

# Bridgewater Middle School

## Parent Handbook

2022-2023



5600 Tiny Road  
Winter Garden, FL 34787  
(407) 905-3710

<https://bridgewaterms.ocps.net/>

Principal: Amy Klaber  
Assistant Principal: Jose Gonzalez  
Assistant Principal: Karla Hadley

## **PRINCIPAL'S MESSAGE**

Dear Bobcat Families:

It is with great enthusiasm and excitement that I write this letter of introduction to you as the recently appointed Principal of Bridgewater Middle School. I am honored to have the opportunity to lead a school with such tenacious students, an extremely dedicated staff, and a supportive school community. I am eager to work with you as a partner in education to ensure your child's success.

The teachers, staff, and I will work hard to continue the legacy of success established by BWMS by building strong relationships with parents, students, and community partners. We will focus on high priority standards, the use of data to drive instruction, and providing consistent implementation of the curriculum in a rigorous manner so that we can continue to increase all students' achievement.

All of us at Bridgewater Middle School are ready to begin what promises to be an amazing school year! We will continue to provide academic experiences for our students that are rigorous, relevant, and help them build relationships while making real-world connections. As your principal, it is important to me that everyone who steps through our doors are proud to be here! This attitude enables us to meet the challenges of academic excellence in a positive, fun, and nurturing environment. Most importantly, I bring a belief that students are at the center of all school-related decisions. I am excited to unite my experience, my openness to learn, and my child-centered approach to support our students. The relationships between families and the school are vital to the success of our students, therefore I encourage you to become involved in every way possible.

I look forward to meeting you soon!

Amy Klaber

Principal, Bridgewater Middle School

## TABLE OF CONTENTS

Mission/Vision Statements.....	4
School Calendar.....	5
Student Services.....	6
Technology.....	7
Parent /Student Corner.....	8
Extracurricular Activities.....	8
Sports Documents.....	9
Transportation.....	9
YMCA.....	11
School Counseling Services.....	12
ESOL.....	14
Attendance Policy.....	15
Student Sign in/Sign out.....	16
Registration.....	18
Discipline/Code of Conduct.....	20
Student Health.....	26
Parent Opportunities.....	28
State & School Policies.....	30
Appendix.....	32

## OCPS Mission and Vision

**OCPS Mission:** With the support of families and the community, we create enriching and diverse pathways that lead our students to success

**OCPS Vision:** To ensure every student has a promising and successful future.

**OCPS Objectives:**

- High Expectations for Student Learning
- Student Social and Emotional Well-Being
- Dedicated and High-Quality Team
- Positive Climate and Safe Environment
- Efficient Operations
- Engaged and Invested Community

### **Parent Expectations**

The success of your student is predicated on a strong partnership among home, school, and community. As parents, you play a vital role in your student's success.

Reinforce the importance of your student's education. Show that you are interested in every facet by listening and questioning your student often, and encouraging them to participate in school activities. Check your child's OCPS Parent Portal on OCPS link for teacher comments and student progress.

- Teach your child to respect and cooperate with teachers, administrators, the basic rules of fair play, safety and skills for getting along with others.
- Read and discuss the OCPS Code of Student Conduct and Bridgewater rules and regulations with your child (you will receive information on access to the electronic version).
- Research shows that students are successful when good habits are routinely modeled. Talk about what your child learned and their grades in school. Volunteer your time at school events (before/after school, helping in the lunch room, PTSO, etc.)

**2022-2023 School Calendar**

<b>Weekday(s)</b>	<b>Date(s)</b>	<b>Event</b>
Tuesday-Tuesday	August 2-9	Pre-Planning August 3 Professional Development Day
Wednesday	August 10	First Day of School
Monday	September 5	Labor Day Holiday
Thursday	October 6	End of First Marking Period
Friday	October 7	Teacher Workday/Student Holiday
Monday	October 10	Begin Second Marking Period
Friday	October 28	Teacher Professional Day/Student Holiday/Teacher Non-Workday
Monday-Friday	November 21-25	Thanksgiving Break
Friday	December 16	End of Second Marking Period
Two Weeks	December 19-January 2	Winter Break
Tuesday	January 3	Teacher Workday/Student Holiday
Wednesday	January 4	Begin Third Marking Period Begin Second Semester
Monday	January 16	Martin Luther King, Jr. Holiday (Schools and District Offices Closed)
Monday	February 20	Presidents' Day Holiday (Schools Closed/District Offices Open)
Thursday	March 9	End of Third Marking Period
Friday	March 10	Teacher Workday/Student Holiday
Monday-Friday	March 13-17	Spring Break (Schools Closed/District Offices Open)
Monday	March 20	Begin Fourth Marking Period
Friday	May 26	End of Fourth Marking Period/Last Day of School
Monday	May 29	Memorial Day Holiday (Schools and District Offices Closed)
	May 30-31	Post-Planning

## STUDENT SERVICES

### Media Center

The Bridgewater Middle School's media center is the heart of the school providing student's access to nonfiction and fiction materials for both research and personal leisure. The media center works with ELA teachers to host classes to instruct students on new learning digital tools and opportunities with their OCPS accounts. The media center is accessible to student's every day during the week.

### Media Center Checkout Policy:

- Media center is open daily for independent checkout from 9-9:30 a.m.
- Students can also access the media center through their ELA or Reading classes
- Students are allowed 3 materials on their account at one time
- Books are checked out for a 3-week period (excluding weekends and breaks)
- Students have the opportunity to come in to renew book items at least once for an additional 3-week period

### Fine Policy:

Students who fail to return/renew their items during the checkout period will incur a daily fine:

- \$0.05/every day the book is late
- \$3 maximum in fines
- Lost/damaged books: Students are responsible for books while they are in their possession. If a book is lost or extensively damaged, students are expected to either pay for the book per the price paid by the Media Center or replace the book (same title, same format)
  - Damages include:
    - Books returned wet
    - Extensive tears
    - Pet Damage

### ID Badges:

- The school issues ID badges to all students
- Students will be required to have them in their possession at all times on campus
- School ID will be issued once school pictures have been taken and released
- **Students will receive first ID at no charge, lost IDs must be replaced at a cost of \$5.00**

### Payment methods:

Parent/Guardian/Students can pay for fines in person through cash/check, or online through the school pay links accessible through the Bridgewater MS OCPS page. There is a small surcharge placed on school pay payments.

**Contact:**

If there are any questions/concerns regarding books or fines, please send an email including your student's first and last name, and their student ID # to the Media Specialist. The media specialist will respond within two school days.

**School Resource Officer:**

The Orange County Sheriff's Department and Orange County Public Schools provide a deputy on each middle school campus to create a positive image of law enforcement and ensure a safe environment. Deputies assist the Safe Coordinator and work with students who have questions or concerns related to law enforcement.

