



**Merritt Brown Contact Information:**

5044 Merritt Brown Way, Panama City, FL, 32404

***Phone Numbers***

Main Office 767-3976

Registrar 767-3981

***Fax Line*** 767-4008

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

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

***Email***

Principal: Dr. GeLonda Martin

[townsgk@bay.k12.fl.us](mailto:townsgk@bay.k12.fl.us)

Assistant Principal: Judy Hall

[hallja@bay.k12.fl.us](mailto:hallja@bay.k12.fl.us)

Welcome to Merritt Brown Middle School, home of the Bears! Our faculty and staff foster a nurturing, family-oriented, safe environment in which students can learn and be successful. At Merritt Brown, we are dedicated and committed to building strong stakeholder relationships. We truly care about our students.

Merritt Brown Middle School (MBMS) students have the opportunity to express individual character through curriculum and associated initiatives. Our students have demonstrated mastery and been honored in the State's Civics and Debate Initiative as well as the Art in the Capitol Competition. Additionally, MBMS students have demonstrated excellence in the Bay District Schools Tom Barefield History Fair and the Science Invention Convention. Through our Career and Technical Education program, students can express their uniqueness through coding and individualized projects while potentially earning useful computer industry certifications.

Students are invited to exhibit their leadership skills at MBMS through a variety of club offerings and services. Our 850 We Will Regrow program provides Bears with an opportunity to work with peers to replenish the community with trees after the impact of Hurricane Michael. Students may choose to represent the community by participating in the Student Government Association or promote character, scholarship, and citizenship through our National Junior Honor Society. Additional offerings to MBMS students include Builders Club and a wonderful athletic program.

Welcome to the Bears Den! We are going to have an exciting and productive school year.

Sincerely,

Dr. GeLonda Martin, Ed. D

### **Merritt Brown School Mission**

Merritt Brown Middle School (MBMS) creates a safe and nurturing environment that inspires student achievement. Our faculty and staff are dedicated to developing well-rounded scholars, life-long learners, and successful leaders of the future through practice and rigorous standards-based curricula.

### **Merritt Brown School Vision**

Merritt Brown Middle School will be a compassionate community in which the character of each individual is exemplified through service.

### **Merritt Brown School-Wide Expectations**

- Cell phones - no usage in class or during the school day
- Keep hands, feet and objects to myself
- Avoid negative situations with my peer
- Show respect to all adults and peers by being kind, using appropriate language and encouraging others
- Listen and follow all directions from adults
- Follow classroom procedures including:
  - Come to class on time
  - Be prepared to work
  - Complete assignments on time
- Follow the rules given in my handbook

### **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 Ms. Barron, 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.

### **Bus Passes Emergencies Only**



**An official MBMS bus pass is only issued for emergencies. To receive a bus pass a student must bring a written permission note from the student's parent or guardian to Dr. Martin 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.**



**Merritt Brown Middle School  
2021-22 Supply List for All Grades**

**Required** (please purchase enough to last all year for all classes)

- Loose leaf notebook paper or spiral notebooks
- 2 one inch binders (ELA and Math)
- Pencils
- Pens, blue or black (no gel pens)
- Folders with prongs and pockets
- Highlighters
- Pink block erasers and/or cap erasers to fit pencils
- Earbuds or headphones (not Bluetooth)
- Sticky notes
- Notecards 3/5

**Recommended**

- Color pencils

**Classroom Needs**

- Dry Erase Markers
- Kleenex or similar Tissue
- Hand Sanitizer
- Paper Towels
- Lysol Spray and Disinfectant wipes (bleach free)

**Physical Education Class Clothing/Supplies**

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

- Plain white shirt (no sleeveless, no V-neck)
- Athletic Shorts (no shorter than 5 inches above the knee)

- No biker shorts
- Lock for PE locker (may bring your own or purchase through gym class)

### **DO NOT BRING**

- Gel Pens
- Permanent Markers, Including Sharpies
- Calculators, Protractors, or a compass
- White-out of any kind (fluid or tape)
- Aerosol/pump spray, perfumes, colognes and hairspray
- Toys, laser pointers, trading cards, fidget spinners and cameras
- Gum, Candy, and sunflower seeds



### **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. Students may not use such devices on school property during regular school hours, including lunch. Students may use their devices before and after school hours. **Any student who chooses to bring a cellular telephone to school shall do so at his or her own risk.** Cell phones must be stored in purses or backpacks. 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. This is in adherence to school board policy 7.211. Disciplinary actions for violating cell phone policy will be determined using BDS disciplinary matrix.**



