## Welcome to The Sanibel School

**Middle School Team!**

The Sanibel School faculty and staff wish each student a productive and successful school year. All students in middle school have all been issued a Student Planner as part of their instructional materials. We are proud to present you with our new student handbook, which is included as part of the Student Planner. **Students are further provided and required to carry their Chromebook daily to complete work and document positive behaviors as well as discipline infractions. Failure to comply with these requirements may result in an electronic coupon loss or detention.**

## Vision Statement

Unite, Inspire, Empower!

**Mission Statement**

To provide a world-class education, so that students reach their potential through hands-on exploration!

# PLEASE NOTE:

**Policies included in this handbook were current as of the date of publication. As the school year progresses, certain sections of this handbook may need to be revised or updated. Students are required to follow all policies and procedures outlined in *The School District of Lee County Parent Guide and Code of Conduct for Students Grades 6 - 12*.**

## Middle School Policies and Procedures ATTENDANCE

Regular attendance is essential for continuous progress in school. Attendance is taken each morning and is also taken during each class. Attendance during a minimum of two academic periods is required in order to be eligible to attend an after school activity or event. When a student accumulates an excessive number of absences (5 days within a 30-day period or 10 days within a 90-day period) a parent conference may be required. If any additional absences occur due to

illness, a written statement from a physician verifying that the absence was caused by an illness may be required.

**Absence from School**

When a student is absent, the parent or guardian is expected to call the school before 9:00 a.m. each day of the absence. On the day the student returns, the parent or guardian must write a note that must include the student’s name, the date(s) and reason for the absence, and the parent’s or guardian’s signature and phone number. **According to district policy, only absences due to illness, religious holidays, or family emergencies may be considered excused.**

**Makeup Work Related to an Absence**

A student who is absent is required to make up all course work missed. It is the student’s responsibility to obtain assignments from the appropriate teacher(s) upon returning to class immediately following an absence. The student will be given the number of days he/she was absent plus one additional day to make up all work missed and still be eligible to receive full credit. For example, if a student misses two class periods of a given subject, the student will have three class periods of that subject, starting the day he/she returns to that class, in order to turn in any missed class work or homework assignments and be eligible to receive full credit. So, if a student misses a Monday period class and returns to that class Tuesday, the missed assignments would be due Wednesday. **If a student has a known absence scheduled, such as vacation, they will need to get a form from Mrs. Marks to have all their teachers sign it and discuss make up work. A minimum of 24 hours is required in order to provide teachers sufficient time to gather the appropriate materials to meet the individual needs of the student. Parents and students are encouraged to check the teachers’ websites (Google Classroom) for homework assignments during an absence.**

**Non-school Activity Absence**

If a parent or guardian wishes to take his/her child out of school for a non-school activity, the child should bring in a note from home explaining the reason for the absence at least three days in

advance of the absence and pick up a Non-School Activity Absence Form from the office. The child must get each of his/her teachers to sign the form and return it to the office at least one day prior to the child’s scheduled absence.

**Arriving and Departing School**

Students are not permitted on campus before 7:25 a.m., unless they are scheduled to report to a teacher. They may be dropped off by a parent to eat breakfast, which is available from 7:25 a.m. to 7:55 a.m. Students are required to leave campus within ten minutes after dismissal at 2:10 p.m., unless they are under the direct supervision of a teacher or coach.

**Arriving Late to School**

**Students arriving late to school must report directly to the office for a late pass**. In order for the lateness to be considered excused, a parent or guardian must sign the student in and include the reason for the lateness. Only lateness due to an illness, a doctor or dentist appointment, or a family emergency will be considered excused. If students are inside the school gates but are not in their first class of the day when the bell rings at 7:55 a.m. they will be considered tardy and must report to the office to get a late pass. **Six or more unexcused tardies in a quarter are considered excessive and will result in an after school detention.**

**Closed Campus**

Once a student arrives at school, he/she cannot leave the campus unless a parent or guardian signs him/her out in the front office. A student leaving campus without permission will be considered truant and disciplinary action will be taken.

**Leaving School Early**

If a student must leave school early, a parent or guardian must sign the student out at the office. A student will only be released to the parent, guardian, or to someone that the parent or guardian has authorized in writing as a designee on the student’s emergency card. If a parent needs to take his/her child from school before dismissal, or has an important message to be delivered to the child, he/she should make the request to the office prior to 12:00 p.m. In order to minimize

disruptions to the end of the day routines, administrative approval is required before a student can be signed out between 1:40 p.m. and 2:10 p.m.

# BICYCLES/BOARDS/BLADES

No bike riding, skateboarding, or rollerblading is permitted on any portion of the school or Rec campus at any time (with the exception of the skate park during its hours of operation). As per state law, all students are expected to wear safety helmets when riding a bicycle. Students may be fined for failure to follow this rule. Students must store their bicycles in the designated fenced-in area located at the far end of the bus ramp. Owners should provide individual locks for their bicycles. The school assumes no liability for bicycles, skateboards, or rollerblades brought to school.