**TECHNOLOGY****Parent Technology Information:**

Student Tech Support is available during school hours in the Media Center. Tech support is available during periods 1,2, and 5. Students are required to obtain a pass from their classroom teacher in order to receive Tech support.

Tech support can **only assist students' OCPS issued laptops** with software issues and keyboard problems that do not require the laptop to be taken apart. All other issues, including battery problems, are sent to the district repair center with a mandatory fine assessed.

- Student laptop fines follow district structure and are lowered to the actual cost of repair (when applicable). The school will not know the actual cost of the fine until the laptop is serviced.
- The process for fine assessment and service can take 4-8 weeks
- The repair center will lower the cost of the fine after the repair is completed (when applicable) and inform the school. After fine information is communicated to the school, the student's Parent/Guardian will be notified.

Fines can be paid on School Pay or in-person at Bridgewater Middle School.

- 1st Offense: \$50
- 2nd Offense: \$100
- 3rd Offense: Cost of the device
- If the fine is not paid in full pursuant to OCPS policies you may be excluded from extracurricular activities including but not limited to (Gradventure, Prom, Graduation and could result in withholding final transcripts and diploma)

**Bring Your Own Device Policy:**

Parents/Guardians that do not wish to use an OCPS laptop can provide their own using the district BYOD policy (Bring Your Own Device). More information can be found on the district website below. Of note, the student's Parent/Guardian must complete the Device Refusal Form in Skyward and provide their student with a device that meets district guidelines. **MacBook's and Chromebooks are not allowed.** Only Windows devices can be used. Moreover, personal devices cannot be used for statewide testing. BYOD students will test on a district laptop or desktop.

<http://byod.ocps.net>

## PARENT/STUDENT CORNER

### Student Responsibilities:

- Check Canvas on a daily basis, especially when absent. To maintain academic success, it is the students' responsibility to complete the work assigned.
- Students should ensure that required materials are brought to school and taken home
- Students should allocate a time and place for homework, free from distractions
- Students should complete homework/assignments within the assigned due date

### Parent Responsibilities:

- Parents should monitor their student's progress through the OCPS Parent Portal regularly to know what is happening in classes, as well as what is expected for homework
- Parents should ensure that their student has a time and place for homework, free from distractions
- Parents should contact the teachers to discuss any concerns and to understand additional ways to help their child in specific subject areas. Please ensure your child comes prepared with the necessary school supplies for each class.

### Make-up Work:

It is the responsibility of the student to obtain, complete, and submit all missed assignments due to absences including in or out of school suspensions. These assignments are due within the same number of days absent plus one.

Report cards and Progress Reports (SEE school calendar)

### GRADING SCALE:

A	90—100	Excellent
B	80—89	Good
C	70—79	Average
D	60—69	Below Average
F	50--59	Not Passing

### Extracurricular Activities:

We encourage students to participate in school clubs, interscholastic sports, and social activities. Through participation in such activities, your child will have an opportunity to make friends among students with similar interests, develop school spirit and pride, and socialize in a safe and positive environment. Students must be picked up from extracurricular activities in a timely manner. Descriptions of extracurricular activities are listed below. A comprehensive list of clubs and sports with the respective sponsors is available on the Bridgewater Middle school website.

### **Clubs and Organizations:**

Clubs at Bridgewater Middle School will be determined by student interest. Students should listen for morning and afternoon announcements to learn of club meeting dates and times. In addition, YMCA sponsors many clubs; students are required to be members to participate in those clubs.

### **Interscholastic Sports:**

- Four sports (Soccer / Basketball / Volleyball / Track and Field) are offered during the school year for both boys and girls. Students participating in interscholastic sports compete against other middle schools in our district.
- Students participating in interscholastic sports at Bridgewater Middle School are expected to abide by the Orange County Public Schools Code of Student Conduct, rules and regulations, as well as the rules in addition to regulations set up by their coach.
- All forms must be completed each year and must be done only on the forms provided. Tryout dates and requirements are listed on our website, Facebook page, and other appropriate outlets.

**The athletic schedules will be posted on our website once they are finalized.**

### **Required Documentation (Sports):**

- A student may be eligible to participate only after all of the following forms and documents are fully completed. Students must maintain a 2.0 grade point average for the previous nine weeks and pass 6 of the 7 subjects. All forms should be submitted to the coach prior to the first day of tryouts
- Sports Screening Physical Examination Form to be completed by your physician; includes physical exam, physician's assessment, physician's signature, physician's stamp and address
- Copy of Birth Certificate
- Notification of Risk Form signed by parent/guardian
- Emergency Treatment Authorization Card signed by parent/guardian

### **Sports Physical Application:**

Document is available via OCPS website.

<https://www.ocps.net/common/pages/DisplayFile.aspx?itemId=1641980>

### **TRANSPORTATION**

- Find-A-Bus Application - Go to [www.ocps.net](http://www.ocps.net) then click on Find a Bus (in Quick Links) and follow the instructions
- Check the route information posted at the school for times and stop locations. Stop locations are also found in the Find-A-Bus application
- The Transportation Services telephone number is 407-317-3800

- Be sure to update school records with your current telephone number so you will not miss out on important information
- Students can only ride the bus to which they are assigned; friends may not ride home on any bus they are not assigned to
- Be sure your student has their student identification on them at all times

### **Bus Riders:**

- Students may only ride the bus to which they are assigned to school and home daily. They are to get on and off at their designated stop only.
- Students need to arrive at the bus stop FIVE minutes before the scheduled arrival time and wait until the bus comes to a complete stop before attempting to board
- While waiting at the bus stop, your child should remember to leave the property of others alone since the bus stop is under the jurisdiction of the Orange County School Board
- Riding the bus is a privilege provided by the Orange County School Board
- The privilege may be revoked for students who violate the school bus rules and/or the Orange County Code of Student Conduct. Bus misconduct is considered a serious safety issue.
- **Parents, please stress the importance of appropriate student behavior on our buses to ensure their safe operation on our roads.**

### **Walkers:**

- Students walking to school are encouraged to use sidewalks whenever possible. Walkers should exit school grounds as soon as their classes, clubs, sports or any other activities are concluded for the day.
- Students need to follow all safety rules while walking to and from school. Walkers must cross the street only at intersections where there are crossing guards.
- By law, walkers are to follow the directions given to them by the crossing guard. In addition, walkers are expected to respect the property of others and demonstrate appropriate behavior at all times.

