

# Freeport Middle School

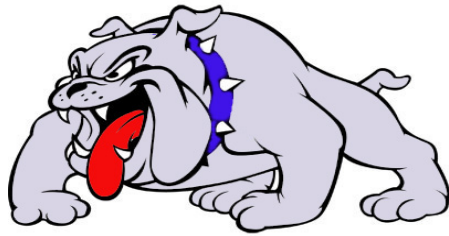
**B**elieves

**A**chieves

**R**espects

**K**nows

**S**ucceeds



FMS stakeholders **believe** every student will **achieve** through a prescriptive, rigorous curriculum in a safe, **respectful** environment that prepares students with the necessary **knowledge** to **succeed** in future academic and career opportunities.

**Student Handbook**

**2020-2021**

Walton County School District

[www.fms.walton.k12.fl.us](http://www.fms.walton.k12.fl.us)

# Freeport Middle School Student Handbook 2020-2021

Welcome to Freeport Middle School (FMS), home of the bulldogs! The FMS faculty and staff members are looking forward to another successful year of preparing each student to meet his or her full potential. All FMS students are valued as individuals and are very important to the success of the school. Therefore, to ensure each student receives an equal opportunity to learn in a safe environment and meet the high standards set for all FMS learners, students are expected to abide by the policies and procedures found in this handbook. Parental and/or guardian support of these same policies and procedures is also crucial to the overall success of FMS.

Walton County School District strives to create safe, high quality educational environments where students can gain the skills and knowledge necessary to achieve family and personal goals. To ensure the safety of our students during the 2020-2021 school year, information provided in all school handbooks may change as needed to comply with all health and safety measures required to prevent the spread of COVID-19 and ensure fairness and equity for our students.

Freeport Middle School will follow the policies and procedures set forth by the Walton County Code of Conduct and Student Progression Plan in all matters at the school level.

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## ATTENDANCE POLICY

Florida law requires the regular attendance of students during the 180-day school year. Students are expected to be present and to be punctual for all classes.

- FMS will adhere to the procedures for **absences** as described in the **WCSD Code of Conduct**.
- Students have up to three (3) days to present verification for an excused absence to the front office. The absence will be considered unexcused if the school does not receive verification for the absence.
- When a student accumulates a total of ten (10) excused or unexcused absences, the students **must have a note** from a doctor or official agency (i.e., Department of Children & Families, etc.) **for each subsequent absence**.
- Students on Controlled Open Enrollment will receive a probation letter if they receive 5 absences within a 30-day period or 10 absences within a 90-day period.
- Upon the fifth (5) absence per semester in a class period, the student will be referred to the MTSS Team for development of an attendance contract and attendance monitoring. Violation of attendance contract could result in suspension of extra-curricular activities.
- To participate in after school extracurricular activities including sports, band or clubs, students must be in attendance for a least half of the school day. Absence of more than half of the school day requires a approval for participation by the principal or designee.
- To participate in an extracurricular activity which requires missing normal school day class time, students must have no more than 1-D and 1-F in Focus at the time the coach/sponsor submits the list to the administration.

### **TARDY POLICY:**

Students are considered tardy if they are not in the classroom and sitting in their seat when the tardy bell rings.

A US study titled *Schoolwide Intervention to Reduce Chronic Tardiness at the Middle and High School Levels\** found that "instructional time lost to widespread tardiness is likely to significantly affect the capacity of the entire student population in the classroom to meet rigorous academic standards". This is because when a student comes in tardy to class, it is a distraction to the other students and the teacher. To put it in perspective for the

individual student, if a student is five minutes late to a class three times a week, the student misses 135 minutes of instruction per grading period. Over an entire school year, that equates to missing 10 class periods.

\*Ashli Tyre, Laura Feuerborn & Jennifer Pierce (2011) Schoolwide Intervention to Reduce Chronic Tardiness at the Middle and High School Levels, Preventing School Failure: Alternative Education for Children and Youth, 55:3, 132-139, DOI: [10.1080/10459880903472918](https://doi.org/10.1080/10459880903472918)

- All tardiness is considered unexcused, unless a valid note/reason is presented
- Students in grades 6-8 reporting to school after 8:05 A.M., without an excuse allowed by the WCSD as described in the Code of Conduct, will be held in the ISS room until the beginning of 2nd period.
- To keep disruptions to a minimum, students are not allowed out of the classroom during the first 10 minutes of class (exceptions made for emergency).
- Students on Controlled Open Enrollment will receive a probation letter if they receive 5 tardies within a 30-day period or 10 tardies within a 90-day period.
- Students with excessive tardies will be referred to the MTSS team.
- The tardy policy will take effect 10 days after the first day of school.