# BIRTHDAYS/TREATS

Middle school students do not have classroom birthday parties, so we ask that you do not bring birthday treats to school.

## BOOKS and SCHOOL PROPERTY

Students are responsible for any damage to or loss of school Chromebooks library books, textbooks, CDs, DVDs, sports uniforms, costumes, school equipment or any other types of school property which has been assigned to them. Students who damage school Chromebooks, library books, textbooks, computers, CDs, DVDs, or any other school property will be required to pay for the damages or the replacement cost of the item. **If school property is lost or damaged and not paid for, the student may be restricted from participating in extracurricular activities, including field trips and any special school events until the item is returned or payment in full is made.** If the item is recovered after a payment is made, a refund will be issued.

# BREAKFAST

Breakfast is served every day from 7:25 a.m. to 7:55 a.m. Selections include hot items such as pancakes and omelets as well as cereal. Parents may drop their children off at 7:25 a.m. if they wish to have breakfast. **Breakfast is free for all students.**

# BULLYING

All students have a right to feel respected, secure and safe while participating in school and school related activities. The School District will not tolerate any form of bullying or harassment. It is important to report incidents of bullying or harassment when they occur. A report can be made verbally or in writing. Bullying Reporting Forms are available in the front office. Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, hostile, or dehumanizing gesture, by a student or adult that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve, but is not limited to: teasing, threatening, stalking, theft, destruction of property, social exclusion, intimidation, physical violence, public humiliation, or cyber bullying. All reported allegations of bullying will be investigated by the appropriate personnel. All actions that are determined to be incidents of bullying and within the scope of the school’s authority will have consequences applied in accordance with *The School District of Lee County Parent Guide and Code of Conduct for Students Grade 6 - 12*.

# BUS TRANSPORTATION

Bus transportation is available for all on-island students. Bus transportation for off-island students is only available on a space available basis. **Permission for a student to ride a bus other than the one assigned to him/her, or to get on or off at a different bus stop, will only be approved in cases of emergency. Any request to ride a different bus or get on or off at a different bus stop must be put in writing by the parent/guardian and submitted to the office in the morning for administrative approval**. If the request is approved, the student will receive a special bus pass for that day. The pass must be presented to the bus driver in order to get on a different bus or get off at a different stop.

Suspension of bus-riding privileges may result when a student violates a transportation rule or policy found in the *School District of Lee County Code of Conduct for Students in Grades 6 – 12*. The consequences for violation of these rules include but are not limited to removal of bus- riding privileges, or other sanctions which may be imposed, up to and including school suspension.

# BUYING/SELLING/DISTRIBUTING

Students may not sell, buy or distribute items or information on campus without written approval from the school administration. Items being bought or sold will be confiscated and may be released only to a parent or guardian.

# CELL PHONE POLICY

Cell phones (or other phone devices) are to be **turned off at all times** and may not be used while on campus without permission from a teacher. Students are prohibited from having cell phones (including E-watches, Blue Tooth Devices, etc.) on their person and are required to put cell phones away in their Chromebook case while at school. Display, possession, or use of devices without permission will result in the following consequences:

1st Offense = Device is confiscated. The student may pick up the device at the end of the school day and must return the violation form (warning) signed by a parent the next school day.

2nd Offense = Device is confiscated. The student may pick up the device at the end of the school day and must return the violation form signed by a parent the next school day and a one hour detention will be scheduled the next Friday.

3rd Offense = Device is confiscated. The student may pick up the device at the end of the school day and must return the violation form signed by a parent the next school day, and 1 day of Internal Suspension will be scheduled for the following day.

Continued Offenses = will result in progressive discipline consequences.

## CHANGE of ADDRESS or PHONE #

In order to keep parents informed of important school communications and to be able to be contacted in case of emergencies, parents are asked to report all changes of address, phone numbers, e-mail accounts, or employment information to the school as soon as the changes become effective.

# CHEATING

Students, who forge, cheat, plagiarize, or copy work in connection with academic endeavors and/or school procedures may be subject to disciplinary action. The students involved will receive a zero on the assignment, project, or test. Students will be offered the option of receiving **up to half credit** if they choose to redo the assignment, project, or test during a time prearranged by the teacher before or after school.

# COMMUNICATION

The easiest way to contact a staff member is through email. Staff members’ email addresses are listed on the school website. Please allow 24 hours during school days to get a response. If you do not get a response within 24 hours please call the school at 472-1617 and leave them a message.

# COMMUNITY SERVICE

All middle school students are expected to participate in school-based or community-based service opportunities each year. Community service is defined as helping a family in critical need (other than one’s own), helping a team or sport other than one’s own, or working for a nonprofit organization that makes a contribution to the well-being of individuals or groups. Thirty hours of service will be required each year (15 hours earned by the end of second quarter and 15 hours earned by the end of fourth quarter. Completing community service will be worth 10% of the students’ Social Studies grade in the 2nd and 4th quarters. Community service may be earned during the summer, during the school year, or during both the summer and the school year. Students must volunteer at a minimum of two different locations/organizations per semester. Students may turn in their completed logs any time prior to the final due dates set for each semester. A community service log form is

available on your Social Studies teacher’s web page, the Sanibel School website, and in the office. Community Service Logs for this school year are due on Dec 16th, 2022 for semester 1 and May 31, 2023 for semester 2.

