

DeLaura Middle School
300 Jackson Ave.
Satellite Beach, Florida 32937
https://www.edline.net/pages/DeLaura_Middle_School

School Telephone Numbers:

Main Office
773-7581

Fax
773-0702

Attendance
773-7581 x1000

Guidance
773-7583

**This student handbook is to be used in conjunction with the Secondary Students
Code of Conduct booklet issued by the Brevard County School District**

This 2017 – 2018 handbook belongs to:

DeLaura Middle School
Administration and Staff:

Principal	Robert Pruett
Assistant Principal	James Rehmer
Assistant Principal	Amy Evans
Secretary	Veronica Mulligan
Bookkeeper	Yvonne Wetzel
Front Office Clerk	Vicki Robbins
Director of Guidance	Cathryn Thornton
8 th Grade - School Counselor	Cathryn Thornton
7 th Grade – School Counselor	Katie Taips
Guidance Services Professional	Shannon Lynch
Guidance/Data Clerk	Rosemary Drury
Media Specialist	Megan Harkins
Technology/Network Assoc.	Robert Kelso
School Resource Officer	Gretta Valiente
Cafeteria Manager	Candace Fleites
School Nurse	Cheryl Haller

Where to Seek Assistance:

If you need:

Accident Insurance Claim Form
Advice about your schedule
Attendance information
Bullying Forms
Bus Information – Registration
Change of address or personal information
Check-in
Check-out
Clinic care, illness, medication
Deliveries of any kind
Discipline information
Fees (lost textbooks)
Lunch (free and reduced)
Lost and found
Personal guidance
Prepaid lunch information
Report Cards/Interim Reports
Schedule changes/concerns
Student activities, clubs
To report theft/vandalism

Volunteer Information

Withdrawal from school

Report to:

Front Office
School Counselor
Front Office
Dean's Office
Guidance Clerk
Guidance Clerk
Front Office
Front Office
Clinic
Front Office
Dean's Office
Bookkeeper
Guidance Clerk
Front Office
School Counselor
Cafeteria
Guidance Clerk
School Counselor
Guidance Clerk
School Resource
Officer/Dean's Office
Front Office/DeLaura Parent
Organization (PTO)
Guidance Clerk

**** There will be no student check-outs (other than emergencies) after 3:45.**

This will minimize disrupting the classroom learning environment at the end of the day, as well as being cognizant of any safety issues due to SHS's dismissal time of 3:30 and the congestion late check-outs can cause.

Cafeteria Services

Prices:

Breakfast	No cost to students
Full-price lunch	Students \$1.90
Reduced price lunch	TBD

PROMOTION

Promotion is the assignment of a student to the next grade level after successful completion of all grade level requirements.

MIDDLE GRADES DEFINITION

The term “middle grades” means grades 6, 7, and 8. (s.1003.415 (3), F.S.)

GENERAL REQUIREMENTS FOR MIDDLE GRADES PROMOTION GRADES 6-8

Beginning with students entering grade 6 in the 2014–2015 school year, promotion from a school composed of middle grades 6, 7, and 8 requires that the student must successfully complete academic courses as follows:

1. Received a yearly passing grade in all four major academic subjects: mathematics, language arts, science, social studies.
2. Received a passing grade in at least two of all other courses taken during the year.

Note 1: The Grade 7 semester middle school career exploratory course must be passed. If a seventh grade student fails the career course, he/she will be required to take and pass the course in the eighth grade.

Note 2: Students may be placed in an intensive reading course based upon performance in state standardized testing.

Academic Awards-Strive for Excellence

Honor Roll = All Grades of A and A/B

Students will be recognized each nine weeks for maintaining a 3.00 or above GPA and a satisfactory behavior mark for that specific nine-week period. Students must have all grades of A's and/or B's.

End of the Year Awards

Academic Awards are given to the eighth grade students who have maintained an overall GPA of 3.5 or above throughout 7th and 8th grade.

BETA/NJHS

Seventh Grade Students who have attended DeLaura for a full semester, and who have a cumulative GPA of 3.0 (BETA Club) and/or 3.5 (NJHS), and who have maintained satisfactory conduct grades in all their classes, are eligible for membership in the BETA and National Junior Honor Society. Application must be completed and dues paid by the TBA date.

Grading Scale (set by the State of Florida) A- 100-90 B- 89-80 C- 79-70 D- 69-60 F- 59 and below

Grade Progression

Attendance can impact student progression, as more than (9) nine absences will result in failure. State test scores are also a factor in promotion determination. The Brevard Public Schools Progression Plan is located on their website.

Progress Reports

Interim reports are issued at four and one-half week intervals between the nine- week reports. These reports should be used to assist students in working toward improving grades and alerting parents to teacher concerns.

Posted to Edline on: September 14th November 20th February 12th April 20th

Report Cards are issued according to the district schedule approximately every nine weeks.

Please note dates from school calendar:

Issued on: October 24th January 16th March 22nd Mid-June

Final report cards will be issued two weeks after the end of the school year. Final report cards will be available for pick up in the school office along with State Assessment scores. If fees are owed (for lost textbooks, library books, uniforms, etc.) report cards will not be mailed or released until fees are paid.

Cheating

DeLaura Middle School has a zero tolerance policy for cheating. If a student is caught cheating, he/she will receive a zero for the assignment and the parent/guardian will be called by the teacher. Repeat offenses will be considered Insubordination and will place the student on the Discipline Ladder.

Activities

Clubs and Organizations

All students are encouraged to participate in school-wide activities. DeLaura will offer traditional middle school organizations, which will include those listed below. During this time, such programs as Character Education will be presented. Organizations available pending a teacher sponsor for students will include the following:

Art Club	Cheerleading
Lego	Robotics
Science Research	Math Counts
Beta Club	FEA (Future Educators of America)
Student Council	Future Problem Solving
Boys and Girls Basketball	National Junior Honor Society
Superb Anti-Bully Club	GGIT Girls Get It Science Club
Boys and Girls Track	Odyssey of the Mind
Yearbook	

Parent/Player Agreement

For Athletic Participation in Basketball, Cheerleading and Track

Required Paperwork:

EL 2 Pre-participation Physical Evaluation (Signed and dated by a Doctor)

EL 3 Consent and Release from Liability Certificate

EL 3CH Consent and Release from Liability Certificate for Concussion and Heat-Related Illness

Forms must be submitted prior to try-outs or any physical participation. DeLaura's two competitive sports, for participation, are Fall Basketball and Spring Track. Cheerleading must also include the necessary paperwork.

Tickets-All sport events are \$2.00 for students and \$4.00 for adults (subject to district policy change).

Attendance

Regular attendance is essential for academic success. It is the responsibility of the parents and students to follow the county and school attendance policies. (**See the Secondary Students Code of Conduct booklet.**)

1. Each time a student is absent, the parents are requested to call the attendance office (773-7581, x1000) on the day of the absence. An automatic phone system attendance alert will be sent to homes of students who were logged as missing any classes, on that particular day. When a student is absent three (3) consecutive days without the school being informed, the principal's designee may request an investigation.
2. **A student who misses more than nine days in a semester could fail for that semester in accordance with Florida Statutes. Parents should submit absence notes on a consistent basis so that their child's attendance record stays up to date. Toward the end of each semester an attendance appeal committee will review absences on students with more than nine absence days (other than approved absences per district policy) for wavier consideration.**
3. When the student returns to school, it is his/her responsibility to bring a written note from the parent/guardian or doctor to the front office. Parent notes do not count as excused absences but should be submitted for documentation in the student's attendance file. Students are responsible for contacting their teachers to obtain work missed during absences and will have a reasonable amount of time to make up work as determined by the teacher. This is a privilege and should not be abused.
4. Absences due to court dates and religious holidays are not counted within the (9) nine-day attendance policy. Medical documentation from a Doctor's office of an absence will be approved on appeal.
5. A student is considered to be present at school, if away from school on a school day and engaged in an education activity that constitutes a school approved instructional program or activity.
6. Late arrivals or early checkouts could affect attendance in individual classes. Students have to be in attendance at school on the day of an event for a minimum of (4) hours in order to participate or to attend any after-school activities such as dances, sporting events, etc. However, please remember, attendance is taken in each individual class for daily attendance purposes.
7. Appeals are made informally to the dean up until the 9th day in question. Then, all appeals go before committee. Appeal packets are available through the attendance clerk and parents can present documentation if required.

