



St. Cloud Middle School
1975 S. Michigan Avenue
St. Cloud, Florida 34769
407-891-3200

General Information

Arrival: Students should not arrive on campus prior to 7:15 a.m. Breakfast will be served from 7:15 a.m. to 7:40 a.m. in the cafeteria.

Attendance Policies: Please have your parent call the Attendance Line at (407) 891-1677 the day you are absent from school between 7:00 a.m. and 2:30 p.m. Students that have five or more unexcused absences will be referred to the attendance officer. You should bring a note from a doctor if you have received medical services. This will assure that the day or days you were under medical care will not count against the ten-day rule. If you are absent more than ten days, you will be referred to the attendance officer.

Anytime your child is to stay with a caregiver/relative in your absence, please notify the school. Submit a notarized letter giving permission to the caregiver to obtain emergency services if needed in your absence. A temporary guardianship affidavit can be obtained at Student Services.

Prearranged Absences: The parent should complete a prearranged absence form, which can be picked up at the attendance office, stating the intended dates of absence and the reason. The student must bring the form to the Attendance Office for administrative approval at least one week prior to the absence. Assignments will be gathered to accompany the student during his/her time away.

Tardies to School: The first bell rings at 7:40 a.m. and each student should be in his or her seat by 7:45 a.m., when the tardy bell rings. If you are not in your class by 7:45 a.m., even if you are on

campus, you are considered tardy to school that day. Four or more tardies will result in an administrative consequence.

Early Release from School:

No student will be released to anyone who is not listed on the emergency release card without a note from the parent or guardian. A phone number must be on the note for confirmation.

School Hours: School hours on Monday, Tuesday, Thursday, and Friday are 7:45 a.m. until 2:33 p.m. Wednesday school hours are from 7:45 a.m. until 1:33 p.m.

Change of Address and Telephone Numbers: A form is available in the front office that lists the acceptable documents that we must have on file in order to change your address (lease, mortgage, utility bill, etc.). No address will be changed until all forms and documents are received by the school. If home, work, or emergency contact telephone numbers change, please notify the office in writing.

Withdrawal from School: No student will be allowed to withdraw without his or her parent or guardian. Please notify the guidance secretary 24 - 48 hours before your withdrawal date from school. On the day of withdrawal, you must return all texts and library books. You may not enroll in another Osceola County school without a withdrawal form from your previous school.

Hallways: During class, you must have a regulation hall pass signed by your teacher with your destination and the time you left class.

Dress Code: Please see the Code of Conduct for further information concerning the dress code.

After School: Teachers will walk all students to bus and car rider area. If you are a car rider, you are expected to leave the school within a reasonable amount of time. If you are waiting for a ride, you may wait only at the front of the building. If you are waiting to go to the elementary school, you must wait at the designated area between the schools. Unless a student is involved in a supervised after school activity, all students must leave campus at the end of the school day. Only students who ride a bus are permitted in the bus loading area after school.

Fire/Tornado Drills: You must immediately proceed to the designated areas and remain quiet for instruction.

The School Advisory Council (SAC): The SAC is a vital and dynamic governing body involved in setting goals, evaluating performance, and developing action plans geared toward continually improving our school to better meet student needs. The School Improvement Plan is the cumulative product of the SAC's yearly decision making. Parents are welcome to attend the School Advisory Council (SAC) meetings. Meetings are held on the fourth Tuesday of each month in the media center.

OASIS: Is an acronym for "Osceola Adults Serving and Inspiring Students." All volunteers must have an OASIS application on file before they volunteer for any activity (ex. field trips, school dances, classroom helpers, etc). The application should be filled out at least three weeks prior to the activity. Potential volunteers will not be allowed to volunteer the same day they fill out the application. All applications will be submitted for a background check. You can apply online at the district's website (www.osceola.k12.fl.us).

Returned Checks: In an effort to curb the internal cost that our District bears each year in returned checks (Non Sufficient Funds- NSF, Account Closed, Fraud and Stop Payment), we have contracted with Envision Payment Solutions. EPS provides this service to numerous School Districts around the country and is in charge of collecting checks for our District that are not honored by check writers' banks. For NSF checks, EPS will electronically monitor a bad check writer's account and are authorized to make (2) electronic attempts for the Face amount of the check plus a state authorized Returned Fee as follows:

<u>Amount of Check Written</u>	<u>Return Fee</u>
\$.01 to \$50.00	\$25.00
\$50.01 to \$300.00	\$30.00
\$300.01-\$800.00	\$40.00
\$800.01 - Plus	5% of Face of Check

If a check is returned Account Closed, Fraudulent, Stop Payment or the NSF Item is unable to be electronically recovered due to a zero balance, letters will be sent in which the check writer must pay the Full Face amount plus the above authorized state Fees within (15) business days. If not, the bad check

writer can be referred to a state attorney's office where they will be charged the Face amount of the original check, plus (3) times the Face amount in Fees, plus costs, as allowed per the state.