# COMMUNITY SERVICE OPPORTUNITIES

Opportunities for community service are posted on the community service Google Classroom. Examples of where a student might find community service opportunities are:

* Babysitting\* \*Babysitting will qualify only if it is at a church, school, or so an adult can be freed up to work at a charitable event. The event must be documented on the Community Service Log.
* Bailey Fest
* Big Arts
* Book Fairs at the school after hours
* Car Washes for school sponsored groups to benefit the group
* Churches, synagogues, other places of worship (but not part of a religious service or expectations, or promoting a particular religion, example: altar boy, choir performance.)
* CROW
* “Ding” Darling Wildlife Refuge
* Events organized by nonprofit organizations
* FISH
* International Coastal Cleanup
* Media Center after school hours
* Pick Preserve
* PTA projects or events
* Public Libraries
* Sanibel Captiva Conservation Foundation
* Sanibel Community Center
* Sanibel Historical Museum
* Sanibel Island Senior Center
* Sanibel Rec Center
* School Activities & Events before or after school hours
* Seahorse Festival
* Shell Fair (second shifts, after school hours)
* Shell Museum
* Teacher helpers (after school hours/days)

# COMPUTER & CHROMEBOOK USE

Computers, including Chromebooks, serve as an important educational resource and are used daily by students. The School District’s intranet and

internet access resources are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the school and district policies and guidelines may result in disciplinary consequences. The Sanibel School Technology Rules and Policies are:

* + Respect school computers, including Chromebooks, as if they were your own. Follow all directions regarding proper handling of all equipment.
  + School computers may only be used for school assignments and school related activities.
  + Students must use their own login user ID and password, save their work into their own account folder, and should log themselves out at the end of their session.
  + Students may not alter any computer settings including color, screen savers, backgrounds, options, or desk top configurations.
  + Students may only use school approved software programs.
  + Students must obtain a teacher’s permission before inserting any external devices such as USB drives, CDs, DVDs, and/or other devices
  + If a student attempts to access a web- site and an inappropriate site or warning screen is displayed, the student is required to immediately inform the teacher.

Abuse of Chromebooks and other school hardware includes, but is not limited to the following: manipulating computer hardware, software or data, and/or the misuse of telecommunication services, including but not limited to, the improper use of technology devices or posting of inappropriate information on the internet during or after school hours that may interfere with the school environment.

Computer access at school is a privilege that will be denied if used inappropriately. Failure to adhere to the school’s and/or district’s computer rules and policies will result in disciplinary action consistent with the *School District of Lee County Code of Conduct for Students in Grades 6 – 12,* which includes possible suspension or revocation of the student’s computer privileges. In addition

to suspension or revocation of the student’s computer privileges, the misuse of computers may also result in additional disciplinary and/or legal action. Students will be permitted to bring and use their own technology devices to school under the district’s BYOD policy. Students will be required to sign a BYOD technology use contract before they can use a device in school.

# CONFERENCES

Parent-student-teacher conferences serve as an important communication resource during the middle school years. The teachers value the importance of discussing the whole child during a conference and are therefore available to meet as a whole team. Phone contact, email, or individual teacher conferences are also available upon request. If a parent would prefer to meet with just one teacher, another teacher, an administrator or counselor may also attend to record meeting minutes. Conferences may be scheduled most mornings between 8:00 a.m. to 8:15 a.m. and on Tuesdays and Thursdays from 2:30 p.m. to 3:00

p.m. by appointment. Parents should call the office to schedule a conference.

# COURSE DESCRIPTIONS

A course description, or syllabus, for each academic class will be distributed to all students at the beginning of the school year and will be posted on the teacher’s Google Classroom. It will include a description of the curriculum, the textbooks and other materials to be used, course requirements, homework policy, and grading policy.

# CREDITS

State legislation requires middle students to earn

12.5 academic credits during their time in middle school in order to be promoted to ninth grade. Every middle school student must earn four credits each year in the academic courses of language arts, math, science, and social studies and must also earn a half credit in Career Education. If a sixth or seventh grade student does not pass an academic course for the year, he/she must retake the class or earn the credit via credit retrieval or Virtual School. Eighth grade students

may have the option of attending summer school to earn the failed credit. Students who fail one or more academic courses during a quarter will be assigned to an academic support or “catch up” class during an elective period.

# CRIME PREVENTION

The City of Sanibel provides a 24-hour-a-day text messaging system to anonymously report physical abuse, drug abuse, alcohol abuse, fights, weapons, vandalism, crimes, bullying and any other safety concerns on the island. A person can send a text message to 274637 and type in Sanibel in the message section and hit send. You will receive a message back with information on how to proceed. Lee County also provides a 24-hour– a-day hotline that is available to students and parents to anonymously report a crime that has already occurred, or that is rumored to occur on any school campus or in any community. The phone number to text is 847411 (tip411). The caller can remain anonymous and be eligible for a cash reward for information leading to an arrest or retrieval of stolen property.