### **Bicycle Riders:**

- Students riding bicycles must park and lock their bicycles in the designated area; they need to keep a personal record of their bike's serial number.
- Students are expected to follow bicycle safety standards. State law requires bike riders to wear a helmet appropriately. Students are not to ride their bicycles on campus at any time, including the school parking areas, walkways, and bus loading area.
- Students must cross the street only at intersections where there are crossing guards. By law, they are to follow the directions given to them by the crossing guard.
- Students need to respect the property of others while riding their bike to or from school. The school is not responsible for loss, damage, or theft of the student's bike or helmet.

**Car Riders:**

- All parent drop offs and pick-ups are to occur at the main entrance at the front of the school
- Supervision is provided for 30 minutes prior to the opening of school (9:00am) and 30 minutes after the closing of school (3:30 pm on Wednesday and 4:30 pm on Monday, Tuesday, Thursday and Friday). Therefore, parents are asked to be prompt in dropping off and picking up students.

**Inappropriate methods of Transportation:**

Students are not allowed to travel to school on mopeds, motorcycles, motorized scooters and motorized skateboards, shoes with skates or roller blades for safety reasons. These items are not allowed on school campus at any time school is in session, or for any after school event. They will be confiscated and provided only for parents to take home.

**Skateboards need to be stored in the bike rack area and secured.**

**YMCA****Before and After School Care at Bridgewater Middle School – YMCA:**

- **YMCA BSP** (Before School Program) 7 am - 9 am Mon-Friday is a flat weekly fee
- **YMCA ASZ** (After School Zone) is 4 pm - 6 pm Mon-Friday (Free)
- Students must be registered before they stay!!!
- When parents pickup from the ASZ they must bring their ID to sign out their child

**The Before School Program:**

The Middle Schools before School Program is open to students at thirteen Orange County middle schools. The Central Florida YMCA endeavors to provide teens with meaningful activities during the time hours before school begins each day, and most importantly a secure environment where parents can know that their children are safe. Each site hosts a wide variety of "stations" during these hours, which provide students with productive and constructive activities in which to participate.

The Middle School Program is supervised by YMCA counselors and Orange County Public Schools staff. The fee for participation in the Before School Program is a flat weekly rate that can vary each year, per child which is paid online before they attend.

Please contact the YMCA Coordinators:

[Andrew.Baksh@ocps.net](mailto:Andrew.Baksh@ocps.net) or [carla.ragusa@ocps.net](mailto:carla.ragusa@ocps.net) with any questions regarding before school YMCA.

**After school Program - FREE!:**

The After-School Zone

- Bridgewater's YMCA after-school program is open to all Bridgewater students and the cost is absolutely FREE!
- Studies show that teens get into the most trouble either at home or in the community during time frame starting at the end of the school day until in the evening when their parents get home. The YMCA of

Central Florida endeavors to provide teens with values-oriented and meaningful activities during these times to keep the kids engaged and to help set parents minds at ease.

- Our programs provide enrichment in academics, visual arts, music, sports, journalism, character development, and much, much more
- The Middle School program is supervised by YMCA counselors and Orange County Public Schools teachers and is funded by Orange County Citizens Commission for Children
- For more information about our program/staff & registration which is online, feel free to contact one of our site coordinators: Carla Ragusa @ [Carla.ragusa@ocps.net](mailto:Carla.ragusa@ocps.net)

### **SCHOOL COUNSELING SERVICES**

School counselors are uniquely qualified to address the developmental needs of all students. They design and develop school counseling programs that address 3 main areas: Academic, Social-Emotional and Career development. Listed below are the major responsibilities of school counselors:

- Consult with parents, teachers, and outside agencies concerning individual student's needs
- Identify students who may need further assessment
- Make appropriate referrals to support personnel
- Create student schedules and assure that students are appropriately placed for optimal success
- Provide short-term counseling for at-risk students
- Lead classroom lessons on topics related to academic, career, and socio-emotional issues
- Review student progress and communicate with families
- Work with the school testing coordinator to provide information on student testing accommodations
- Facilitate student transitions
- Evaluate students' academic records
- Set up and participate in parent-teacher conferences with multiple teachers

#### **Contacting the Counselors:**

The best way to schedule an appointment with your school counselor is by sending an email. Parents and students are able to email their school counselor to request an appointment. Counselors usually respond within 2 school days to requested appointments. If you have an immediate concern, please contact the Student Services office by phone

#### **Requesting a Meeting with a Counselor:**

Counselors provide many services to include facilitating meetings, delivering lessons with students, running small groups, and making themselves available.

#### **Requesting a Parent-Teacher Conference:**

To request a meeting with one teacher only, please contact the teacher directly. Contact your counselor if you would like to request to meet with more than one teacher or all of a student's teachers. Most meetings are able to be scheduled within 2 weeks.

### **Class Schedules and Requested Changes:**

Students usually begin the process of selecting their courses for the following year in the spring. A curriculum guide is provided to families consisting of all available courses offered and course descriptions. Counselors meet one on one with every student to review their academic progress, set goals, and discuss course requests for the following year. There is an opportunity to request changes at the beginning of the school year after schedules are released. Core class enrollment is dependent upon school data, including teacher recommendations, test scores, and grades. All students will be enrolled in seven (7) courses. A minimum of four (4) core classes must be taken and credit earned each year of middle school in order to be promoted to high school. If you have specific requests not addressed by the course request document, then please email your student's assigned school counselor.

### **Physical Education waivers:**

One semester of PE is required each year of middle school. However, Bridgewater does not offer semester classes. Therefore, students who take PE will have the class for an entire year. If your student plays a competitive sport outside of school or you would like to request that your student take an alternative elective, then you may indicate this on a PE waiver form. The PE waiver form is found on the school website under Student Services. All students are placed in PE until a waiver is on file.

### **Section 504 Plans:**

- The purpose of a 504 plan is to prohibit discrimination on the basis of disability in any program receiving federal funds. Eligibility requires proof of a physical or mental impairment that significantly affects a major life activity, which may include learning, reading, concentrating, thinking or communicating.
- This determination is made on a case by case basis determined by the consensus of a team consisting of the 504 coordinator, school counselor, teachers, and other relevant personnel (i.e., school nurse, district mental health counselor). A formal diagnosis from a medical or mental health professional is not required, nor is it a guarantee of eligibility.
- Parents may request more information or make a referral to be considered for eligibility through by contacting our school's 504 Interventionist
- Data gathering, including formal observations, teacher input, and District approval to move forward with the meeting, may take several weeks
- If a student is found eligible, then all teachers verify receipt of the plan and implementation. A re-evaluation of the need for the plan and accommodations on the plan is required every 3 years. Orange County also requires an annual review.

