



Bronson Middle High School

2015-2016
Student Handbook

“Aim High....Soar Like An Eagle!”

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MISSION STATEMENT

Bronson Middle/High School aims to enable its students to set and achieve challenging academic, social and life goals. It aims to do this through establishing trust and a collaborative relationship with students, parents and the community, through maintaining a safe and positive school environment, and through nurturing a culture of educational rigor, professionalism, accountability and ongoing learning

POSITIVE BEHAVIOR SUPPORT MISSION STATEMENT

The faculty and staff of Bronson Middle/High School agree to create a positive student learning environment, which fosters the growth of responsible, ethical, educated young adults through participation in quality educational experiences.

BELIEFS

We believe that:

- all students can learn.
- each student is a valued individual with unique intellectual, physical, social, and emotional needs.
- students accept responsibility for their actions.
- continuous effort to improve is necessary in order to become confident, self-directed, life-long learners.
- each student should strive to develop problem-solving skills.
- each student should strive to understand and respect a diversity of opinions, beliefs, and cultures.
- each student should put forth his or her best effort.

It is the policy of the School Board of Levy County that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment as defined in Board Policy 5.38 is prohibited.

SECTION I

STATEMENT OF NONDISCRIMINATION

Non-Discrimination in Student Activities – No student enrolled in the Levy County Schools shall, on the basis of race, religion, age, national origin, gender, marital status, disability, or genetic information, be excluded from participation in or be subjected to discrimination under any curricular or any other programs offered without discrimination. This rule shall apply to all present and future course offerings and to all other school sponsored offerings in which students are eligible to participate. Opportunities for using school facilities will be afforded to all youth groups without discrimination. This includes the Boy Scouts of America or any other youth group as provided in the Boy Scouts Act. Complaints or grievances regarding discrimination should be reported to the principal, assistant principal or administrative assistant.

ATTENDANCE

The following policies are congruent with the legal requirements that students are obligated to punctual and regular attendance. Ref. FS 1003.21

Attendance will be taken during each period using the Skyward system. **Parents are encouraged to check the Skyward Parent Access portal to assist in tracking student absences.**

ABSENCES (General)

Absences because of: personal sickness; sickness of an immediate family member; injury; or doctor's appointment (documented by a licensed practicing physician) shall be considered an excused absence. All other absences shall be unexcused.

- *Absences shall be excused for observance of a religious holiday.*
- *A principal may grant an excused absence on a case-by case basis if there are special circumstances not addressed in School Board policy.*
- ***AFTER AN ABSENCE, STUDENTS HAVE THREE DAYS TO PRESENT WRITTEN VERIFICATION (FROM PARENT, GUARDIAN, OR PHYSICIAN) TO RECEIVE AN EXCUSED ABSENCE. IF THE STUDENT, PARENT OR GUARDIAN FAILS TO PRESENT SUCH DOCUMENTATION, THE ABSENCE IS UNEXCUSED AND THE STUDENT WILL RECEIVE NO CREDIT FOR THE TIME MISSED. FOR EVERY DAY OF EXCUSED ABSENCE, A STUDENT IS GIVEN ONE DAY TO MAKE UP THE WORK, BEGINNING THE DAY THE STUDENT RETURNS TO SCHOOL.***
- *At any grade level, students shall be given the opportunity to make up all work missed during a period of excused absence. It shall be the responsibility of the student to make arrangements to make up the work.*
- ***ALL OTHER ABSENCES SHALL BE UNEXCUSED.***
- ***ALL ABSENCES UNEXCUSED AND EXCUSED COUNT TOWARDS ATTENDANCE LIMITS.***

Middle School Absences (Grades 6-8)

When a student accumulates any combination of five (5) absences in one (1) or more courses within a nine-week period, the principal shall notify the parents that their child may be in danger of failing that course for that grading period. When a student reaches the ninth (9th) absence, parents shall be notified that: (1) because of excessive absences, their child will receive failing grades for the nine-week period. (If the grade must be reduced, it shall be a 59.), (2) If the parents feel there are extenuating circumstances because of illness, family illness, injury, other insurmountable conditions, or special circumstances that justify special consideration, they may appeal the case to the principal. If a student is more than 10 minutes late and unexcused to a class or check out more than 10 minutes before the end of class, the student will be considered absent for that period. When a student is confined to home or in the hospital for an extended period of time, confinement

must be verified by a physician. For exceptions to this section, please reference pilot programs noted in the Levy County School Board Comprehensive Pupil Progression Plan.

