

Dear Parents, Guardians, and Students,

On behalf of Tradewinds Middle School, I want to welcome you to the 2008-2009 school year. This year we will continue our promise to challenge all children to achieve academic excellence. We have the best teachers at our school that will push for proficiency in all academic classes.

With our continued focus on academics, it is with feelings of pride and certainty that the accomplishments of the student body will meet the goals demanded by the curriculum and state standards, but also, will surpass their past performance.

Likewise, this year should prove to be equally active and successful. This requires involvement and interaction of the entire school and community. Working as a team, we can accomplish the many goals, which will help Tradewinds Middle School maintain its extraordinary reputation as a school with a positive learning environment, outstanding academic programs and exemplary extracurricular clubs, organizations and activities.

I look forward to working with staff, parents, students and community leaders during the upcoming school year. "At Tradewinds, failure is not an option."

Sincerely,

Dr. Kirk Howell
Principal

MISSION STATEMENT

The Tradewinds Middle School community is committed to maintaining a safe, educational environment where all students can excel and can become literate, ethical, self-motivated individuals.

PHILOSOPHY

The faculty and staff believe in the total growth of the student during the transitional period between elementary and high school. We are firm believers in proficiency in the basic skills and provide a strong fundamental foundation upon which more complex skills will be built. In addition to a sound academic foundation, the school strives to develop within your student the skills for decision-making and problem solving, which are so vital to survival in this ever-changing world we live in. The education of a student and the process of teaching him/her how to survive and to be a productive member of society are awesome responsibilities. We know that this can be accomplished only with the school, the home, and the community working hand-in-hand for the total fulfillment of the child. We pledge ourselves to do the very best we can to prepare our students for the challenges of the twenty-first century.

TRADEWINDS MIDDLE SCHOOL

PRINCIPAL
Kirk Howell

ASSISTANT PRINCIPALS
Rhonda Brisson
Aaron Keevey
Patricia Feliciano

COUNSELORS
Lisa Lauer
Raysa Ramirez

IMPORTANT TELEPHONE NUMBERS

| | |
|--|----------|
| Main Office | 493-6400 |
| 6 th Grade Student Services | 493-6430 |
| 7 th Grade Student Services | 493-6448 |
| 8 th Grade Student Services | 493-6449 |

| | |
|--------------------------|------------------------------|
| Student Hours | 9:15 a.m. – 3:50 p.m. |
| Office Hours | 8:00 a.m. – 4:30 p.m. |
| Teacher Hours | 8:30 a.m. – 4:00 p.m. |
| Supervision Hours | 8:45 a.m. – 4:20 p.m. |

SCHOOL SPIRIT MASCOT BUCCANEERS
SCHOOL COLORS. RED, BLACK & PEWTER

The School District of Palm Beach County

School Board Members

William Graham, Chairman

Paulette Burdick, Vice Chair

Monroe Benaim, M.D.

Carrie Hill

Mark Hansen

Dr. Sandra Richmond

Debra Robinson, M.D.

Superintendent

Arthur C. Johnson, Ph. D.

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ACCIDENTS

It is the responsibility of the student to report all accidents, major or minor, occurring on school grounds to school personnel as soon as possible.

AFTER SCHOOL ACTIVITIES

The school sponsors many clubs, interscholastic sports, and intramural activities after school. Students eligible for bus transportation who participate in approved activities may ride home on the special activities bus which leaves the school at approximately 5:30 p.m. each day. This bus makes a long route, so students will NOT arrive home in the same amount of time that it takes on their regular bus route. (Only participants may ride the activity bus. Spectators are responsible for providing their own transportation home.) NOTE: Students who are not picked up by parents/guardians by 5:30 p.m. may be subject to removal from the after school activity.

ASSAULT OR BATTERY ON A DISTRICT SCHOOL BOARD EMPLOYEE

Whenever any student, parent or other person commits an assault or battery on any elected official or employee of a school district and the elected official or employee is on school property or is away from school property on official business, the offense for which the person is charged shall be classified in the case of an assault, as a misdemeanor of the first degree, punishable as provided in 775.082, or 775.084 of the Florida Statutes.

