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Merritt Brown Contact Information:

5044 Merritt Brown Way, Panama City, FL, 324045

Phone Numbers

Main Office 767-3976

Registrar 767-3981

Fax Line 872-7625

MBMS Website <http://www.bayschools.com/bms>

Parent Portal <https://focus.bayschools.net/focus/>

Email

Principal: Gelonda Martin townsgk@bay.k12.fl.us

Assistant Principal: Judy Hall hallja@bay.k12.fl.us

Assistant Administrator: Michelle Spencer spencmj@bay.k12.fl.us

PHILOSOPHY

At Merritt Brown Middle School we believe everyone has the right and responsibility to achieve his or her best. To make this happen, everyone needs a safe and positive environment to learn. To be the best we can be, we will:

- Set clearly defined limits for everyone.
- Respect everyone's uniqueness and individuality.
- Hold everyone accountable for his/her actions.
- Provide all students with curriculum, strategies, and enrichment that will enable students to achieve their personal best.

Principal's Welcome:

Welcome to Merritt Brown Middle School, home of the Bears! We are a secondary-level school with nearly 75 faculty and staff members serving approximately 650 students in grades 6 – 8 in Panama City, Florida. Merritt Brown fosters a nurturing, family-oriented, safe environment in which students can learn and be successful. Our faculty and staff are committed to inspiring our students beyond limits. I have high expectations and know that our students are capable of doing wonderful things.

Students are invited to engage in the performing arts through our chorus and drama classes as well as our school band. Merritt Brown's students have been honored and recognized in the State's Art in the Capitol Competition and the Bay District Schools Tom Barefield History Fair. Through Career and Technical education curriculum offered on our campus, students are introduced to Java Script code and can earn computer industry certifications. Merritt Brown hosts an 850 We Will Regrow program in which students are able to give back to the community by working with their peers to replenish the community with trees after the impact of Hurricane Michael. Additional offerings to our students include Builders Club, NJHS, and athletics.

I invite you to peruse our website and contact us with any questions that you have.

Sincerely,

GeLonda Martin, Ed. S.
Principal

Merritt Brown School Expectations

Merritt Brown is a school that aims to promote positive learning behaviors through the expectation that all students are safe, respectful, and responsible-and that all student **ROAR** to be successful.

R-Respectful **O**-Open-minded **A**-Accountable **R**-Ready to Learn

- Aims to build effective environments in which positive behavior is more effective than problem behavior.
- Provides a collaborative, assessment-based approach to developing effective interventions for problem behavior.
 - Emphasizes the use of preventative, teaching, and reinforcement-based strategies to achieve meaningful, durable behavior and lifestyle outcomes.

Merritt Brown School Expectations are based on students exhibiting the characteristics of being Respectful, Open-minded, Accountable, and Ready to Learn in various areas and settings of their daily school life. We believe that by helping students practice expected behaviors, we will build a productive school community where all children can learn and grow.

MBMS Colors: Blue and Orange

MBMS Mascot: Bear

MBMS Motto: Do your personal best.

R.O.A.R.

- R- Respectful:

Show respect to all adults and peers on campus and on social media. Use kind words and avoid negative talk about anyone. Show respect by behaving in an appropriate way that does not disrupt teaching or learning.

- O-Open-minded:

Have a growth mindset for yourself and others! No matter how “bad” you are at something- you WILL become a great deal better with effort. Be accepting of others’ opinions, styles, and interests. Every student on campus is worthy of respect and kindness.

- A-Accountable:

Take ownership of your learning, words and actions. Turn in assignments on time and complete. Do not abuse opportunities to take re-assessments- do it right the first time! Own mistakes when you make them and avoid repeating mistakes. Be trustworthy and show integrity by doing your personal best each day.

- R-Ready to Learn:

Come to each class on time with all needed materials. Be in your seat and ready to work before the tardy bell. Have your Chromebook charged each day and prevent it from being damaged. Follow school wide expectations to be safe. Come with a positive attitude each day. Seek help from teachers, guidance, or administrators if something is interfering with your learning.

Merritt Brown Middle School



Classroom Expectations

Be Safe:

- Keep hands, feet, and objects to myself.
- Avoid negative situations with my peers.
- Keep chairs pushed in and backpacks out of the walkways.

Be Responsible:

- Be in my seat and ready to work before the tardy bell rings.
- Come to class with all needed materials and a charged Chromebook.
- Actively participate in class and complete all assignments ON TIME.
- Follow classroom procedures for retaking tests or turning in make-up work.
- Use the Chromebook appropriately-only play games and music when permitted.
- Know what your learning objectives are and ask questions if you do not understand.