Check-in Policy

A student who arrives on campus after the tardy bell must report to the Front Office to check in. He/she will then report directly to class after receiving an admit slip. Students with excessive tardies will be reported to the Dean's Office for possible discipline consequences as per DeLaura's discipline ladder. **Tardy students should be brought to school and signed in by a parent/guardian as when they checkout.**

Check-out Policy

All checkouts are handled through the front office, and students are to be checked out in person by a parent or guardian with a valid photo ID. **There will be no student check-outs (other than emergencies) after 3:45.** This will minimize disrupting the classroom learning environment at the end of the day, as well as being cognizant of any safety issues due to SHS's dismissal time of 3:30 and the congestion late check-outs can cause. As a reminder, for secondary schools, attendance is taken per class period each day, for a student's overall attendance record.

Student appointments during the day: We request you instruct your child to give any notes from home to the attendance clerk in the morning and then to their teachers, if they have appointments during the school day.

Visitors

Students are not permitted to have guests on campus at any time during the school day. All visitors having business on campus will report and sign in directly to the front office prior to entering other areas of the school. Visitors will sign-in on the Brevard District computer using their photo ID and wear the badge provided while on campus. "Shadowing" a student will not be permitted.

Withdrawals from school

A parent must notify the school in writing or complete and sign the withdrawal card. The student will carry the card to each class and return it to guidance when it is completed. This must be completed so all records and files can be finalized.

Student Arrivals and Departures

Parents are asked to progress through the lanes designated by cones, when picking up their child. Please leave one lane open for exiting vehicles. If arriving early, please park in the designated parking area in front of the school. Do not use the bus loop on the south side of the building to deliver or pick up students. On "**rainy days**," parents and students should have an advance plan. The front office cannot handle the large number of incoming calls for these days. Students will be held inside their classrooms until it is safe to dismiss them.

Deliveries

All deliveries of books, lunch money, gym clothes, and other personal belongings from parents/guardians to students will be made through the front office. Students should check at the front office between classes and at lunchtime for forgotten items. Classrooms will not be interrupted except for emergencies in order to maintain the learning environment. Catered or fast food deliveries should not be delivered due to the negative impact on school lunch services.

Buses

- Students must be registered to ride a bus.
- Brevard County School Board provides bus transportation for all students who live outside a two-mile radius of the school. **Students must utilize the one bus stop Mid-South Transportation has designated for them.**
- Buses are equipped with videotapes to monitor student behavior. School bus videotapes may be shown for discipline purposes to individuals with a need-to-know at the discretion of the principal or principal's designee.
- Riding is a privilege and therefore the rights of all should be respected; failure to do so will result in a referral and a possible suspension from the bus or school. Bus and School Referrals are handled in the same manner.

- Students are not permitted to ride on any bus other than that for which they are registered. In the event of an emergency a signed parent note must be submitted to the Dean requesting permission first thing in the morning, for review and approval.
- If a student is not a bus rider, they may not at any time, ride a bus to or from school.

Bus Student Responsibilities

- Students must obey the driver at all times.
- The driver will assign seats, when deemed necessary.
- It is a felony to throw any item out of windows. Parents and students will be held responsible.
- Restitution will be required of parents and students for all vandalism to the bus.
- No insects or animals, dead or alive, are allowed on the bus.
- Any discipline issues will be handled in the same manner as school discipline incidents.
- Students will remain seated at all times and remain silent when the dome lights are on.
- Students must keep all portions of the body inside the windows.
- Students may not eat, drink, smoke, or have drugs on the bus.

Rules and consequences are available at registration or by request from the attendance office.

If a student misbehaves, disciplinary action will be taken, as per our discipline ladder. All school rules apply to the bus and at the bus stop. No warnings will be given because students will review these rules and sign them during registration. Students will also review the rules during the first three days of school.

Bicycles, Skateboards, Etc.

Bicycles and scooters are to be parked in the designated area located at the west side of the campus. Bikes should be securely locked. The school is not responsible for stolen or damaged bicycles, helmets, skateboards, roller blades, scooters or skates. Helmets are required, and besides for safety reasons, students risk tickets and fines if stopped by law enforcement. Names are to be visible on the helmet.

Use the designated sidewalks and routes. Bicycles are to be walked while on the campus, and secured at the designated bike rack. Skateboards, roller blades, and skates are to be while walked on the campus, and secured at the rack located in the covered patio area behind the school store. Hover boards are not allowed on campus at any time per the District guidelines. They must be secured in the morning and picked up after school. All items should be marked with the students' name. Use of these modes of transportation are at the student's own risk. They are not to be carried around during the school day.

Clinic

The clinic is for emergency illnesses and accidents only. Students admitted to the clinic must either check out after contacting a parent or return to class. A student must have a hall pass from the teacher or administrator to be admitted. The clinic and all school personnel will not provide internal medication, including aspirin.

Health Records/Cards

A student health record is maintained at school at all times. During the registration process, parents should fill out a health card on their child, currently identifying any health problem of the child. This information is often vital in regard to decisions that may be made in reference to the child in case of an emergency.

Medication

All medication, including over-the-counter medications must be brought to the front office by a parent or guardian. Parents must sign a form allowing the school to administer medication. Any

student who receives medicine from another student or unauthorized person must report such incident to an administrator immediately. All medication not picked up will be disposed of at the end of the school year. **Students are not permitted to have any medication with them in the building or on the school bus at any time (including over-the-counter medication, cough drops, etc).** Students found to be in possession of prescription or over-the-counter drugs will be subject to disciplinary action as per our discipline ladder. This could include expulsion proceedings. **MEDICATION MUST BE IN THE ORIGINAL CONTAINER**

Accidents

In case of an accident, immediately report the incident to the nearest adult and seek treatment or obtain assistance and notify parent or guardian to get medical help. The school accepts no financial responsibility for accidents that occur on campus or to or from school. Accident reports should be filed with the front office immediately.

Immunizations

Students must have received (5) five doses of the DTP vaccine, (4) four doses of polio vaccine, (2) two MMR vaccines and (3) three doses of Hepatitis B shots and (2) varicella vaccines or verification of the Chicken Pox disease. Entering seventh graders must have a tetanus booster. **Students cannot register without these shots.**

Insurance

Independent student accident insurance is available to all students. Parents are encouraged to purchase this independent student accident insurance or have coverage under a family policy. Insurance forms are given to all students at registration. **The school is not financially responsible for accidents occurring on campus or on the way to and from school.**

Cell Phones/Electronic Devices

Students are permitted to be in possession of cell phones/electronic devices but **they must be turned off and put away once the student arrives on campus, even in the mornings before the first bell rings. They are not to be visible, in pockets, taken out, or used, at any time after they arrive, until the final bell of the day rings.** This means that they should **not** be on “silent” or “vibrate”, but **off**. If a student is using the phone, has it out and visible (including sticking out of a pocket), or has it go off during school hours, the phone will be taken to the office for a parent to pick up. The parent will sign the cell phone check out sheet when they arrive to pick up the phone. Consequences will be issued per the discipline ladder. Repeated violations could result in the student losing the privilege to bring a phone to school. **Please make sure your** child knows the importance of securing these items properly during school hours as the school is not responsible for lost or stolen items. During PE, lock phones and other valuables, in your PE locker. **No pictures or videos are to be taken with phones** and students will receive a disciplinary referral and consequence if they are. Cameras are not permitted on campus at any time as they infringe upon the rights of individuals to not have their picture taken. **In addition**, there is to be no posting of images-pictures, taken during school hours, even if the picture was posted by a student other than the one who took it. These infractions could also result in a disciplinary referral and consequence. **DeLaura is not responsible if any electronic devices are lost, misplaced, etc.**

Personal Belongings

Students should make certain that their personal items, such as purses, wallets, eyeglasses, and watches, are marked with proper identification. Students are urged not to bring large sums of money or wear expensive jewelry to school. Since investigations of missing items are disruptive to the learning environment, bringing such items may be a referable offense.

