Middle Grades Handbook

ISAB is mandated by our charter agreement to follow Broward County's Code of Student Conduct. The middle grades discipline policy outlined here is in addition to the policies and procedures as set forth in the "Imagine Parent and Student Handbook." According to the Code of Conduct it is important for students to know their rights and responsibilities, which include obeying teachers and all other school employees, [and] obeying each individual rule as defined by the school. Students are expected to honor their responsibilities and behave in ways that respect the rights of all." Consequences for unacceptable behaviors are found here in this document, which follows the Code of Conduct's "Discipline Matrix."

The Discipline Matrix will be used to administer consequences for inappropriate behavior. Severe infractions will be dealt with by administration in a timely manner. The Principal/Principal Designee and Teacher on Administrative Task will handle these infractions.

The below listed expected behaviors will be posted in each classroom next to classroom rules:

- Treat everyone with respect
- Use honesty at all times
- Prepare for class by bringing paper, pencil, pen, books, and other supplies as requested
- Complete all assignments as requested by teachers and staff
- Take home and return necessary forms
- Follow rules and regulations including those for field trips
- Take care of and return all textbooks, library books, or other school owned materials loaned
- Act responsibly on campus, buses, fieldtrips, and at all school-sponsored events, regardless of location

Unacceptable behaviors leading to disciplinary action:

Attendance related incidents:

- Leaving class or school without permission
- Not attending school (truancy)
- Being tardy excessively
- Skipping class
- Being out of assigned area

Consequences for violating attendance:

1. 1st offense-Verbal warning-with letter to parent requiring signature of acknowledgement.

2. 2nd offense-Detention before school (8:30 am -9:15 am)-letter to parent requiring signature of acknowledgement.
3. 3rd offense-Parent/Teacher conference-with letter notifying final offense before administrative intervention.
4. 4th offense-referral to administration for further disciplinary action per the Discipline Matrix.

Rule Violation incidents:

- Violating the dress code
- Personal technology may not be used or on during the school day from 8:30 am -4:00 pm.
    - ✓ Includes: cell phones, portable games, mp3 and other personal technology devices
    - ✓ Devices must be turned off and out of sight, unless authorized or requested by teacher or other staff
- Littering
- Disturbing the class or school by
    - ✓ Being disrespectful or rude
    - ✓ Refusing to obey any staff member
    - ✓ Failing to follow classroom rules
    - ✓ Running in the halls
    - ✓ Throwing objects
    - ✓ Possessing or igniting fireworks or firearms
    - ✓ Fighting
    - ✓ Gambling
    - ✓ Bringing distracting items to school
        - Skateboards, scooters, skates, heelies (Sneakers with wheels), toys, playing cards, games, laser pointers and any other device as deemed by the staff
- Behaving inappropriately on field trips
    - ✓ Failure to follow directives provided by teachers, staff, chaperones, and transportation staff
    - ✓ Failing to follow rules at the field trip location(s)
    - ✓ Touching another student(s)
    - ✓ Committing any violations listed under rule violations and acts against persons
        - Student(s) must behave as a representative of the school at all times
- Possessing pornographic/obscene material or drug paraphernalia at school
- Misrepresenting oneself by cheating, copying, plagiarizing, counterfeiting, using false identification, or making false reports by posing as a parent to excuse absences or tardiness, sign a report card, field trip form, etc.
- Abusing another student or staff member including, but not limited to, verbal abuse, actual or threatened physical harm, extortion, destruction of personal property, intentionally making a false accusation, or intentionally providing misinformation
- Endangering the lives of students and staff by setting off unfounded fire alarms

Consequences for violating rules:

1. 1st offense-Verbal warning-with letter to parent requiring signature of acknowledgement.
2. 2nd offense-Detention before school (8:30 am -9:15 am)-letter to parent requiring signature of acknowledgement. (Could include placement in an alternate classroom/location).
3. 3rd offense-Parent/Teacher conference-with letter notifying final offense before administrative intervention. (Could include placement in an alternate classroom/location).
4. 4th offense-referral to administration for further disciplinary action per the Discipline Matrix.

Acts against persons:

- Bullying and/or harassment including but not limited to cyber-bullying
- Touching another student(s)
- Taking part in physical acts of a sexual nature, engaging in sexual harassment or offending others by indecent exposure*
- Using insulting, abusive, profane, racially or sexually offensive written or oral language, or making obscene remarks or gestures
- Harassing others because of age, color, gender, national origin, marital status, race, religion, or sexual orientation, disability, ethnicity, socio-economic background, or linguistic differences.
- Threatening, stalking, hitting, or hurting a teacher, other school personnel or student*
- Intentionally making a false accusation that jeopardizes the professional reputation, employment, or certification of a teacher or other member of the schools staff

Consequences for committing acts against persons:

1. 1st offense-Verbal warning-with letter to parent requiring signature of acknowledgement
2. 2nd offense-Detention before school (8:30 am -9:15 am)-letter to parent requiring signature of acknowledgement.
3. 3rd offense-Parent/Teacher conference-with letter notifying final offense before administrative intervention.
4. 4th offense-referral to administration for further disciplinary action per "Broward County Discipline Matrix"

*Some of the more serious offenses are subject to automatic referral to administration.