High School Absences (Grades 9-12)

- A. A credit for high school graduation is defined as a minimum of 150 hours of instruction in a designated course which contains student performance standards as provided in Florida Statutes. The hourly requirement for one-half credit is defined to be one-half the requirement for full credit.
- B. When a student accumulates any combination of five (5) absences in one (1) or more courses within a semester, the principal shall notify the parents that their child may be in danger of losing credit(s). A copy of the attendance policy shall be included in the notification. All absences (excused and unexcused) will be counted.
- C. When a student accumulates ten (1) absences in a course within a semester, credit shall be withheld. However, provided the student does not exceed fifteen (15) absences, the student may take a county approved examination to demonstrate mastery of the student performance standards for that course. If the examination is passed sixty (6) or above, the examination grade and any approved projects will be averaged with the two (2) nine-weeks grades to determine the semester average. However, if the student makes a failing grade on the examination [fifty-nine (59) or below], the student shall receive an “F” for the semester. Students participating in the Teen Parent Program shall be exempted from minimum attendance requirements for absences related to pregnancy or parenting (see the Levy County School Board Comprehensive Pupil Progression Plan).
- D. If the parent feels there are extenuating circumstances because of illness, family illness or injury, or special circumstances that justify special consideration, they may appeal the case to the principal.
- E. If a student is more than 10 minutes late to a class or checked out more than 10 minutes before the end of a class, the student will be considered absent for that period.
- F. When a student is confined to home or in the hospital for an extended period of time, confinement must be verified by a physician.
- G. For exceptions to this section, please reference Pilot Programs noted in the Levy County School Board Comprehensive Pupil Progression Plan.

TARDIES

Students are responsible for being in class on time.

NOTE: Students are tardy if they are not inside their assigned classrooms before the tardy bell and the first nine minutes of class. Students not in class after the first ten minutes will be absent for that period.

Students must have a written excuse note from the individual that caused them to be late or the teacher will be notified by that person by phone. If no notification is given written or verbal the student will be marked tardy (or absent if more than nine minutes of class is missed), and if more than 10 minutes of class are missed, could also receive a behavior notice for skipping class.

The following procedures are to be followed when students are tardy (counts reset each 9 weeks):

1st tardy: Teacher warning; reiterate policy.

2nd tardy: Phone home; make parent contact.

3-6 tardies: Referral and student will be assigned lunch detention. Parental notice mailed home.

7-10 tardies: Student will serve afterschool detention on a date to be assigned by ISS Coordinator. Failure to attend will result in a discipline referral to the Dean.

11 or more tardies: Social Probation and/or Campus Work Detail.

The ISS Coordinator will notify the students and their parents of the dates they are to serve **After School Detention (ASD)**. **After School Detention (ASD)** will be held three days per week from 2:45-3:30. **Students and their parents are responsible for transportation.**

TRUANCY

**Truancy will result in parent notification of visitation by school personnel, referral to the Department of Health and Rehabilitative Services, or court action.

As prescribed in Florida Statutes, unexcused absences, with or without parent/guardian permission or knowledge, may result in truancy procedures being initiated.

- When a student accumulates FIVE unexcused absences during a calendar month or TEN unexcused absences in a 90-day period, the principal is notified and decides if a pattern of unexcused absences exists.
- If a pattern exists, the principal refers the student to the Child Study Team, Educational Planning Team (EPT), or Intervention Assistance Team (IAT) to handle the truancy. Once a student is referred, the team meets with the parent/guardian to seek a solution to the truancy problem.

Field trips and attendance

Students who are involved in field trip activities will **NOT** be marked absent.

Admitting students who have been absent

- Upon returning from an absence, a student must submit a written parental excuse for the absence to the front office. **ALL ABSENCES UNEXCUSED AND EXCUSED COUNT TOWARDS ATTENDANCE LIMITS.**

Checking out during the day

Students who need to leave school during the school day must bring a signed note from a parent. A valid telephone number must be provided for parental verification. **Students missing more than nine minutes of a class will be counted absent that period. No students shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an emergency(District policy).**

Checking in during the day

Upon returning to school, students must bring an approved note from their appointment (i.e. physician, court document, obituary) in order to be excused for the time out of school. Once a student returns to school, he/ she is considered to be “in school” for the day. Students who need to leave campus after arriving on campus must follow the procedures outlined above for checking out during the day. **If student returns more than 10 minutes into a class the student is counted absent.**

Where a student turns eighteen (18) years of age and NO longer resides with or receives support from his/her parents or guardian, any requirements that the parents or guardian be notified concerning any matter relating to the student shall not apply, and in lieu of such requirements, due written notice shall be given directly to the student. A student in this category shall be personally responsible to the school for his/her conduct and shall make all decisions relating to his/her affairs in relationship to the school except where the student is enrolled in the Exceptional Student Education Program as an intellectually disabled student or has been declared mentally incompetent by a court of competent jurisdiction.