Dances/Co-Curricular Events

Events are held throughout the year outside of the regular school day. **Dress code** applies at all of these events. Students are to be picked up *no later than* 15 minutes after the end of the event. Students must be in good standing in reference to behavior and attendance to attend any school function. The administration reserves the right to deny a student from attending any event. **Students may not leave the event before the ending time, UNLESS they are picked up in person by a parent. Dances are for DeLaura students only.**

Field Trips/Dances/Co-Curricular Activities/Athletics

Students **must** be in good standing with satisfactory marks in academics and behavior to participate and/or attend in **any** school sponsored field trip, sporting event, dance or co-curricular activity. Academics, classroom behavior, "U's" on report cards, and disciplinary referrals, will be reviewed as part of the process of granting permission for a student to attend field trip, sporting event, dance or co-curricular activity. ***It is at the discretion of the administration to deny a student the right to attend a field trip.***

Fees:

School Instrument Rental	\$30.00/semester	Student Activity Fee	\$2.00/year
CTE Family-Consumer Sci.	\$2.50/quarter	Art Course and Supplies	\$10.00/semester
Home Economics	\$5.00/semester	Replacement Planner	\$5.00
Technology	\$5.00/semester	CTE Tech	\$2.50/quarter
P.E. Locker Rental	\$2.00/year	Chorus Uniform Rental	\$10.00

Optional Expenditures:

Yearbook	\$60 per copy (subject to change)
School Insurance (approximately)	\$6- \$40 depending on coverage
Physical education uniforms	\$22 (available at Registration and DeLaura's School Store)
Art Sketchbook	\$12

Distribution of Literature

DeLaura's permission to distribute literature should not be interpreted as endorsement of that literature. Permission to distribute literature for any organization will be granted as per Brevard Public Schools Guidelines.

Planner/Agenda

Student Planner/Agendas are \$5.00. Students will purchase a planner/agenda at the beginning of the year. Students are instructed to put their names on their agenda. If an agenda is lost or stolen, it is the student's responsibility to replace it as soon possible. Replacement cost is \$5.00. Planner/agendas are available in the guidance office.

Hall Pass Log

Students are expected to remain in assigned classes at all times. Except during emergencies, students will not be released during the first and last 15 minutes of each class. The Student Planner/Agenda has three designated hall passes for each day and **must be carried while out of the class.** Class Sign out pages will also be signed, dated with time noted.

Physical Education

Students are required to wear a uniform for participation in Physical Education. The uniform will be available from a local vendor. Cost will be \$22. White socks and athletic shoes are required.

All P. E. clothing must be identified with the student's first initial and last name.

P. E. Lockers

P. E. lockers will be assigned according to physical education class. In accordance with Florida Statutes 232.256(3), student lockers or storage areas are subject to search upon reasonable suspicion for prohibited or illegally possessed substances or objects. The following rules apply to all lockers:

1. P. E. lockers are the property of the school. Students are responsible for their proper care. Any damage to your locker should be reported immediately. Replacement cost for missing locks is \$5.00. Rental fee for P.E. lock and locker is \$2.00. Only school locks may be used. The school is not responsible for items stored in P. E. lockers.
2. **As an extra precaution, if your student has anything of value in their backpack, please reinforce that they should take that item out and lock it up in their locker versus leaving it in an unattended backpack.**
3. Do not share your P. E. locker with anyone or give your combination to another student (you may lose your locker privilege if you share your locker). P. E. lockers represent the minimum in security
4. **No Spray perfume, cologne, or deodorant is permitted in the locker room and is not to be brought to school, due to safety and health reasons.**

Media Center Usage

The DeLaura /Satellite Media Center is open to DeLaura students from 8:30 until 4:15 each school day.

Students may check out books for a two-week period. Books MAY be renewed. At the end of a two-day grace period, overdue fines of ten cents per day per book will be charged. All overdue books must be returned and fines paid before additional books may be checked out. Students are responsible for borrowed books that are lost or damaged.

Students need a pass as found in their planners to enter the library during school hours unless they are with a class. This includes visiting during lunch hours. In addition to using a pass, students must sign in and out at the circulation desk. Students are required to work quietly while in the media center. There is a ten-cent per page charge for computer copies as well as Xerox copies. Color copies are \$1.00 each.

All students are required to sign a Brevard County Schools Network Responsibility contract. These forms are kept on file and require that the student use the Internet for educational purposes. E-mails are not permitted. Misuse of District computers or unapproved web search/usage will result in a disciplinary consequence.

Telephones

Students will not be called from class for telephone messages except in the case of an emergency. Students may use the office phones for emergency calls only. Students are not permitted to use classroom phones unless expressly permitted by an administrator. Additionally, student cell phones are not permitted to be used during the school day.

Safe School Policies/Initiatives

Assigned Area:

Students must stay in assigned areas where supervision is available at all times. Students should not arrive on campus before 9:00, at which time the cafeteria will be open. Students will be released at the 9:26 a.m. bell to report for classes. Media center access is available with signed passes only as is any other student movement on campus. Students out of assigned areas will be referred to the dean. Once students arrive on DeLaura's campus, even if it is in the morning before the start of school, they are not to leave campus. Doing so will result in a discipline referral, and a consequence which may be a suspension. If they are not in attendance on a particular day they are also not allowed on campus at any time. This is for their safety and so we can account for all students who are in attendance.

Bullying Policy

DeLaura is committed to a safe, secure, positive, productive, and nurturing educational environment that is free of bullying or harassment of any kind, as is the Brevard Public School District. In accordance with Florida State Statute 1006.47 DeLaura has policies and procedures in place to report and address any and all bullying/harassment complaints. This includes our Anonymous Bully Reporting Box located in Guidance. Please see our website for additional bullying information, forms, policies and procedures.

Conflict Resolution

Students may receive conflict resolution assistance from the school counselor, assistant principal, school SRO, or “at-risk” instructor. The purpose is to de-escalate a tense situation or to avoid further conflict.

Discrimination

At no time will racism, including racial slurs, intimidation, put-downs, verbal or written racist materials or racial drawing be permitted. At no time will prejudice against race, religion, gender or ethnic background be tolerated. This will result in a suspension from school.

Fire Alarms/Fire Extinguishers/Fire and Safety Evacuation Drills

Fire alarms are located at strategic spots throughout the campus. Fire drill procedures are posted in each room. Bus evacuation, hazardous weather and other safety drills are scheduled throughout the year.

It is against both school and state laws for a person to tamper with a fire alarm or fire extinguisher. Disciplinary actions for tampering with a fire alarm or fire extinguisher are severe and charges will be filed. This is an expellable offense. State laws are strict.

School Lockdown Procedures per the District Guidelines

Communications to the parents will be sent out per instructions from the District.

Supervision

Florida Statutes require that a student on school premises participating with authorization in a school-sponsored activity will be supervised for a “reasonable time” (*30 minutes before and after the event*). Please make sure that transportation arrangements accommodate this provision.

Textbooks

Textbooks are furnished by the State and are loaned to students each year free of charge. Lost or damaged books must be paid for by the student before a replacement text is issued. Please note that the average cost to replace a textbook is approximately **\$80.00. Upon receipt of the textbook, students have three days to provide a cover for the book.**

These textbooks are graded according to their condition when issued. If a book decreases in value beyond a reasonable degree, the student must pay proportionally for the damage done to the book while in his/her possession. Students are cautioned that books in their possession must have numbers corresponding to the record kept by the teacher. Students will sign a book roster indicating that they have received the textbook. The students will initial by their names, once books are returned or fees or paid, thereby removing liability for the book. The teacher’s decision relative to a book is final.

Textbook Ratings **A-** new book **B-**book in good condition **C-** Book in fair condition **D-** Book is in abused condition, but usable

Staff Members Disciplinary Ladder

Inappropriate behavior within the classroom will be handled by the classroom teacher. In most cases, two or more interventions will be used, one which includes communication with the parents/guardians and one other with teachers of the student, and/or referrals to guidance. If the behavior does not improve, the teacher may send a referral to the Assistant Principal / Dean's office. Any inappropriate behavior in any area of the building or on school grounds, at school sponsored events on or off campus may result in a direct referral to the Assistant Principal/Dean's office. Note the inappropriate behaviors, including, but not limited to, those listed below:

- Chewing gum/candy/beverages
- Disorderly behavior in the halls or on the school grounds including but not limited to loud noises, horseplay, running or other unsafe physical activity on campus referred to administration by a staff member
- Disruptive items (including **fidget spinners**, birthday balloons, stuffed animals, laser pointers, toys of any kind, etc.)
- Electronic Devices (examples include but are not limited to cell phones, iPod's, cameras etc.)
- Inappropriate classroom behavior - throwing objects (paper, pencils, etc.)
- Inappropriate use of computers and other technology referred to administration by a staff member
- Possession of items, such as hats, headbands, sunglasses, water guns, dice, wallet chains, toys, games, cameras, laser pointers, other disruptive items, etc.
- Fragrant sprays are not to be brought on campus at any time. Examples include but are not limited to spray perfume, cologne, and aerosol deodorants
- Profanity/vulgarity referred to administration by a staff member
- Public Display of Affection (PDA) is not allowed at any time. PDA includes but is not limited to hugging, holding hands and/or kissing
- Sale of items (causes distractions and a disruption to the learning environment) referred to administration by a staff member
- Student dress code violation referred to administration by a staff member
- Graffiti of any kind. Examples include but are not limited to school property, yourself or others.