A complete address and phone number must be on all checks made out to St. Cloud Middle School.

Should you have any questions or need additional information, you're welcome to contact Envision Payment Solutions at (877) 290-5460 or visit their website at www.EnvisionPayments.com.

Communications

Report Cards: Report cards are issued every nine weeks. Parents are encouraged to review the report card with their child and to consult with their teachers. Students are promoted to a higher grade on the basis of successful completion of required work and the mastery of basic skills. Any student not making the yearly average percentage required by the Pupil Progression Plan will be retained at the same grade level.

Progress Reports: Progress Reports are issued at the half way point of each nine week grading period.

Parent Internet Viewer (PIV): Grades may be checked at any time using the PIV. In order to access the PIV, you must have your child's birth date and student identification number. The PIV can be accessed through the school's (www.scms.osceola.k12.fl.us) or district's website (www.osceola.k12.fl.us).

Definition of Homework: Homework is additional practice outside of the classroom that enhances the learning process through the development of skills and responsibilities. Home work is an important part of the learning experience and is considered an extension of the school day. Homework is graded and is part of your child's nine week grade.

Parent Conferences: For any lengthy discussion regarding your child's progress, a conference with your teachers can be set up upon parent or teacher

request. Parents should call the guidance office to schedule a parent conference. Please give at least 48 hours advance notice.

Telephone: The school telephone is for business purposes and emergencies only. Students will not be called to the office to take a telephone call. A parent may leave a message that will be given to the student except a message regarding a change in how a student goes home. For your child's safety, we will not accept a call requesting a change in the way a student is to go home. During the day, students must get a pass from a teacher to use a front office telephone. Students may use office phones to call parents under special circumstances. An example would be when an after school activity is cancelled and transportation needs to be changed. The use of an office telephone without the permission of the principal or his designee is prohibited. If you miss your bus, please report to the office to receive permission to use a school telephone to contact your parent or a guardian.

Cell Phones: The privilege to carry a cell phone on campus is at the discretion of the Principal. Cell phones are to be off and in the book bag at all times while on school grounds. Cell phones on or being used on school grounds will be confiscated and located in the front office for parents to retrieve after 24 hours in addition to an administrative consequence. A second violation will result in a loss of cell phone privilege on school property. During FCAT testing, cell phones are not permitted on school campus by Florida statute.

Guidance

Guidance Department: If you wish to visit the guidance counselor, you should contact the guidance secretary in the office to arrange for the visit. The Guidance Department handles all withdrawals, transfer of records, and requests for teacher conferences.

Student Recognition: Student motivation is an important factor in enhancing performance at the middle school level. Students maintaining excellent grades, demonstrating positive work habits and superior citizenship skills are rewarded for their efforts throughout the school year. The following incentive programs are utilized: All "A" Honor Roll*, "A-B" Honor Roll*, and Dean's

club*. Recognition may include a certificate and other rewards.

Grading

Grading Scale: The School Board of Osceola County has adopted the following grading scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Promotion: In order to be promoted, the School Board of Osceola County has adopted a required minimum percentage needed for each of the core academic areas (Math, Science, Social Studies, Language Arts, and Reading). At the end of the school year, each student must have an average of 60% or higher in each of their core academic classes in order to be eligible for promotion. Anything less than a 60% average in any core class will result in the student remaining in the current grade level.

Health Services

School Health Services: Health services are provided by a licensed practical nurse. If you feel ill, you may go to the clinic. Your parents will then be contacted.

If any possible infectious, contagious, or transmittable condition is suspected, the parent will be notified and will be asked to pick their child up immediately. They will be advised to seek medical attention. In such cases, a medical release signed by a doctor will be required to return to school.

Head lice can be a common problem in schools. The transmission of head lice is made easy when students share combs, brushes, hair accessories, hats, etc. In the case of head lice, students must be treated and, after treatment, a parent must accompany the student to school and be cleared by the nurse (LPN) before returning to the classroom.