ATTENDANCE POLICY

All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a reasonable presumption that a student can limit total absences to five (5) absences per nine-week marking period. If a student exceeds 5 absences, the student may earn a passing grade by demonstrating mastery. To demonstrate mastery, the student must receive a passing grade for the class and for the marking period assessment in order to pass each class. In the event of a student's absence, the parent should call the grade level student services office between the hours of 8 a.m. and 9 a.m. In order to receive an excused absence, a student must bring a written note from parents/guardians following the absence. Notes are to be given to the grade level student services office. The **only** absences that can be excused are: student illness, medical appointment, death in the family, religious holidays, subpoena by law enforcement agency or mandatory court appearance, or other individual student absences beyond the control of parent or student, as determined and approved by the principal or the principal's designee. NOTE: Family vacations are not excused absences.

ATTENDANCE REQUIREMENTS FOR MINORS TO MAINTAIN THEIR DRIVING PRIVILEGE

The Florida Legislature enacted requirements that schools report information to the Department of Highway Safety and Motor Vehicles relative to minors who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days. The school district must also report all students 14 years of age and older who withdraw from school with a withdrawal code that is calculated in the dropout rate. Licensed minors will have a Notice of Intent to Suspend posted to their driver record and may lose their license unless they comply with the attendance requirements. Unlicensed minors will have an Education Non-Compliance entry posted to a record that is created and they may not apply for a license until relevant attendance requirements are satisfied. **NO STUDENTS ENROLLED AT TRADEWINDS MIDDLE SCHOOL MAY DRIVE AND/OR PARK A VEHICLE ON SCHOOL GROUNDS.**

ROTATING BELL SCHEDULE

Research has provided many benefits that students will experience from this type of schedule.

The most advantageous benefits are listed below:

Students experience varying “peak times.” During these “peak times” students perform at their best. A rotating schedule accommodates the different peak times of students.

Using a rotating schedule improves absenteeism. For example students who participate in extracurricular activities will not miss the same class regularly.

| TIME | MON | TUES | WED | THU | FRI |
|-------------|-----|------|-----|-----|-----|
| 9:15-10:09 | 1 | 2 | 4 | 5 | 6 |
| 10:14-11:04 | 2 | 4 | 5 | 6 | 1 |
| 11:09-1:03 | 3 | 3 | 3 | 3 | 3 |
| 1:08-1:58 | 4 | 5 | 6 | 1 | 2 |
| 2:03-2:52 | 5 | 6 | 1 | 2 | 4 |
| 2:57-3:47 | 6 | 1 | 2 | 4 | 5 |

BICYCLE RIDERS

Students who ride bicycles to school must place them in the secure areas provided for that purpose. As an added precaution, each bicycle should be locked with an individual bicycle lock while parked in the bicycle area. Bicycle riders must wear bicycle helmets when riding to and from school. Students are not to ride bicycles through crosswalks or on school grounds.

BUS INFORMATION

Bus transportation for students living more than two miles from school is governed by the state and provided by the county. A student is subject to the authority and discipline of the bus driver at all times. **Riding the bus is a privilege.** This privilege can be denied for recurring unacceptable behavior. A student may be suspended from riding the bus if his/her conduct presents a safety concern. **VIDEO CAMERAS HAVE BEEN INSTALLED TO ASSIST IN MONITORING STUDENT CONDUCT.** A student may be prohibited from riding the bus at the discretion of the principal.

BUS RULES

- All students should assume they are being videotaped while riding a bus. These tapes may be used for disciplinary purposes or referral to law enforcement.
- The bus driver is in charge of the bus and passengers. Passengers shall obey the driver.
- The school bus driver, in cooperation with the principal/designee, may assign students seats on the bus to promote good order.
- Students shall properly wear seat belts in buses equipped with them.
- Students shall not bring on board the school bus any item that may be disruptive or interfere with the safety of students.
- Students shall remain seated at all times while the school bus is in motion.

- Students shall not be permitted to sit in the aisles or in the bus step well, or in any way that shall block aisles or emergency exits.
- No portion of a student's body shall be outside the bus windows at any time.
- Students shall not distract the driver with loud conversation while the bus is in motion.
- Students shall not eat, drink, chew gum or smoke on the bus.
- Students shall not throw any items within the bus or out of the bus windows. The custodial parent/guardian shall be liable for damage caused to other vehicles or property by their child's violation of this rule and may be subject to criminal charges.
- Students shall not mark, deface, or cut bus seats or otherwise cause damage to the bus. The custodial parent/guardian shall be held liable for any vandalism attributed to their child and shall be required to make restitution.
- Students shall not display signs from the bus.
- No obscene language or gestures by students shall be tolerated on the bus.
- Students shall give their proper name to the school bus driver when requested.
- Students shall ride only their assigned bus and shall not board or depart the bus at any stop other than their regularly assigned stop. Emergency changes must be approved, in writing, by the principal/designee.
- Students shall stand off the roadway while they are waiting for the bus.
- Parents shall be responsible for their child's behavior while the child is at the bus stop. This includes times prior to the arrival of the bus and after departure of the bus.
- Students preparing to board the bus should cross the roadway immediately in front of the bus; ONLY AFTER the bus driver has given the signal to cross the roadway.
- Parents/adults are not to board the bus for any reason.
- Students must be on time; the bus will not wait for students who are tardy.