Students will be placed on the discipline ladder for general misconduct that occurs in any area of the building or on school grounds, at school sponsored events on or off campus and will be referred to the Dean's Office in an effort to promote good behavior by our students.

***Placement on ladder remains at the discretion of the administration in accordance with School Board Policy**

Detentions

Any teacher or administrator may issue a detention. Students are given 24 hours' notice for a detention. Teachers will call the parent/guardian with details regarding the detention. It is the student's responsibility to inform their parents so that transportation can be arranged. The days and length of teacher-assigned detentions vary among teachers; however, no detention will last longer than one hour. It is the student's responsibility to reschedule a detention if the student is absent, or parent contact to the Dean if a conflict arises causing a student to miss Detention. *Failure to serve assigned detentions may result in a referral to the Dean and placement on the Discipline Ladder.* Should a student receive more than one detention, the student may reschedule the detentions in advance. ***Dean's Detentions are used as study halls. Students are required to bring a book to read or homework to do.***

Suspensions

Students who are suspended are **not** eligible to attend or participate in any school-sponsored activities from the time the suspension is assigned to the arrival time on the day the students is first eligible to return to school. This includes the weekend. During this time, students are not permitted on any public school campus. For a first suspension offense, students will be allowed to make up school work. Make-Up work for subsequent school suspension day offenses are provided at the discretion of the student's teacher. **Suspension days count directly against a student's attendance record.**

Brevard Public Schools Discipline Plan Secondary 7th-12th Grades Student Behaviors and Range of Corrective Strategies

<i>Student Behavior (Incident)</i>	<i>Range of Corrective Strategies (Action)</i>
<p>Level 1 Behaviors: relatively minor misbehavior or general disruption that affects the orderly operation on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities.</p> <p style="text-align: center;">LEVEL 1</p> <ul style="list-style-type: none"> • Cheating • Classroom Disruption • Disengaged Behavior • Dress Code Violation • Electronic/Telecommunication Device Misuse (Minor) • Failure to Serve an Admin Detention • Failure to Serve an Extended Detention • Failure to Serve a Teacher Detention • Horseplay • Network/Internet Misuse (Minor) • Plagiarism • Profanity, Obscene, or Vulgar Language (Minor) • Public Display of Affection • Tardy to Class* • Tardy to School* • Unauthorized Possession of Item(s) • Unauthorized Publication(s) • Vehicle/Parking Violation <p>*These incidents should never lead to out of school suspension.</p>	<p>The principal or designee <u>must</u> select at least one of the following strategies from Plan 1. Repeated Level 1 incidents may be advanced to Level 2 with approval from the Office of Leading and Learning.</p> <p style="text-align: center;">PLAN 1</p> <ul style="list-style-type: none"> • Administrative Detention • Bicycle or Skateboard Privilege Staggered/Suspended/Revoked • Check-in/Check-Out with Identified Staff Member • Conference with Student • Confiscation of Item(s) or Device(s) • Daily or Weekly Report to Parent(s)/Guardian(s) • Extended Detention • Home Visit • In-School Suspension • Loss of Privilege(s) • Mentoring • Parent Conference • Parking Privilege Suspended/Revoked • Peer Mediation • Phone Conference • Plan Meeting (504, ELL, IEP, or IPST) • Reassigned Bus Seat • Referral to Community Based Organizations • Referral for Functional Behavioral Assessment/Behavior Intervention Plan • Referral to Certified School Counselor • Reflective Assignment • Restorative Practice Informal/Formal Conference • School Service Work • Seating Change • Social/Academic Instructional Groups • Stay Away Contract • Student Behavior Contract • Teach/Reteach Student Expectations • Wardrobe Change

Special Considerations

Good faith attempt must be made immediately to contact parent(s)/guardian(s). If the behavior is related to gangs, weapons, retaliation or hate crimes, then next level corrective strategies may be necessary. Report to law enforcement any criminal conduct.

Students with Disabilities (IEP/Section 504): Disciplinary action(s), as outlined in this document must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.

<i>Student Behavior (Incident)</i>	<i>Range of Corrective Strategies (Action)</i>
<p>Level 2 Behaviors: more serious than Level 1 behaviors and significantly interfere with the learning and/or the well-being of self and/or others on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities.</p> <p style="text-align: center;">LEVEL 2</p> <ul style="list-style-type: none">• Ammunition Possession• Chemical Spray Misuse• Failure to Report Criminal Offense• False Reporting• Forgery• Gambling• Larceny/Theft Less Than \$300• Leaving School Campus Without Permission• Medication Policy Violation• Out of Assigned Area• Pornographic Materials (Minor)• Possession of Stolen Item(s)• Threat to Property• Tobacco (TBC)• Trespassing (TRS)	<p>The principal or designee <u>must</u> select at least one of the following strategies from Plan 2. The use of corrective strategies from Plan 1 may also be used to address Level 2 behaviors. Repeated Level 2 incidents may be advanced to Level 3 with approval from the Office of Leading and Learning.</p> <p style="text-align: center;">PLAN 2</p> <ul style="list-style-type: none">• Bus Suspension (Short Term)• Classroom Reassignment• Extended Detention• Financial Restitution• In-School Suspension• Mentoring• Out-of-School Suspension (1-3 Days)• Report to Law Enforcement• Reverse Suspension • Safety Plan• Suspension Pending Parent Conference (up to 3 days) • Suspension/Revocation of Network/ Internet Access

Special Considerations

Good faith attempt must be made immediately to contact parent(s)/guardian(s). If the behavior is related to gangs, weapons, retaliation or hate crimes, then next level corrective strategies may be necessary. Report to law enforcement any criminal conduct.

Students with Disabilities (IEP/Section 504): Disciplinary action(s), as outlined in this document must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.

<i>Student Behavior (Incident)</i>	<i>Range of Corrective Strategies (Action)</i>
<p>Level 3 Behaviors: more serious than Level 2 behaviors that include serious disruption of school order and/or threats to the health, safety and well-being of self and/or others and/or property of others on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities.</p> <p style="text-align: center;">LEVEL 3</p> <ul style="list-style-type: none"> • Bullying (BUL) • Counterfeit • Cyberbullying (BUL) • Electronic/Telecommunication Device (Major) • Fighting (Non-SESIR) • Inciting • Physical Aggression, One-sided • Possession of a Potentially Dangerous Object • Profanity, Obscene or Vulgar Language (Major) • Sexting • Vandalism Less Than \$1,000 • Verbal Confrontation • Willful Disobedience/Insubordination 	<p>The principal or designee <u>must</u> select at least one of the following strategies from Plan 3. The use of corrective strategies from Plans 1 and 2 may also be used to address Level 3 behaviors. Repeated Level 3 incidents may be advanced to Level 4 with approval from the Office of Leading and Learning.</p> <p style="text-align: center;">PLAN 3</p> <ul style="list-style-type: none"> • Bus Suspension (Long Term) with Office of Leading and Learning approval • Extended Detention • In-School Suspension • Out-of-School Suspension (1-3 days) • Out-of-School Suspension (4-5 days) with approval from the Office of Leading and Learning • Suspension Pending Parent Conference (up to 3 days)
<p>Special Considerations: Good faith attempt must be made immediately to contact parent(s)/guardian(s). If the behavior is related to gangs, weapons, retaliation or hate crimes, then next level corrective strategies may be necessary. Report to law enforcement any criminal conduct.</p> <p>Students with Disabilities (IEP/Section 504): Disciplinary action(s), as outlined in this document must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.</p>	
<i>Student Behavior (Incident)</i>	<i>Range of Corrective Strategies (Action)</i>
<p>Level 4 Behaviors: the more serious acts of unacceptable behaviors that seriously endanger the health and well-being of self and/or others and/or cause significant damage to property on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities.</p>	<p>The principal or designee <u>must</u> select at least one of the following strategies from Plan 4. The use of corrective strategies from Plans 1, 2, and 3 may also be used to address Level 4 behaviors. For all Level 4 behaviors contact the Office of Leading and Learning.</p>