<b>1<sup>st</sup> Period Tardy Policy</b>	
<b>Tardy Count</b>	<b>Consequence</b>
Tardy #3	Verbal warning
Tardy #4	Informal student conference with administrator/guidance
Tardy #5	Informal student conference with administrator/guidance
Tardy #6	Parent contact
Tardy #7	Request parent conference with administration
Tardy #8	Student will be ineligible for participation in after school extra-curricular activities until they have reached a 30-day period without a 1 <sup>st</sup> period tardy.
<i>Tardy count starts over each semester</i>	

<b>Periods 2-7 Tardy Policy</b>	
<b>Tardy Count</b>	<b>Consequence</b>
Tardy #1-3	Verbal warning
Tardy #4	Parent contact
Tardy #5, #6, #7	One day lunch detention for each tardy
Tardy #8	Lunch detention and parent conference
Tardy #9 plus each accumulated tardy thereafter	Lunch detention and the student will be ineligible for participation in non-educational school assemblies to include field trips that occur during the school day and after school extra-curricular activities until they have reached a 30-day period without a tardy.
<i>Tardy count starts over each semester</i>	

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## **COMMUNICATION**

### **DISTRICT COMMUNICATION:**

To obtain information pertaining to the Walton County School District, visit the District's website at [www.walton.k12.fl.us](http://www.walton.k12.fl.us) or the District's Facebook page at <https://www.facebook.com/Walton-County-School-District-111628765567605/>.

### **FACEBOOK:**

Regular updates are made to the FMS Facebook page. Please like our page:

<https://www.facebook.com/Freeport-Middle-School-615379225155055/> and check regularly for posts.

### **REMIND:**

Remind is a text-formatted system used to communicate with parents and students. Many teachers at FMS also utilize Remind to communicate with parents and students concerning upcoming classroom events and assignments. To register, text the teacher's code to 81010.

### **SCHOOL BUS INFORMATION:**

Would you like to know when your student's bus is going to be late? The Transportation Department of Walton County School District is using Bus Bulletin notification system to notify parents and students when there are bus delays and schedule changes.

If you would like to receive instant notifications when delays or incidents affect your student's bus, please register with Bus Bulletin.

- There is no cost for this service.
- Registration is simple and fast.
- You can choose to receive text messages, phone calls, and e-mails.
- Enter up to seven different phone numbers.
- All contact information is stored securely and will not be shared or sold - your privacy is protected.

For more information, or to sign-up and start receiving notifications, please visit:

<https://app.busbulletin.com/login.php>

### **WEBPAGE:**

FMS has a webpage that can be found at: <http://fms.walton.k12.fl.us>. Our webpage is updated frequently with activities and information.

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## **DRESS CODE**

For the 2020-2021 school year, Freeport Middle School will abide by the dress code described in the Walton County School District Code of Conduct for secondary schools

- Students not meeting the Dress Code will be sent to the office. The parent/guardian will be contacted to bring in a change of clothing. If the parent/guardian is unable to supply a change of clothing that meets Dress Code, the student will be provided an FMS shirt and/or pants to wear for the remainder of the school day.
- No hats (hoodies on head) can be worn inside school building
- Masks worn due to health concerns must be a solid color. Bandanas are not allowed to be used as a mask.
- Discipline consequences outlined in the WCSD Code of Conduct will be followed.

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## EDUCATIONAL RESOURCES

Freeport Middle School is dedicated to the success of its students both inside and outside the classroom. All Walton County School District (WCSD) students can access online resources through their Classlink accounts. A list of resources, tutorial videos, and Classlink access information can be found under the Students tab on the WCSD website, or by visiting the Educational Resources page on the FMS website at <https://fms.walton.k12.fl.us/educational-links>. Resources include, but are not limited to the following:

- Algebra & Math Nations
- BrainPop
- Compass Learning
- Edgenuity
- Focus
- Khan Academy
- Office 365
- Renaissance Place
- Study Island

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## GUIDANCE

### **MTSS:**

The Multi-Tiered System of Support (MTSS) is in place at all Walton County schools. MTSS is designed to monitor student progress and to develop and implement interventions. Parents are a welcome part of this process. Parents can initiate MTSS meetings by request to the guidance department.

### **PARENT CONFERENCES:**

If parents/guardians desire a conference, please notify the school by phone, email or note. Email addresses are available on the Walton County School District web site and they may be found at <http://fms.walton.k12.fl.us/>. The office will then inform the teacher(s) and they will contact you concerning an appointment. If for some reason you are unable to attend the conference, please contact the office at 850.892.1221.

### **WITHDRAWAL FROM SCHOOL:**

Before a student transfers to another school, a parent/guardian must sign a withdrawal form in the guidance office. All school property is to be turned in to the appropriate teacher. Failure to follow this procedure will result in FMS notifying the receiving school that all withdrawal procedures were not followed upon exit from FMS.