Administering Medicines to Students: Only the school nurse or Principal's designee can administer medication. Students cannot carry and self-administer any medication including Tylenol, cold tablets, creams, or cough drops. If a student is

required to take medication, the following regulations must be followed:

1. The permission slip to dispense medication is available through the nurse. This form must be completed and returned prior to the student receiving the medication(s).

2. The prescribed medication must be brought to school in a container labeled by the pharmacy. Over-the-counter medications must be in the original container.

3. An individual record will be kept of medication administered by school personnel.

Students not adhering to this policy will receive a consequence according to School Board Policy.

A student Health information sheet, a record of any medical issues, must be completed annually on each student. Please return this form to school as soon as possible at the beginning of the school year.

Transportation

Bus Transportation: Access to bus transportation is a privilege. Any student who is disruptive or endangers other passengers is a hazard to the safe operation of the bus and may be suspended from the bus. Continued misconduct may result in the loss of riding privileges for the remainder of the school year.

No animals may be taken to or from school on the bus. Large objects, including band instruments, which interfere with seating and the safety of others, will not be permitted on the bus.

A student may not ride a different bus other than the one he/she has been assigned without getting permission from Transportation (407-518-4540). Out-of-zone students are not eligible to ride buses.

Bicycles, Non-Motorized Scooters, And Skateboards: Scooters are not allowed. Bicycles and skateboards must be parked and locked in the bicycle racks provided. There is to be no bicycle or skateboard riding on campus. Students must walk their bike while on campus.

Lost and Found

The lost and found is located in the cafeteria. Check there for lost books, clothing, book bags, lunch bags, and other items. Unclaimed clothes are regularly donated to organizations providing for children. If your name is placed on your personal items we will be able to return them to you in a timely manner.

Textbooks

Textbooks are provided without charge and you are responsible for them. Payments will be assessed for all lost or damaged books. All monetary charges against you must be paid before your records can be cleared. Lost books must be paid for before a new book can be issued. If the book is returned, the money will be refunded by check to your parents.

Lunch

Our school cafeteria offers our students breakfast, hot lunches, and an “a la carte” menu. (The “a la carte” menu is a privilege and may be closed throughout the year). Breakfast is served daily. Students may bring a packed lunch. Soft drinks are not allowed and may not be consumed during lunch. The cost for a full lunch is \$2.15 (reduced, \$0.40). Please be advised this is subject to change.

If a parent wants to put money on account for student breakfast or lunch they may do so through the cafeteria manager. Money to be paid on account must be paid in cash. A website, www.mylunchmoney.com is also available for your convenience.

Lunchroom Procedures:

1. Students will be brought to the cafeteria by their teacher and will sit at assigned tables. The Administrator in charge will dismiss the students to go to the serving lines.
2. All students must remain in the lunchroom or assigned waiting area during the lunch period, whether or not they eat lunch.
3. Students are expected to assume responsibility for keeping the lunchroom clean and orderly.

4. Students are expected to take their place at the end of their chosen lunch line and remain in the proper place until served. Cutting in line is not allowed.

5. Students must display appropriate behavior and talk in a moderate voice.

6. Students are responsible for depositing plates, utensils, paper products, and garbage in the proper place.

7. Students are encouraged to learn their student identification number. The student identification number is used when food is purchased in the cafeteria.

8. Students are to sit at their assigned tables. If a student is not buying a lunch or al-a-carte items, he or she is not to be in the serving lines.

9. A peanut butter or cheese sandwich, along with milk, will be provided for you if you forget your lunch money.

10. Students must purchase their own lunch. They are not to buy food for other students. No money or food is to be exchanged by students in the lunchroom.

Free or Reduced-Price School Meals: You will find an application form for free or reduced-price school meals in your school folder. To apply for these meals you must have your parent or guardian complete the application form by following the instructions on the back of the form. The completed form is to be returned to the principal's secretary as soon as possible. If the form is filled out correctly, it will be processed in ten days and a letter will be sent to you with your number and stating free, reduced-price, or denied. Show this letter to the cashier in the lunchroom to receive your meal. If you had free or reduced-price meals the last day of school at any of the Osceola County schools, you may give the cashier your old number for the first ten days of school. The parent must reapply and return the completed free and reduced application to be processed for eligibility. The Principal's secretary will then notify the applicants.