### **Staffing Specialist:**

The school-based staffing specialist is responsible for coordinating the staffing and educational planning process at the local school. Some of the things a staffing specialist can help with are:

- Serve as the designee of the Local Educational Agency (LEA) in ESE meetings
- Convene and coordinate all Individual Education Plans (IEP) and Educational Plan (EP) meetings

- Coordinate the collection of all necessary documentation prior to a student being staffed and/or identified for an exceptional education program and/or service
- Provide training to school staff relative to ESE referral procedures, least restrictive environment and other issues involving exceptional education students
- Assist in the development of all documents required for identified students
- Maintain accurate paperwork to reflect service delivery models for all ESE students
- Serve as the contact for any issues regarding students with disabilities

The staffing specialist at Bridgewater Middle School serves as the district representative for the Department of Student Services and Exceptional Education Services. The staffing specialist coordinates the exceptional education program to assist parents and staff in providing appropriate educational services to promote integration and success for all exceptional education students.

### **ESOL (English Speakers of Other Language):**

Our school ESOL department encompasses reading and language arts components. This program is designed to assist students in acquiring the academic English necessary for success in school.

### **Multilingual Parent Leadership Council (MPLC):**

The MPLC is a district-wide advisory committee composed mainly of parents of English Language Learners (ELLs) and immigrant students. The PLC selects a chairperson and vice-chairperson to serve as parent leaders.

Parents in the MPLC are involved in their children's educational programming by providing input on how the district's ESOL program can better serve ELL and immigrant families in OCPS.

The ESOL PLC has two meetings per year. During these meetings, the MPLC discusses ways to better support ELLs and immigrant families with helping their students succeed academically while acquiring English as a second language.

### **Parent Resources:**

OCPS offers FREE English lessons for parents of ELLs. Communication will be sent to parents when the courses are released.

Parent-Teacher Communication

Refer to the Bridgewater Middle School website for teacher contact information.

### **ESOL Lab:**

The ESOL lab is available to provide with support for all ELL student per teacher request.

### **Talking Points:**

Communicate with families in their HOME LANGUAGE. <https://talkingpts.org/>

### **Content Specific Bilingual Glossaries:**

- These glossaries are provided in over 10 languages in content specific areas such as
- Algebra
- Biology
- ELA
- U.S. History/Government, etc...
- They are free to download and are an allowed accommodation in state standardized assessments.

<https://steinhardt.nyu.edu/metrocenter/language-rbern/education/glossaries-ells-mlls-accommodations>

### **Google Translate Chrome Extension:**

This extension adds a button to your browser toolbar. Click the translate icon whenever you want to translate the page you are visiting.

<https://chrome.google.com/webstore/detail/google-translate/aapbdbdomjkkjkaonfhkkikfgjllcleb?hl=en>

### **S.A.F.E:** (Student Assistance and Family Empowerment)

The S.A.F.E (Student Assistance and Family Empowerment) program consists of the following: coordinator, school resource officer, counselors, faculty and staff. These members can provide support and address immediate problems faced by the students. It offers counseling services for students and families, peer mediation, peer counseling, support groups, mentor programs, drug and alcohol awareness programs.

### **ATTENDANCE POLICY**

Florida State law requires that students under the age of eighteen years attend school on a regular basis. The attendance policies of Bridgewater Middle School are described below.

On a daily basis, student absence will be recorded as unexcused. It is the responsibility of a student's parent or guardian to promptly report the reason for the student's absence to the school. The principal has the ultimate authority to decide whether an absence is excused or unexcused. Excused absences include:

- Illness, injury or other insurmountable condition
- Illness or death of a member of the student's immediate family
- Recognized (or established) religious holidays and/or religious instruction; medical appointments
- Participation in an approved activity or class of instruction held at another school site
- If a student accumulates five (5) unexcused absences within a month or ten (10) un-excused absences within a 90-calendar day period, the student will be reported to the principal or designee and a child study team will schedule a meeting with the student's parent/guardian.
- If a student accumulates five (5) unexcused absences in a calendar month, or ten to fifteen (10-15) unexcused absences within a 90-calendar day period, a truancy petition may be filed in judicial court.

Also, the student name will be sent to the Department of Motor Vehicles and the student will not get their permit to drive.

- If a student is repeatedly absent from school, the school is authorized to require the parent/guardian to provide a written physician's statement for subsequent absences to be considered excused.
- It is the responsibility of the student to obtain, complete and hand in any missed assignments due to absences including out of school suspensions. These assignments are due within the same number of days absent plus one. If you would like to request homework during your child's absence please contact the registrar.
- A student's report card shall contain the number of days absent and tardy for the grading period. Academic instruction that is missed shall be made up by the student in a manner acceptable to the teacher and principal and shall be in accordance with the district pupil progression plan.
- A student shall be deemed to be in attendance if actually present at school or away from school on a school day and engaged in an educational activity which constitutes a part of the school-approved instructional program, for at least one half of the student's instructional day. To be able to participate in any activity after school, the student must be in attendance for that day.

### **Student Absence:**

To report your child's absence, you may send a note when your child returns to school. Your child must place the note in the designated basket in the main office. Please include the following in the note:

- Student's full name and grade
- Student number
- Date(s) of the absence
- Reason for the absence
- Phone number where parent /guardian may be reached
- Parent /Guardian signature

If your ADDRESS OR PHONE NUMBER changes during the school year, please notify your registrar.

### **Prearranged Absences:**

If your child is planning to miss two or more days of school, you need to complete a prearranged absence form. The form can be obtained in the main office or from the appendix. The completed form will be returned to the registrar's office after the teachers and parent/guardians have signed it. The student is responsible for making up all assignments.

## **STUDENT SIGNIN/SIGNOUT**

### **Front Office Student Sign-Out Procedures:**

- All persons **must** be listed in Skyward under Emergency Contacts to sign out a student

- No OCPS student may pick up any other OCPS student via early release
- All persons picking up a student must show a legal form of identification
- We cannot accept pictures of ID on Cell phones. Please refrain from sending emails to the Front Office giving authorization for someone who is not on the emergency contact list. We must have signed written authorization on file.
- If you need to add an additional emergency contact, please email the registrar for the proper form
- OCPS Policy states that students should not be signed students out in the final hour prior to dismissal
- The Front Office will call your student's classroom upon signing out and verification of proper ID
- Students should not report for early dismissal until the classroom teacher is contacted by the front office

**Students may be signed out of school between the hours of:**

10:15-3:00pm (M, T,Th,F)

10:15 -2:00pm (W).

**Food and Nutrition services:**

Students may not receive any food/snack deliveries from any vendor (example: Door Dash, Uber Eats, etc.) during the regular school day. If a student forgets their lunch, lunch will be provided in the cafeteria.

All outside food brought onto the school campus meant for sharing with students, anywhere on school property during the school day must meet USDA Nutrition Guidelines and be in an unopened manufacturer's container with an ingredient statement and expiration date affixed. The OCPS Record of outside Food Form must be completed and submitted to the Food Service Manager prior to service.