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## LUNCH AND BREAKFAST

<b>Breakfast:</b>	Reduced - \$.30	Regular - \$1.85
<b>Lunch:</b>	Reduced - \$.40	Regular - \$2.85 (6th, 7th, 8th grades) \$2.60 (5 <sup>th</sup> Grade)
<b>Adult:</b>	Breakfast - \$2.00	Adult Lunch - \$4.00
Extra Milk: Half Pint - \$.50 Milk will be served only at meals. <b>(Note: Students are not allowed to bring carbonated drinks.)</b>		

### **Apply for Free & Reduced Priced Meals Online**

Parents can fill out an application from the comfort of home without having to worry about giving it to their student(s) to take to school! Log onto the WCSD website at: [www.walton.k12.fl.us](http://www.walton.k12.fl.us) and click on Food & Nutrition Services then click on Free and Reduced Meals which is located under the Student/Family Links section.

A paper application will be made available upon request. Students who were on free/reduced breakfast/lunch the preceding year will be considered at the same status for the first 30 school days. By the 31<sup>st</sup> school day (September 24th), a new completed breakfast/lunch form must have been submitted/returned to the school for the free or reduced status to continue. If not, the student will have to pay full price for breakfast and lunch until the form is completed and returned.

## **Pay for Meals Online**

The Walton County School District Food & Nutrition Department is offering an online service to help you manage your student(s)' school meal account. You now have the ability to check your student(s)' school meal account balance online, as well as make payments with your Visa or MasterCard. Contact your student(s)' school for the 10-digit Student ID Number.

Log onto the WCSD website at: [www.walton.k12.fl.us](http://www.walton.k12.fl.us) and click on Food & Nutrition Services then click EZ Meal Payment. EZ School Pay is also available on your app store!

Parents/Guardians should take responsibility for monitoring their child's lunch account. If a student does not have lunch money, every effort will be made to contact the parent/guardian. If a parent/guardian email address is available, they will be notified by email of account charges and delinquencies, account balances, and account credits to student accounts.

If students choose to bring their lunch, they may do so. No food in advertised wrappers will be allowed (i.e., food in a McDonald's or other "named" wrapper).

If a parent/guardian drops off a student's lunch, it will be kept in the front office for the student to pick up on their way to lunch. It is the student's responsibility to remember to stop by the office to retrieve their lunch. The 'no food in advertised wrappers' rule applies to food dropped off by a parent/guardian or when the parent/guardian eats lunch with their student on campus.

Questions regarding student lunch/breakfast accounts should be directed to the school lunchroom manager, Ms. Jaimie Castrillo at (850) 892-1221, extension 3215.

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## **INSURANCE**

The Walton County School Board continues to be vitally concerned about the health, safety and welfare of all students. We encourage safety, but we realize that sometimes student accidents do happen. As a member of the Panhandle Area Educational Consortium-Risk Management program, the Walton County School Board has purchased a student accident policy which covers all students who are injured while in school or participating in school sponsored activities. This insurance is accident coverage only and will not replace your current health insurance. You need to continue such coverage for your protection. This information will serve as notice to you of the payment of expenses. Due to experiencing a significant increase of claims which has resulted in climbing costs, a deductible of \$100 shall be paid by the parent or guardian before any reimbursements are made from the insurance plan. In case of an accident, you must file a claim with your own health insurance carrier first. The School Board policy is designed to pay for reasonable expenses which are not reimbursed by your health insurance and after your payment of the \$100 deductible is paid to the medical provider.

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## **MEDICAL SERVICES**

The nurse is available throughout the school day. A pass from the teacher is required for a student to visit the nurse. Administering medication during school hours should occur only when medication schedules cannot be adjusted to permit administration of medication at home.

- Parents/Guardians MUST sign a "Request to Administer Medication" form available in the nurse's office.
- Medication MUST be brought to the school by the parent/guardian in the original container with the student's name, name of medication, and directions for dosage, time to be administered, physician's name, and date. The medication will be received, counted and verified by the nurse, her designee, or principal's designee. Any changes in the dosage or time must be accompanied by another form.

Medication will be stored in a locked area. At no time should a student have possession of prescription or over-the-counter medication.

- The first dose of any new medication should be given at home in case of a reaction.
- Parents/Guardians **MUST** pick up any unused medication within one week of the expiration date. After one week the nurse will destroy the medication. Medication given throughout the school year will be destroyed if not picked up after the last day of school.
- If it is necessary for a student to carry an inhaler with him/her, a "Permission to Carry an Inhaler on School Grounds" form **MUST** be signed by the parent/guardian and physician (form available in the nurse's office). A signed permission form also must accompany ingestible medications.

#### **STUDENTS WITH SPECIAL HEALTH CARE NEEDS:**

Every year students come to school after being in the hospital, having surgery or with cast or crutches. Parents/guardians are requested to notify the school nurse if this happens to your child. A physician's note may be required in some situations.

