

PLEASE PRINT FIRMLY

AUTHORIZATION FOR STUDENT RELEASE AND EMERGENCY INFORMATION CARD

PLEASE PRINT FIRMLY

THIS BLOCK FOR SCHOOL USE ONLY

SCHOOL YEAR		SCHOOL NAME		DISTRICT STUDENT NUMBER		ENTRY CODE	
TEACHER OR HOMEROOM			GRADE		STATE STUDENT NUMBER		ENTRY DATE
EMERGENCY INFORMATION: This card must be completed by the parent or legal guardian.							
NAME OF STUDENT (LAST)		(JR, 2D, 3D, 4T)		(FIRST)		(MIDDLE)	
				DATE OF BIRTH MM DD YY		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
MAILING ADDRESS – (STREET NUMBER & NAME, CITY, ZIP CODE)							
RESIDENTIAL ADDRESS – (IF DIFFERENT FROM MAILING ADDRESS) (STREET NO. & NAME, CITY, ZIP) (IF RURAL LOCATION, PLACE DIRECTIONS ON REVERSE)							
HOME PHONE							
PARENT/LEGAL GUARDIAN (LAST, FIRST, INITIAL)				PARENT/LEGAL GUARDIAN (LAST, FIRST, INITIAL)			
EMPLOYER NAME				EMPLOYER NAME			
BUSINESS PHONE/EXTENSION		MOBILE NUMBER		BUSINESS PHONE/EXTENSION		MOBILE NUMBER	
EMAIL				EMAIL			
RELATIONSHIP TO STUDENT: (CIRCLE ONE)		P – PARENT G – LEGAL GUARDIAN A – GUARDIAN AD LITEM		O – OTHER S – SURROGATE N – NO PARENT/GUARDIAN REQUIRED		RELATIONSHIP TO STUDENT: (CIRCLE ONE)	
PERSON(S) TO CONTACT IF PARENT CANNOT BE REACHED NAME (STUDENT MAY BE RELEASED TO THIS PERSON)		DAYTIME PHONE		PERSON(S) TO CONTACT IF PARENT CANNOT BE REACHED NAME (STUDENT MAY BE RELEASED TO THIS PERSON)		DAYTIME PHONE	
HOSPITAL PREFERENCE		PHYSICIAN NAME & PHONE NUMBER			DENTIST NAME & PHONE NUMBER		
CURRENT HEALTH PROBLEMS ASTHMA _____ DIABETES _____ SEIZURES _____ HEART CONDITION _____ ALLERGIES _____ OTHER _____		EXPLANATION OF HEALTH PROBLEM(S) AND/OR MEDICATION(S) STUDENT IS TAKING					
In the case of accident, serious illness, or emergency, the school may contact Emergency Management Services (EMS), 911. If EMS must transport your child, payment of fees will be assumed by the parent/legal guardian. The school will make every effort to contact the parent/legal guardian. If the school is unable to contact the parent/legal guardian, every effort will be made to notify other persons listed on the emergency card.							
I have reviewed and understand the conditions of this document and I understand that if I desire to have my child released to persons other than those listed above, I must provide a list of those persons in writing, with addresses and telephone numbers, to the principal of the school.							
						X _____ Signature of Parent/Legal Guardian	
						_____ Date	

REGISTRATION INFORMATION

Student's Social Security Number _____ - _____ - _____

Birthplace _____
City _____ State _____ Country _____

First-time Hillsborough County Student

____ Yes ____ No Did the student relocate/move to Hillsborough County from ANOTHER county, state or country within the past year?

If yes, City _____ State _____ County _____

(Last School attended by the Student) _____ Public _____ Private _____ Home Education (Include the dates attended and complete address information below)

School Name _____ Dates Attended _____

Street Address _____ City _____ State _____ Zip Code _____ County _____

If the student ever attended a Hillsborough County Public School, name of school _____

Home Language Survey

____ Yes ____ No Is a language other than English used in the home?

____ Yes ____ No Did the student have a first language other than English?

____ Yes ____ No Does the student most frequently speak a language other than English?

Primary language spoken in the home by the Parent/Legal Guardian _____ Student's Native Language _____

State/Federal Mandated Information

____ Yes ____ No Is either head of household a law enforcement officer, firefighter, or judge/justice?

____ Yes ____ No Is either parent in the military, employed as a federal civilian, or residing in a housing project?

____ Yes ____ No Did your family ever travel to look for work on a farm or do paid farm labor?

____ Yes ____ No Is the student a single parent with either custody or joint custody of a minor child?

____ Yes ____ No Has the student ever been expelled, arrested resulting in a charge, or had juvenile justice actions?

____ Yes ____ No Has the student ever had any referrals to mental health services?

Date student first entered a United States school: Month (MM) ____/ Day (DD) ____/ Year (YYYY) ____