Be Respectful:

- Show respect to all teachers and peers by using kind words and encourage others.
- Respect other's opinions, learning styles, and opportunity to learn.
- Listen and follow all directions for all areas of the classroom.
- Use an inside voice when speaking during group work.

Merritt Brown Middle School



Courtyard Expectations

Be Safe:

- Keep hands, feet, and objects to myself.
- Avoid negative situations with my peers and refrain from horseplay.
- Stay in assigned areas within the blue lines.
- Walk when moving around courtyard.
- Avoid getting wet from rain
- Report any suspicious or harmful activity to a supervising adult.

Be Responsible:

- Use the restroom, water fountains, and eat breakfast with enough time to get to class before the tardy bell rings.
- Keep track of your belongings.
- Be in dress code at all times, and make sure your cell phone is put away.
- Use Chromebooks appropriately and prevent them from being damaged.
- Use the trash cans and help maintain a clean campus.

Be Respectful:

- Show respect to all adults and peers by using appropriate language.
 - Listen and follow all directions from adults.
 - Use an inside voice when speaking; only friends in your area should hear you.
-

Merritt Brown Middle School



Bathroom Expectations

Be Safe:

- Keep hands, feet, and objects to myself.
- Keep the doorway clear.
- Avoid negative situations with my peers and refrain from horseplay.
- Report any suspicious or harmful activity to a supervising adult.
- Use the student restrooms only and then return to your assigned area.

Be Responsible:

- Use the restroom and water fountains, with enough time to get to class before the tardy bell rings.
- Report any students hanging out in the bathroom.
- Practice good hygiene. (Wash hands, flush toilet, and throw trash away)

Be Respectful:

- Respect others' privacy.
 - Refrain from using technology in the bathroom.
 - Use school appropriate language.
-

Merritt Brown Middle School



Transition Expectations

Be Safe:

- Keep hands, feet, and objects to myself.
- Avoid negative situations with my peers and refrain from horseplay.
- Walk in the correct direction and use the correct doors to enter and exit the buildings. Use caution in the stair wells.
- Report any suspicious or harmful activity to a supervising adult.

Be Responsible:

- Use the restroom and water fountains, with enough time to get to class before the tardy bell rings.
- Keep track of your belongings.
- Be in dress code at all times, and make sure your cell phone is put away.
- Have the Chromebooks appropriately stored and prevent them from being damaged.
- Use the trash cans and help maintain a clean campus.

Be Respectful:

- Show respect to all adults and peers by using appropriate language.
- Listen and follow all directions from adults.
- Use an inside voice when speaking; only friends in your area should hear you.

Parent Portal

Parent Portal is a complete online system which allows parents access to their student's information including, but not limited to, students schedules, grades, discipline, and attendance.

School registration and yearly updates are online and will be done through Parent Portal. If further assistance is needed, please contact Mrs. Moran, our registrar @ 767-3976.

Grade Scale

A	90-100	Outstanding Progress
B	80-89	Above-Average Progress
C	70-79	Average Progress
D	60-69	Lowest Acceptable Progress
F	0-59	and Below Failure

Supervision of Students

Supervision of students by school personnel will be limited to 30 minutes before and after school. The 30 minutes supervision time also applies to school sponsored activities. Therefore, it is requested that parents should not leave students at school before 8:30 a.m. and students should be picked up after school by 4:00 p.m.

School Advisory Council (SAC)

The SAC is responsible for assisting in the formulation and implementation of the school improvement plan, acting as an advisor to the principal, assisting in the development of the educational program, providing input to the school's annual budget, and acting as a liaison between the school and community. It functions to unite school staff, parents and local community/business members in an effort to improve the quality of education provided to the students of Merritt Brown Middle School. All parents/guardians and community members are invited to participate on the School Advisory Council. The advisory council meets at least four times during the normal school year and makes recommendations and decisions regarding the management of the school. It is a vital part of our efforts to keep in constant touch with our parents and community in order to provide the best possible education and services for our students. If you are interested in attending and/or serving please contact the school at 767-3976.