CAFETERIA PROCEDURES

- Students are to enter and leave the cafeteria in an orderly manner through designated door areas. NO FOOD OR BEVERAGES ARE PERMITTED OUTSIDE THE CAFETERIA.
- Each student must use a scannable picture identification badge when making purchase in the cafeteria (hot lunch, sandwich, juice, etc.)
- Students are to take a place at their assigned tables. They will be called to enter the serving line. NO skipping or cutting line is permitted.
- Conversations are to be confined to persons at the table where the student is seated.
- After students have finished eating, all trays and equipment are to be taken to areas designated by cafeteria staff.
- Tables and floors are to be left clear and clean. Each student is responsible for the table area where he/she is seated.
- Students are to remain seated in the cafeteria after being served, except to clear the table area. They are to remain in their seats until they are dismissed to return to classes.
- Students are not to leave the cafeteria without permission from the supervising teacher or administrator.
- There will be no charging of lunches. Application forms for free or reduced price lunches are available in the Student Services Offices.

2008-2009 SCHOOL CALENDAR

| | |
|---|-----------------------|
| SCHOOL BEGINS | August 18 |
| Labor Day (no school) | September 1 |
| Open House (7:00 p.m.) | September TBA |
| Professional Development Day (1:25 p.m. students released)EMD | September 25 |
| Holiday – No school-EMD | September 30 |
| Professional Development Day (1:25 p.m. students released)EMD | October 16 |
| End 1 st Nine Weeks | October 24 |
| Teacher Work Day (no school)/EMD | October 27 |
| Professional Development Day (1:25 p.m. students released)EMD | November 13 |
| Thanksgiving Holiday (no school) | November 26-28 |
| End 2 nd Nine Weeks | December 19 |
| Winter Holiday (no school) | December 22-January 2 |
| Teacher Work Day (no school) | January 5 |
| Holiday – No School | January 19 |
| Professional Development Day (1:25 p.m. students released)EMD | January 22 |
| FCAT Writing | February 10-13 |
| Holiday – No School | February 16 |
| Professional Development Day (1:25 p.m. students released)EMD | February 26 |
| FCAT Reading, Math, Science | March 10-23 |
| End 3 rd Nine Weeks | March 26 |
| Teacher Work Day – No School/EMD | March 27 |
| Spring Break (no school) | March 30- April 3 |
| Professional Development Day (1:25 p.m. students released) | April 23 |
| Memorial Day (no school) | May 25 |
| SCHOOL ENDS (End 4 th Nine Weeks) | June 3 |
| Emergency Make-up Days (20 days inserted into calendar as needed) | |

NOTE: FINAL REPORT CARDS WILL BE MAILED HOME AFTER JUNE 16, 2008. ALL OTHER REPORT CARDS WILL BE SENT HOME WITH STUDENTS.

CLINIC

A student must have a pass from the teacher to go to the clinic during school hours for emergency situations only. In the event of serious illness, the parent will be contacted to pick the student up. **IT IS IMPERATIVE THAT EACH STUDENT KNOW HOW TO REACH A PARENT AT ALL TIMES... EMERGENCY NUMBERS ARE A MUST!!** Numbers must be on file and updated as needed. Parents and doctor must complete a student medication form before any medication may be brought to school. All medication (prescription or over the counter) must be given to the nurse/designee in original container with pharmacy label. **No student may have any medication in his/her possession.** By state law, all medication will be dispensed to students by school nurse/designee, as appropriate.

COUNSELOR APPOINTMENT REQUEST

If a student needs to see a counselor, the student should complete a request form, which can be obtained from the Student Services Office. The counselor will send for the student when the counselor is available.