<p style="text-align: center;">LEVEL 4</p> <ul style="list-style-type: none"> • Alcohol Possession/Sale/Use/Distribution (ALC) • Arson (ARS) • Assault (TRE) • Breaking and Entering/Burglary (BRK) • Cyberstalking (TRE) • Disruption of Campus - Major (DOC) • Drug Sale/Distribution Excluding Alcohol (DRD) • Drug Use/Possession Excluding Alcohol (DRU) • Explosives (WPO) • False Accusation Against a Staff Member • Felony (Off Property) • Fighting (FIT) • Harassment (HAR) • Hazing (HAZ) • Larceny/Theft \$300 or Greater (STL) • Network/Internet Misuse (Major) • Other Major Crimes (OMC) • Physical Attack (PHA) • Robbery (ROB) • Sexual Assault (SXA) • Sexual Harassment (SXH) • Sexual Offense (SXO) • Threat/Intimidation (TRE) • Vandalism \$1000 or Greater (VAN) 	<p style="text-align: center;">PLAN 4</p> <ul style="list-style-type: none"> • Out-of-School Suspension (1-5 Days) with Approval from the Office of Leading and Learning • Out-of-School Suspension (up to 10 days pending investigation) • Recommendation for Alternative Placement • Recommendation for Expulsion • Report to Law Enforcement • Transfer student to ALC
<p>Special Considerations Immediately contact parent(s)/guardian(s). Report to law enforcement any criminal conduct.</p> <p>Students with Disabilities (IEP/Section 504): Disciplinary action(s), as outlined in this document must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.</p>	
<p style="text-align: center;"><i>Student Behavior (Incident)</i></p> <p>Level 5 Behaviors: the most serious acts of unacceptable behaviors that seriously endanger the health and well-being of self and/or others and/or cause significant damage to property on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities.</p> <p style="text-align: center;">LEVEL 5</p> <ul style="list-style-type: none"> • Battery with More Serious Injury (BAT) • Bomb Threat (DOC) • Homicide (HOM) 	<p style="text-align: center;"><i>Range of Corrective Strategies (Action)</i></p> <p>The principal or designee <u>must</u> select at least one of the following strategies from Plan 5. All Level 5 behaviors <u>must</u> be reported to law enforcement and to the Office of Leading and Learning.</p> <p style="text-align: center;">PLAN 5</p> <ul style="list-style-type: none"> • Out-of-School Suspension (up to 10 days pending investigation) • Recommendation for Alternative

<ul style="list-style-type: none"> • Kidnapping (KID) • Sexual Battery (SXB) • Weapons Possession (WPO) 	<p>Placement</p> <ul style="list-style-type: none"> • Recommendation for Expulsion • Report to Law Enforcement
<p><u>Special Considerations</u> Immediately contact parent(s)/ guardian(s).</p> <p>Students with Disabilities (IEP/Section 504): Disciplinary action(s), as outlined in this document must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.</p>	

Expulsions See the Brevard Public Schools, Secondary Handbook, Code of Conduct.

Students who continue to demonstrate inappropriate behavior after disciplinary measures have been taken will be disciplined at the discretion of the administration in accordance with School Board Policy.

There are certain behaviors that are ***more severe*** and will not be tolerated at DeLaura Middle School. These behaviors include, but are not limited to, the following:

- *Arson
- *Assault/battery
- *Bomb Threats
- *Extortion
- *Foul and/or Vulgar Language
- *Harassment of any kind (This includes, but is not limited to, any type of ethnic or racial slurs/remarks)
- **Inciting Others
- *Insubordinate behavior (including, but not limited to, profanity or name calling directed at staff members, etc.)
- *Misuse of District computers and Internet usage
- *Noxious substances (stink bombs, for example)
- **“Pantsing” or any other act deemed embarrassing or harassing; to ridicule an individual
- *Possession of any type weapon, or item utilized to be used as such
- *Possession of Cigarettes/Tobacco Product, paraphernalia, matches/lighters
- *Possession of dangerous or disruptive items, or attempting to utilize items for dangerous or disruptive purposes
- *Possession of Mouthwash, due to Alcohol Content
- *Possession/sale or use of alcohol or drugs
- *Repeated Verbal attacks on a fellow student or staff member
- *Trespassing
- *Vandalism (defacing or damaging any property/manipulating or altering computer equipment, graffiti, etc.)
- *Violent behavior (including fighting)
- ** **Any student who incites, encourages or is actively present during a fight will be disciplined.**

A student involved in any of the previously listed behaviors may or may not be placed on the discipline ladder. He/she maybe assigned three (3) to ten (10) days of suspension and/or recommendation for expulsion per Brevard County School Board Policy at the discretion of the administration based on the severity of the offense.

Dress Code

It is the responsibility of the administration to see that student dress is not extreme to the point of creating a disruption in the educational atmosphere. In accordance with district guidelines, the Dress Code Committee has established the rules that follow. The following dress code has been established with *safety* and *modesty* as the objectives.

1. Shoes will be worn at all times. High heels or any shoes with soles or heels that exceed approximately two inches should not be worn. Also, **slippers are not acceptable**. Flip-flops, slaps, and slides, are allowable footwear, however, please keep in mind that DeLaura is two-story and students need to be cautious as they travel up and down the stairs. If a shoe/sandal breaks, students will need to put on their PE shoes or call home for a replacement pair, again, for safety reasons cannot walk barefoot.
2. Tee shirts, belt buckles, buttons, jewelry and patches are permissible but must not have bizarre, offensive, or suggestive slogans or pictures that are considered disruptive by the school administration. Slogans or pictures must not make reference to drugs, alcoholic beverages, profanity, sex, death, Satan, anarchy or weapons of any type.
3. **Any garment that disrupts the learning environment will be considered inappropriate.** Clothing should reflect a positive, learning attitude. Swimwear is prohibited. Pajamas and other lounging or nighttime clothing is not permitted.
4. **Upper garments must adequately cover the waistline and must not expose the midriff while the student is performing normal school-related activities** (studying, retrieving books, raising hands, etc.). Cut-off tee shirts above the waistline are not permitted. Tank tops with large armholes, muscle shirts, mesh shirts, see-through shirts, and open-sided apparel are not allowed. Shirts must lap over lower garments at the waist and not reveal midriff in normal school activities. If a student has unapproved clothing under a sweatshirt, then the sweatshirt needs to remain on, or the student needs to change into approved clothing.
5. Tube tops, halter-tops (spaghetti straps, or any other narrow straps), low-cut necklines (v-necklines, deep scoop necklines), bare midriffs (when arms are raised), and barebacked clothing are prohibited. See-through clothing CANNOT be worn by itself or over any of the previously prohibited tops. Shirts/blouses need to be at a length so that at all times, students are covered with no bare skin showing when a student is sitting or standing.
6. **Shorts and skirts must be mid-thigh length.** If a garment contains a split or slit, the split or slit cannot be higher than the than mid-thigh.
7. Proper undergarments are required. Undergarments or unacceptable clothing, shall not be visible underneath outer clothing.
8. Sunglasses must be put away during the school day, and not permitted to be worn on top of the head.
9. **Body Piercing is limited to earlobes ONLY.** Nose or other facial piercing, is prohibited by District Dress Code Guidelines.
10. Pants/jeans/shorts may not have holes in them. **No ripped, unraveled, or torn clothes.** Clothes should be hemmed to a length that does not drag the ground and allows for safety on stairs and in hallways. **This includes jeans/pants with holes in them.** Additionally, Safety Pins cannot be worn in any particle of clothing, for obvious safety reasons.
11. Pants, shorts, and skirts will be worn at waist level. Underwear must be covered at all times by trousers and shorts. Male students **MUST** wear a belt if it is needed to keep their pants at waist level. Walking around campus holding up shorts, trousers, pants, etc., will not be allowed. Pajamas or any type of beachwear, is not permitted.
12. Leggings, yoga pants, bike shorts/pants and tights may only be worn under dress code appropriate lower garments (e.g.-under skirts/under dresses).