School Supplies

To be successful, all students need the following supplies each day:

- folders with prongs and pockets (NO black, enough to last all year)
- pencils, enough to last all year
- black or blue ink pens
- wide-ruled loose leaf paper – enough to last all year, no spiral notebooks
- highlighters
- pink eraser

Teachers may request additional materials. *MBMS provides every student with a Chromebook.*



Cell Phones - SEE IT, HEAR IT, USE IT= DISCIPLINE REFERRAL

Students may possess cell phones on school property and at school functions but the cell phone(s) **must be off** (including vibrate) and not be visible during school hours, this applies upon entrance to exit of school. Cell phones may not be used on the bus. Students may not use such devices on school property during regular school hours, including lunch. **Any student who chooses to bring a cellular telephone to school shall do so at his or her own risk.** School personnel shall not be responsible for damage, loss or theft of a student's cellular telephone while on school property. **Cell phones misused in accordance with this policy shall be confiscated from the student and turned in to Administration. Any student that videos an altercation is subject to discipline.**

Only a parent or guardian may pick up the cell phone after confiscation.

Possession of Electronic Devices During FSA

Possession of any electronic device that reproduces, transmits, calculates, or records **is cause for invalidation.** Possession is defined as within arm's reach, even if the electronic device is not visible. Students should not have cell phones in their pockets, clipped to their belts, at their desks, or anywhere they can be easily accessed **during testing.**



Items Not Allowed

It is illegal to possess any tobacco, tobacco products, drugs, or weapons while on the school campus. Possession of these items on campus will result in disciplinary action according to Bay District Schools' zero tolerance policy and may result in an arrest by the School Resource Officer.

- Radios, iPods, electronic games, electronic devices, speakers – or other noise makers
- Laser pointers
- Toys, fidget spinners
- Large sums of money
- Rubber bands or glitter
- Cigarette paper (rolling paper)
- **NO aerosol/pump spray perfumes, colognes, hairspray or deodorant**
- Lighters
- Electronic cigarettes "e-cigs"
- Bandanas
- Mardi Gras beads
- Other valuable personal items
- **"White out" or permanent markers (Sharpies), or gel pens**
- Sale of items is prohibited, unless for an authorized school fundraiser
- **Unsealed containers**
Drinks/containers must be factory sealed and can only be opened and consumed during lunch period.
- **GUM**, candy, Sunflower seeds
- **No SHARP objects** (ex. Scissors, Ninja stars, shanks, knives, hat hooks)
- Glass containers
- **Grooming in class:** brushes, combs, lipstick, etc.
- Balloons-helium filled or uninflated
- Any items not specifically listed are at the discretion of school administration
- No footballs, basketballs, or skateboards

School personnel shall not be responsible for damage, loss or theft of a student's items while on school property. Students are not allowed to bring gum/candy/drinks to Merritt Brown. Drinks may only be brought in pack lunches from home. Careless disposal of gum and candy presents sanitation and cleaning issues.

The administration reserves the right to confiscate any item which could place anyone's health or safety in jeopardy or could cause interference with the educational process

Attendance Policy and Procedures

Regular attendance is the responsibility and obligation of each and every student enrolled at Merritt Brown Middle School. A written excuse by a parent or guardian should state the reason for any absence and the specific date(s) on which the student was absent. **All written excuses**

must be turned in to the AP's office. Documentation must be filed with the principal's office within three (3) days of the absence. Students are not allowed to attend school activities on days that they are not in attendance unless prior permission has been secured.

According to the State and District guidelines, any student that misses in excess of 20 days will be referred to a Child Study Team. Students with four (4) or more unexcused absences in a grading period shall be placed on Administrative Probation, which shall include denial of participation in extracurricular activities through the end of the current grading period.

Excused absences will be granted for the following reasons:

- Illness of student. **A written statement from a physician that the student is under the supervision of the physician and that the student's condition justifies the number of days absent will be required after five (5) consecutive days absence.**
- Doctor or dentist appointments with slip signed by the doctor or dentist
- Death in the family or other bona fide family emergency
- Absences approved by a school administrator
- **Pre-approved family leave:** Requests for family leave must be in writing and approved **before** the student is to be absent and must comply with the following criteria.
 - (a) The student must have a "C" average or higher in all classes for the grading period.
 - (b) Leave cannot be taken during school breaks.
 - (c) The requested leave cannot be for more than five (5) days per school year and may not be during FSA.

Makeup Work - Unexcused Absences Students are responsible for making up all work missed, including tests and exams, during an unexcused absence. If the unexcused absence is due to a suspension of one to three (1-3) days, the student must contact the teacher upon the student's return to class to make arrangements to make up within five (5) school days work missed. Parent(s)/guardian(s) of students suspended for more than three (3) days are responsible for contacting the school by the end of the third day of suspension and obtaining the missed work assignments. All work must be completed and returned to the classroom teacher upon the student's return to school.