Property incidents:

- Damaging, destroying, or vandalizing school property
- Misusing technology
- Starting a fire (Arson)*
- Committing petty theft
- Breaking and entering/burglary*

Consequences for committing acts against persons:

1. 1st offense-Verbal warning-with letter to parent requiring signature of acknowledgement
2. 2nd offense-Detention before school (8:30 am -9:15 am)-letter to parent requiring signature of acknowledgement. (Loss of privileges or restrictions)
3. 3rd offense-Parent/Teacher conference-with letter notifying final offense before administrative intervention. (Loss of privileges or restrictions)
4. 4th offense-referral to administration for further disciplinary action per "Broward County Discipline Matrix"

*Some of the more serious offenses are subject to automatic referral to administration.

To participate in field trips and interscholastic extra-curricular activities:

- Students must maintain satisfactory conduct in school and in the community
  - ✓ No violations to the Code of Conduct
  - ✓ No referrals for behavior
  - ✓ May not have greater than three detentions
- Students must have been regularly promoted and must maintain a quarterly grade point average of 2.0 based on a 4.0 scale. Middle school students must pass 5 of 6 classes
- Students may receive no more than one unsatisfactory "U" in conduct

Homework Policy:

- Students are required to write down the homework from the board, get it from a friend or obtain it from Engrade (when available).
- All homework not turned in on the due date is late.
  - ✓ Late work will only be taken on the next school day
  - ✓ Late work will only be worth 50% of the grade.

Absence Homework Policy:

- Assignments due on the day absent must be turned in by the next school day.
- Students must turn in all work assigned during an absence within two days after returning to school for each day absent.
- It is the student's responsibility to get the work they miss either by asking a teacher or pulling it from Engrade.
- Long-term projects must be turned in ahead of time when a student is scheduled to be absent the day they are due.
- If the student is out for an unplanned absence they will require a note for the project be excused. (The absence must be excused per policy for the assignment to be accepted as on time)

Tardy Policy:

- Classes are released at :56 after the hour and students are expected to be in the next designated classroom by the hour mark. For lunch time students are expected to be back in their class room by :35 after the hour for sixth grade and :50 after the hour for seventh and eighth grades..
    - ✓ Entering class past the above listed times is considered tardiness

Consequences for tardiness:

1. 1st offense-Verbal warning-with letter to parent requiring signature of acknowledgement.
2. 2nd offense-Detention before school (8:30 am -9:15 am)-letter to parent requiring signature of acknowledgement.
3. 3rd offense-Parent/Teacher conference-with letter notifying final offense before administrative intervention.
4. 4th offense-referral to administration for further disciplinary action per the Discipline Matrix.

Pass Policy:

- Student(s) must sign in and out when leaving a classroom during designated classtime
- Bathroom passes will be used when sending student to bathroom during designated class time
    - ✓ Restrooms should be used in between classes and during class on an emergency bases only
- One student out of class at a time

Hallway Policy:

- In between classes student(s) should go directly to their next class and line up in the designated area
- Student(s) should not be out of this designated area unless using the restroom
- Each grade should stay in there designated area (i.e. there is no reason for 8th grade to go visit the 6th grade wing)
- Students should not in the doorways for any class waiting

Textbook Policy:

- Each student must complete and have the parent sign a “Textbook Check out Form”
    - ✓ The price of the textbook must be included for both non-consumable and consumable books

Science Fair Policy:

- Science fair participation is mandatory
- Students are responsible for downloading and following the science fair packet
- Students are encouraged to ask questions early rather than later
- All assignments are subject to the home/long-term project policies as outlined
- Final projects will not be accepted past the due date

Imagine School at Broward
2014-15
Middle Grade Handbook/Contract Signature Page

It is a requirement that each parent and student understands and complies with these additional middle grades policies and procedures. In accordance with the schools "green" policy the handbook is available on our school website at: www.imaginebroward.org. Please sign and return this page with your student folder. Failure to return a completed Middle Grade Handbook/Contract Signature Page will affect your status in good standing with the school and may result in the loss of certain privileges or administrative action up to an including mandatory student withdrawal from the school. If you are unable to access the internet, please contact your homeroom teacher to request a paper copy.

By signing below both student and parent are acknowledging compliance with all additional policies and procedures in the Middle Grades Handbook and will comply with any future policies communicated by the school staff throughout the school year.

Each parent/legal guardian and student please sign and print your names

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Parent/Legal Guardian Signature	Print Name	Date
Parent/Legal Guardian Signature	Print Name	Date
Student Signature	Print Name	Date