13. Jewelry worn should not be a safety hazard to that student or to others. (Examples: dog collars, leather bracelets, necklaces, or belts with metal brads or spikes, chains, wallet chains, sharp belt buckles, safety pins or other sharp objects.) Excessive bracelets covering the arms can be a distraction and should not be worn. Gloves are also not permitted.
14. Students are to adhere to the same dress code for all school-related activities.
15. Any item worn or carried that may be construed as gang paraphernalia is not permitted. This includes bandanas.
16. **NO HATS ARE TO BE WORN OR BROUGHT ON CAMPUS.** If so, they must be placed in a backpack or left at the Front Office for pick up at the end of the day. Carrying hats throughout the halls during the day is not acceptable.
17. **Disruptive hairstyles and hair colors are prohibited**, as is extremely spiked hair not allowed. Such styles including Mohawks or other haircuts deemed disruptive will not be allowed.

Smoking and/or Tobacco Products

A student is not permitted to smoke nor be in possession of tobacco products on school grounds. This is a suspendable offense for any student who is caught in possession of cigarettes or other tobacco products or paraphernalia (including E Cigarettes) while on school campus. Additionally a student is also subject to a fine and ticket by our SRO as dictated by our local ordinance. Lighters or matches are also not permitted and will be handled with a discipline referral as well.

Cafeteria Etiquette

Upon entering the cafeteria, students will:

- *walk to either serving line
- *place book bags in the designated area
- *choose **one seat** and remain at that table until the lunch period ends, whether inside or on the patio
- *clean up after eating
- *while in the courtyard, all students must be seated - you may not continue to go in and out of the cafeteria / patio area

A consequence will be given for students who:

- *run or cut in line
- *roam through the cafeteria instead of staying seated
- *throw any items whatsoever, including food, containers, trash, etc.
- *leave the cafeteria without cleaning their area
- *ask other students for money or food

Hallway/Campus Conduct

Students' conduct and manners are to be the same in the hallways as in the classroom. Students should keep to the right in the halls and on the stairs. On the center stairs, follow the direction of the arrows. Failure to adhere to this rule causes traffic jams and becomes a safety issue. Everyone must move quickly to and from classes in order to avoid tardiness. **Running is not permitted.** During regular class periods, any pupil who is in the halls must have a pass from the teacher in whose room the pupil should be in at the time. Students are not allowed to go to any other location, without a pass.

Fighting

Fighting will not be tolerated. Confronting a student by yelling, arguing, threatening, and/or drawing a crowd will not be tolerated. Students cannot incite others via verbal or physical intimidation. Students are encouraged to seek help from an administrator, the SRO, counselor, or

other staff member in an attempt to resolve any conflict in an appropriate manner. Peer Mediation is also an avenue which may be used to settle conflicts between students. Any student committing physical battery may be arrested. Verbal taunting or inciting will be result in disciplinary consequences per the District Discipline Policy as well.

Outside Food and Beverages

ALL food is to be consumed in the cafeteria area. Outside food (fast food, pizza, etc) is not allowed inside the cafeteria. No food is permitted in hallways, gym, or classrooms. Outside beverages must be consumed in the cafeteria area before the school day begins. This includes but is not limited to iced coffees, teas, restaurant beverages, gallon jugs, etc. Bottled Products are not to be consumed in hallways or classrooms. Glass bottles are not permitted on campus. Students may have water with them in a clear container. ***DeLaura is a NO GUM ZONE!*** Gum is not allowed on school campus. Chronic gum chewing incidents will be handled as willful disobedience.

Sexual Harassment Policy and Grievance Procedure

The following section has been excerpted from the Sexual Harassment/Policy/Procedure Manual to highlight those sections applicable to students.

6Gx5-1.10 Sexual Harassment

The School Board of Brevard County is committed to having a positive learning and working environment that is free of harassment on the basis of race, religion, color, sex, national or ethnic origin, marital status, disability or handicap. Sexual harassment is demeaning and degrading. Under certain circumstances, sexual harassment may constitute sexual abuse under federal law (Title VII and Title IX) and Florida Statute (Equity Act). In all such cases, school personnel will comply with statute and take immediate action to protect the victim of alleged abuse.

(1) Sexual Harassment Includes:

- (a)** Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, religion, color, sex, national or ethnic origin, marital status, disability, or handicap which has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.
- (b)** The denial of or provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors.
- (c)** Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 1. Submission to such conduct is either made explicitly or implicitly a term or condition of an individual's employment or educational career
 2. Submission to or rejection of such conduct is used as a basis for educational or employment decisions affecting the individual
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

(2) Complaints and grievances

- (b)** Any student or parent of a student who believes that he/she has been the subject of harassment may file a grievance according to the procedures established in the Student Sexual Harassment Complaints and Grievances Procedures that are incorporated by reference and are a part of this rule.

- (c) In any cases that involve alleged sexual harassment, nothing in this policy or in any other policy or procedure shall require the individual alleging sexual harassment to present the matter to the person who is the subject of the complaint.
- (d) Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be considered independent of whether a charge or informal complaint of sexual harassment is substantiated.
- (e) Any employee or student who is found to have knowingly filed a false sexual harassment complaint will be subject to discipline by the school district. He/she may also be held personally liable for his/her misconduct through civil suit by the injured employee and may be criminally prosecuted under Section 837.06, Florida Statutes.

(3) Investigations

- (a) In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

Non-Discrimination Policy

It is the policy of the School Board of Brevard County to offer the opportunity to students to participate in appropriate programs and activities without regard to race, color, religion, national origin, sex, disability, marital status, or age, except as otherwise provided by Florida State Law. A student having a grievance concerning discrimination may contact:

Equity Coordinator
 School Board of Brevard County
 2700 Judge Fran Jamieson Way
 Viera, Florida 32940-6699

**Student Grievance Procedure
 (Title IX and Florida Educational Equity Act)**

Grievance Defined - Alleged violation(s) of Title IX Education Amendments of 1972, prohibiting sex discrimination in education or alleged violation(s) of the Florida Education Equity Act, 228.2001 F.S., and prohibiting discrimination in public education.

The steps described below must be followed in the submittal and resolution of student grievances under title IX of the Florida Educational Equity Act.

Step 1 If an individual public school student believes that an action by the school or school representative has violated his/her rights under Title IX of the Florida Educational Equity Act, the student shall seek a resolution through appropriate informal discussion with the individual alleged to have committed the violation or other appropriate school personnel.

Step 2 If the informal discussion does not resolve the issue, the aggrieved student will submit a written statement of the grievance to the school principal or designated representative within fifteen (15) school days of the alleged occurrence. The statement shall include a description of the specific rule/regulation allegedly violated, the person(s) causing the violation, the date of the violation, the resolution sought, and the signature of the student and the parent or guardian. Within fifteen (15) school days of receipt of the written grievance, the principal or designee shall render a written response to the aggrieved student and parent or guardian, which shall uphold, modify, or deny the resolution sought

Step 3 If the student is not satisfied with the response issued in Step 2, the student may, within fifteen (15) school days of the response, resubmit in writing the alleged grievance to the