Makeup Work – Excused Absences A student who receives an excused absence must make arrangements with each teacher to make up any missed work the first day that he or she returns to school. Students will have five (5) school days to make up work.

Tardiness: Students are responsible for regular and punctual class attendance. They must be inside the classroom by the end of the ringing of the tardy bell in order not to be considered tardy. Chronic tardiness will be investigated by a designated school representative. Disciplinary action will result after 5 tardies within a nine week period..

Perfect Attendance: To receive recognition for perfect attendance, a student must be present **every day all day in every class.** This recognition does not consider excused absences as being present, unless the student is attending a school approved function or competition.

**Merritt Brown Middle School
Supply List for All Grades
2019-2020**

Required:

- Loose leaf notebook paper (wide-rule, enough to last all year) NO spiral notebooks
- Pencils, enough to last all year
- Pens, blue or black (not gel pens)
- Folders with prongs and pockets
- Pink eraser and/or cap erasers

Recommended:

- Markers (not permanent)
- Color Pencils
- Ear Buds

Classroom Needs:

- Kleenex or similar
- Hand sanitizer
- Paper towels
- Disinfectant wipes
- Dry erase markers

TEMPORARY REVISIONS FOR 2019-2020 Student Uniform and Grooming
7.303

- **Shirts:** T-shirts and shirts of any color. Must fit appropriately with sleeves, cover waist and underarms. No inappropriate graphics, language, or logos.
- **Bottoms:** Any color. Must be appropriately fitted and seated in the waist. No shorts, skirts, or dresses shorter than 5" above the knee caps as measured standing up. Dresses with sleeves and underarms covered.
- **Jackets:** Must be appropriately fitted. Hoods not permitted indoors.
- **Shoes:** Closed toes and closed backs preferred. No bedroom shoes, flip-flops, shower shoes, or beach footwear.

Physical Education Class Supplies/Clothing:

- Shirt: Plain white t-shirt (no sleeveless, no V-neck)
- Athletic Shorts: No shorter than 5 inches above the knee.
- Shoes: Closed toe, closed back
- Lock: for PE locker.

Students in PE classes are required to dress in exercise clothes and suitable shoes for student safety. Students who are not dressed for PE will not be allowed to participate.

Any interpretation of the uniform that is required of this policy shall be the responsibility of the principal of each school.

Other:

- Scarves must be worn appropriately around the neck or shoulders (accessory item only; no bandanas).

- No head wear except sunglasses. Hats or other sun-protective wear to only be worn while students are outdoors during school hours (**not during class changes**); However, at all other times, the sun protective items must be properly stored by the student in their pockets, purse, locker or backpack.
- No jewelry or accessory that may be used as weapons such as chains or spiked jewelry.
- Jackets/Coats must have buttons, zippers or snaps that are from top to bottom. Jackets can be any color. Jackets may be worn in the classroom at the discretion of the teacher.

Students participating in extracurricular activities shall conform to the standards of this policy while attending classes during the regular school day. Cheerleaders may wear their uniforms when required for participation in school sanctioned activities. Athletes may wear the team jerseys on game days with appropriate uniform bottoms.

Discipline for violating student uniform and grooming policy shall be as follows:

- First and second offense consequences are: notification of parent or guardian; change of inappropriate attire;
- Consequences for subsequent offenses may include:
 - a. notification of parent or guardian;
 - b. change of inappropriate attire
 - c. one to three days of in-school suspension,
 - d. three days of after school detention if available
- The fourth and subsequent offenses are willful disobedience which will result in further disciplinary action, which may include out of school suspension or expulsion;
- Any absence resulting from a violation of the Student Dress Code will be considered an unexcused absence.

Dress Code for School Dances:

Girls (Think modesty)

- No shorts, skirts or dresses shorter than five inches (5") above the knee caps as measured standing up,
- All dresses must have a minimum of 2 inch straps (**NO Spaghetti Straps**)
- No mid-riff may be exposed --- period

Boys

- Dress shirts (button down)
- Polo shirts
- Dress pants (uniform pants acceptable)
- All shirts must be tucked in
- **Belts required**
- Sandals or dress shoes are acceptable

School Dances

Merritt Brown Dances are for **Merritt Brown students only**. Students must remain inside the building at all times and will not be allowed to leave the dance area without a parent or guardian. **NO ONE IS ALLOWED OUTSIDE** except when arriving or leaving. Students are expected to have rides home at the designated time. Students left more than 30 minutes after any dance may be placed on activity detention for the remainder of the school year. Students will report to the entrance and will be checked in to the dance by chaperones. Parents may not drop students and leave until all apparel is approved. The students must pass the acceptable dance dress code.