Visitors

Visitors must check in with the front office and be assigned a visitor's pass, which must be worn at all times. **Visits by students are not allowed.** Parents who wish to visit their child's class during school hours are requested to provide the teacher with at least 24 hours notice. **Students will NOT be called out of class to speak to a parent or pick up items during class time.**

SECTION II

Discipline Policies & Procedures

The majority of our students are well behaved, work hard, and try to perform to the best of their abilities. With this philosophy in mind, rules have been established to help the student body achieve their goals in a safe and orderly environment.

Students are expected to conduct themselves in a manner that will contribute to the best interest of all students and which will not infringe on the rights of others. No student has a right to demonstrate behavior that does not show respect for the school, staff or other students, or to behave in such a manner as to interfere with other students from learning. General Policies are as follows:

1. It is the parents' responsibility to send their child to school prepared to learn and act appropriately. Parents and students are asked to partner with the school to provide the best possible education for the student. Students are asked to take advantage of the educational opportunities offered to them.
2. It is expected that both parents and students review the rules and procedures listed in the Student Handbook and Code of Conduct. Successful students attend school daily, are prepared for class, actively participate, and exhibit good behavior.
3. The school will work to provide a challenging curriculum and a safe, distraction-free environment that is conducive to learning. Faculty and staff will work to do what is in the best interests of the students.
4. Students will be referred to the discipline office for violations including but not limited to classroom misconduct, violation of school rules, disrespect towards staff, fighting or inciting a fight, threats to teachers or others, stealing, dress code, public display of affection, vandalism, skipping, and possession of weapons, drugs, or alcohol. Students referred will be disciplined as per Bronson Middle High School Discipline and the Student Code of Conduct.

A. Dress Code

Student's dress and grooming while on school grounds should meet the standards of the **county-wide dress code policy**. Students participating in extracurricular activities may wear attire appropriate for that activity. **When in doubt, don't wear it.**

1. Shorts and Skirts must be FINGERTIP in length to be worn to school. They must be worn at the natural waistline.
2. Students are not allowed to wear net or see through clothing, tank tops, halter tops, low-cut tops, or tops which expose the midriff. Spaghetti straps and oversized arm holes are not allowed.
3. Clothing shall cover all undergarments.
4. Belts shall be buckled at the natural waist and all clothing shall be appropriately buttoned.

5. Attire (including tattoos) shall not illustrate, enhance or depict tobacco/alcohol/drugs nor have offensive racial, satanic, gang-related, sexually aggressive, obscene, or violent messages.
6. Shoes must be worn at all times.
7. Clothing that is too tight shall not be permitted. Tights and leggings should be covered by a skirt or shirt that is at least fingertip length.
8. Hat, caps and head scarves are not permitted inside the building.
9. No pajamas or blankets will be allowed.
- 10. In the interest of safety, no student shall wear any earrings or other jewelry, which pierces the skin which is visible outside the clothing of the student with the exception of earring located in the ear.**

First period teachers will check students for violations. Students in violation will be sent to the ISS room and required to change. Students that do not change will be sent to ISS for the remainder of the school day. Repeated violations will result in a referral and parent contact.

Minimum Consequences for Dress Code Violations are as follows:

- ◆ **First Offense** - verbal warning and the school principal or designee shall call the student's parent or guardian.
- ◆ **Second Offense** - verbal warning and the school principal or designee shall call the student's parent or guardian.
- ◆ **Third Offense** - Student shall receive 3 days of lunch detention.
- ◆ **Fourth and Subsequent Offenses** – Student shall receive in-school suspension for a period not to exceed 3 days and the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days. The school principal or designee shall call the student's parent or guardian and send a written letter notifying the parent of the student's in-school suspension and ineligibility to participate in extracurricular activities.