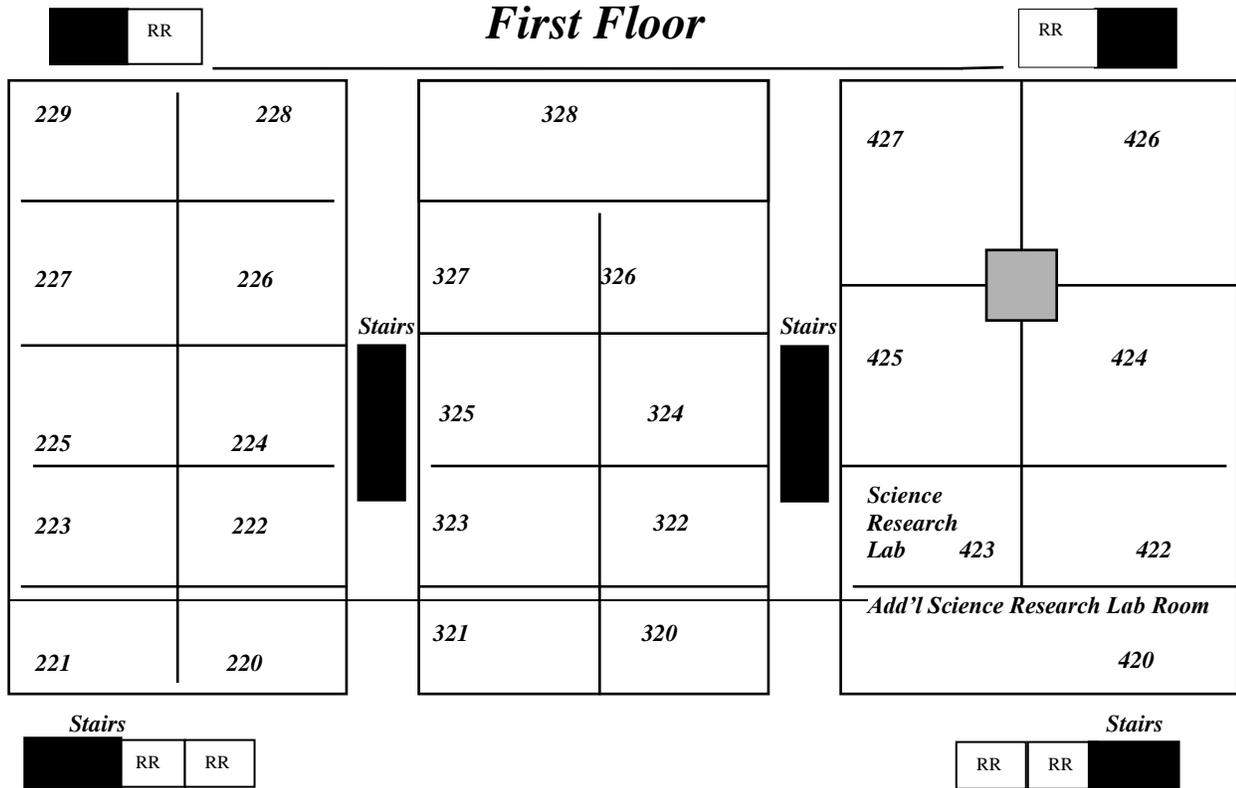
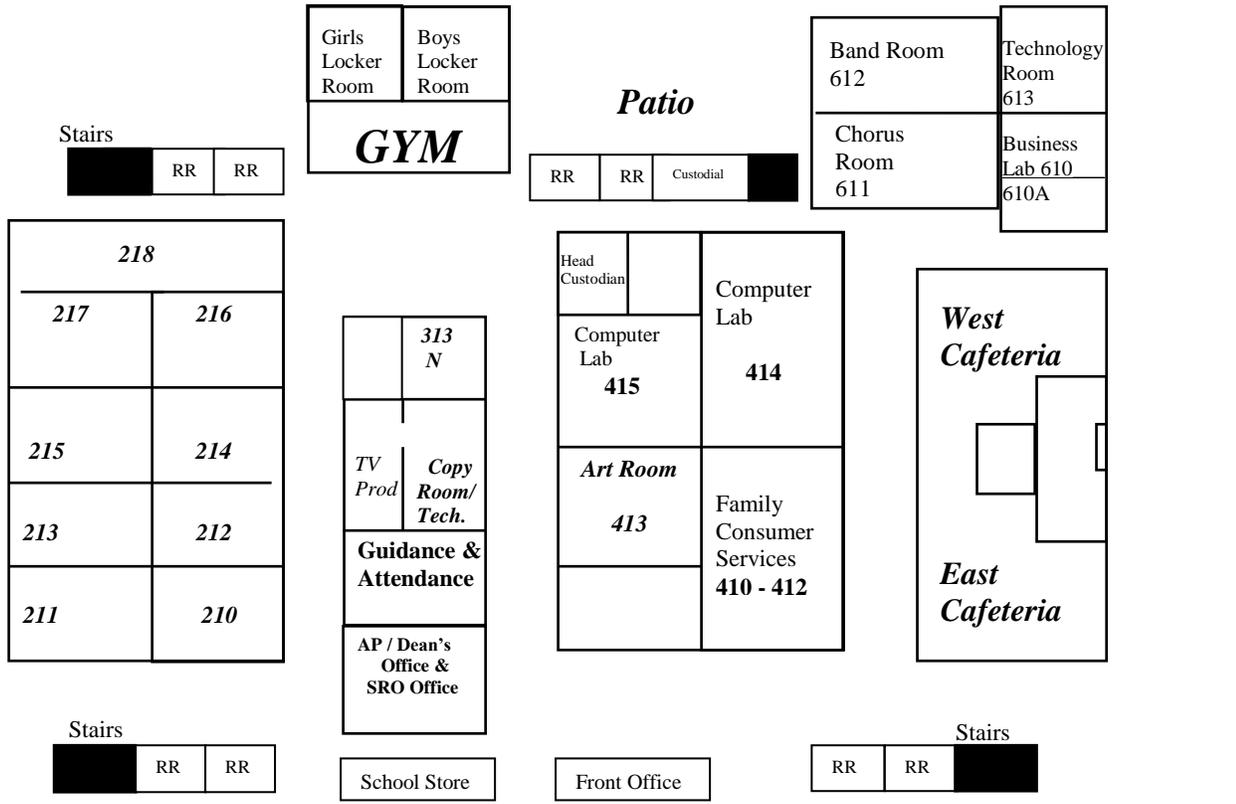
Superintendent or designee. Within fifteen (15) school days, the Superintendent or designee shall issue a written response to the aggrieved student and parent or guardian. The decision of the Superintendent shall be final except as provided in law and Board Policy.

Zero Tolerance Contract

In compliance with the School Board of Brevard County, Florida’s Secondary Students’ Code of Conduct, student expectations are provided in the Secondary Student Code of Conduct. ALL school functions are governed by this code. Students are expected to review this information prior to attending school and will review information during the first week of classes. All students will sign addendums that state that they have read and understand all district policies that relate to the secondary student code of code.

DeLaura Middle School has a weekly class period rotation. The three different bell schedules are listed below. Power Hour will include time during lunch for students to receive additional support from their classroom teachers.

Period	Regular Monday & Friday	Early Release Wednesday	Power Hour Tuesday & Thursday
1 st	9:30-10:25 (55 min)	9:30-10:10 (40 min)	9:30-10:18 (48 min)
2 nd	10:28-11:18 (50 min)	10:13-10:53 (40 min)	10:21-11:07 (46 min)
3 rd	11:21-12:11 (50 min)	10:56-11:36 (40 min)	11:10-11:56 (46 min)
4 th	12:14-1:36 (49 min) 1 st Lunch: 12:14-12:44 2 nd Lunch: 1:06-1:36	11:39-12:51 (39 min) 1 st Lunch: 11:39-12:09 2 nd Lunch: 12:21-12:51	Power Hour 11:59-12:59 (60 min) 4 th Period 1:02-1:48 (46 min)
5 th	1:39-2:29 (50 min)	12:54-1:34 (40 min)	1:51-2:37 (46 min)
6 th	2:32-3:22 (50 min)	1:37-2:17 (40 min)	2:40-3:26 (46 min)
7 th	3:25-4:15 (50 min)	2:20-3:00 (40 min)	3:29-4:15 (46 min)