### **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.

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| <ul style="list-style-type: none"> <li>• Radios, iPods, electronic games, electronic devices, speakers – or other noise makers</li> <li>• Laser pointers</li> <li>• Toys, fidget spinners</li> <li>• Large sums of money</li> <li>• Rubber bands or glitter</li> <li>• Cigarette paper (rolling paper)</li> <li>• <b><u>NO aerosol/pump spray perfumes, colognes, hairspray or deodorant</u></b></li> <li>• Lighters</li> <li>• Electronic cigarettes "e-cigs"</li> <li>• Mardi Gras beads</li> <li>• Other valuable personal items</li> <li>• <b>"White out" or permanent markers (Sharpies), or gel pens</b></li> <li>• Sale of items is prohibited, unless for an</li> </ul> | <ul style="list-style-type: none"> <li>authorized school fundraiser</li> <li>• <b>Unsealed containers</b><br/>Drinks/containers must be factory sealed and can only be opened and consumed in the cafeteria.</li> <li>• <b>GUM</b>, candy, Sunflower seeds</li> <li>• <b>No SHARP objects</b> (ex. Scissors, Ninja stars, shanks, knives, hat hooks)</li> <li>• Glass containers</li> <li>• <b>Grooming in class:</b> brushes, combs, lipstick, etc.</li> <li>• Balloons-helium filled or uninflated</li> <li>• Any items not specifically listed are at the discretion of school administration</li> <li>• No footballs, basketballs, or skateboards</li> </ul> |
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School personnel shall not be responsible for damage, loss or theft of a student's items while on

school property.

### **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.

### **Parental Expectations for Extra Curricular Activities**

- Students are to be picked up within 30 minutes of the activity conclusion.
- Merritt Brown dances are for Merritt Brown students only.

### **Extra Curricular Activities Criteria**

- Has not received In-School Suspension
- Has not received Out Of School Suspension
- Has no more than two Discipline Referrals
- Has not received Bus Suspension
- Has 3 or less unexcused absences
- Is passing (at least a 60) in all subject areas

### **\*Cafeteria Information (Free lunches this year so this does not apply for 2021-2022)**

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).

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 2021-2022 year:**

**ALL MEALS WILL BE PROVIDED AT NO COST THIS YEAR**

### **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](http://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 your 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.

### **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.

## **Merritt Brown Student Chromebook Contract**

Per the Bay District Chromebook contract that guardians sign, Merritt Brown Middle School is deemed to have retained title to the Chromebook at all times. The Student shall hold no security or ownership of the Chromebook. The Chromebook is on loan to the students for educational purposes only for the academic year. Moreover, the District's administrative staff and faculty retain the right to collect and/or inspect the Chromebook at any time, including via electronic remote access and to alter, add or delete installed software or hardware. The School may require the Student to return the Equipment at any time and for any reason.

The Student assumes all risks of loss of the Chromebook and agrees to return it to the School in the condition received from the School, with the exception of normal wear and tear. If the Equipment is damaged or lost due to negligence, the School shall have the option of requiring the Student to repair the Chromebook to a state of good working order or to reimburse the School for the replacement cost. The cost of a replacement Chromebook is approximately \$299.00. Students are also responsible for lost chargers and broken cases.

Using functions on electronic devices that disrupt the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action; up to and including suspension, expulsion, and being reported to local authorities. Using any device that permits recording voice or image of another in any way that disrupts the educational environment, invades privacy of others, or is made without prior consent of individuals being recorded is prohibited.

The use of a Chromebook must be in support of education in line with the educational goals and policies of Bay District Schools. The use of Chromebooks is not a right, but a privilege, and inappropriate use will result in loss of that privilege. School and district administrators will decide what is appropriate use and their decision is final. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or hardware, or software..

#### **General Chromebook Guidelines**

1. Chromebooks are to be charged and ready for class everyday.
2. Students are not to alter settings or security items.
3. Students are to only touch their own Chromebooks.
4. Students are not to log into other student Chromebooks for any reason.
5. Cases always have to be on Chromebooks, they can not be removed.
6. Students are to only be on Chromebooks when teachers allow them.



7. When Chromebooks are used in class, they are to only be used for the assigned topic or assignment. Students are not to be on music, games, or videos, unless they are part of the lesson.
8. Students are not to walk around the hallways with Chromebooks open.
9. Do not carry or pick up Chromebooks by the screen.
10. Students are to be aware that all activity on the Chromebooks is being monitored. Going to inappropriate sites or using the device to harm others will result in disciplinary actions.
11. Students are to only be on the school wifi while on campus.
12. Administration is allowed to alter the Chromebook guidelines at any time.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*By signing this contract I am saying that I am aware of the Chromebook guidelines of MBMS. The intent of this contract is to ensure that the student accepts responsibility for the privilege and use of the Chromebook. Obviously, we cannot outline every instance where misuse and/or abuse can occur. Administration reserves the right to limit, suspend, or revoke a student's use of the Chromebook if we determine that the student's use is not aligned to the educational process and/or goals of Merritt Brown Middle School.**



**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.

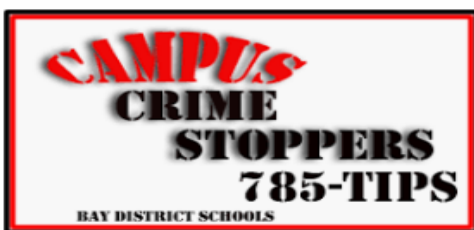
Link to report: <https://webapps.bayschools.net/Safe/>

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

### **MERRITT BROWN PHYSICAL EDUCATION**

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

1. Students will participate in the daily activities in order to master the national PE standards.
2. Students prepare for each day's activities by being safely and properly dressed. A solid white T-shirt, and athletic gym shorts can be worn in hot weather and sweatpants and sweatshirt in cold weather. Athletic 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 each activity at P. E.
4. At the beginning of each nine weeks students receive 100 points. In order to maintain these points, students must dress out, participate and complete all assignments.
5. It is highly recommended that each PE student brings a lock to use on their PE locker.