**Visitors to Campus:**

The School Board of Orange County requires that all visitors and parents report to the main office to present ID and receive an identification badge. Any visitor that needs to go to another location on this campus must sign in, obtain a visitor's pass, and wait to be escorted. Students should not bring any friends to school as visitors.

**30-30 Rule:**

**If thunder is heard within 30 seconds of lightning strike, students will not be dismissed until 30 minutes have passed from the last sound of thunder.**

In the event of a violent thunderstorm, or tropical downpour, we will follow the following rainy-day dismissal protocol:

- It is extremely important that parents remain in their cars during a violent thunderstorm or heavy rain/tropical downpour
- We will be able to get all students out in a more orderly and timely fashion if parents remain in their cars
- On rare days like this, it is important to be patient and understand that the student's safety is more important than saving a few minutes

- A 30-30 should not encourage early student pickup as teaching and learning is still continuing, albeit students may be held in one location for a longer period of time than was initially scheduled
- Busses will be loaded and students released when the weather has cleared
- Parents are notified of delayed dismissals via the *ConnectOrange* automated phone system, and sometimes the rest of the day's bus schedule is impacted after a delay

### **Hall Passes:**

When your child leaves any designated area, an adult will provide your child with a pass.

## **REGISTRATION**

### **How to Register your Student:**

To enroll your student at Bridgewater MS you must have all the required documents before you make the appointment for registration.

Make an appointment for registration at the link below then follow the steps: <https://jessicaschulte.youcanbook.me/>

Step 1: Fill out all registration packet (see links below)

Step 2: Secure all necessary documents

Step 3: Please bring all documentation with you to the school at your appointment time

Step 4: Your appointment will be in person with Registrar, Jessica Schulte

Any questions regarding the appointments please call 407-905-3710 ext. 5332255 or email [Jessica.Schulte@ocps.net](mailto:Jessica.Schulte@ocps.net) Required documentation to bring with you to your appointment:

- Completed registration packet
- Student birth certificate
- Students passport (if applicable)
- Government picture ID for registering parent (Driver's license, passport, etc.)
- Divorce decree and /or Parenting Plan or Educational Guardianship from OCPS Student Enrollment (if applicable)
- Address Validation (must be in the guardian's name and one of the following):
  - Proof of homeownership or Current lease agreement
  - Address verification obtained by OCPS Student Enrollment
- Vaccination record on FL680 form and proof of physical within last year
- Academic history (transcript and/or last report card)
- Special education information (IEP, 504, etc.)

Quick Links:

[Registration Packet](#)

[Florida Health requirements for school enrollment](#)

**Withdrawing from School:**

To withdraw your child from school, please schedule an appointment with the registrar using the link <https://jessicaschulte.youcanbook.me/>

- On the date of withdrawal, a parent MUST come to the school to sign the proper forms
- Students will have to turn in their school laptops, charger and any textbooks, dictionaries and items belonging to the school
- Any fines that the student owes will be due at that time. A copy of the withdrawal from will be given to the parent at time of withdrawal.
- Upon request from the new school, the student's cumulative records will be forwarded

**Registration Disclosure:**

- At the time of initial registration for school in a school district, each parent must note their child's previous school expulsions, arrests resulting in a charge and juvenile justice actions taken against the student

## DISCIPLINE/CODE OF CONDUCT

### Dress Code: OCPS Policy:

#### SECTION III: PARENT AND STUDENT NOTIFICATIONS

##### Student Dress

The dress and grooming of Orange County Public Schools' students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. These standards of dress and grooming apply to all students in the public schools of Orange County, unless a specific exemption is granted by the principal. Any request for an exemption shall be made to the principal.

1. Clothes shall be worn as they are designed. For example, suspenders should be over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, no underwear exposed.
2. Clothing must cover the body from one armpit across to the other armpit and down to approximately mid-thigh (see image to the right). Tops must have straps. Undergarments must not be viewable. Rips, holes, or tears in clothing must be below mid-thigh.
3. Shoes shall be worn at all times and should be safe for the school environment. The following shoes are not acceptable for any OCPS student: cleated shoes or shoes with wheels.
4. Headgear shall not be worn on campus during the school day, unless the headgear is approved by the principal.
5. Specialized courses may require specialized attire, such as sports uniforms, or safety gear and must be approved by the principal before being worn during the school day.
6. See-through, revealing, or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of this dress code.
7. Gang paraphernalia, garments and/or jewelry, tattoos, or other insignias, which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
8. Clothing must not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected class.
9. Clothing and accessories that endanger students or staff shall not be worn.
10. Individual schools may implement school uniforms with community input and approval of the principal's supervisor.
11. Individual schools are expected to use the state and district dress and grooming guidelines as minimum standards; any adjustments may be made upon approval of the principal's supervisor. The principal at each school reserves the right to determine what appropriate dress is for the school as detailed in these minimum standards.



Any student who violates this dress policy will be subject to disciplinary action as outlined in [Sections IV and V](#) of the Code, [Section 1006.07\(2\)\(d\), Florida Statutes](#), and below:

1. For a first offense, a student shall be given a verbal warning and the school principal shall call the student's parent/guardian.
2. For the second offense, a student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school principal shall meet with the student's parent/guardian.
3. For a third or subsequent offense, a student shall receive an in-school suspension pursuant to [Section 1003.01\(5\), Florida Statutes](#), for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school principal shall call the student's parent/guardian and send the parent/guardian a written letter regarding the dress code violation.

### Bridgewater Middle School Discipline Policy:

- The goal of our discipline team is to promote responsible decision-making, respect for self and others, respect for property, respect for adults on campus, and the demonstration of appropriate behavior
- One of our primary responsibilities as a school is to promote a safe, productive learning environment, and we believe that communication and teamwork between the home and the school are important in promoting good relationships and a secure school

- The OCPS Student Code of Conduct and the school rules are designed to create a safe and orderly working environment for all students, faculty, staff, volunteers, parents, and administrators
- Our complete Discipline Plan is outlined below and includes specific school rules and references to the OCPS Student Code of Conduct
- Teachers will also have classroom rules and expectations for their classes
- We believe that together, we will promote an academically, physically, socially, and emotionally safe environment in which every individual accepts personal responsibility for their decisions

**Our guiding principles are based upon:**

**Integrity**

- Choose to be your best; be honest, be loyal, honor your commitments; and keep your word

**Respect**

- Choose to treat others with courtesy and respect

**Kindness and Compassion**

- Choose to be thoughtful of others, always striving to be kind and considerate

**Responsibility**

- Choose to think before you act; consider consequences, and be accountable

**Student Expectations:**

- All electronic devices (cellphones, Apple watch, Nintendo switches, etc.) are to be powered off and must remain concealed at all times while on campus
- Earbuds or earphones may only be worn when necessary and requested by the teacher for academic purposes
- The dress code must be adhered to at all times
- Be in class, on time, and ready to learn
- Walk under the covered areas and avoid walking through the courtyard
- Treat others as you wish to be treated
- Be courteous and kind
- Be trustworthy
- Keep your hands, feet, and unkind words to yourself
- Follow the directions of any adult on campus
- Take responsibility for your actions

- Take the initiative to solve problems positively
- Show pride and loyalty to yourself and your surroundings
- Abide by the guiding principles
- Abide by the OCPS Student Code of Conduct, school and classroom rules, and laws of the State of Florida.