DISCRIMINATION AND HARASSMENT OF STUDENTS P-5.001 POLICY

The School District of Palm Beach County, Florida (“School District” or “District”) does not condone discrimination against any of its students for any reason including but not limited to sex, race, color, religion, national origin, age, disability or marital status in its education programs and prohibits discrimination or harassment of any student by any employee, student, or other person in the school, outside the school, on school grounds, at school-sponsored events, on school buses, and at training facilities sponsored by the District. Discrimination and harassment will not be tolerated and will be just cause for disciplinary action. Incidents must be reported immediately to school personnel.

DRESS FOR SUCCESS

**“Dress for Success” 2008-2009
Tradewinds Middle School**

APPROPRIATE ATTIRE FOR STUDENTS:

The Palm Beach County School Board has established rules for all students attending Palm Beach County Schools as stated in the *Student and Family Handbook*. “Students are not allowed to wear clothing, jewelry, buttons, haircuts or other items or markings which are offensive, suggestive or indecent, associated with gangs, encourage use of drugs, tobacco, alcohol, or violence, or support discrimination on the basis of age, color, disability, national origin, marital status, race, religion, gender or sexual orientation.”

Trousers, slacks, or *walking shorts*, or skirts must be worn at the waist. Pants with belt loops must be worn with belts. *Shorts or skirts are to touch the knee*. All clothing must be size appropriate (**neither too tight nor too loose**).

| PERMISSIBLE | NOT PERMISSIBLE |
|--|--|
| Solid color (black, blue or tan) ankle length hemmed pants, <i>capris</i> , as well as knee length walking <i>shorts or skirts</i> worn at the waist. | Frayed, torn, unhemmed, appliqués, wording, or oversized pants, <i>or shorts</i> . “Skin tight” clothing, bathing suits, or see through clothing. Sweat pants, pajamas, lounging type pants (including velour or terry warm-up suits). Any athletic apparel. Pant leg can not be tucked into socks. |
| Dress shirt or polo style shirt with collar and sleeves. (no more than a pocket size logo) Shirts that are of sufficient length to cover the midriff area when arms, hands, and fingers are fully extended straight over the top of the head. Shirts must be tucked into pants. All students must wear a belt that has a regular buckle. Belts must be waist length only. | Shirts with writing and/or pictures. Sleeveless, muscle shirts. Halter tops, tank tops, crop tops, and off the shoulder strapless or backless tops. Undergarments worn as outer garments. No oversized shirts (longer than hip length). No oversized belts or belt buckles. No chains or chain links worn on pants or around neck. No oversized earrings. |
| White undershirts only. Undershirts cannot be longer than the over shirt. | Caps, hats, headbands, scarves, bandanas or any kind of head covering. Sunglasses (indoors). Beads, chains or items/accessories that could pose a distraction or safety hazard for self and/or others. |
| Tennis shoes, deck shoes, dress shoes, | No high heeled, backless and/or open toe shoes. No bedroom slippers. |
| Cold weather clothing: jackets, sweater, and sweatshirts with NO WRITING. | Any athletic apparel. Winter clothing with writing may NOT be worn. |

Clothing worn under jackets must meet the requirements of the dress code.

On Fridays that are designated “spirit days” students will be allowed to wear Tradewinds shirts with the

appropriate bottom wear.

Tradewinds Middle School is a closed campus and in order to satisfy state and board requirements for student supervision, it is mandatory that all students wear their TMS ID badges around their neck and on a lanyard at all times when on the school campus. All TMS ID badges must be visible at all times during school hours. Appropriate student attire and the student ID will help to maximize school safety.

EARLY DISMISSAL

When it is necessary to leave school during the day, the student must bring in a note signed by a parent or guardian stating the student's name, **reason for early dismissal** and the time the student will be picked up. The student should bring this note to Student Services before first period to receive a dismissal pass. **No early dismissals will be permitted after 3:30 p.m.** The adult picking up the student should be prepared to show photo identification, must be listed on the registration or must provide documentation from the parent/guardian granting permission to pick up student. School staff will verify information.

EXTRACURRICULAR AND INTRAMURAL ACTIVITIES

Extracurricular activities and the After School Program include clubs, intramural and interscholastic sports, and cheerleading. *Students cannot attend or participate in extracurricular activities on days they are absent or suspended from school. Students must serve all detentions prior to participation in an extracurricular or intramural activity.* For more information, call the main office at 493-6400. Only student participants are eligible to ride the activity bus. Students must provide their own transportation home if they stay to watch a game or activity. All students must be picked up by 5:30 p.m. Students who are not picked up by parents/guardians by 5:30 p.m. may be subject to removal from the extracurricular or intramural activity.