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### **OFFICE ASSISTANCE**

#### **EMERGENCY CARDS:**

Emergency cards are sent home at the beginning of the school year. The emergency card should be completed by the parent/guardian and returned to school promptly. These cards are kept in the office and are used as a reference in case of an emergency. Please notify the school in writing if there is a change in address or phone number during the school year. The name of any adult designated to check students out of school **must** be indicated on the emergency card or a student **will not** be allowed to check-out.

#### **HOMEWORK ASSIGNMENTS:**

Students, who have been out of school for two or more days with excused absences, may request homework through the FMS office. Please call by 8:30 A.M. to make arrangements to pick up the work between 2:00 and 3:00 P.M. As per the Student Progression Plan, students are expected to make up all work missed during an excused absence within a reasonable time after returning to school or other such time as determined by the teacher or the Principal, and credit will be granted for all work completed. At least 1 day shall be allowed for each day of missed work. Homework assignments will be limited to thirty minutes per night in math and no more than fifteen (15) minutes per night in all other subject areas. Requests can be emailed to Mrs. Bilbruck at [Tabatha.Bilbruck@walton.k12.fl.us](mailto:Tabatha.Bilbruck@walton.k12.fl.us).

#### **TELEPHONE USE:**

Students may only use the office telephone with a pass from the teacher. **Students are not to utilize their personal electronic devices to contact parents during school hours.**

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### **OPEN ENROLLMENT**

Controlled Open Enrollment as required by law allows a parent from any district in Florida to enroll and transport his or her student to any public school that has not reached capacity. Certain students, such as dependents of active duty military whose move resulted from military orders, or students relocated due to foster care placement, receive priority for seat assignments within a school. Parents must submit applications for enrollment for a school outside their student's transportation zone. You may view the Controlled Open Enrollment Policy at [www.walton.k12.fl.us](http://www.walton.k12.fl.us). Please contact Mrs. Ellison, Guidance Counselor, if you have any questions.

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## **OUT OF FIELD TEACHERS**

The school district will report out-of-field teachers on the district's website within 30 days before the beginning of each semester. A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. The school district must approve or deny the parent's request and transfer the student to a different classroom teacher within a reasonable period, not to exceed 2 weeks, if an in-field teacher for that course or grade level is employed by the school and the transfer does not violate maximum class size pursuant to F.S. 1003.03. If a request for transfer is denied, the school must notify the parent and specify the reasons for the denial. An explanation of the transfer process must be made available in the student handbook or a similar publication. This subsection does not provide a parent the right to choose a specific teacher.

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## **PHYSICAL EDUCATION**

### **PHYSICAL EDUCATION:**

All students are required to participate in athletic activities during Physical Education (PE) classes. Proper attire and active participation is expected during physical education classes. Students will be required to wear FMS/WCSB approved attire.

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## **SCHOOL EXPECTATIONS**

For Freeport Middle School to create a safe/effective learning environment, students will adhere to the following expectations:

- Treat yourself, your peers, and faculty/staff with respect.
- Respect school/other student's property.
- Follow classroom, school, and cafeteria policies/procedures.
- Use appropriate language.
- Show school pride in your behavior and attitude.

### **BOOK BAGS/BACKPACKS/PURSES:**

Backpacks are allowed on campus. Backpacks can be defined as any bag or purse that could hold notebooks, books, planners, etc. Backpacks and purses are subject to search by FMS administration.

### **CELL PHONES and ELECTRONIC DEVICES:**

FMS will follow the guidelines set forth in the Walton County School District 2020-2021 Student Code of Conduct regarding electronic devices and internet access and restrictions. As stated in the Student Code of Conduct, student use of cellular phones or other wireless devices is strictly prohibited at any time once the school day begins unless specific permission is granted by a teacher or administrator or is specific to an IEP or 504.

### **INTERNET ACCESS:**

All students and parents are required to complete and sign the Walton County Internet Acceptable Use Policy, located in the Walton County Code of Conduct Handbook, which provides students the opportunity to have access to the internet.

### **LUNCHROOM:**

All lunches brought to school must be eaten in the lunchroom. Students are responsible for cleaning their eating area to include the floors. Students are to remain seated at assigned table unless a supervising adult excuses



them. **All drinks from the machines must remain in the lunchroom for consumption and be disposed of prior to exiting the lunchroom. No carbonated drinks are allowed in the lunchroom. Students are not allowed to purchase drinks from the staff lounge at any time.**

#### **CONSEQUENCES FOR NOT MEETING SCHOOL EXPECTATIONS:**

The following are disciplinary actions that may be taken by Administration or his/her designee(s) for not meeting school expectations:

- Verbal Warning
- Parental Contacts
- Lunch Detention
- Behavior Contracts
- Ineligible to participate in non-academic school assemblies or field trips for 30 days
- Ineligible to participate in after school extracurricular activities for 30 days
- In or Out of School Suspension
- Referral to Superintendent for Alternative Placement

Occasionally an action occurs that is not referenced in the FMS student handbook. In those cases, the FMS administration has the right and responsibility to address such actions in a manner consistent with School Board policies and procedures. Students are always expected to act as responsible members of the student body.