**Parent expectations:**

- Model courtesy, trust, caring, and respect
- Support our student(s) in being in school, on time, and ready to learn
- Participate actively as members of the school community
- Be informed about school policies and events
- Work as partners with the staff in the problem-solving processes
- Hold high expectations for our student’s productive, responsible behavior

**Violations of Classroom, School, or Code of Conduct:**

We all make mistakes and sometimes a student may behave in a manner that is counterproductive to a well-ordered, positive learning environment focused on teaching and learning. These incidents provide a unique opportunity for a student to learn decision-making and problem-solving skills in lessons that are a foundation for lifelong productive behavior.

In the classroom, consequences for unproductive behavior will include a variety of actions depending on the situation including but not limited to the following: warning, teacher-student conference, a teacher-parent-student problem-solving phone call or conference, and/or other classroom interventions that are the natural consequence for the specific behavior. For example, if a student is disruptive, his/her seat may be moved to a place where the disruption is no longer possible.

If the problem continues, the teacher may hold a conference with the parent, the student, and the dean to construct a contract that outlines the behavior to be improved and the consequences for continuing.

- The teachers with students who have special needs are fully aware of each student’s Individual Education Plan or 504 Plan contents and will seek support from the case carrier as part of the plan to address issues arising in students with disabilities.
- Our staff uses “restorative practices” in discipline situations to support changes in behavior and to build problem-solving skills. The following problem-solving skills are appropriate to address these “teachable moments” when misbehavior occurs.
  - To truthfully describe the problem in a clear and concise way
  - To be able to view the problem from a personal and broader perspective
  - To have empathy and compassion when appropriate

- Respect the personal space of others
- To access and use strategies for problem resolution
- To access and use strategies to calm down before responding
- To decide to seek adult assistance when appropriate
- To be responsible and accountable for one's role in the problem
- To cease future behavior that caused or exacerbated the problem
- Accept consequences as appropriate

Strategies and Consequences to address unsafe or disrespectful behavior in or out of the will be immediately addressed. The goal is to use the problem as an opportunity for the misbehaving student to effect positive change at this teachable moment and to provide an appropriate consequence. Unsafe or disrespectful behavior will be taken seriously, and appropriate consequences will be applied.

### **Progressive Discipline:**

- A school is an important place for students to learn the social skills they will need to be successful in life. Misbehavior is an opportunity to teach the student kindness, self-discipline, trustworthiness, and respect. To make a difference in helping the student to develop a conscience to guide them in their future life, the consequence is most effectively related to the misbehavior.
- At Bridgewater Middle School we follow a progressive discipline plan where discipline interventions begin at the least intrusive level and work up to more restrictive and punitive levels if a student continues to repeat poor choices and inappropriate behaviors.
- Flexibility and effective action are the keys. First and foremost, the consequence must be related to the misbehavior, considering any special needs the student may have.

### **Consequences of misbehavior may include the following:**

- A restorative conversation where the student is asked to think and reflect on the situation and/or find alternative solutions
- The student is redirected to another activity
- The student receives a disciplinary referral
- Students will write an apology note or verbal apology to students or staff members involved
- Phone contact with a parent by teacher or dean
- Conference with the student, parent, teacher, and dean
- Lunch detention
- School detention, before or after school.
- Saturday school.

- P.A.S.S. (Positive Alternative to School Suspension)
- O.S.S. (Out of school suspension)
- Any serious act of physical aggression, bullying, hate, alcohol/drugs/vaping, vandalism, or stealing must be referred to the District Discipline Team for consideration of consequences that may include suspension, removal, or expulsion.

### **Before School:**

Our campus opens for students at 9:00 AM. Students should not be on campus before 9:00 AM except to participate in before-school scheduled activities or to attend the Y.M.C.A. morning program.

- Except on rainy days, students should not be in the hallways or corridors before the 9:20 AM bell.
- Listen for the 9:25 AM bell. All students should immediately walk to their classroom at the 9:25 AM bell.

### **Tardy Policy:**

- Part of a great partnership begins by you supporting your child being present and on time every day. If you happen to arrive late please report to the main office.
- If your student arrives after school has begun and does not have a note or a parent signs them in, the student will enter the main office and will be marked as an unexcused tardy. Consequences will apply.

### **Hallways/Walkways:**

- When class is in session, move through the hallways without talking
- During the transition, move quickly and orderly to your next class
- Always Walk- no running, skipping, or speed walking
- Watch where you are going and walk to the right
- Be cautious near doors/entrances
- Don't cut others off- give special consideration to students who move slowly
- Walk directly to your destination. Do not stop to talk.

### **Lunch:**

- Lunch brought from home must be eaten in the cafeteria
- Students getting school lunch should walk orderly through the line and follow all directives of the cafeteria workers
- Enter the cafeteria calmly and orderly
- Students will sit at a table
- No more than 4 students per table

- Seating will be in the main cafeteria
- The portable cafeteria will be for quiet working lunch
- Outside dining is a privilege that may be earned by following lunch rules and procedures
- Leave your seats only to throw away trash or to use the restroom
- Students may not go to other tables for conversations during lunchtime
- Stay at your table until dismissed by the lunch supervisors
- Your table and floor around your table must be free of trash and waste before you will be dismissed
- Use good table manners and clean crumbs, spills, trash, and messes in your area before you leave the table, expect your fellow students to do the same
- No student may have any food/beverage delivered by Uber, Door Dash, Grubhub or any other commercialized delivery service

### **Restrooms:**

- Always respect the privacy of others
- Use restroom equipment appropriately
- Flush the toilet
- Wash your hands
- Throw the paper towel in the trash
- Use appropriate voice volume
- Do not play or take time visiting friends in the bathroom
- Return immediately to your assigned area- classroom etc.