FEES

Any request for money from a student shall be in writing, addressed to the student's parent or legal guardian, and shall clearly state: (a) no penalty of any type will be imposed against the student based upon a failure to pay; (b) no student shall be denied the right to participate for failure to pay; (c) the principal may forego a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity and; (d) this request is for a voluntary payment.

FIELD TRIPS

A signed permission slip must be on file with the sponsoring teacher before a student will be allowed to leave campus on a field trip. The teacher will have complete authority during the trip, and all school conduct codes apply. No telephone calls are acceptable in lieu of a signed permission slip. The grade level end of the year field trip will be in Palm Beach County for 6th grade, in Palm Beach or Broward County for 7th grade, in Palm Beach or Broward County or Orlando or Tampa for 8th grade. Students whose behavior is deemed disruptive or potentially detrimental to the safety and success of a field trip may be denied permission to participate in a field trip by the principal or designees. Some possible reasons for exclusion from a field trip could include but are not limited to detention, referral, or suspension.

GANG POLICY

School Board Policy 6Gx50-5.0921

PALM BEACH COUNTY SCHOOL BOARD GANG CONTROL POLICY

The purpose of the Palm Beach County School Board Gang Control Policy is to address problems associated with youth gangs through proactive education and disciplinary action, where necessary.

This policy is divided into four sections: definition of gangs, operational policy and procedures, notification and review.

A. DEFINITION OF GANGS (Florida Statute Section 874.03)

1. Youth and street gang - Any ongoing organization, association or group of three (3) or more persons, either formal or informal, which meets BOTH of the following criteria:
 - a. has unique common name or common identifying signs, colors, or symbols, and
 - b. has members or associates who, individually or collectively engage repeatedly in, or have repeatedly engaged in criminal activity.
2. Youth and street gang member - A person who meets any two (2) of the following criteria:
 - a. admits to gang membership,
 - b. is a youth up to age 21 who is identified as a gang member by a parent or guardian,
 - c. is identified as a gang member by a documented reliable informant,
 - d. resides in or frequents, a particular gang's area and adopts their style of dress, use of hand signs, symbols, or tattoos, and associates with known gang members,
 - e. is identified as a gang member by an informant of previously untested reliability and corroborated by independent information,
 - f. has been arrested more than once in the company of identified gang members for offenses which are consistent with usual gang activity,
 - g. is identified as a gang member by physical evidence such as photographs or other documentation.

B. OPERATIONAL POLICY AND PROCEDURES

1. The school administrator shall justify in writing any restrictions of symbolic expression as follows and prior to imposing such restrictions shall articulate:
 - a. which item of dress, expression, or article is being restricted, and
 - b. the basis of the administrator's belief based on articulated facts that the exercise of the prohibited activity would materially interfere with or substantially disrupt school activities.
2. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by the student shall not:
 - a. lead school officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang related and would materially interfere or substantially disrupt the school environment or activity and/or educational objectives;
 - b. present a physical safety hazard to self, students, staff, employees, or other persons authorized to be on the school campus.
3. If the student's behavior or other attribute is in violation of these provisions, the principal or designee will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

4. Students identified as being gang involved, influenced or affiliated shall be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

5. Training to provide increased awareness of the threat to the safety of students, staff and school property which gang-related activity poses shall be provided by School Police on an as-needed basis. Additional presentations shall be made available to individual schools, staff or students at the request of the principal. Presentations shall provide training in current identification symbols used by those involved in gang-related activity and shall include the identification of hand signals, apparel, jewelry, and/or other pertinent gang-related information.

C. NOTIFICATION

The principal shall notify the student body of the Palm Beach County School Board Gang Control Policy through classroom presentations and/or assemblies.

1. In FY97, a copy of the Palm Beach County School Board Gang Control Policy shall be distributed to all secondary students.
2. Beginning in FY98, a copy of the Palm Beach County School Board Gang Control Policy shall be printed in all secondary student-parent handbooks. It shall be the responsibility of students and parents to familiarize themselves with said policy.

D. REVIEW PROCEDURE

Student and/or parents who are in disagreement with handling of gang related issues and/or corrective and disciplinary action associated with the gang control policy may utilize the District Grievance Procedures D-2.031, SB 5.18. However, where symbolic expression is restricted, the principal/designee shall complete the grievance process within 48 hours during which time the implementation of disciplinary action shall not be delayed.