Guidance Services

The primary job of the Middle School guidance counselor is educational planning. Guidance counselors may also help students with personal/social problems. Counselors will initiate some conferences with students, but if any student desires an appointment to talk with the counselor

about any kind of problem he or she should go to the Guidance Office during their elective, or before or after school to schedule an appointment.

Parent/teacher conferences are arranged through the Registrar. Conferences may be scheduled by calling the school at 767-3976.



Library-Media Center

Merritt Brown's Media Center is open for student use throughout the school day. Students are welcome to come in to read, browse and checkout a book, conduct research, search the web or write reports. If students have a special project to work on, a media center specialist is available.

- Student must have their planner signed by their teacher to go to the Media Center.
- Student may checkout two books at a time for two weeks.
- Student may renew a book that is a low-priority. Some restrictions may apply due to special projects.
- Failure to return or pay for lost or damaged library books will result in loss of checkout privileges and may result in withdrawal of privileges.

LOST OR DAMAGED BOOKS Textbooks and library books are loaned to students by the state of Florida and Bay District Schools. If these materials are lost or damaged, students are required to pay for them. As a result of any deficiencies, field trip/extra-curricular activities will be denied and report cards will be held for parents to pick up in the office.

Hall Passes

Any student who wishes to enter or leave the room during the class period, or is performing a duty that takes him/her through the halls, must have a pass issued by a faculty member. The student will need to provide his/her planner to receive the pass.

Promotion Requirements

In Bay District Schools, there will be no social promotion. Florida Statute 1003.4156 states all students must have successfully completed three middle school or higher courses in English, Mathematics, Social Studies, Science and one course in Career and Education Planning. Additionally, 7th grade Civics has an EOC course requirement.

Bus Passes Emergencies Only

An official MBMS bus pass is only issued for emergencies. Spending the night with a friend does not constitute an emergency. A bus may not have room for an extra student. A bus pass is needed in order for a student to ride another bus or get off at a different stop. **To receive a bus pass a student must bring a written permission note from the student's parent or guardian to the AP's office before school starts.** Make sure to include the student's name, the bus number of the bus the student is to ride, and a telephone number of a parent or guardian for follow-up and verification.

**Requests for bus passes will not be approved
at the end of the day or by phone.**



Conduct on School Buses

7.205

It is the responsibility of students to abide by the rules of the School Board in order to assure the safety of all students. Failure to abide by School Board rules will result in disciplinary action. The

principal has the authority to suspend and/or recommend expulsion of the student from bus riding

privileges. See also 6.312, Authority of Bus Drivers of Transported Students. In addition to following the rules of the School Board, all transported students must:

- Occupy the seat assigned by the bus driver and refrain at all times from moving around while the bus is in motion. In cases where standing is necessary, the student shall stand in the area designated by the bus driver.
- Singing, shouting or other unnecessary noise is prohibited. Absolute silence on the bus shall prevail while the bus is stopped for railroad crossings or for discharging students.
- Obey all directions given by the bus driver.
- Wait until the bus has come to a complete stop before attempting to get on or off the bus. Students shall form a line in order to insure safety in getting on or off the bus.
- Observe proper rules of conduct while waiting for the bus. All rules of conduct of the school shall apply while the student is at the bus stop. In addition students at, or in the vicinity of, a bus stop or transfer station shall:
 - Not trespass on or abuse private property;
 - Stay off the roadway far enough to avoid traffic hazards;
 - Not leave litter or refuse;
 - Not harass or intimidate other students, passers-by or traffic;
 - Refrain from use or possession of tobacco products.
- Enter or leave the bus only at the front door after the bus has come to a complete stop except in cases of emergency or on instructions from the bus driver.
- If necessary, cross the highway in the proper manner and as instructed by the bus driver after leaving the bus.
- Keep all parts of the body inside the bus windows at all times.
- Refrain from throwing objects inside or outside the bus at any time.
- Refrain from the use of profane or objectionable language and from engaging in any other objectionable conduct. No pushing, fighting, or any other type of misconduct shall be permitted at any time.
- Cross the roadway ten (10) feet in front of the bus so that the bus driver can observe students at all times.
- Refrain from bringing animals or anything in a glass container on the bus, including science specimens, etc., without at least one (1) day prior permission from the bus driver.
- Proceed to their final destination by School Board provided transportation unless otherwise authorized by the principal.