# DANCES

Students must be in attendance for at least two academic classes the day of the dance in order to be eligible to attend the dance. Additionally, students with more than two discipline referrals in the quarter will not be permitted to attend the dance. The dress code for evening dances is as follows:

Girls: dresses or skirts must be at least fingertip length, or dress pants (no jeans). **All tops, including the tops of dresses, must have fabric shoulder straps at least one inch wide.**

Boys: dress pants (no jeans), collared shirts

# DISCIPLINE

Everyone at The Sanibel School shares the responsibility of maintaining a positive learning environment. Students who choose to disregard established classroom and school rules will be subject to consequences according to the following discipline plan:

## Middle School Discipline Plan

The purpose of the middle school discipline plan is to help students take responsibility for their choices and manage their behaviors appropriately. Students are expected to follow all school and district rules and be **PROMPT, PREPARED, POLITE, and POSITIVE every day**.

At The Sanibel School we focus on a Positive Discipline Support (PBS) system. Students will be taught expectations throughout the school and will be rewarded for making positive choices. Some of these rewards might include: earning Star Card stamps, Positive Kudos, participation in rewards day activities, and being chosen as the Middle School Student of the Month.

Students who choose to disregard the rules and expectations will be subject to the following sequential consequences:

* **receive a verbal warning**
* **lose one electronic coupon** – a formal warning
* **lose a second electronic coupon-** a lunch detention
* **lose a third electronic coupon** – parent notification and a **1 hour after school detention.**
* **lose a fourth electronic coupon** – parent and intramural director notification and a

**1½ hour after school detention.**

* **lose a fifth electronic coupon** – parent and intramural director notification and a

**2 hour after school detention.**

* **lose a sixth electronic coupon** – parent notification and a **2½ hour after school detention**.
* **Lose a seventh electronic coupon**- parent notification and discipline referral

**Detentions will be held on Friday afternoons beginning at 2:10 p.m. If a student does not show up for detention they will serve an In School Suspension on the next school day.**

The issuing teacher will enter the electronic coupon information in Focus. Questions regarding coupons should be forwarded to the staff member who issued the coupon(s). Additional discipline infractions after losing 6 coupons during a quarter may result in a discipline

referral, suspension, and/or an administrative hearing to develop an appropriate Behavior Improvement Plan. Parents and students should review the *School District of Lee County Code of Conduct for Students in Grades 6 – 12* for additional information.

Students who have not lost electronic discipline coupons may participate in special reward activities at the end of Quarters 1, 2, and 3.

***\*A severe disruption will require the teacher to bypass the identified hierarchy and issue an immediate referral to the administration. The School District of Lee County Code of Conduct for Students in Grades 6 – 12 will be used to determine appropriate disciplinary***

***action for behavior infractions and technology abuse resulting in discipline referrals.***

# DISCRIMINATION

Any student who feels that he/she is being discriminated against due to sex, race, religion, or ethnic background, or feels that he/she is the victim of bullying or sexual harassment should report the incident to the school counselor or an administrator. Please refer to *The Sanibel School Calendar Handbook* and the *School District of Lee County Code of Conduct for Students in Grades 6 – 12* for additional information.

# DRESS CODE

The purpose of the student dress code is to encourage students to focus on the learning process without the distractions of inappropriate clothing or grooming. Students are required to maintain a clean, neat appearance at all times.

Personal appearances shall not detract from the educational process. Parents are asked to assist the school by monitoring their child’s school attire daily.

The following establishes the minimum acceptable standards for student dress to be interpreted and enforced by the teacher and/or the administration:

1. Apparel must be adequate in both length and coverage to be considered appropriate for school.
   * The length of shorts, skirts, or dresses shall not be less than the fingertips.
   * Clothing may not have any slits, tears or holes baring skin. Clothing may not be sheer or see-through without appropriate garments underneath.
   * No fishnet or similar stockings, tights, or gloves with cuts/ holes in them.
   * Clothing designed to be used as sleepwear or loungewear is not permitted.
   * Any jewelry that could be a safety hazard is prohibited; for example, chains, spikes, jewelry worn on clothing, anything administration feels would be a safety concern or distraction
2. Pants and shorts shall be worn fastened and at the waist with no undergarments showing. Belts are encouraged and will be required to be worn if there is a problem.
   * Leggings, sweatpants, yoga pants or other types of pants which display any writing across the back area of the pants are not permitted.
   * Leggings, yoga pants or similar types of pants must be covered by an appropriate top that is at least fingertip length.
3. Footwear must be worn at all times. Flip-flops, sliders, slippers, Crocs, and shoes without solid soles are not permitted. **Students must wear closed-toed shoes during science labs in order to participate. Students participating in PE may only wear sneakers.**
4. Apparel emblems, insignias, badges, or symbols that promote the use of violence, gangs, drugs, alcohol, tobacco or any illegal activity is prohibited.
   * Clothing with slogans or advertising that by its controversial or obscene nature may disrupt the educational setting is prohibited.
5. Shirts or blouses must be appropriately fastened in accordance with the design of the garment.
   * The length of the top must extend beyond waist level when arms are raised.
   * Transparent, lacey or see-through tops, without an appropriate top underneath, strapless, low-cut clothing, or tops and outfits that provide minimum coverage or are of a suggestive nature are prohibited:

halters, backless dresses or tops, tube tops, tank tops, muscle shirts, or any clothing which may be distracting are prohibited.