In the event of ZERO TOLERANCE offenses, administration will follow the procedures in the 2020-2021 Walton County School District Student Code of Conduct.

**For Major and Minor infractions involving formal and informal consequences please refer to the Walton County School District 2020-2021 Student Code of Conduct at: <https://www.walton.k12.fl.us/code-of-conduct>**

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### **SCHOOL-ISSUED STUDENT MATERIALS**

#### **TEXTBOOKS:**

All students will be given a set of school textbooks. Textbooks should be kept in good condition and handled carefully. Pursuant to Florida Statute 1006.28(3) (b), the school principal shall collect from each student or the student's parent/guardian, the purchase price of any instructional material the student has lost, destroyed, or unnecessarily damaged. The failure to collect such sum upon reasonable effort by the school principal may result in the suspension of the student from participation in extracurricular activities at the school site as determined by the school principal, pursuant to policies adopted by district school board rule.

#### **WCSD and FMS HANDBOOKS:**

WCSD Uniform Code of Student Conduct (COC) and FMS Student Handbook/Planner will be given out to each student. The Code of Conduct and FMS Student Handbook will be thoroughly explained to students by FMS staff members. Forms in the WCSD Code of Conduct and receipt of the FMS Student Handbook will need to be signed by the student and parent/guardian and returned to the school.

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### **SCHOOL PRIDE**

School pride is demonstrated not only by our actions and behavior, but also by our attitudes. Keeping our buildings clean and attractive and being courteous and polite are all expressions of school spirit and pride. School pride is modeled in the following ways:

**ASSEMBLIES AND PUBLIC PERFORMANCES:**

Students are expected to enter and exit assemblies in an orderly manner, give their full attention to the speaker(s)/performer(s) as well as follow all other school expectations (i.e., cell phone usage). Applause is the **only** acceptable response in appreciation for a good performance or program.

**CLASSROOMS, HALLS, RESTROOMS, and WALKWAYS:**

Keep areas free from trash, litter, and graffiti. When entering and exiting school buildings, please enter and exit through the appropriate doors. Please walk on the right side of the hallway to and from all classes and stay on the sidewalks when walking outside.

**PEP RALLIES AND SPORTING EVENTS:**

Support our FMS athletes by enthusiastically cheering them at appropriate times. Opponents are our guests and should always be treated with respect. Accept the decisions of the officials without complaints.

**PLEDGE of ALLEGIANCE:**

Florida Statutes require public schools to encourage greater respect for the government of the United States and its national anthem and flag. Students will be provided the opportunity to recite the Pledge of Allegiance at the beginning of the day. However, a student has the right not to participate in reciting the pledge. T

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## STUDENT ATHLETICS

**STUDENT ATHLETICS:**

The Florida High School Activities Association (FHSA) determines eligibility requirements for the athletic program FMS. In accordance with these requirements, a student must have a 2.0 or higher GPA the semester prior to their participation and be enrolled at FMS in the 6th, 7th, or 8th grade. Tryouts determine the selection of students for all athletic teams. Students are required to have a physical examination signed by a doctor prior to trying out for any athletic activity and a copy of their birth certificate must be on file. Fifth (5th) grade students may not participate in middle school sports due to FMS's membership to the FHSA.

Sports Bags: Your sports bag (for example – bat bags) when brought to school, must be placed in the locker room in the gym, carried to your 7th period teacher's classroom, or brought to the office. Students will not be allowed access to sports bags throughout the school day.

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## STUDENT AWARDS/PROGRESS

**STUDENT PROGRESS AWARDS:**

Students at FMS are recognized for A Honor Roll and A/B Honor Roll at the end of each semester. To be listed on the Honor Roll, a student must have no grade lower than a "B" in any subject. Perfect attendance awards are also presented at each semester to those students who have not been absent, marked tardy for a class, checked out early, or checked in late to school.

**REPORT CARDS/INTERIM REPORTS:**

Report cards will be sent home every nine weeks. Interim reports will be sent home approximately mid-way through each 9 nine-week grading period.

**GRADING SCALE:**

A	90-100 Outstanding	D	60-69 Lowest Passing
B	80-89 Above Average	F	0-59 Failure
C	70-79 Average	I	Incomplete*

\*Incomplete-If a student has make-up work due to excused absences or extenuating circumstances and has not completed all assignments by the end of the grading period; an "I" is assigned for the grade. Unless assignments have been completed or special arrangements made with the Principal, the "I" automatically becomes an "F" ten (10) days after the end of the grading period.