Enforcement and Penalties. The following minimum penalties shall be applied by the principal for any violations of the rules set forth above or School Board rules. If warranted in the opinion of the principal, the penalties for the first three (3) referrals may be bypassed and more severe penalties imposed.

1. First Referral:

A. Warning by principal; and/or B. Conference with a counselor or parent; and/or C. Loss of bus riding privilege for up to three (3) days.

2. Second Referral.

A. Conference with parent; and/or B. Loss of bus riding privilege for three (3) days

3. Third Referral.

A. Loss of bus riding privilege for three (3) to five (5) days.

4. Fourth Referral.

A. Loss of bus riding privilege for five (5) to ten (10) days; or B. Recommendation of expulsion from bus transportation for the remainder of the semester.

5. Fifth Referral.

A. Recommendation of expulsion from bus transportation for the remainder of the school year. Parents or legal guardians of a student provided bus transportation shall annually obtain, sign, and return a form containing rules for conduct of students at bus stops and on school buses. Such form must be returned to the Transportation Department within five (5) days of the date transportation is initiated for the student.

Students who have been suspended or expelled from bus transportation shall be required to

attend school. Transportation shall be the responsibility of the parents or legal guardians.



Medicine

All medicine must be stored and administered in the main office. No student is to have any type of medicine on his or her person or in his or her P.E. locker. This includes prescription and over-the-counter medicine, such as Ritalin, cough drops, and aspirin. A permission form, kept in the school office that has been signed by a parent/guardian and a physician, must accompany all medicines.

Injuries at School

All school injuries must be reported to the teacher in charge. If the injury requires medical attention, it must be reported to the school office before going to the doctor. The office personnel will then contact the Health Tech. The school system has insurance available to parents, but they must subscribe to it individually. Additional information about specific coverage is listed in the insurance policy. All students must have a pass to see the office personnel about an accident or illness.

Elevator/Stair Use

An elevator is available to students in the school who, are handicapped, have had surgery are on crutches, etc. and who have received special permission from an Administrator or the health tech. A note from a doctor and a parent or guardian is required. One student may assist an injured student on the elevator. Students who use the elevator without a pass may receive a discipline referral.

Students are not allowed to use the stairs at the back of building 4

Cafeteria Information

Students are NOT permitted to charge school meals.

Charge Meal Policy: If a student does not have meal money, they will be provided an alternative meal (sandwich, white milk and fruit). **At no time will a student not be fed!**

Check Payment Policy: The Food Service Department will accept checks for meal payment. However, if an individual has written two (2) checks that are returned for insufficient funds, no additional checks will be accepted for payment. Returned checks are charged \$15.00 each processing fee. Subsequent payment must be cash, cashier's check or money order. Students may pre-pay for breakfast and/or lunch by the week. **The check or cash must be taken to the cafeteria before the first bell.**

The cost of meals for the 2019-2020 year:

ALL MEALS WILL BE PROVIDED AT NO COST THIS YEAR ONLY



My Lunch Money - Paying for meals on the Internet

Food Service has implemented a new internet website to assist parents in paying for meals with a credit card. It is www.SchoolPaymentSolutions.com (SPS). There is a \$2.50 charge to use your credit card; however, when you enroll there is NO CHARGE to monitor the account to make sure you child doesn't run out of money. This new website also allows you to see just what your child is purchasing with this money. To enroll at the website, you will need your child's 10-digit school

identification number. You can get it from your school or from the Food Service at 767-4281.

For additional questions, their toll free number is: 866-334-7284 or you may call Food Service at 767-4281.

Computer Code of Conduct

For ethical computer conduct, please follow these simple rules:

- Respect others' rights to privacy.
- Only access, or use information on the computer if you have the permission of the owner of the information.
- Only use computers, software, and related technologies for purposes that are lawful, beneficial to others, and that are not harmful to others or others' property.
- **Internet Access requires parental consent.** Special forms are available for this purpose.
- Do not make changes to or delete computer programs, files, or information that belongs to others.
- ONLY USE SOFTWARE YOU OWN OR HAVE BEEN GIVEN PERMISSION TO USE.
- Only make copies of computer files that you own.
- Any misuse of computers/computer access can result in revocation of this privilege.

Emergency Drills

Emergency drills (fire, tornado, etc.) will be held several times during the school year.