* All tops must be at least four fingers wide at the shoulder.
* **Sweaters, jackets, or shirts cannot be used to cover up dress code violations.**

1. Any articles of clothing or jewelry that could cause injury, such as chains or chokers with spikes or studs are prohibited.
   * Adornments that are attached/pierced to exposed body parts, other than ears, are prohibited.
2. The wearing of hats, caps, headgear, or sunglasses, except during physical education classes held outside or at authorized athletic practices or other outdoor activities, is prohibited. There may be certain exceptions for medical conditions or for special occasions or rewards. The principal or designee will determine these exceptions.
3. Hair that is painted, dyed or streaked in an unnatural color will not be permitted without prior approval by an administrator. Vision must not be obstructed by hair at any time and hair may need to be tied back for certain classroom activities.
4. Students may not use personal headphones or ear buds on campus unless directed to do so by a teacher. Bluetooth headphones and ear buds are not allowed.

**Clothes are to be worn in the way they were intended to be worn. Any infractions of clothing or hairstyles which are viewed as a distraction will be addressed.**

**CONSEQUENCES:**

**1st Offense: Dress code offense must be corrected before student returns to class and a warning letter will be sent home for parent signature.**

**Continued Offenses: Dress code offense must be corrected and a detention will be**

**assigned for each recurring offense.**

# FIELD TRIPS

Field trips serve as important educational enrichment opportunities designed to supplement classroom instruction. Students serve as school

representatives while on field trips and therefore are expected to demonstrate exemplary behavior. In order for students to participate in any field trips, it is important that they understand the criteria for participation. In order to participate on an elective class field trip, a student must have earned passing grades on their most recent interim or report card in any academic class that may be missed during the field trip. Students participating in field trips must also regularly comply with the conduct required by School Board Policy and the *Code of Conduct for Students.* Field trips are a privilege and must be earned by each student invited to participate. If a student is unable to successfully comply with the guidelines in the classroom, then the school cannot risk the chance of misbehavior that might occur during field trips. Students will be allowed to participate on field trips as long as the following criteria are met:

**FIELD TRIP CRITERIA**

1. Students must show patterns of following directions at all times.
2. Students must show respect for authority.
3. Students must work together as a team and avoid aggression.
4. Students must be able to be safe at all times. If there are any safety situations, medical or otherwise, the principal or designee will confer with the parent.

Students will miss a field trip because of inappropriate behavior (three or more referrals in a year or administrative decision). Any student who chooses inappropriate conduct on a field trip will either be sent home at the parents’ expense and/or not be allowed to participate on future field trips.

# FIRE AND DISASTER DRILLS

Regularly scheduled fire and disaster drills are required by law and are an important safety precaution. During a drill students must obey orders promptly and exit the building by the prescribed route. A map is posted in each room indicating primary and secondary exit routes. Students are expected to move quickly and silently to the designated safety area and follow all directions.

# GRADES

The following grading system has been mandated by the Florida legislature:

**A = 90% to 100%; B = 80% to 89%;**

**C = 70% to 79%; D = 60% to 69%;**

**F = 0% to 59%**

Each teacher will provide a course syllabus which outlines the grading components for the course. Grades will be assigned considering a variety of learning activities that may include but not be limited to the following: class participation, homework, journals, labs, performance assessment tasks, portfolios, projects, tests and quizzes. District common course assessments may be given at the end of each semester. Semester and final exams may be required in each academic course. Refer to each teacher’s course syllabus for specific grading policies. In order to try out for a lead role in the school’s Performing Arts program, students must have earned passing grades on their most recent interim or report card. Students’ grades for each class may be viewed online. Information on how to access this system is posted on the school website at [http://sbl.leeschools.net](http://sbl.leeschools.net/)

Lee County's Focus Parent Portal app provides parents/guardians a real-time view of their child's assignment grades, attendance, current grade averages in all classes, as well as progress monitoring results. Parents must register for

a Focus Parent Portal account and link their students. Parents who have not registered for

a Focus Parent Portal account need to *review the directions and create their account* before they can log in to the mobile app. FOCUS can be found at https://lee.focusschoolsoftware.com/focus/.

## GUIDANCE and COUNSELING

The school counselor serves as a resource person for students and parents. The counselor’s primary goal is to provide students with the assistance they need to maximize their educational and personal development. Problems concerning school and/or a student’s personal life may seem overwhelming at times. In many situations, these problems can

be resolved by conferring with an adult. A student may fill out a counselor request online (in Castle) to sign up for an appointment to speak with a counselor, administrator, School Resource Officer, or other staff member. Arrangements will be made to see the student as soon as possible. A parent may also contact the school counselor, an administrator, or the School Resource Officer at any time to discuss concerns regarding his/her child.