STATUTORY AUTHORITY: Sections 230.22(1); 230.23(6)(c)&(d); 231.05; 232.25, Florida Statutes

LAWS IMPLEMENTED: Sections 230.23(6)(c)&(d); 231.05; 232.25, Florida Statutes

HISTORY: New; 6/18/97; Reprinted: 7/3/97

Pages 5.09A - 5.09C

GUM RULE

Parents have requested the severity of the consequence for chewing gum on our campus. The automatic detention comes as the result of numerous hours or clean up required of custodians because of careless disposal of chewing gum on our campus. Gum is not a necessary item. Frequent reminders and less severe consequences have led to students ignoring the rule. As a result the automatic detention remains in affect.

HIGH SCHOOL CREDITS FOR MIDDLE SCHOOL STUDENTS Certain high school level courses; Spanish I, Algebra I Regular, Algebra I Honors, and Geometry; are offered to those students whose need is demonstrated. Students in grades 6-8 who are enrolled in a high school credit course must meet high school attendance and grading requirements. Students who successfully complete the high school course will earn one high school **elective** credit. The grades earned in these courses **will** be used in the future to calculate high school grade point averages (GPA) and class ranking, and **will** remain a part of the student's academic record. Students who take a high school credit course will be considered dually enrolled in both middle and high school and the credit earned will satisfy the middle school course requirement for the appropriate grade level and will allow the student to acquire high school **elective** credit as well.

HOMEWORK/MAKE-UP WORK

Students are required to record homework assignments in their agenda books each day. Students have one day for each day absent to make up missed assignments. **It is the student's responsibility to ask the teacher for the missed assignments!**

ITEMS BANNED IN PALM BEACH COUNTY SCHOOLS

Beepers, radios, stereos, headsets, portable CD players, I-Pods, portable video game players, dice, playing cards, or other such devices/items are not allowed. **Cell phones must be turned off and inside book bags or purses. They cannot be visible or they will be confiscated by administration.** Items which are not permissible for reasons of maintaining school safety and minimizing the loss of students' personal property will be confiscated by the administration. Any parent who chooses to pick up personal items, which have been confiscated, may do so. The school is NOT responsible for these banned items that are lost or stolen.

LOCKS AND LOCKERS

Only school locks may be used by students for P.E. lockers. **STUDENTS ARE RESPONSIBLE FOR THEIR OWN POSSESSIONS.**

MEDIA COVERAGE

School activities and events are occasionally covered by the news media. This is often beneficial to the school in order to keep the public informed about education and to bring recognition to deserving staff and students. If you do not want your child involved in any media coverage, you must have a completed form on file. Forms will be sent home with your student for completion.

PARENT SCHOOL COMMUNICATION/CONFERENCES

Parents are urged to attend special programs held throughout the year. A close working relationship between the teacher and the parent is important in the positive development of the student. Teachers are not able to leave their classes during student contact time. *To schedule a parent/teacher conference, contact the appropriate Student Services office.*

PASS PROGRAM

The PASS/After School Program provides students additional academic support. A student who earns a grade of "F" in a core content area for a nine-weeks marking period may attend the PASS Program offered Monday through Thursday from 4:00 – 5:30 p.m. A student who successfully completes the PASS Program may raise the grade for the previous nine-weeks from an "F" to a "D," for that core course. Certain restrictions apply. For more information, contact the PASS director at 493-6400.

PROGRESS MONITORING PLAN

Within each grading period, teachers will provide each student with a progress report, identifying the current grade average. This report is issued during the middle week of each grading period, or any time thereafter, if a student's grade/performance drops to failing.

REPORT CARD AND GRADES

Report Cards, which are generated each nine-week marking period, as well as Progress Reports, should reflect the academic status and the attendance for each student. Report Cards for the first three (3) nine-week marking periods will be given to the students to be delivered to parent(s)/guardian(s). Report Cards for the fourth nine-week marking period will be mailed to the students' homes. Progress Reports will be given to students to be delivered to the parent(s)/guardian(s) during each nine-week marking period, as appropriate.

DESCRIPTION AND DEFINITION OF GRADES

Grade of **A**: Outstanding Progress (90% - 100%)

Indicates thorough mastery of the subject or area as reflected in daily work, reports, tests, examinations, etc.

Grade of **B**: Above Average Progress (80% - 89%)

Indicates above average achievement, consistent effort as reflected in daily work, tests, reports, examinations, etc.