### **Afternoon Dismissal:**

- Car riders will proceed directly to the front of the school and look for their car. Students will not cross-traffic and will only enter and exit the vehicle as directed by school personnel. Our vehicle pick-up lines become very congested when we are waiting for students who arrive late because they are talking with their friends.
- Walkers, skateboarders, and bike riders must immediately leave the campus. You may not stay with your friends and talk until their ride arrives
- Bus riders will follow the instructions provided in the afternoon announcements

**OCPS does not provide supervision after 4:30 P.M.**

**Wednesday's supervision concludes at 3:30 P.M.**

**Any student whose transportation has not arrived 30 minutes after dismissal will be transferred to the YMCA for supervision and dismissal.**

**PASS (Positive Alternative to School Suspension):**

PASS provides alternative classroom location for students who receive a consequence for certain violations of the OCPS Code of Conduct. Students are placed in the PASS class where they will complete work under the supervision of a staff member.

**CLINIC:**

Bridgewater Middle School \* Students \* Clinic

The School nurse for the main clinic: Nurse Marie (RN) phone ext. 533-2229

- Clinic hours are Monday thru Friday 8:30am-4:00pm for parental needs. Students can see the nurse after obtaining a green pass from their teacher.
- Except in cases of emergencies, students WILL NOT be seen without a pass. Students not sent home from the clinic will return to their classroom within 20 minutes
- Parents should discuss chronic medical conditions and student medical needs at the beginning of the school year or as need arises with the school nurse
- The school should have updated phone numbers and emergency contacts

**Medication Policy and Procedures:**

A student may have an illness that does not prevent school attendance, but may require medication for relief of symptoms, cure of the illness, or prevention of further disease. Whenever possible, this medication should be taken at home. Recognizing that there are times when medication, both prescribed and over-the counter, must be administered during school hours, the following guidelines have been developed:

The parent or guardian must provide written permission for administration of prescribed and over-the-counter (OTC) medication. This is done by utilizing Orange County Authorization for Medication Form. These forms are only good for one school year.

**FOR SAFETY AND SECURITY REASONS, MEDICINE IS NOT TO BE SENT TO THE SCHOOL WITH THE STUDENT OR SIBLINGS.**

- Notes from home will NOT be accepted as authorization for dispensing medications
- All prescribed medication shall be received and stored in the most currently labeled container from the pharmacy. No medication will be accepted in baggies. Parents can ask the pharmacy to provide a school dose container. Medications including eye drops and eardrops cannot be transferred to and from school. The Parent or guardian must bring the medication to the school.
- All medications shall be administered by a school nurse or person designated by the principal and trained annually by a registered nurse
- Inhalers, Epi-Pens, Diabetic Supplies, and Pancreatic Enzymes may be carried by the student provided that the proper Self Carry Authorizations Forms are on file with the school

- These forms MUST HAVE A PHYSICIANS SIGNATURE and will be kept in the clinic

### **Over the counter medications:**

- The clinic stocks ibuprofen (generic Advil) Acetaminophen (generic Tylenol) Calcium Carbonate (generic TUMS), and Benadryl
- Non-prescription medications will only be accepted in the factory sealed original container and have a signed authorization form on file
- Ongoing use of OTC medications will be reported to the parents if used beyond five days
- Please keep your student home if they have a Temperature of 100.4 or higher and until they are fever free without the use of fever reduction medications for 24 hours
- If your child is taking medication that must be administered at school, it must be stored in the clinic. All medication, including over the counter medicine, must be kept in its original container, with a label affixed by the physician or pharmacist showing the child's name, the dosage, and the schedule for administering. The adult in charge and the parent will count the pills or tablets. The count will be noted on the form. When medication is dispensed, the adult in charge will sign a log noting date, time and dosage. It is the student's responsibility to remember his or her medication schedule.

### **Student Health:**

If your child becomes ill or is injured while at school, you will be notified. Thus, it is very important that you provide the school with an accurate phone number where you, another relative, or friend can be reached during the school day. To help us, please make sure your child's emergency form is kept current.

### **Authorization form:**

**[https://cdn5-ss15.sharpschool.com/UserFiles/Servers/Server\\_64305/File/Gen%20Med%20packet.pdf](https://cdn5-ss15.sharpschool.com/UserFiles/Servers/Server_64305/File/Gen%20Med%20packet.pdf)**

### **Immunization Requirements:**

- Parents, please remember that students must have all required immunizations upon returning to school
- The tetanus-diphtheria-pertussis (Tdap) immunization is required for all students entering 7th grade
- It must be documented on an updated Florida Certification of Immunization (DH 680 form) and submitted to the school
- Students without the required certification, or exemption, will not be allowed to attend school

### **Student Accident Insurance:**

- Student accident insurance is available at a nominal cost and is optional. The applications are available online at the beginning of the school year. If your child is insured under this plan and is injured, you should request a claim form from the principal's secretary in the main office. You are to file the claim directly with the insurance company. This insurance does not provide coverage for school interscholastic sports.

- Get information about this voluntary, low-cost student accident insurance at this link or by calling 1-800-432-6915.

<http://www.schoolinsuranceofflorida.com/>

### **Lost and Found:**

Parents are asked to label ALL student belongings with their first and last name. A “lost and found” is located in the front office. Students may come before or after school to look for lost items. We also ask that you instruct them not to trade any items with other students, as this may cause disruptions that are not consistent with a learning environment.

## **PARENT OPPORTUNITIES**

### **School Advisory Committee:**

Each Orange County Public School invites parents to get involved. One of the ways parents can get involved is through the School Advisory Council (SAC). This council is a group that brings representatives of stakeholders together to assist the school principal with developing and evaluating a school improvement plan. Each school must have a SAC that is ethnically, racially and economically representative of its community. Members of the SAC are selected according to procedures established by the school and school board in compliance with the requirements of state statutes. Each SAC is composed of the principal and representatives of teachers, education support employees, parents, community members and students. High schools and technical centers must have students as part of their SAC membership. Student membership on middle and elementary school SACs is optional. Teachers, education support employees, students and parents are elected to the SAC by their peer groups. Community members are appointed by the principal.

- If you are interested in becoming a SAC member, reach out to Mr. Glaspey. ([Kenneth.glaspey@ocps.net](mailto:Kenneth.glaspey@ocps.net)).
- SAC meetings will be held in the Media Center at 5:30 pm dates TBA.



The Partners in Education program links businesses and organizations with schools to share resources, both in people and materials. Each flourishes from the support and prosperity of the other. Schools must prepare today's students for their entry into a competitive work force. When businesses take part in the education of these young people, they help strengthen the work force of the future. The Partners in Education program is vital in helping the community and the school system work and grow together. The general requirements are simple:

- The partnership needs to provide a benefit to the school, as well as be mutually beneficial to the business through cause-related marketing not advertising
- We define a partnership as completing at least three activities, for each school your organization partners with, during the school year. This is the minimum requirement for recognition of the partner relationship.