# GUM

Gum is not permitted on school campus at any time. Any infraction may result in being issued an electronic coupon without prior verbal warning.

# HIGH SCHOOL CREDIT

Eligible middle school students may earn high school credits for Algebra I and Spanish I. Credit criteria are dependent upon the student’s final grade in the course and the score on the End of Course Exam.

# HOMEWORK

Homework is part of the total educational program at The Sanibel School. It provides opportunities to reinforce content taught in the classroom, to promote self-discipline, and to instill a sense of personal responsibility. Students are expected to spend approximately sixty to ninety minutes per night on homework.

Homework assignments for classes will be written daily on the board in each classroom. Students are expected to write down all assignments in their planners each day. Students and parents are encouraged to set up a homework portal account for all of their teachers by clicking on the focus link at [http://focus.leeschools.net](http://focus.leeschools.net/) Students and parents are encouraged to check this site regularly.

Homework grades are averaged in as part of each subject area grade. Interim and report card grades may be lowered because of inconsistency of homework completion, which would be indicated as a comment on the interim report and/or report card.

# HONOR ROLL

Students demonstrating academic excellence will be recognized quarterly. The Lee County School District Middle School Honor Roll criteria require a grade point average (GPA) of a 3.0 or better with no grades below a C. For the purposes of computing a student’s GPA, the grades appearing on the report card are assigned the following numeric values: A = 4, B = 3, C = 2, D = 1, F = 0. The A Honor Roll represents a GPA of a 3.6 or higher and the B Honor Roll represents a GPA between a 3.0 and a 3.5.

# ILLNESS OR INJURY AT SCHOOL

A student who becomes ill or is injured at school should report immediately to the clinic. The student should have a pass from a teacher or staff member. Parents will be contacted if needed. Students are required to have an up-to-date emergency card on file in the clinic that must include a current emergency phone number of a parent or guardian.

# INTERIMS

Interims will be distributed half way through each quarter. Please refer to *The Sanibel School Electronic Calendar* for specific dates. **A student who receives a D or an F on his/her interim must have the interim signed by a parent and returned to the assistant principal within 3 days of receiving it. Failure to return the signed interim within the school week will result in lunch detentions until it is returned.**

# INTRAMURALS

The Sanibel School offers an extensive after school sports program that is open to all middle school students regardless of ability. The program starts in August and continues throughout the year. The sports include volleyball, soccer, cross country, basketball, track and field, golf, and tennis. **A completed insurance form and a signed athletic commitment letter are required to be turned in before a student may participate.** After a time of drill and practice, competitive traveling teams are selected to compete against other schools**. In order to be eligible for selection to participate on the**

**school’s traveling team, the school policy requires that a student must:**

* **earn a 2.00 (C) grade point average on the most recent report card and have no F’s on the most recent report card,**
* **attend all practices**
* **demonstrate exemplary behavior both on and off the field/court (see contract)**

**Students will be selected for the traveling team based on ability, attitude and commitment.**

**Students who lose four or more coupons during a quarter or receive a discipline referral will be subject to removal from the team pending a ruling from the school’s discipline committee.**

# ITEMS PROHIBITED IN SCHOOL

The following items are prohibited at school: gaming devices, laser pens, games, toys, aerosol cans, or other unnecessary gadgets or items. Students may possess cell phones and other personal electronic devices such as laptops, tablets, eReaders**,** iPods, MP3 players, cameras, headsets, and earbuds while on school campus during regular school hours, however they must be turned off at all times unless specifically authorized for a teacher approved and supervised activity. Phones that ring or vibrate or other devices that are used without permission during school hours will be confiscated. Possession of all personal electronic devices, including cell phones, is done at the student’s own risk and the school assumes no responsibility with regard to these items. **Items that are confiscated will be released as per the following policies:**

**1st Offense: warning, item may be picked up at the end of the day by the student.**

**2nd Offense: After School Detention, item may be picked up at the end of the day by the student.**

**3rd Offense: 1 day Internal Suspension 4th Offense: 2 days Internal Suspension**

Unauthorized use of an electronic device or camera to record school related functions will result in the following consequences:

**1st Offense: Warning, take and return to parent, delete recording.**

**2nd Offense: 2 days Internal Suspension, take and return to parent, delete recording.**

**3rd Offense: 2 days Out of School Suspension, take and return to the parent, delete recording.**

Any display of inappropriate messages, pictures or images on a cell phone or other device is considered a Level III offense and will result in an Administrative Review.

Any controlled or illegal substances such as tobacco, alcohol, or drugs of any kind, or any object that could be used as a weapon, including toy weapons, are also prohibited. Possession of any of these items will result in disciplinary action as per the school district *Code of Conduct for Students Grades 6 – 12.*

# LATE WORK POLICY

Students must turn in assignments when they are due in order to receive full credit. Assignments that are turned in one class period past their due date may only earn a grade of up to 80%. Assignments that are turned in more than one class period past their due date may only earn a grade of up to 50%. Late work will be accepted for only two weeks after the due date of the assignment. Students are advised not to turn in any late work to a substitute teacher or to the office.