### **Merritt Brown Athletics**

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. The tryout dates and details will be posted 2 weeks prior to the tryout.

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

#### **BOYS**

Football (1st quarter)  
Soccer (2nd quarter)  
Basketball (3rd quarter)  
Track & Field (4th quarter)

#### **GIRLS**

Volleyball (1st quarter)  
Basketball (2nd quarter)  
Soccer (3rd quarter)  
Track & Field (4th quarter)

In order to establish eligibility for the first 9 weeks of each school year, a student must be regularly promoted from the previous year, with either a minimum 2.0 grade point average from the previous year end of course grades or a minimum 2.0 grade point average for the 4th 9 weeks of the previous year. Exception: first time 6th graders are automatically eligible for the first nine weeks. After eligibility has been established, a student who fails more than one (1) subject, or has less than a 2.0 grade point average from a nine weeks grading period is ineligible for interscholastic or extracurricular activities for the next nine weeks grading period. Eligibility status can only be changed at the end of each nine weeks period and is based on all grades first reported for those classes. Exception: A student who completes work due to an extended illness, supported by a physician's report, or other excused absence may have his/her eligibility status changed once all work is completed and course grade is changed. A student who experiences a change in eligibility status will become eligible or ineligible on the sixth school day of the new grading period. These rules apply to all extracurricular activities.

\*Age and student documentation can also affect eligibility. Please contact the school Athletic Director(s) for any further questions in regards to Eligibility.

All students participating in the athletic program for the current school year must have a physical examination from a doctor and complete all required paperwork. Athletic forms are available at the front office. No student will be allowed to participate in a tryout, practice or an athletic contest prior to receiving/completing the physical/required paperwork.

Coaches Lisa Boyce and Kris Maddalena are the Athletic Directors. If there are any questions, email Coach Boyce at [boyceld@bay.k12.fl.us](mailto:boyceld@bay.k12.fl.us) or Coach Maddalena at [maddaka@bay.k12.fl.us](mailto:maddaka@bay.k12.fl.us)

### **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.

#### Middle and High Schools who have CTE course offerings 2020-2021

Bay District Schools offers Career and Technical Education Pathways (CTE), including career academies wherein students may earn industry certifications. Career and Technical Education Pathways (CTE) includes middle and high school students taking courses in one of the following career pathways.

Advanced Manufacturing Science	Agriculture	Athletic Training	Computer
Construction Science	Cyber Security/IT	Culinary Arts	Digital Design
Digital Video Technology Entrepreneurship	Early Childhood	Engineering	
Game/Visual Design	Health Science	Hospitality/Tourism	Marketing
Unmanned Aircraft	Web Design		

These Career Pathways are designed to prepare students to be successful in a rapidly changing workforce and equip them to make informed decisions about future college and career opportunities. CTE offers students opportunities to earn highly valued industry certifications and to develop a multitude of skills while experiencing rigorous curriculum with real world applications. CTE students who complete 3 courses in a Career Pathway are eligible for many scholarships, including the Gold Seal Vocational Scholars (GSV) and Gold Seal Cape Scholars (GSC) Bright Future Scholarships.

The district's career and technical programs are open to all eligible students in the district and is committed to a policy of nondiscrimination in employment and educational opportunity. No person shall be discriminated against or harassed in any educational program, services, or activities, or employment conditions or practices on the basis of race, color, national origin, religion, sex, age, disability, martial status or sexual orientation.

Admission is open to students with limited English proficiency. In order to eliminate barriers, the district assesses each student's ability to participate and benefit through placement testing and counseling. Based on assessments, services or referrals are provided to help prepare students for successful participation.

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to Shirley Byas, Executive Director/Equity Coordinator/ Human resources and Employee Support Services @ 850-767-4100 ([bakersy@bay.k12.fl.us](mailto:bakersy@bay.k12.fl.us))

**PURPOSE** The purpose of Code of Student Conduct and Discipline is to provide information about the Bay County School Board's policies regarding student conduct and discipline. Outlined in this brochure are students' responsibilities and rights; attendance policies; informal and formal discipline procedures; and other pertinent information. The Bay County School Board policies are subject to change at the discretion of the School Board. The complete School Board policies that form the Code of Student Conduct and contain other information relevant to students are available at each school, at the District's web site [www.bay.k12.fl.us](http://www.bay.k12.fl.us), and at the Superintendent's office on Balboa Avenue. Each school's student handbook includes references to the School Board policies and other more specific rules.