B. Skipping

Students are required to attend classes at the assigned times. Students that are out of area or use a pass for purposes other than they are written will receive a referral. Students who miss more than ten minutes of a class will be counted as absent. Leaving campus without permission is skipping and will result in a referral and suspension or loss of driving privileges and/or social probation.

C. Electronic Devices and Cell Phones

Electronic devices, including cell phones, are not permitted to be in used during the school day, unless it is for educational purposes with teacher permission. Violations will result in a referral. Use of electronic devices during lunch shall be permitted under certain circumstances as an incentive for students.

D. Tardy Policy

Students are tardy if they are not inside their assigned classrooms when the tardy bell rings. If notification is not given written or verbal from the teacher the student will be marked tardy (or absent if more than ten minutes of class is missed).

1st tardy: Teacher warning; reiterate policy.

2nd tardy: Phone home; make parent contact.

3-6 tardies: Referral and student will be assigned lunch detention. Parental notice mailed home.

7-10 tardies: Student will serve afterschool detention on a date to be assigned by ISS Coordinator. Failure to attend will result in a discipline referral to the Dean.

11 or more tardies: Social Probation and/or Campus Work Detail.

The ISS Coordinator will notify the students and their parents of the dates they are to serve **After School Detention (ASD)**.

After School Detention (ASD) will be held three days per week from 2:45-3:30. **Students and their parents are responsible for transportation.**

E. BAMA Policy

1. Three BAMAs: Lunch detention, parent conference (phone or in person)
2. Six BAMAs: After-school detention or work detail, parent conference
3. Nine BAMAs: After-school detention or work detail, parent conference
4. Ten BAMAs: Behavior Intervention Plan, parent conference
5. Additional discipline issues will be addressed using the Behavior Plan, ISS or OSS.

****** A progressive count of BAMAs is kept for the quarter. Counts do NOT start over until the start of a new quarter.******

F. Lunchroom Procedures

1. Middle School students are required to sit at assigned tables.
2. Middle School students are NOT permitted to leave the assigned table without permission. Students must have a bathroom pass to go to the bathroom.
3. **Each teacher can allow 5 students to eat in their rooms. Those names should be emailed to school administrators and Mrs. Leffert. Lunch garbage should be placed in the cafeteria garbage cans, do not leave it in the classrooms.** Students that are out of area will be written up for skipping.
4. Students will not be dismissed from the lunchroom unless the areas are clean. All students should remain seated until dismissed.
5. Students are expected to keep his/her areas clean and speak in a moderate voice.
6. Students are expected to pay for lunches. Charges will not be allowed.
7. **Food and beverages should be consumed at lunch or school-sponsored activities.** Water is allowed in a clear bottle. Students are not allowed in teacher lounge areas to purchase drinks.
8. **BMHS has a closed campus and students are NOT allowed to leave for lunch.** Students who have lunch brought in during the school day will have to eat in the front office in a reserved area.