Extracurricular Activities

Intramurals: Active participation in our after school intramural program is encouraged. Consult the Physical Education department or listen for announcements for the times and dates of the various seasons. Each intramural season ends with an All-Star phase in flag football, basketball, wrestling, soccer, softball, and track.

Discipline

Disciplinary Action: The administration will handle serious discipline problems using any one or a combination of the following:

Level 4: Includes, but is not limited to: public display of affection, use of profanity, classroom misconduct, hall violations, and cheating. Recommended disciplinary action includes, but is not limited to: verbal reprimand, detention, written educational assignment, behavior contract, and Administrative Detention.

Level 3: Includes, but is not limited to: a repeat of level 1 violations, excessive tardies to school, possession/use of tobacco, harassment, insubordination, damage or destruction of property, defiance of proper authority, and using forged notes or excuses. Recommended disciplinary action includes, but is not limited to: counseling, detention, behavioral contract, loss of credit for dishonest work, and Administrative Detention.

Level 2: Includes, but is not limited to: continuation of level 1, 2, or 3 misbehaviors, assault on another student, fighting, extortion, possession of dangerous items, sex-related offenses, minor vandalism, gambling, and gang-related apparel/appearance. Recommended disciplinary action includes, but is not limited to: short term out-of-school suspension, Administrative Detention, recommendation for expulsion.

Level 1: Includes, but is not limited to: unmodified and continued level 3 violations, vandalism, burglary, lewd and lascivious sexual conduct, malicious destruction of school property or personal property of staff, possession of knife, explosive material, mace, electronic beepers/pagers, alcohol, drugs or other controlled substances, and handcuffs. Recommended disciplinary action includes, but is not limited to: long-term out-of-school suspension and recommendation for expulsion.

Suspension or Expulsion: Grounds for suspension or expulsion include, but are not limited to:

1. Continued willful disobedience, open defiance of a school staff member.
2. Violence against others or willful destruction or defacing of school property.

3. Behavior, which is detrimental to the welfare, safety or morals of other pupils or of school personnel.

4. Serious violations in a school building or on school property, including but not limited to: the possession of a deadly weapon, the sale of drugs or controlled substance. Any student may be recommended for expulsion from school for extreme misbehavior after other means of discipline have failed.

Students on suspension or recommended for expulsion may not participate in school activities nor are they permitted on school grounds.

Teacher Detention: A teacher may detain a pupil before or after school hours up to one (1) hour per day, provided that the parent or guardian has advance notification. The teacher may also assign a lunch detention. It shall be the student's responsibility to notify the parent of the detention and the parent's responsibility to arrange for adequate transportation. Students must be picked up on time.

After school Administrative Detention: This detention is assigned by an administrator. It is held for one hour each day (2:45-3:45) of the week except Wednesday.

Physical Education

Complete physical education clothing is required every day. Failure to dress correctly can result in the grade being lowered. P.E. uniforms are required to be neat and clean and may not be worn in your other classes.

Media Center Policies

The media center is open daily for checking in/out books, studying, and doing research. Unnecessary talking is not allowed. Talking or disruptive behavior will result in dismissal from the media center.

Passes are required for admission during school hours and before or after school. You must also have a pass to come during your lunch.

The pass must be for work and from the teacher assigning the work.

Before leaving the media center, please remember to push your chair under the table, return reference materials to the proper places, and throw away all trash.

Book bags, food, and drinks are not allowed in the media center.

Circulation: Books may be checked out, using your school ID number, for a period of two weeks. If you have overdue materials from our school or any other Osceola District School, you may not check other items out until they are returned.

Computer Use: All computer use must be under the supervision of a faculty member. Printing is allowed with permission of the teacher or librarian. Each student will create his/her own password. The password will enable the student to access any appropriate computer on campus.

Network Acceptable Use Policy

Users of the data network system of the School District of Osceola County are responsible for the activity on the network. The School District has developed a data network acceptable use policy. All users of the network are bound by that policy. Any violation of the policy will result in the suspension of access privileges or other disciplinary action, including student expulsion.

Positive Behavior Support

Positive Behavior Support (PBS) is a proactive way of handling discipline. In a school setting, it cannot be assumed that students know correct behaviors. Children come from different backgrounds and cultures that view behavior in their own unique ways. When a child misbehaves, the school views it as a skill deficit. Therefore, students are taught appropriate school behaviors and expectations. Students are rewarded when they display the expected behavior. Consequences are still given for inappropriate behavior.