# LOCKERS

At this time, lockers are not in use.

# LOST AND FOUND

The main lost and found area for lost clothing, lunch boxes, and binders is located in the cafetorium. Found books will be returned to the library. Cash, jewelry, eye glasses, cell phones, or other items of value will be returned to the office. Students are encouraged to write their names in all textbooks, workbooks, notebooks, and on all personal property. The loss or theft of any item should be reported to the office staff as soon as possible. Every effort will be made to relocate and return missing property. At the end of each quarter, suitable items that have not been claimed will be donated to charity.

# LUNCH

Lunch is prepared and served in the school kitchen each day and is free for all students. The lunch and breakfast menus are posted by month on the district website at [**http://leeschools.net**](http://leeschools.net/)Students who bring a lunch from home may purchase milk, water, sports drinks, or healthy snacks from the kitchen. Students are encouraged to prepay by the week, month, or semester. Any money left in a student’s lunch account remains in the account the following year. All students are encouraged, for health and nutritional purposes, to eat a balanced lunch each day. **Soda and energy drinks are prohibited**.

Students must observe the following rules while in the cafetorium:

1. If obtaining a lunch, please line up at the end of the line as soon as you arrive.
2. At the beginning of the year seating is assigned by grade level. Students must stay in their original seats throughout the entire lunch period.
3. Students must raise their hands and get permission from a supervising adult before they can get up out of their seats.
4. Appropriate conversational levels and tones are expected at all times.
5. Students must wait until the section of their table is dismissed before standing up and disposing their trash. All students sitting at a table are responsible for cleaning it up and will not be dismissed until the table and floor in their section is cleared of all trash.
6. Students are expected to cooperate with the supervising adults and with other students to help keep the lunch areas clean and orderly at all times.
7. Students are encouraged to use the restrooms before or during lunch time, as they will not be permitted to use the restroom as they are exiting from the cafetorium.
8. Students who follow all lunchroom expectations may earn the privilege of going outdoors for recess/free time for the last 10 minutes of the lunch period.
9. Failure to follow lunch rules may result in an assigned seat in the cafetorium or a lunch detention.

# MEDIA CENTER

A student is welcome to use the media center with his/her class or with a pass from a teacher. Middle school students must present their planners before they can check out a book. While in the media center, students are expected to look for reading materials, read, or complete written work. A book may be checked out for two weeks, after which time the book must be returned or checked out again. Students can view their library accounts, read eBooks, and access online databases at [http://destiny.leeschools.net](http://destiny.leeschools.net/) using their school network account user name and password.

# MEDICATION

If a student must take medication during school hours, it can only be dispensed in the clinic by the clinic assistant. All medication must be turned in to the clinic in its original container and remain in the clinic. Parents must provide their written permission on a school MIS 398 form for the dispensing of any prescription medication. These medications forms will only be honored for up to two days. If mediation is to be taken at school for more than two days or is an over the counter medication, the parents must also provide written permission on a school MIS 401 form completed by the child’s physician. **The clinic must dispense all medications. Students may not carry or dispense any prescription medications or any over-the-counter medications at any time. Failure to follow this policy may result in disciplinary action.**

# SANIBEL JR. HONOR SOCIETY

Sixth and Seventh grade students who demonstrate exemplary character, citizenship, leadership, scholarship, and service at the school or community level, and have maintained a 3.5 cumulative grade point average during their middle school years, may be eligible for membership in the Sanibel-Captiva Chapter of the National Junior Honor Society. An induction ceremony will be held each year for those students who qualify for this honor. All members are

required to serve an additional 20 hours of community service, 10 hours per semester, beyond the community service requirement for Social Studies.

# PARENT COMMUNICATION

The Lee County School District provides parents with a school-to-home communication system, called School Messenger. Parents may be contacted via automated phone messages or emails informing them about their children’s absences, grades, lunch account balances and important school messages. Information on how to access this system is posted on the school website at [http://sbl.leeschools.net](http://sbl.leeschools.net/)

# PARENTAL SUPERVISION

Students must be under the direct supervision of a parent or guardian during any after school functions or PTA events, and any special programs such as Performing Arts musicals, NJHS ceremonies, Science Fair, STEM night, promotion ceremony, etc. It is also very important that students make arrangements in advance to be picked up on time from all school functions. Failure to be picked up on time may result in restrictions on participation in future events.

# PROBLEMS, CONCERNS, OR QUESTIONS?

Any time students or parents have a problem or concern, we strongly suggest contacting the teacher, counselor, or administrator as soon as possible so that we can help answer questions, offer support, or help resolve conflicts. The school has developed a formal Parent Communication Decision Tree diagram to use as a guide to help parents determine to whom to direct their questions. This diagram is included in this handbook. Please don’t hesitate to call the school to ask a question or share a concern. We are all here to help.

# REPORT CARDS

Report cards are mailed home to all middle school students each quarter. It is important that the school has a current address on file. Please refer to LCSD website for specific dates.