<b>Report Card Timeline 2020-2021 School Year</b>				
<b>Mid-Term Reports Distribution</b>	Thursday, September 10, 2020	Thursday, November 12, 2020	Thursday, February 4, 2021	Thursday, April 22, 2021
<b>Report Card Distribution</b>	Thursday, October 15, 2020	Thursday, January 7, 2021	Wednesday, March 25, 2021	TBD

**PROMOTION AND RETENTION:**

A full description of promotion and retention information can be found by viewing the Walton County School District Student Progression Plan at [https://www.walton.k12.fl.us/student-progression-plan\\_1](https://www.walton.k12.fl.us/student-progression-plan_1).

<b>Required for Grades 6-8</b>	
Language Arts	3 years
Mathematics	3 years
Science	3 years
Social Studies	3 years
Physical Education	½ semester for 3 years (or 1.5 years)

<b>Required for Grade 5</b>
Language Arts
Mathematics
Science
Social Studies
Physical Education
Elective

**STUDENT SAFETY**

Student safety is of primary importance at Freeport Middle School. Students are encouraged to report information that can help prevent or solve crimes to any school staff member. In addition, information about crimes can be reported anonymously to Student Crime Stoppers by calling (850)863-TIPS, or texting "TIP214 plus your message" to CRIMES (274637). Anonymous web tips can also be submitted at [emeraldcoastcrimestoppers.com](http://emeraldcoastcrimestoppers.com).

**AFTER SCHOOL ACTIVITIES:**

Only students with scheduled, supervised activities are allowed on school property after the school day ends. **All other students should promptly leave campus at dismissal time.** Students staying for supervised activities may not leave school grounds unless accompanied by a parent/guardian or someone designated by the parent/guardian. This designation must come by way of a signed note to the administrative office. Transportation should be planned well in advance; however, a phone will be available for emergencies in the school office.

**ASSIGNED STUDENT AREAS:**

Students shall always remain in assigned student areas. During inclement weather, students will be moved to a secure area.

**AUTHORITY OF FREEPORT MIDDLE SCHOOL STAFF:**

All FMS employees have complete authority to maintain student safety and appropriate behavior.

**BULLYING and HARASSMENT:**

It is the policy of the Walton County School District that all students and school employees have an educational setting that is safe, secure and free from harassment and bullying. Walton County School District and Freeport Middle School will not tolerate bullying and harassment of any type. Bullying and harassment are prohibited

during any education program or activity, during any school-related or school-sponsored program or activity, on a school bus or through the use of data or computer software that is accessed through a computer, computer system or computer network (cyber-bullying).

Bullying means repeated (systematic and chronic) infliction of physical hurt or psychological distress on one or more students or employees which includes but may not be limited to: teasing; social exclusion; threats; intimidation; stalking; physical violence; theft; sexual, religious or racial harassment; public humiliation or destruction of property. Further details regarding this policy may be found in the Walton County Student Code of Conduct or in Chapter 5.301 of the Walton County School Board Policy Manual.

Incidents of bullying and harassment should be reported to the school administration using the form for that purpose provided in the Walton County Student Code of Conduct. If desired, the complainant's name will be kept confidential. A designated school employee will investigate, interview the parties involved and assist the Principal in determining if the events violate policy. The school administration will determine the severity of the incident, determine the appropriate response and notify the parties involved of the actions taken.

#### **CAR RIDERS:**

Students must exit their vehicles upon arrival on the east side of the school and at no time will be allowed back into a parked vehicle. There is only one (1) designated loading and unloading zone, and that is in front of the office in the parking area **closest to the road**. Car riders should be picked up after school by **2:45 pm** as supervision will not be provided after that time.

#### **CHANGE OF TRANSPORTATION:**

Student safety is our top priority. If a student has a change of transportation, a note or email must be submitted to the front office before noon. Emails should be sent to Mrs. Bilbruck at [Tabatha.Bilbruck@walton.k12.fl.us](mailto:Tabatha.Bilbruck@walton.k12.fl.us). Change of transportation forms are also available for pick-up in the front office. As an extra safety precaution, change of transportation notes and emails must be verified by the front office. Please include a valid phone number within your change request. Only individuals listed on a student's Emergency Card may submit transportation changes.

#### **CHECKING OUT/LEAVING SCHOOL GROUNDS:**

- If a student must leave school at any time during the day, an adult whose name appears on the office Emergency Card must sign the check-out roster located in the office before the student leaves campus. **Please be prepared to present a form of photo identification before checking the student out.**
- We ask that students not be checked out after 2:00 PM.
- If a student plans on returning to school, the student must either bring a note from a medical/dental establishment that shows the same date/time of the appointment or have the responsible adult come into the office and sign the student back into school.
- At no time should a student leave FMS campus without properly checking out through the office. Failure to comply with this will result in disciplinary action.

#### **CHECK-OUT OF STUDENTS DURING SEVERE WEATHER CONDITIONS:**

During severe weather, the safety of our students and staff is of the utmost importance. When schools are directed by the District or school administration, in conjunction with the National Weather Service, to initiate the severe weather procedure drill, students will not be allowed to be checked out. When the threat of dangerous weather has passed, schools will resume normal check out conditions.