Second Floor

MONTH	DATE	DAY	EVENT
JULY	4	TUES	HOLIDAY FOR ALL
AUGUST	5	SAT	REGISTRATION DAY
	10	THUR	FIRST DAY OF SCHOOL FOR STUDENTS
	16	WED	EARLY RELEASE DAY
	23	WED	EARLY RELEASE DAY
	30	WED	EARLY RELEASE DAY
SEPTEMBER	4	MON	LABOR DAY – HOLIDAY FOR ALL
	6	WED	EARLY RELEASE DAY
	11	MON	FIRST INTERIM ENDS
	13	WED	EARLY RELEASE DAY
	14	THUR	SECONDARY INTERIMS POSTED TO EDLINE
	15	FRI	SECONDARY INTERIMS ISSUED
	18	MON	PROFESSIONAL DEVELOPMENT DAY/STUDENTHOLIDAY
	20	WED	EARLY RELEASE DAY
	27	WED	EARLY RELEASE DAY
OCTOBER	4	WED	EARLY RELEASE DAY
	11	WED	EARLY RELEASE DAY
	13	FRI	END OF FIRST NINE WEEKS
	18	WED	SECONDARY TERM 1 GRADES POSTED TO EDLINE
	18	WED	EARLY RELEASE DAY
	24	TUE	SECONDARY REPORT CARDS ISSUED
	25	WED	MIDDLE SCHOOL CONFERENCE
	25	WED	EARLY RELEASE DAY
	26	THUR	JR/SR HIGH AND HIGH SCHOOL CONFERENCE
NOVEMBER	1	WED	EARLY RELEASE DAY
	8	WED	EARLY RELEASE DAY
	10	FRI	VETERANS' DAY/HOLIDAY FOR ALL
	15	WED	SECOND INTERIM ENDS
	15	WED	EARLY RELEASE DAY
	20	MON	SECONDARY INTERIMS POSTED TO EDLINE
	21	TUES	SECONDARY INTERIMS ISSUED
	22	WED	TEACHER /STUDENT HOLIDAY/MAKE UP DAY IF NEEDED
	23-24	THUR - FRI	HOLIDAY FOR ALL
	29	WED	EARLY RELEASE DAY
DECEMBER	6	WED	EARLY RELEASE DAY
	13	WED	EARLY RELEASE DAY
	19-20	TUES - WED	EXAM DAYS/EARLY DISMISSAL
	21	THUR	EXAM DAY/EARLY DISMISSAL/END OF 1 ST SEMESTER
	22-29	FRI - FRI	WINTER BREAK – TEACHER /STUDENT HOLIDAY
JANUARY	1	MON	HOLIDAY FOR ALL
	2-4	TUES-THUR	WINTER BREAK – TEACHER /STUDENT HOLIDAY/NON-WORK DAY FOR ALL
	5	FRI	TEACHER WORKDAY/STUDENT HOLIDAY
	8	MON	STUDENTS RETURN/SECOND SEMESTER BEGINS
	9	TUES	SECONDARY SEMESTER GRADES POSTED TO

			EDLINE (TERM 2)
	10	WED	EARLY RELEASE DAY
	11	THUR	ELEMENTARY REPORT CARDS ISSUED & POSTED TO EDLINE
	15	MON	MARTIN L. KING, JR. DAY – HOLIDAY FOR ALL
	16	TUES	SECONDARY REPORT CARDS ISSUED
	17	WED	EARLY RELEASE DAY
	24	WED	EARLY RELEASE DAY
	31	WED	EARLY RELEASE DAY
FEBRUARY	7	WED	EARLY RELEASE DAY
	7	WED	THIRD INTERIM ENDS
	12	MON	SECONDARY INTERIMS POSTED TO EDLINE
	13	TUES	SECONDARY INTERIMS ISSUED
	14	WED	EARLY RELEASE DAY
	15	THUR	BLOCK - REPORT CARDS ISSUED
	19	MON	PRESIDENTS' DAY/PROFESSIONAL DEVELOPMENT DAY/STUDENT HOLIDAY/MAKE UP DAY IF NEEDED
	20	TUES	MIDDLE SCHOOL CONFERENCE
	21	WED	EARLY RELEASE DAY
	22	THURS	JR/SR HIGH AND HIGH SCHOOL CONFERENCE
	28	WED	EARLY RELEASE DAY
MARCH	7	WED	EARLY RELEASE DAY
	13	TUES	END OF THIRD NINE WEEKS
	14	WED	EARLY RELEASE DAY
	16	FRI	TEACHER WORK DAY/STUDENT HOLIDAY
	16	FRI	SECONDARY TERM 3 GRADES POSTED TO EDLINE
	21	WED	EARLY RELEASE DAY
	22	THUR	SECONDARY REPORT CARDS ISSUED
	28	WED	EARLY RELEASE DAY
APRIL	2 - 6	MON - FRI	SPRING BREAK
	11	WED	EARLY RELEASE DAY
	18	WED	EARLY RELEASE DAY
	20	FRI	FOURTH INTERIM ENDS
	25	WED	EARLY RELEASE DAY
	25	WED	SECONDARY INTERIMS POSTED TO EDLINE
	26	THUR	SECONDARY INTERIMS ISSUED
MAY	2	WED	EARLY RELEASE DAY
	9	WED	EARLY RELEASE DAY
	16	WED	EARLY RELEASE DAY
	21	MON	EXAMS DAY/EARLY DISMISSAL
	22	TUES	EXAMS DAY/EARLY DISMISSAL
	23	WED	EXAMS DAY/EARLY DISMISSAL - END OF SECOND SEMESTER/LAST DAY FOR STUDENTS
	24	THUR	POST PLANNING/LAST DAY FOR TEACHERS
	25	FRI	SECONDARY SEMESTER GRADES POSTED TO EDLINE (TERM 4)
			REPORT CARDS ISSUED MID JUNE

Higher Order Thinking Skills Question Templates

Recall	
<p>Note: Any question becomes a recall question if the answer has already been explicitly provided to the student in class or in the text.</p> <p>When did _____ take place?</p> <p>List the _____ .</p>	<p>Define the term _____ .</p> <p>What is a _____?</p> <p>Who did _____?</p> <p>Name _____ .</p>
Analysis	
<p>How does _____ work?</p> <p>Sort these _____ .</p> <p>Use the table to determine _____ .</p> <p>Use the graph to determine _____ .</p> <p>Graph _____ .</p> <p>What caused _____ ?</p> <p>What is another possible cause of _____ ?</p> <p>Outline the _____ .</p> <p>Based on the written description, draw a diagram.</p> <p>Draw your own map of _____ without tracing or copying.</p> <p>Use the map to determine _____ .</p> <p>In what sequence did _____ happen?</p> <p>Break _____ down into its component parts.</p> <p>Give an example of _____ .</p> <p>What literary form is being used?</p> <p>What technique is being used?</p> <p>What information is needed?</p> <p>Is the information relevant?</p> <p>Into what groups can you organize these?</p> <p>Draw a picture that illustrates what's described in the story _____ .</p>	<p>What does _____ symbolize?</p> <p>Find examples of [a literary device] in your readings.</p> <p>Analyze the _____ in _____ .</p> <p>Classify these _____ according to _____ .</p> <p>Separate the _____ from the _____ .</p> <p>Translate _____ .</p> <p>Analyze how _____ .</p> <p>Explain how _____ works.</p> <p>What was the author's point of view?</p> <p>How did the author convey _____ ?</p> <p>What words does the author use to paint an image of _____ in your mind?</p> <p>How were _____ used to _____ ?</p> <p>What kind of a _____ is this?</p> <p>Which one doesn't belong in this group?</p> <p>What is the function of _____ ?</p> <p>What is the purpose of _____ ?</p> <p>What is the relationship between _____ and _____ ?</p> <p>What is the pattern?</p> <p>Use manipulatives to illustrate a concept.</p> <p>Build a model of _____ .</p> <p>Measure _____ .</p>

Comparison

How is _____ like _____ ?
How are _____ and _____ different?
Compare the _____ before and after _____ .
Compare the character _____ at the beginning of the story and at the end.

Distinguish between _____ and _____ .
Compare _____ with _____ .
On what dimensions might you compare _____ and _____ ?
Which one is the biggest/oldest/tallest?

Inference

Hypothesize what will happen if _____ .
Predict what will happen if _____ .
Apply the rule to _____ .
Solve the problem _____ .
Predict how the story _____ will end.
What is the main idea of the story _____ ?
What is the overall theme of _____ ?
What is the moral of the story?
Develop of plan to _____ .
Propose and describe an invention that fills some need.
Write a research paper on _____ .

Based on your readings, what can you conclude about _____ ?
What was the author's point of view?
Solve a logic puzzle.
What if _____ ?
What rule applies here?
What generalization can you make from this information?
Create a _____ .
Design a _____ .
Propose a solution to the problem of _____ .

Evaluation

Was _____ worth the costs? Explain your answer.

Was the argument convincing? What makes you think so?

Did _____ behave appropriately? Why?

What would you have done in this situation? Why?

Write a critique of _____ .

Was this experiment well designed? Defend your answer.

Judge which is the best solution to the problem of _____ ? Why do you think so?

How well are the conclusions supported by the data/ facts/evidence? Explain.

Did _____ choose a wise course of action? Give reasons.

Apply a scoring rubric to this piece of work. Explain why you are assigning each score.

What would you have done in this situation? Why?

Review a book, performance, or exhibit. Justify your evaluation.

Which _____ is the best? Why do you think so?

Whose arguments/evidence was more convincing? Why?

If you were the judge, what would your decision be? Why?

Give and justify your opinion on _____ .