When the fire alarm sounds, students must line up quickly and quietly. Exit the building by the pre-planned route from **the classroom**. If a student is not with his class when the fire alarm sounds, leave the building by the nearest exit. When the tornado alarm sounds, students should go quickly and quietly to their designated areas, sit with their face to the wall, and cover their head. If a student is not with his class when the tornado alarm sounds, enter the nearest building, get away from doors and windows, sit facing the wall, and cover your face. All students remain in that position until an announcement is made to return to normal operations.

Important FSA Information

Electronic Devices Policy

If students are found with **ANY** electronic devices during testing, their tests will be invalidated. The best practice would be for students to leave devices at home on the days of testing.

Student Pledge

Students will be asked to sign a pledge prior to testing indicating that they will not give or receive unauthorized help during the test. If students are caught cheating, their tests will be invalidated.

Leaving Campus

If students leave campus before completing any FSA test (for lunch, an appointment, or illness, etc.), they **WILL NOT** be allowed to complete the test.

FSA Website for Parents and Students <http://www.fsassessments.org/students-and-parents>

Public Display of Affection **(PDA)**

Public displays of affection such as hugging, kissing, holding hands or putting arms around each other are not allowed and may result in disciplinary actions.

Harassment

Merritt Brown Middle School is committed to providing an educational environment free of harassment. Harassment is defined by SESIR as, "Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial

emotional distress in such a person and serves no legitimate purpose.” If you believe you have been subjected to harassment, report it immediately to a teacher, guidance counselor, or an administrator.

Bullying

Merritt Brown Middle School believes that all students have a right to a safe and healthy school environment. Bullying is defined by SESIR as, “Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual’s school performance or participation.” Students are encouraged to disclose problems to teachers, counselors and or administrators. It is the policy of the Bay District School Board that all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The full policy (7.207) is found in Chapter 7 of the school Board Policy, available at your child’s school.

EARLY RELEASE BELL SCHEDULE

FIRST BELL.....8:55

Pass Time..... 5

FIRST HOUR.....9:00-9:20

Pass Time..... 4

SECOND HOUR.....9:24-9:44

Pass Time..... 4

BEAR 08/THIRD HOUR.....9:48-10:08

Pass Time..... 4

FOURTH HOUR.....10:12-10:32

Pass Time..... 4

FIFTH HOUR.....10:36-10:56

Pass Time..... 4

SIXTH HOUR.....11:00-11:20

Pass Time..... 4

SEVENTH HOUR.....11:24-1:00

LUNCH

ELA **OR** Building 4 Upstairs11:24-12:54

Science, Gray, Nettles **OR** Building 4 Downstairs11:44-12:14

Math **OR** Building 5 & Portables12:10-12:40

Social Studies, Westlake, P.E. **OR** Building 1 & 212:30-1:00



School Resource Deputy

It’s your school. It’s your choice.

FLORIDA STATUE 232.256 AUTHORIZES SCHOOL OFFICIALS TO SEARCH STUDENT LOCKERS OR OTHER STORAGE AREAS FOR ILLEGAL POSSESSION OF SUBSTANCES OR OBJECTS.



The [SAFE Anonymous Reporting Tool](#) allows anyone to submit a report to alert the school district of a possible incident of bullying, harassment, violence, or abuse.

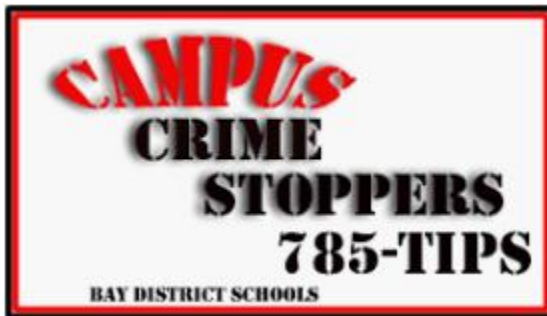
Link to report: <https://webapps.bayschools.net/Safe/>

Link to video for how to use SAFE: <https://vimeo.com/329874931>



[FortifyFL](#) is a reporting tool that allows you to instantly relay any safety concerns to appropriate law enforcement agencies and school officials. Please use this tool to report any suspicious activity, bullying, or safety concerns.

Link: <https://getfortifyfl.com/>



You may also report criminal activity by calling Campus Crime Stoppers at 850-785-TIPS

**We are a Pre-AP School
SpringBoard Pre-AP Program
The Official Pre-AP® Program**

SpringBoard is the College Board's official Pre-AP program in all subject areas, and is based on the belief that every student deserves access to rigorous coursework that leads to success in AP and college.