Grade of **C**: Average Progress (70% - 79%)

Indicates average achievement in daily work, reports, tests, examinations, etc.

Grade of **D**: Lowest Acceptable Progress (60% - 69%)

Indicates below average work in a majority of assigned areas.

Grade of **F**: Failure (below 60%)

Indicates unsatisfactory or failing work in a majority of assigned areas.

Grade of **I**: Incomplete

Indicates a problem that causes the student's work to be incomplete. For example:

- student has not been enrolled in a class long enough to determine a grade
- transfer student's grades from previous school have not been received
- delayed dual enrollment grade

An **I** that remains on the report card will cause the student's final average to compute to an F.

Grade of **M**: Valid Missing Work (Middle School Only)

Indicates the student was not scheduled in the class for the entire course. Only the principal can award a grade of **M**. The final average will be the average of all other grades submitted for the course.

Grade of *W*: Withdrawn

Indicates withdrawal from a course. A grade of *W* should only be used in special situations where it is necessary that the record of the student in the course remain on the report card with a final average of *W*. The course and grades will not be transferred to the permanent academic history for the student.

GRADE REPORTS AND REPORTING STUDENT CONDUCT

All schools in the School District of Palm Beach County report grades/progress to parents/guardians on a nine-week schedule. See page 4 for a schedule of dates.

Parent(s)/guardian(s) of students with disabilities enrolled in ESE must also be informed of their child's progress toward his or her annual IEP goals. A statement specifying the method and frequency in which an ESE student's progress is reported is included in the student's IEP.

At the secondary level, teachers record their best judgment of how each student's behavior affects learning in the classroom. The following are the general descriptions used in secondary schools. School conduct indicators are separate from the academic grade earned for the grading period.

- 4 Student's behavior very conducive to learning
- 3 Student's behavior generally supportive of learning
- 2 Student's behavior detrimental to own learning
- 1 Student's behavior detrimental to own learning and/or learning of others

RESTROOM USE

Students may use the restroom during the change of class time. Any student requiring the emergency use of a restroom during a class period will be sent to the appropriate Student Services Office to access the facilities located there. This policy is subject to change by administration.

SCHOOL ADVISORY COUNCIL

The School Advisory Council (SAC) is an integral component of the State of Florida's Education Reform Program. This program has among its goals more involvement and decision making at the local school level and the return of the responsibility for education to those closest to the student – the schools, teachers and parents.

The SAC membership consists of representatives from the following groups:

- parents
- teachers
- support personnel
- business and community members
- administrators

The primary role of the SAC is to maintain, monitor and evaluate progress in meeting the objectives of the formal School Improvement Plan. The SAC meets on the 2nd Tuesday of the month in the Media Center.

SCHOOL CONTROL AND DIRECTION OVER STUDENTS

Florida Statutes Section 1003.31 describes circumstances when each student is under the control and direction of the School District. (See also State Board of Education Rule 6A-3.0121 and School Board Policy 5.80(1).) These circumstances include:

- (a) During the time the student is being transported to or from school at public expense;
- (b) During the time the student is **attending school**;
- (c) During the time the student is physically present at a school activity, or physically on the property or in a facility which is owned by or operated under the jurisdiction of the School Board and;
- (d) During a **reasonable time before and after the student is on the premises** for attendance at school or **for authorized participation** in a school-sponsored activity, **and only when on the premises**.

In defining reasonable time, the Statute provides that the term “**reasonable time**” may mean **30 minutes** before or after the activity is scheduled or actually begins or ends, whichever period is longer.”

SCHOOL HOURS

School hours are from 9:15 a.m. to 3:50 p.m. Students arriving before 9:00 a.m. MUST remain outside the building of the school. NOTE: Students should **not** report to school prior to 8:45a.m. Students should leave campus by 4:20 p.m. or within 30 minutes after participating in a school-sponsored activity. (*House Bill 232.25 FS- states that school personnel are legally responsible for the supervision of students 30 minutes prior to the start of/and 30 minutes after the school day ends OR a school-sponsored activity ends.*) Between the hours of 9:15 a.m. and 3:50 p.m., NO student may leave the school grounds without permission. Parents must sign the student out in the Main Office.

SCHOOL SUPPLIES

Students are responsible for bringing all school supplies.

SCHOOL VISITORS

All visitors **MUST** report to the Main Office upon arrival, sign in, and secure a visitor’s pass. Visitors are not permitted beyond the Main Office without a visitor’s pass.