#### **DANCES:**

Only Freeport Middle School students may attend dances. All students must remain in the designated areas for the entire dance until a parent/guardian comes into the building and signs them out. A signed note from the parent/guardian is the only way a student may leave a dance with someone other than their parent/guardian.

Students should be picked up promptly at the end of the dance. Failure to do so could affect the student's ability to participate in future after school events. Please note, if a student is absent from school on the day of the dance, admission is NOT permitted.

**EMERGENCY DRILLS and WEATHER CONDITIONS:**

These will be conducted periodically throughout the year. Teachers will instruct students concerning the proper procedures for all emergency drills. The emergency exits/routes are posted in each classroom.

**MORNING ARRIVAL ON CAMPUS:**

Students may not arrive on campus until 7:00 A. M. Students who eat breakfast must do so in the cafeteria. Fifth grade students are to report to the gymnasium and will then be dismissed to eat breakfast in their designated area.

**SAFE AND SECURE LOBBIES:**

Your child's safety is the number one concern of the Walton County School District. As our student population has continued to grow, the District's safety protocols have also changed in order to meet the needs of our students and staff.

All Walton County schools are equipped with a double-locked entry through which each school visitor must be buzzed in by school personnel in order to gain entry. Late-arriving students will be checked in through this lobby. In order to check a student out, visitors will need to be buzzed in and will need to present appropriate identification then wait for school personnel to call the student to the office. Any items being dropped off for a student will be left with school personnel in the lobby until it can be delivered to the student.

**SCHOOL BUS:**

Riding a bus is a privilege and students must abide by all bus safety rules noted in the Walton County Student Code of Conduct. Any requested changes to bus transportation must be in the form of a written note from a parent/guardian and must be signed by a school official. Requests should be brought to the administrative office before 1st period for approval.

**SUPERVISION OF STUDENTS BY SCHOOL PERSONNEL IS PROVIDED:**

- during the time the student is being transported on a Walton County school bus to or from school;
- during the time the student is attending school; and
- during the time the student is on the school campus participating with authorization in a school-sponsored activity.

**VISITORS:**

All visitors must check in at the safe and secure lobby for a visitor's badge.

**VOLUTEERS:**

Parents/guardians are encouraged to volunteer at Freeport Middle School. We realize parents are the first "teacher" that a child has and we value their contributions. Please view the school district website at <https://www.walton.k12.fl.us/volunteer-information> for more information Please call the front office if you have any questions.

## WALTON COUNTY SCHOOL DISTRICT 2020-2021 School Calendar

August 3-7, 2020	Pre-Planning Days (Professional Development - 15 hours and Teacher Work Days - 22.5 hours)
August 6, 2020	Instructional, Clinic, and Bilingual Aides Return
August 10, 2020	Classes Begin for Students
August 28, 2020	Early Release Day for Students/Professional Development for Staff
September 7, 2020	Labor Day (all personnel out)
October 9, 2020	End of 1 <sup>st</sup> Nine Weeks (44 days)
October 12, 2020	Teacher Work Day (students out)
November 11, 2020	Veterans' Day (all personnel out)
November 23-27, 2020	Thanksgiving Holidays (all personnel out)
December 18, 2020	End of 2 <sup>nd</sup> Nine Weeks (43 days)
December 21, 2020-January 1, 2021	End of 1 <sup>st</sup> Semester (87 days) Christmas & New Year's Holidays (all personnel out)
January 4, 2021	Teacher Work Day (students out)
January 5, 2021	Professional Development Day for Teachers (students out)
January 6, 2021	Students Return
January 18, 2021	Martin Luther King, Jr. Day (all personnel out)
February 15, 2021	Presidents' Day (all personnel out)
March 11, 2021	Early Release Day for Students/Professional Development for Staff
March 12, 2021	End of 3 <sup>rd</sup> Nine Weeks (45 days)
March 15-19, 2021	Teacher Work Day (students out) Spring Break (all personnel out)
April 2, 2021	Early Release Day for Students
May 26, 2021	Last Day for Students
May 27, 2021	End of 4 <sup>th</sup> Nine Weeks (48 days) End of 2 <sup>nd</sup> Semester (93 days) Teacher Work Day

### Graduation Dates

May 18, 2021	Paxton High School (7PM)
May 20, 2021	Freeport High School (7PM)
May 21, 2021	South Walton High School (7PM)
May 22, 2021	In10sity School of Excellence (4PM) Walton High School (7PM)

### Designation of Days

**Teacher Work Days:** 22.5 hours during August 3-7, 2020; October 12, 2020; January 4, 2021; March 12, 2021; and May 27, 2021 are planning days for teachers to work in their classrooms.

**Professional Development Days:** 15 hours during August 3-7, 2020; August 28, 2020; January 5, 2021; and March 11, 2021 are designated as professional development for staff.