AP, College and Career Readiness for ALL Students

As the foundation of the College Board's College Readiness System™, SpringBoard infuses rigor, sets high expectations, and expands access and opportunity for ALL students. SpringBoard provides culturally and personally relevant activities designed to engage students in problem solving, academic discourse and critical analysis. This unique approach to individualized learning provides teachers with a road map for opening the doors to a bright future for all students.

Given the *results in hundreds of schools across the country*, SpringBoard is proof that high expectations, supported by a genuine commitment to preparing ALL students for college-level work, yield success.

Benefits

- *Emphasizes higher-order thinking skills that challenge them to aim higher and achieve more*
- *Helps them personalize and own their learning*
- *Encourages self-exploration and the application of learning strategies that work best for them as Individuals*

Proven Results

SpringBoard is proof that high expectations — supported by rigorous, accessible instructional materials that prepare all students for college-level work — yield success.

To learn more about the latest research and the district success stories noted below,

Please visit: www.collegeboard.com/springboardsuccess

By signing this page we acknowledge that we have read and support this program.

STUDENT SIGNATURE _____

PARENT SIGNATURE _____

MERRITT BROWN PHYSICAL EDUCATION

The goals and expectations for students in Physical Education at Merritt Brown are as follows:

1. Students participate in the daily activities to improve their health and skill related components of physical fitness with an emphasis on cardiovascular fitness.
2. Students prepare for each day's activities by being safely and properly dressed. Solid white T-shirts and athletic gym shorts can be worn in hot weather and sweatpants and sweatshirt in cold weather. Tennis shoes should be worn at all times during P.E. Students may not participate in an activity without proper attire for

safety and hygienic reasons.

3. Students follow the directions of all coaches at all times to promote the safety of all students before, during and after activity at P. E.

4. The beginning of each nine weeks students receive 100 points. In order to maintain these points student must dress out and participate.

Merritt Brown offers a varied athletic program for the middle school student to improve their physical skills, mental determination, self-discipline and sportsmanship. Participation and uniforms are free. Try-outs are usually about 3 weeks before the sport season.

At Merritt Brown, all 6th, 7th, and 8th grade students are eligible to participate in the following sports:

BOYS

Basketball
Football
Soccer
Track & Field

GIRLS

Basketball
Volleyball
Soccer
Track & Field

In order to establish eligibility for the first nine weeks of each school year, a student must have a 2.0 grade point average (yearly average) over the past school year and not more than one F in their unit subjects.

All students participating in the athletic program for the current school year must have a physical examination. No student will be allowed to participate in a tryout, practice or an athletic contest prior to receiving this physical.

No aerosol/pump spray perfumes, colognes, hairspray or deodorant

If there are any questions, call Coach Brannon at 767-3976 during school hours.

Coach Chan Spivey
Athletic Director

Student Participation in the Pledge of Allegiance

Florida HB 7029, signed into Law by Governor Rick Scott on April 14, 2016, amended Florida Statute 1003.44 by spelling out requirements. In accordance with the law, upon written request from the student's parent/guardian, Bay District students may be excused from participation in the Pledge of Allegiance.

Updated provisions, effective July 1, 2016, from the FL Statute 1003.44 include:

- When the national anthem is played, students and all civilians shall stand at attention, men removing hair covering except those worn for religious purposes.
- The Pledge of Allegiance is defined: "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."
- The Pledge of Allegiance shall be rendered by students standing with the right hand over the

heart.

- The Pledge of Allegiance shall be recited at the beginning of the day in each public elementary, middle, and high school in the state.
- Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.
- When the pledge is given, non-exempt students must show full respect to the flag by standing at attention, men removing any headdress, except when such headdress is worn for religious purposes.

If you would like your student to be exempt, please contact your child's school directly. The school will advise you how to proceed with your written request.

Request to Transfer

If an academic need arises and a parent desires to request a transfer for his/her child from one teacher to another, the following process will be used:

1. Parent initiates the request for a teacher transfer using the FOCUS form online.
2. The principal schedules a parent-teacher conference (required attendance by the parent and teacher and facilitated by the principal) to discuss the parent's concerns.
3. The principal renders a decision on the transfer request within two weeks of the form being received.

Request to transfer from an out-of-field teacher

If a parent desires to request a transfer for his/her child from one teacher to another for out-of-field reasons, the following process will be used:

1. Parent initiates the request for a teacher transfer using the FOCUS form online
2. The principal schedules a parent-teacher conference (required attendance by the parent and teacher and facilitated by the principal) to discuss the parent's concerns.
3. The principal renders a decision on the transfer request within two weeks of the form being received.