# RETENTION/CREDIT RETRIEVAL

Sixth and seventh grade students who fail one or more academic courses for the year may be required to take a credit retrieval class the following summer or school year. Eighth grade students who have not earned three credits in Math, Language Arts, Science and Social Studies during their middle school years will be subject to retention in eighth grade the following year unless they successfully complete summer school or a virtual class. A student can only be classified as a ninth grader by earning twelve credits in these academic classes and passing Career Education. An eighth grade student must have earned all of the required middle school credits in order to participate in the end of year promotion ceremony.

# SCHEDULE CHANGES

Prior to class schedules being completed, students selected classes to meet their interests. Therefore **class changes will not be made except in extreme circumstances.** A student must receive permission from a teacher and an administrator before a class change will be permitted.

# STUDENT SCHEDULES

At the beginning of each semester, students will receive copies of their class schedules. The students will follow this eight period day schedule. On Mondays students will also attend a Mentor Class assigned to them for additional support. Any changes to the schedule due to special events, vacation days, or early dismissal days will be announced prior to the changes taking effect.

# TESTING AND STANDARDS

At the time of printing, testing requirements were being updated at the state level. Please visit [www.leeschools.net](http://www.leeschools.net/) for the most up to date information about standardized testing and progress monitoring.

# VISITOR INFORMATION

All visitors must report to the school office to sign in, be screened, and receive a visitor’s pass. School personnel have the right to know the

identity of all persons on campus. Students from other schools are not permitted on campus during the school day.

# WITHDRAWALS & TRANSFERS

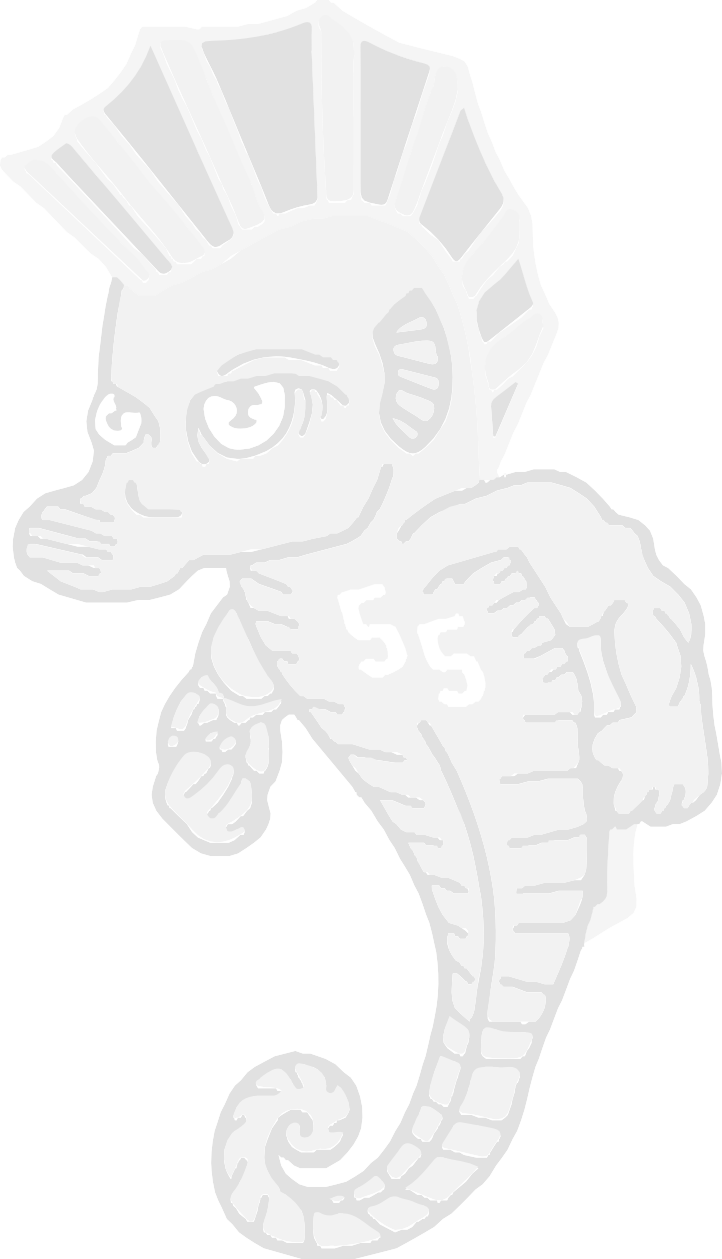
Students who are withdrawing or transferring from school should bring in a note from home or have the parent call the school prior to the student’s last day. A withdrawal form must be obtained from the registrar and completed by the teachers and office staff. All school books and property must be returned before the student can be officially withdrawn. Fees will be assessed and must be paid for any books or school property not returned.

***Dear Student and Parent,***

***Thank you for taking the time to read all of the information in this handbook. Return all required forms to Mrs. Dykhuizen. We hope that both students and parents will find it to be a helpful resource throughout the school year. If you have questions regarding any of the topics covered in this handbook, please don’t hesitate to contact us.***

*The Sanibel School Middle School Team*

**NOTE PAGE**



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