### Attention Administrators

All schedules, class rosters and other materials needed for the classroom are to be ready on August 3, 2020 to hand out to teachers.

APPROVED BY

MAR 24 2020

WALTON COUNTY SCHOOL BOARD

## MY CLASSROOM BEHAVIOR TRACKING SHEET

### Semester One

STUDENT NAME:					GRADE:	
OFFENSE	CONSEQUENCE	OFFENSE CODE	COMMENTS	DATE	TEACHER INITIALS	PARENT INITIALS
<b>1<sup>ST</sup></b>	Review Expectations with Student <i>(If parent doesn't initial, make contact)</i>					
<b>2<sup>ND</sup></b>	Mentor Talk <i>(If parent doesn't initial, make contact)</i>					
<b>3<sup>RD</sup></b>	Parental Contact <i>(Phone Call or Email)</i>					
<b>4<sup>TH</sup></b>	Referral to <b>*BITES</b> Thirty-minute session a week until student goes 1 month without a step					
<b>5<sup>TH</sup></b>	Referral to <b>BITES</b> 2 Thirty-minute sessions a week until student goes 1 month without a step					
<b>6<sup>TH</sup></b>	Disciplinary Referral & Consequence as Determined by Administration <b>(LD, ASD, or ISS)</b>					
<b>7<sup>TH</sup></b>	Disciplinary Referral & Consequence as Determined by Administration <b>(LD, ASD, or ISS)</b>					
<b>8<sup>TH</sup></b>	Disciplinary Referral & Consequence as Determined by Administration <b>(IPA, IPE, ISS)</b>					
<b>9<sup>TH</sup></b>	Disciplinary Referral & Consequence as Determined by Administration <b>(IPA &amp; IPE + ISS or OSS)</b>					
<b>10<sup>TH</sup></b>	Disciplinary Referral & Consequence as Determined by Administration <b>(IPA &amp; IPE + ISS or OSS)</b>					

**\*Bulldogs Initiative To Excelling Students (BITES)**

NOTE: Major infractions as specified in the WCSD Code of Conduct will bypass the steps on the Behavior Tracking Form and result in a disciplinary referral and consequence as determined by Administration.

**Offense Codes:**

Cheating/Lying – CHE

Classroom Disruption – CLS

Defiance – DEF

Disobedience/Disrespect to Others – DIS

Excessive Talking - TLK

Horseplay – HSP

Inappropriate Language – PRO

Rude/Discourteous – RUD

Other - OTH

Lunch Detention = **LD** After School Detention = **ASD** In School Suspension = **ISS** Out of School Suspension = **OSS**

Ineligible for Participation in Non-Academic Assemblies or Field Trips for 30 days = **IPA**

Ineligible for Participation in After-School Extracurricular Activities for 30 days = **IPE**

**\*\*NOTE: If student can't stay for assigned After School Detention then 5 days of LD will be substituted.**

## MY CLASSROOM BEHAVIOR TRACKING SHEET

### Semester Two

STUDENT NAME:					GRADE:	
OFFENSE	CONSEQUENCE	OFFENSE CODE	COMMENTS	DATE	TEACHER INITIALS	PARENT INITIALS
<b>1<sup>ST</sup></b>	Review Expectations with Student <i>(If parent doesn't initial, make contact)</i>					
<b>2<sup>ND</sup></b>	Mentor Talk <i>(If parent doesn't initial, make contact)</i>					
<b>3<sup>RD</sup></b>	Parental Contact <i>(Phone Call or Email)</i>					
<b>4<sup>TH</sup></b>	Referral to <b>*BITES</b> Thirty-minute session a week until student goes 1 month without a step					
<b>5<sup>TH</sup></b>	Referral to <b>BITES</b> 2 Thirty-minute sessions a week until student goes 1 month without a step					
<b>6<sup>TH</sup></b>	Disciplinary Referral & Consequence as Determined by Administration <b>(LD, ASD, or ISS)</b>					
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<b>8<sup>TH</sup></b>	Disciplinary Referral & Consequence as Determined by Administration <b>(IPA, IPE, ISS)</b>					
<b>9<sup>TH</sup></b>	Disciplinary Referral & Consequence as Determined by Administration <b>(IPA &amp; IPE + ISS or OSS)</b>					
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Ineligible for Participation in After-School Extracurricular Activities for 30 days = **IPE**

**\*\*NOTE: If student can't stay for assigned After School Detention then 5 days of LD will be substituted.**



**NOTICE of RECEIPT and UNDERSTANDING of the  
FREEPORT MIDDLE SCHOOL STUDENT HANDBOOK**

Parents/Guardians and Students:

Please sign and return to Freeport Middle School as directed by your teacher.

I have received and read the Freeport Middle School Student Handbook located inside of the school planner. My signature indicates my understanding of its contents.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*This form is to be kept on file by the school site administrator. It is required for all students enrolled at FMS.*