- G. **Cheating and Plagiarism**
 In an academic setting, cheating and plagiarism are not acceptable at any time. Cheating and plagiarism represent the theft of someone else’s ideas and work. Students who cheat will receive an “F” on the activity, paper, test, or exam on which the cheating occurred. This includes those who knowingly supply answers or other information to other students. Students who plagiarize will receive an “F” and may be referred to the office for disciplinary action. Students will also be suspended from all honor societies and the teacher will contact the parent.
- H. **Search and Seizure**
 Administration reserves the right to search school property and individuals (i.e., lockers, book bags, automobiles parked on campus) for suspected contraband (tobacco, drugs, weapons, etc) where reasonable suspicion or evidence exists. Student clothing and/or vehicles may be searched for contraband where reasonable suspicion or evidence exists. *Refusal of a search will result in the parent or guardian being called and possible suspension from school.*
- I. **Student Health & Clinic Procedures**
 A student must have a pass to go to the clinic. Only students with completed medical release forms on file will receive medication at school which will be administered in the health clinic.
- J. **Possession of Tobacco, Drugs, and/or Alcohol**
 Smoking is not permitted on school property. Any person smoking within 1000 feet of school property could be issued a misdemeanor from the local law enforcement agency, a \$25.00 fine, and/or assigned 50 community service hours. Students will receive a referral. Students in possession of drugs or alcohol will be suspended from school. The suspension may result in alternative placement for the student.
- K. **Supervision**
All students must leave campus at 2:44 p.m. unless they are participating in extracurricular activities. Students waiting for parent pickup must stay in front of the main office. Bronson Middle/High School staff will not be responsible for students thirty minutes after the completion of extracurricular activities. Students remaining on campus after **3:15/12:50** will be asked to leave or left with officers from the local law enforcement agency.
- L. **Suspension of Extra-curricular Activities**
 Bronson Middle High School extracurricular activities are a privilege afforded to students. Students can lose this privilege and be placed on “social probation” due to inappropriate behavior. Social probation refers to the loss of privilege of attending or participation in extracurricular activities-defined as attendance at dances, sport games, Prom, Homecoming, Grad bash, Commencement or any other activity which occurs outside of the hours designated as a normal school day. Students who fail to comply with school-wide expectations, frequently demonstrate inappropriate behavior, or show a pattern of inappropriate behavior will receive “social probation” or lose the privilege to participate in extracurricular activities. Students receiving three or more level II or higher discipline referrals may receive social probation for up to 45 days. Students may have driving privileges suspended for failing to comply with school-wide expectations on a regular basis. Final decision for implementation of discipline policy is up to the discretion of the Administration.
- M. **Expulsion and Alternative Placement**
 Levy County School Policy 5.11 provides for the expulsion of any student who has been suspended from school for 15 days. Suspension days for transfer students will include days from the previous school or district. Alternative placement may be recommended by the Board. Upon receipt of discipline information a determination will be made by the school administration according to policy. If it is determined the student is in violation of the policy, a recommendation of expulsion will be made.

N. **Bullying and Harassment**

It is the policy of the School Board of Levy County that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment as defined in Board Policy 5.38 is prohibited.

SECTION III

GUIDANCE & COUNSELING

Guidance services

The guidance and counseling department at Bronson Middle/High School will assist students in the following areas:

- Academic counseling (schedule, schedule changes, college planning, and test information).
- Personal counseling (anger management and conflict resolution, study habits, poor performance, etc.).
- Small group counseling (orientations, registration, test interpretation, and special concern groups).
- Classroom presentations (scholarships, financial aid, and selection of courses).
- Vocational counseling (job references, dual enrollment, GED, and exit interviews).
- Individual assessments (individual testing, exceptional education, behavioral interventions, etc.).
- Awards, scholarship opportunities, and college recommendations
- Conferencing (parents, teachers, and outside agencies).

Class schedule changes

Schedule changes may occur only during the first week of each semester. Thereafter, such changes will result in loss of credit in the dropped and added classes. Schedule change request forms must be completed and submitted to the guidance counselor.

Grades and grading procedures

The Florida Legislature has adopted a statewide grading scale. This scale is to be used in determining report card averages, honor roll candidates, National Honor Society, Valedictorian and Salutatorian and all other student activity eligibility outlined in the FHSAA by-laws.

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

Honor roll

The Honor Roll and Principal's List are published every nine weeks. A student must earn all A's and B's to be on the Honor Roll. A student must earn all A's to be on the Principal's List.

Promotion- Grades 6-8

To be promoted from grade eight all students must pass the equivalent of five full-year classes. Students must pass the core academic courses of Language Arts, Mathematics, Science, Social Studies, and Reading (if offered).

To be promoted from grade six or seven all students must pass the equivalent of five full year classes. Students must pass the core academic courses of Language Arts, Mathematics, Science, Social Studies, and Reading (if offered).

Graduation Requirements

1. **The Florida Legislature recently made major changes to high school graduation requirements. Please use the link below to access the most current information on graduation requirements. Be sure to select the option for the school year that your student first entered 9th grade.**

www.fldoe.org/bii/studentpro/grad-require.asp

Valedictorian and Salutatorian

Candidates for Valedictorian or Salutatorian shall meet the requirements outlined below:

POLICY

- I. **Beginning with the 2011 Graduating Class students will be ranked in accordance with a 4.0 scale.** If a tie occurs, individual class averages will be calculated to break the tie in regard to Valedictorian and Salutatorian designation.