- The key to success is finding how the school's needs and the business's resources intersect and how they can be implemented in a mutually beneficial manner. Businesses can partner with an individual school, multiple schools or with the entire district.
- Please note that district-wide partnerships must be able to support meaningful activities at a district level or at all schools
- OCPS has key concentrations of recruitment for Partners in Education that are in the STEM fields, in the travel & tourism industry, and those that are faith-based organizations



School volunteers are extra-special people who are committed to making schools the best they can be. They offer special attention and caring that can inspire students to reach for and realize their dreams.

- School volunteers work at the schools of their choice and participate in activities that match their interests, such as assisting teachers in the classroom, designing bulletin boards, working with students, serving as computer tutors, working with art classes, or helping out in the office or media center
- Every school in the county needs volunteers. From elementary to high schools to alternative and exceptional education centers, educators value the time and special talents of volunteers, and welcome them into the classroom.
- Be a school volunteer and help make students' dreams come true
- Parents planning to attend a field trip must also fill out a field trip chaperone form for each trip, in addition to the online application

[https://ocps.samaritan.com/custom/503/volunteer\\_home](https://ocps.samaritan.com/custom/503/volunteer_home)

### **PTSO: Parent Teacher Student Organization:**

President: Bradi Kenner

Please email all inquiries to: [Bridgewaterptso@gmail.com](mailto:Bridgewaterptso@gmail.com)

Our main Facebook page is called Bridgewater PTSO

<https://www.facebook.com/groups/269056756606642/>

#### **8th Graders**

BMS Class of 2027 Parent Group

<https://www.facebook.com/groups/3307582189268956/>

#### **7th Graders**

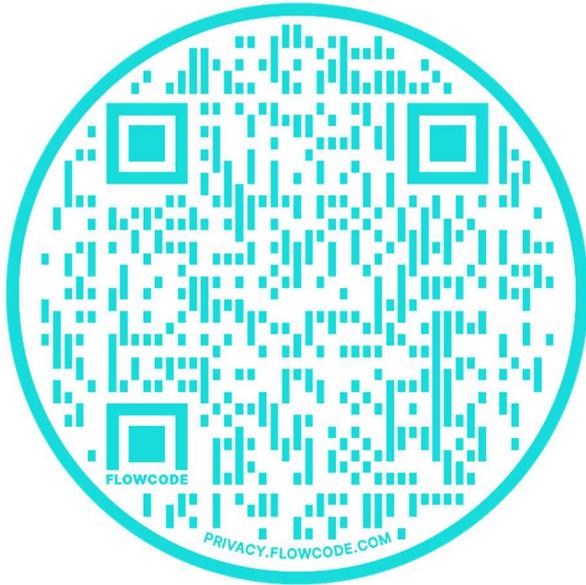
BMS Class of 2028 Parent Group

<https://www.facebook.com/groups/398075977969223/>

### **6th Graders**

BMS Class of 2029 Parent Group

<https://www.facebook.com/groups/614317939987944/>



For additional information scan the above QR code.

Use the link to join the PTSO Remind which will be used to alert parents when something has been posted on Facebook and for Spirit Night reminders and such.

<https://www.remind.com/join/ptsobms>

## **STATE AND SCHOOL POLICIES**

### **Search Procedures:**

By entering school grounds, all persons are giving consent to a search of their person, property, and vehicle. No guns, weapons, alcohol, or illegal drugs will be allowed on these premises.

### **Sections 1006.07; 1003.31, Florida Statutes**

TITLE: Student Detention, Searches, and Seizures

POLICY: The principal/designee or any other instructional staff employee may temporarily detain and question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or Board policies.

(1) If, at any time, reasonable suspicion arises that a student is unlawfully concealing any stolen or illegal property, an alcoholic beverage or liquor, illegal drugs, or any weapon, a principal or instructional staff employee may temporarily detain such student without the use of physical force, and the principal/ designee may search a detained student's locker for the purpose of disclosing the presence of items herein provided.

(2) In the event that it is suspected that contraband is concealed upon the person of the student, the principal/designee shall request the voluntary surrender of the contraband. If the student refuses, the principal/designee may contact the student's parents/legal guardians and/or the appropriate law-enforcement officials. If the student refuses or is belligerent or violent in refusing to be searched, the student should be detained and the appropriate law enforcement agency should be notified and requested to take appropriate action.

**APPENDIX**



**Bridgewater Middle School  
Bell Schedule**



Monday, Tuesday, Thursday, and Friday								
1 <sup>st</sup> Period		9:30		10:17				
Bobcat News		10:21		10:25				
2 <sup>nd</sup> Period		10:21		11:12				
A Lunch			B Lunch		C Lunch			
A Lunch	11:12	11:42	3 <sup>rd</sup> Period	11:16	12:03	3 <sup>rd</sup> Period	11:16	12:03
3 <sup>rd</sup> Period	11:46	12:33	B Lunch	12:03	12:33	4 <sup>th</sup> Period	12:07	12:54
4 <sup>th</sup> Period	12:37	1:24	4 <sup>th</sup> Period	12:37	1:24	C Lunch	12:54	1:24
5 <sup>th</sup> Period		1:08		2:15				
6 <sup>th</sup> Period		2:19		3:06				
7 <sup>th</sup> Period		3:10		3:57				

Wednesday								
1 <sup>st</sup> Period		9:30		10:08				
Bobcat News		10:12		10:16				
2 <sup>nd</sup> Period		10:12		10:54				
A Lunch			B Lunch		C Lunch			
A Lunch	10:54	11:24	3 <sup>rd</sup> Period	10:58	11:36	3 <sup>rd</sup> Period	10:58	11:36
3 <sup>rd</sup> Period	11:28	12:06	B Lunch	11:36	12:06	4 <sup>th</sup> Period	11:40	12:18
4 <sup>th</sup> Period	12:10	12:48	4 <sup>th</sup> Period	12:10	12:48	C Lunch	12:18	12:48
5 <sup>th</sup> Period		12:52		1:30				
6 <sup>th</sup> Period		1:34		2:12				
7 <sup>th</sup> Period		2:16		2:54				

# IN AN EMERGENCY TAKE ACTION!



**HOLD!** *In your room or area. Clear the halls.*

**STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

**ADULTS**

Close and lock door  
Account for students and adults  
Do business as usual



**SECURE!** *Get inside. Lock outside doors.*

**STUDENTS**

Return to inside of building  
Do business as usual

**ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



**LOCKDOWN!** *Locks, lights, out of sight.*

**STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

**ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



**EVACUATE!** *(A location may be specified)*

**STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

**ADULTS**

Lead students to evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



**SHELTER!** *Hazard and safety strategy.*

**STUDENTS**

HAZARD	SAFETY STRATEGY
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

**ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults