus other than their own.

## 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.

## CAFETERIA

In order to get the most from their school day, 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. Additional items such as juice and pizza are available for purchase.

Our students are expected to behave 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 NOT permitted on campus.** All students are to remain in the cafeteria during their lunch period.

## CELL PHONES

Students are allowed to have cell phones while on campus. Phones must be off and put away during instructional time. Students may use them during lunch and in-between classes. At no time should students be using their phones to take pictures or video recordings of any nature. Cell phone privilege for students is at the discretion of the administration and can be revoked at any time.

## 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 Registrar (located in the front office). Also, please notify the school with any telephone number changes.

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## CLINIC

The school nurse and/or clinic 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 attending physician 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.

## EMERGENCY DRILLS

Drills will be held at regular intervals. These drills are necessary 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 WHERE YOU ARE SUPPOSED TO BE AND BE ON TIME.
- BE PREPARED AND ON TASK IN CLASS.
- RESPECT THE RIGHTS OF OTHERS (OBSCENITY, PROFANITY, AND INAPPROPRIATE GESTURES ARE PROHIBITED).
- THE USE OF GUM & CANDY IS PROHIBITED.
- ACCEPT RESPONSIBILITY
- DETERMINE WHO YOU WILL BECOME

These rules describe the type of person desired at Mariner Middle School. Each shares the responsibility of making Mariner a special place where people are valued and where excellence in performance is the ultimate goal. Students who choose to disregard established classroom and school rules will be subject to the consequences established within school and classroom discipline plans. These plans will be 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, time out room, afternoon detentions, internal suspension or external suspension.

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

## Definition of Terms:

**Time Out** – Students are sent to ISS room for disruptive behavior in the classroom. Students are assigned that period and may return to their class schedule once they have shown they are emotionally under control.

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

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

**After Hours School** – Held from 4:00PM – 7:00 PM

**I.S.S. (In School Suspension)** – Students are assigned to ISS for a specific number of days

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

**B.a.S.E. (Basic & Social Expectations)** – Mariner Middle School's alternative to Out of School Suspension Program. Students will be given 2 days of the BaSE program for every day of OSS earned. The program keeps the student in school staying on top of their school work along with work detail around the campus and lessons in social interactions.

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

## GUIDANCE AND COUNSELING SERVICES

Mariner has school counselors who are available to help students concerning a variety of situations including course selections, test score interpretation, problems in a particular class and problems dealing with home situations. Students may make an appointment by asking a teacher to send an email to the guidance department.

## HOMEWORK

Homework is considered to be an important part of learning. We encourage you to set aside time on a daily basis for study at home. This will add to your academic learning experience and will certainly improve your grades.

## LOST AND FOUND

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

## MEDIA CENTER

Mariner 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. Mariner Middle is also fortunate to have the regional library next door which is often used by teachers during the school day. Use of the media center is a privilege, and a pass from your teacher is necessary if you want to use the media center during school hours.

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

## MONEY AND VALUABLES

Large sums of money or valuables should not be brought to school. However, if it becomes necessary to bring such, they should be left in the main office. **NEVER LEAVE VALUABLE POSSESSIONS UNATTENDED. THE SCHOOL WILL NOT BE RESPONSIBLE FOR RECOVERY OF ANY OF THESE ABOVE MENTIONED ITEMS THAT ARE TAKEN DURING SCHOOL HOURS.**

## PARENT LINK

### HOME/SCHOOL COMMUNICATION

Student grades are available 24 hours a day and can be accessed using your telephone or the internet. Grade reports are by subject and reflect the student's current grade. You can also view attendance reports, announcements and lunch menus. Furthermore, you have the ability to check/leave messages and/or e-mails.

Here are directions to access these features:

1. Call the Parentlink telephone number @ 337-3347 or access Parentlink on the internet @ <http://Parentlink.LeeSchools.Net>
2. The Login ID is the ID number of your eldest child in the district followed by the parent's first and last initial, it is case sensitive.
3. The password is the eldest student's birth date entered in this format: MMDDYY.

## 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 Chiquita 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.

## PARTICIPATION IN P.E.

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Physical Education classes at Mariner Middle School offer students a chance to learn, understand, and appreciate the important aspects of physical fitness, learn lifelong skills and enjoy and develop an active lifestyle.

Physical education students may have the opportunity to participate in the following activities:

Basketball	Tennis	Volleyball
Soccer	Floor Hockey	Softball
Speed Walking	Track & Field	Fitness
Flag Football	Golf	

For the sake of good health and comfort, students MUST dress out for physical education. The appropriate attire for physical education is determined by the physical education faculty. Mariner shirts and shorts may be purchased from the school. All clothing should be labeled with the student's name in indelible ink. Students will need to purchase a combination lock for their locker through the PE dept. Staff will not be responsible for items not locked securely in lockers.

## PASSES

Students must always have a pass from a teacher to be out of their assigned area. This includes passes to the rest room, clinic, main office, media center, and guidance office or to other teachers.

## PROHIBITED NUISANCES

The Lee County District School Board specifically prohibits drugs, alcohol, weapons, fireworks, and **any nuisances that distract from the specific purpose of the school**. Violators of this policy are subject to severe disciplinary measures.

## REPORT OF STUDENT PROGRESS

Report cards are issued to students each nine weeks. The computerized progress 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 halfway through each quarter. Remember that you can access Parent Link 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 Office hours for the 2017-2018 school year are 8:00AM – 5:00PM. Students are in class from 9:35AM – 4:00PM. Students are not to be in or around the building prior to 9:20AM or after 4:00PM without prior approval from the principal. Students may only be on campus prior to 9:20AM or after 4:00PM if supervised by a staff member. Even with prior approval, students must be supervised during their stay by a Mariner staff member.

## 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.

## SIGNING OUT OF SCHOOL

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

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 3:45PM – 4:00 PM.

## SMOKING

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 expected to pick their children up on time or notify the school that they will be late. Student behavior and items past due may be used to determine eligibility in after school student activities.

## TARDY TO SCHOOL

Students who arrive late to school (after 9:45AM) should report to the front office with a note from their parents stating the reason for their tardiness. Students who arrive late because of oversleeping, missing the bus, etc., should still report to the front office for a pass to class. The line at parent drop-off is sometimes long. Please allow adequate time. Unexcused and/or repeated tardiness will result in disciplinary consequences.

## TELEPHONES

Telephones are reserved for school business. Parents may reach the school at 239-772-1848. 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.

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. Mariner Middle School will follow the Lee County School District policies for temporary changes in school bus transportation. Telephone permission for attendance of school field trips is not permissible.

## STUDENT APPEARANCE AND DRESS CODE

Mariner 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. Mariner Middle School enforces the following dress code below. **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.

### **Shirts:**

Solid, striped, polka dot, small floral or plaid Polo or Oxford styled collared shirts. Mariner Middle t-shirts are also permitted. A single brand logo (approximately the size of a quarter) may appear on the shirt's chest or sleeve. T-shirts or other shirts may not be worn over the collared shirt. Shirts must have sleeves and may not be tied up.

### **Pants/Shorts/Capri's/Skirts:**

Bottoms must be worn at the waist, above the hip/pelvic bone. Bottoms must fit appropriately (No tight pants or overly baggy pants). Length of skirts and shorts must be at or below the knee in the standing position. Jeans are permitted; however, they may be **NOT** torn or tattered.

### **The following items may not be worn:**

Clothing that drags on the ground (ex. pant legs), torn clothing, Lycra, Spandex, Joggers, sweatpants or stretch fabrics.

White pants, shorts or skirts are not permitted.

### **Belts:**

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Belt buckles should not display names, logos, flags, or other emblems. Over-sized buckles are prohibited.

## **Jackets/Sweaters:**

The jacket or sweater must have a zipper or buttons that open all of the way. A jacket/sweater, even with a collar, must be worn with a collared shirt. **The jacket/sweater must be worn with a shirt that meets the dress code requirements.** A vest may be worn, but must be worn with a collared shirt or MMS t-shirt. No pullover sweatshirts or sweaters are permitted.

## **Footwear:**

No slipper-type shoes, backless shoes, flip flops, beach-type shoes, "Croc" type shoes, or shoes made of mesh or plastic.

## **Misc.:**

Lines/designs in eyebrows are not allowed. Bandanas, hats, caps, headgear, gloves and sunglasses are **NOT** permitted in the building. There may be exceptions for medical conditions (with a doctor's note). The administration will determine these exceptions. Physical Education classes being held outside do permit sunglasses and hats. Piercings are limited to only the ears and tattoos must be covered at all times. No mouth apparatus are permitted unless prescribed by a dentist or physician for a medical condition. Any necklace should be worn under the shirt. Hair must be a naturally occurring hair color.

**ALL OTHER DRESS CODE REQUIREMENTS ARE IN THE STUDENT HANDBOOK AND ALIGNED WITH THE LEE COUNTY SCHOOL DISTRICT MUST BE FOLLOWED.**

- The principal and staff will designate special event days and provide the students with information on how the dress code may be altered for those days.
- All dress code issues not addressed above will be subject to administrative discretion

Students are expected to meet dress code expectations each day of school. **Students who choose not to meet the dress code will not be permitted in class until appropriate clothing is secured.** 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. Repeated, purposeful violations of the MMS dress code will be considered as insubordination. Insubordination will be dealt with in accordance with the guidelines in the Code of Conduct for Lee County Public Schools.

## **TEXTBOOKS & CHROMEBOOKS**

Basic hard bound texts, paperback books, and Chromebooks are provided for loan to the students. These books belong to the taxpayers - your parents - so take good care of them. Check your text thoroughly when you receive it so that you won't be blamed for any prior damage. **Students are responsible for any damaged or lost textbooks or Chromebooks.**

## **VISITORS**

**All visitors** to the school must report to the front 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 be present with photo ID to withdrawal and/or transfer their student. All due textbooks & library books must be returned before a withdrawal and/or a transfer can take place.

## **IMPORTANT DATES FOR 2017-2018 SCHOOL YEAR**

August 10	First Day for Students
September 4	Labor Day (school closed)
September 21	Rosh Hashanah (school closed)
October 13	End of First Quarter
October 16	Professional Duty Day (no school)
November 22-24	Thanksgiving (school closed)
December 19-21	Early Dismissal Days – Exams
December 21	End of Second Quarter
December 22	Professional Duty Day (no school)
December 25-Jan 8	Winter Break
January 15	Martin Luther King Jr. Day (school closed)
February 19	President's Day (school closed)
February 20	Teacher In-Service Day (no school)
March 15	End of Third Quarter
March 16	Professional Duty Day (no school)
March 19-23	Spring Break
March 30 – April 2	Good Friday & Easter Monday (No School)
May 25, 29, 30	Early Dismissal Days – Final Exams
May 28	Memorial Day
May 30	End of Fourth Quarter
May 31	Professional Duty Day