- (1) Unweighted Grade Point Average
 - (a) Valedictorian - 3.7 minimum
 - (b) Salutatorian - 3.5 minimum

- (2) Grade point averages shall be calculated using the following values:

Regular Courses

90 - 100	=	A	4 points
80 – 89	=	B	3 points
70 – 79	=	C	2 points
60 – 69	=	D	1 point
59 and below	=	F	0 points
0	=	I	Incomplete

- (2) Take two courses above the level of Biology I and Algebra I;
- (3) Take two years of a foreign language if offered in the curriculum;
- (4) Meet state and district graduation requirements;
- (5) Must be enrolled in and earn their final two years of credit in the school. **Exception:** Participation of a Levy County student in an approved exchange program for up to one year. (Early admission to college with required course enrollment meets this criterion).
- (6) Semester grades in all courses, including those taken before 9th grade, shall be used in calculating the grade point average.
- (7) For determining Valedictorian and Salutatorian, no courses taken, regular or dual enrollment, will have special weighting. Effective August 2009, courses designated as a Level 3 course by the Course Code Directory (AP, pre-IB, IB, pre-AICE, AICE, Dual Enrollment, or Honors) will have one half (0.5) additional quality point awarded to those courses earning a final semester grade of “A”, “B”, or “C” (A= 4.5, B= 3.5, C= 2.5).

- II. **Beginning with the initial grade 9 entry in school year 2009-2010 the designation for Valedictorian or Salutatorian will be determined by the following criteria:**

- (1) Unweighted Grade Point Average
 - (a) Valedictorian - 3.7 minimum

(b) Salutatorian – 3.5 minimum

(2) Grade point averages shall be calculated using the following values:

Regular Courses

90 - 100	=	A	4 points
80 – 89	=	B	3 points
70 – 79	=	C	2 points
60 – 69	=	D	1 point
59 and below	=	F	0 points
0	=	I	Incomplete

- (3) Meet state and district graduation requirements;
- (4) Semester grades in all high school courses, including those taken before 9th grade, shall be considered in calculating the grade point average.
- (5) Must be enrolled in and earn their final two years of credit in the school. **Exception:** Participation of a Levy County student in an approved exchange program for up to one year. (Early admission to college with required course enrollment meets this criterion).
- (6) Grades shall be calculated through the 7th semester (1st semester, senior year).
- (7) For determining Valedictorian and Salutatorian the Florida Academic Scholars GPA will be used.
- (8) If a tie occurs, individual class averages for those courses used to calculate the Florida Academic GPA will be calculated to break the tie.

IV. As required by the Department of Education, students that choose the 18-Credit Option shall have access to the Valedictorian and Salutatorian designation using the following criteria:

- (1) Meet all requirements in items Sections I or II based on which section is appropriate to their enrollment status in high school.
- (2) Shall have a numeric grade average that meets or exceeds the numeric average of the 24 credit Valedictorian or Salutatorian; or have a GPA that meets or exceeds the GPA average of the 24 credit Valedictorian or Salutatorian; or have a Florida Academic Scholars GPA that meets or exceeds the Florida Academic Scholars GPA of the 24 credit Valedictorian or Salutatorian selected from the graduating senior class for the appropriate designation.
- (3) The 18-credit Valedictorian and Salutatorian shall have no effect on the 24-credit designations and shall be recognized as a separate designation.

Progress reports :

Progress reports will NOT be sent home. **Parents and students are encouraged to monitor grades and attendance through SKYWARD.** Passwords are available in the front office.

Report cards

Report cards will be distributed on the following dates: October 30th, January 29th, April 13th, and June 17th or when the required state testing data is available for report cards.

Missing Credits:

Students who have lost credit may sign up and attend PLATO credit retrieval during school.

Withdrawal of students

A student must secure a withdrawal slip from the guidance office. This slip is to be presented to each of the student's teachers for signature and indication of the return or failure to return all textbooks. The slip must be returned to the guidance office by the student.

SECTION IV

MEDIA CENTER & TECHNOLOGY

Media center

Students may use the Media Center for research, reference, and reading. Teachers should notify the Technology Aide of plans for class groups to visit the Media Center; in such cases, the teacher must accompany the student group. If a student goes to the Media Center unaccompanied by a teacher, a planner signed by the teacher to whom the student is responsible for that period is required. Arriving at the Media Center, the student must present the planner at the desk; before returning to the classroom, a planner must be completed by the Media Center personnel. *Students causing disturbances in the library will be sent back to class. No students are allowed in the Media Center when an adult is not present.*

Technology

It is a privilege to use electronic technology. Responsible users may use technology to research assigned classroom projects and send electronic mail (e-mail) to other users.

Responsible users take care of electronic equipment.