SCHOOL WIDE PROGRESS MONITORING PLAN

“Based on state standards and the No Child Left Behind guidelines, the desired level of performance on the FCAT for grades 6-8 for reading, math and science is level 3. For writing, the minimum score is a 3.5. A school wide Progress Monitoring Plan (PMP) is in place to assist students in meeting federal, state and district expectations for proficiency in those areas. If your child scored below the desired level of performance on the FCAT, this PMP is applicable to him/her. Should you desire to review or obtain a copy of the plan, please contact the school.”

STUDENT CONDUCT AND BEHAVIOR

Students are expected to follow all rules put forth in this document as well as the rules found in the Student and Family Handbook provided by the district. Teachers will post and explain classroom rules that are in addition to those covered in this Student Handbook and the Student and Family Handbook.

- Bus Conduct – Refer to Bus Information, pages 2 and 3
- Cafeteria Conduct – Refer to Cafeteria Procedures, page 3
- Gambling –Gambling of any type is not permitted. Students involved in gambling activity are subject to disciplinary action.
- Unacceptable Items- The following items are not allowed on campus: GUM, CANDY, RADIOS, HEADSETS, WALKMANS, ELECTRONIC GAMES, BEEPERS, TOYS, SKATEBOARDS, CAMERAS, REMOTE CONTROL WATCHES, CD/TAPE PLAYERS, NOISE MAKERS, SPRAY DEVICES, SLAM BOOKS, "WHITE-OUT," STEEL COMBS, COLOGNES, PERMANENT MARKERS, ELECTRONIC TELEPHONE PAGERS, and ANY OTHER ITEM NOT NEEDED FOR CLASS. Articles of this nature will be turned in to the administration to be held until a parent picks them up. The school takes no responsibility for damage to or loss of confiscated items. Cell phones must be in the off position and remain in the students’ backpacks during the school day. Students in possession of any of these items are subject to disciplinary action.
- Vandalism – Students involved in any type of vandalism are subject to disciplinary action.
- Refer to the Student and Family Handbook and School Board Policy 5.18 for additional information.

STUDENT IDENTIFICATION BADGES

Student identification badges will be issued to all Tradewinds Middle School students. **Identification badges are to be worn on a school issued lanyard around the neck at all times while on campus.** Students may not receive a pass to leave the classroom without an ID badge. Badges may be worn only on the lanyard issued by Tradewinds Middle School. Wearing the ID badge on the lanyard will allow the students to: Utilize a pass to leave the class, participate in extra curricular/after school activities, reward activities, utilize the cafeteria amenities and check out books from the Media Center. There will be a fee for replacement of lost badges and lanyards. Students may not alter, in any way, the badge or lanyard.

TARDINESS

Students arriving after 9:15 a.m. must obtain a tardy slip from Student Services before being admitted to a class. NOTE: Teachers will handle all other tardies.

TELEPHONE

The school telephone is for business purposes only. Students will not be called from class to take a telephone call. **MESSAGES WILL BE DELIVERED ONLY IN CASE OF AN EMERGENCY.** Students are to know how they are to get home at the end of the day prior to coming to school each day.

TEXTBOOKS/INSTRUCTIONAL MATERIAL, LOST

When textbooks or other instructional materials assigned to a student are lost or damaged, the parent or guardian is financially responsible for these materials. Students will not be issued a textbook to be used at home until **ALL** obligations have been cleared. Failure to pay for lost or damaged textbooks may result in the student's suspension from extracurricular activities or a requirement that the student perform community service equal to the value of the lost or damaged materials.

VOLUNTEER PROGRAM

We strongly encourage parents and community members to volunteer at the school. If you are interested in volunteering, please contact the Volunteer Coordinator at 493-6400.

WITHDRAWALS

All requests for withdrawals must be made in writing and must be submitted at least 24 hours in advance of the desired date of withdrawal. Requests must include student name, student number, reason for withdrawal, and a phone number at which the parent may be reached during the day. Students who are required to withdraw must show evidence the withdrawal is mandatory. Students who are required to leave during the **final** nine weeks prior to the last day of the school year must show evidence the withdrawal is mandatory **and** must successfully complete assigned class work in order to satisfy promotion requirements. Principals are authorized to make arrangements for the administration of any tests or examinations, as appropriate. Principals may waive the requirements for early withdrawal when unusual/extenuating circumstances require it. Approval is mandatory **prior** to the student's leaving school.