Responsible users refrain from visiting internet sites deemed inappropriate by the school and or county administration.

Responsible users may use technology for legal purposes and original work.

Responsible users communicate with polite and respectful language.

Responsible users follow the rules of common sense and etiquette.

Responsible users send or get copyrighted materials with proper permission.

Failure to adhere to policy and guidelines may result in suspension of access privileges. If a student damages any equipment, he/she will pay for the repair or replacement of the item(s).

Section V: STUDENT LOCKERS

Lockers are for student use on school premises and are the property of the School Board of Levy County. Lockers are not to be used to store items which are forbidden by state law or school rules. The School Board of Levy County retains the right to inspect lockers and their content to insure that the locker is being used in accordance with its intended purpose.

Only Bronson Middle/High School locks may be used unless permission is given by administration to use another lock. Other locks will be cut off of lockers. Lockers must be locked at all times. Students may rent school locks for 1 year for \$3.00. The replacement fee for lost school locks is \$5.00.

Students will be expected to keep their lockers clean. Students may not share lockers or switch lockers. Students will not put stickers or write graffiti on the lockers. Students will be charged for any damage to locks or lockers and may face disciplinary action.

Section VI: BUS TRANSPORTATION

1. Stand off the roadway while waiting for the bus.
2. Keep your seat always when the bus is moving.
3. Keep your arms and head inside bus windows.
4. Walk 10 feet in front of the bus. Wait for the driver to signal before crossing the road.
5. Unnecessary conversation with the driver is dangerous. Please remain quiet.
6. Normal classroom conduct is to be observed.
7. Absolute silence is required at all railroad crossings.
8. The driver is in full charge of the bus and students. Pupils must obey the driver.

9. The driver has the right to assign pupils to seats if necessary.
10. No food or drinks are allowed on the bus.
11. Students must be on time.
12. Riding the bus is a privilege. **Do not abuse it. Violation of these rules could result in temporary or permanent suspension from the bus.**

Vehicle transportation and parking

Students: Driving and parking on the Bronson Middle/High School campus is a privilege. The following regulations must be observed in order to continue driving a vehicle to school.

1. It is the responsibility of all students who drive to school to be fully aware of the expectations they must adhere to during the operation of vehicles while on the school campus. Student drivers must abide by the rules and regulations established for the safety of the student body. All students who drive to school must park in the parking lot designated for students.
2. All student vehicles parked on school grounds must have a parking permit with registration number displayed.
3. Permits must be purchased in the office from Mrs. Tindale. Permits must be displayed on the rear view mirror.
4. The cost of a parking permit is \$15.00.
5. Students must exercise extreme caution when entering and exiting the parking areas. The maximum speed limit on school grounds is **TEN** miles per hour.
6. **The school is not responsible** for damages or theft to any motorized vehicle (including motorcycles and bicycles). Furthermore, the school is not responsible for damages to or theft of contents of these vehicles. **Remove valuables from your vehicle and lock it.**
7. Automobiles illegally parked or parked without a parking permit may be towed away at the owner's expense.
8. Upon arrival to school, students are to leave their vehicles immediately.
9. Students are reminded that Florida law forbids students from riding in the back of a pickup truck.
10. **Parking on campus is a privilege and may be revoked due to misbehavior or noncompliance with school rules.**

Upon arrival to school:

1. All students must wait in the designated areas on sidewalks.
2. Students will need written teacher permission to enter buildings or classrooms before school.

IT IS THE POLICY OF THE SCHOOL BOARD OF LEVY COUNTY THAT ANY MOTOR VEHICLE PARKED IN A PARKING AREA ON WHICH STUDENTS OR VISITORS ARE PERMITTED TO PARK OR WHICH IS DESIGNATED AS A STUDENT OR VISITOR PARKING AREA MAY BE SEARCHED BY THE SITE ADMINISTRATOR OR DESIGNEE WITHOUT A WARRANT UNDER THE FOLLOWING CIRCUMSTANCES:

- 1) WHERE WEAPONS INCLUDING BUT NOT LIMITED TO GUNS, KNIVES, OR CLUBS, ARE IN PLAIN VIEW WITHIN THE MOTOR VEHICLE, OR
- 2) WHERE THE STUDENT OR OTHER PERSON HAS ORALLY CONSENTED TO THE SEARCH OF THE MOTOR VEHICLE, OR
- 3) WHERE THERE IS REASONABLE SUSPICION TO BELIEVE THAT THE CONTENTS OF A MOTOR VEHICLE OFFEND AGAINST THE LAW OR THE RULES OF THE SCHOOL BOARD OF LEVY COUNTY, FLORIDA, OR WHERE THERE IS REASONABLE SUSPICION TO BELIEVE THAT THE MOTOR VEHICLE CONTAINS ARTICLES WHICH SCHOOL PERSONNEL ARE AUTHORIZED TO SEIZE, OR
- 4) WHERE THERE IS REASONABLE SUSPICION TO BELIEVE THAT THE MOTOR VEHICLE WAS USED IN THE COMMISSION OF A CRIME, OR
- 5) WHERE THERE IS REASONABLE SUSPICION TO BELIEVE THAT THE MOTOR VEHICLE IS CARRYING A PROHIBITED OR STOLEN OR ILLEGALLY POSSESSED SUBSTANCE OR OBJECT. THE SITE ADMINISTRATOR OR DESIGNEE MAY REQUIRE THE STUDENT TO SURRENDER POSSESSION OF ANY KEY TO A MOTOR VEHICLE PARKED IN A STUDENT PARKING AREA AS DESCRIBED HEREIN FOR THE PURPOSE OF OPENING THE MOTOR VEHICLE. FORCED ENTRY INTO A MOTOR VEHICLE WHICH IS LOCKED SHALL NOT BE PERMITTED

THE SITE ADMINISTRATOR SHALL PERMIT THE STUDENT TO BE PRESENT DURING THE SEARCH OF THE MOTOR VEHICLE. ANY ITEM FOUND IN OR ON THE MOTOR VEHICLE WHICH IS PROHIBITED BY LAW OR RULES OF THE SCHOOL BOARD MAY BE IMPOUNDED. WHERE APPROPRIATE, SUCH ITEMS MAY BE RELEASED TO A LAW ENFORCEMENT OFFICER WHO SHALL BE REQUIRED TO SIGN A RECEIPT.

IN THE EVENT THAT ANY PROVISION OF THIS POLICY, IF STRICTLY CONSTRUED, WOULD RESULT IN DANGER TO ANY PERSON BY REASON OF A) APPARENT EMERGENCY OR B) BY ADVERSE CONDUCT OF A STUDENT OR ANOTHER PERSON, ANY PERSON ACTING UNDER THE AUTHORITY OF THE SCHOOL BOARD OF LEVY COUNTY PUSUANT TO THIS POLICY IS AUTHORIZED TO TAKE ANY REASONABLE ACTION.

SECTION VII

EXTRACURRICULAR ACTIVITIES & ATHLETICS

School activities

Participants in **ALL** school-related activities must conduct themselves in accordance with school rules and regulations, or participation in these activities will be denied.

Debts

Students who accumulate financial debts may be restricted from extracurricular activities until the debt is paid. In addition, all debts must be cleared before graduation.

Textbooks

When a textbook is lost or damaged beyond normal usage, the student shall pay the cost for replacement or the assessed amount for damage. No additional library books or textbooks will be issued until the matter is resolved.

1. Participation in Homecoming, Grad Night and Jr./Sr. Prom

Homecoming, Grad Night and the Jr./Sr. Prom are open to BHS students. Non-students may attend the prom only on an individually approved basis by the administration. All participants in Homecoming must have a 2.0 GPA. Only BHS seniors may attend grad night.

2. Club and Class Officer Requirements

- a. To run for office a 2.0 average in academic subjects during the previous semester is required.
- b. A 2.0 average in academic subjects must be maintained during term of office.
- c. Display good conduct.
- d. Students may be removed for inappropriate behavior or conduct.
- e. Special elections may be held if removal is invoked.

3. Athletics

All students must have a physical exam before participating in athletics. Student must also have a 2.0 cumulative GPA for high school students and a 2.0 the previous semester for middle school students. To participate in athletics all students must meet the eligibility requirements of the FHSAA and those set forth by the Florida Legislature.

4. Eligibility for extracurricular and co-curricular activities

All competitive activities beyond the school level, including but not limited to athletics, band, FFA, FHA, FBLA, High-Q, must meet current FHSAA rules concerning scholastic eligibility. It is the responsibility of the club sponsor to check and certify the eligibility of those students who will participate in competitive activities beyond the school level.

A 2.0 grade point average is required for participation in clubs and extracurricular activities.