If foreign born, how many years has the student attended a school in the United States? _____

____ Yes ____ No Is the student of Hispanic or Latino ethnicity?

Check all applicable races _____ American Indian or Alaska Native _____ Asian _____ Black/African American

_____ Native Hawaiian or other Pacific Islander _____ White

Students with Individual Educational Plans (IEPs) have protections under Part B of the IDEA, and are entitled to a free appropriate public education. As parent/legal guardian, I give permission for the school district to release, exchange, review, and utilize my child's personally identifiable information to assist in the provision of school health services, and for this information to be disclosed to the Agency for Health Care Administration to facilitate verification of Medicaid eligibility; and/or, as applicable, to seek reimbursement from Medicaid for services provided at school. I understand that my child will continue to receive all services per his/her IEP, at no charge, whether or not I give consent. I understand that I may withdraw my consent at any time, and that my state/private benefits are not affected.

Signature of Parent/Legal Guardian

Date

Burnett Middle School Positive Student Behavior Plan



2020-2021

Fostering positive behavior by teaching students to:

P – Be present **A** – Be Accountable **W** – Work Together **S** – Show Respect

Purpose: Empowering students and staff to make the Burnett community a better place through:

Students **caring** about each other and their community . . .


Teachers **caring** about achievement of individual students through data-driven instruction. . .

Teachers **caring** for one another . . .

School-Wide Rules

1. **Be in the right place at the right time.**
2. **Keep Hands, Feet, and Other Objects to Yourself.**
3. **Be Prompt and Prepared to Learn.**
4. **Respect School and Personal Property.**
5. **Communicate Appropriately with Adults and Peers.**



SETTINGS								
	Definitions	Classrooms and Labs	Bathrooms	Passing Areas (Hallways, Breezeways, Stairwells)	Cafeteria	Media Center	Special Events	Bus/Loading Zones
 P Be Present	Be in the right place at the right time.	Before class begins, prepare needed materials and begin bellwork. Follow Burnett's 10 minute rule for leaving class (No passes the 1 st and last 10 minutes of the class period). Actively listen to your teacher and others.	Take care of business and get back to class.	Walk to the right. Go directly to your destination. Stay on sidewalks or walkways.	Walk directly and quietly in a straight line with your teacher to and from the cafeteria. Remain at your assigned table until given permission to leave.	Walk directly and quietly in a straight line with your teacher to and from the media center. Remain seated quietly until given permission to browse books.	Sit with your class and teacher. Remain seated or in assigned area until dismissed. Enter and exit the appropriate doors.	Go directly to your bus, the car rider's line, or front walkway to exit campus.
A Be Accountable	Take responsibility for your learning and actions.	Bring necessary materials to class. Use teacher pass to leave classroom. Complete all class assignments on time and to the best of your ability. Report any computer issues or damage to equipment. Clean up your area before dismissal.	Report any issues to an adult.	Use the restroom between classes. Arrive to class on time (walk & talk).	Keep food and drinks in cafeteria. Use hand signals (1-3) for permission to leave table. 1 = water fountain 2 = bathroom 3 = snack line or lunch line	Return your books on time. Take care of the books you borrow. Pay your fines.	Be an attentive audience member. Be an active participant.	Report any issues to an adult. Remain seated while on the bus.
W Work Together	Support each other and follow procedures so everyone can succeed.	Follow your teacher's C.H.A.M.P.S. guidelines. Respond to your teacher's signal for attention. Actively participate in class. Work cooperatively with others. Celebrate yours and others' successes.	Leave it as good or better than you found it.	Walk at all times. Be aware of others and seek assistance when needed.	Pick up your area and work with others to keep table clean. Wait your turn patiently in line.	When working collaboratively, use C.H.A.M.P.S. conversation Level 1 - Whisper.	Participate when appropriate or asked. Clap at appropriate times.	Share seats. Help others when appropriate.
S Show Respect	Show kindness to people, property, and yourself in language and/or actions.	Be tolerant of differences. Use appropriate language and tone. Treat others the way you would like to be treated. Follow your teacher's rules and procedures.	Flush, wash hands, and dispose of trash. Maintain a clean facility.	Use quiet voices C.H.A.M.P.S. Level 2 during passing time. C.H.A.M.P.S. Level 0- No talking during class time. Use appropriate language and tone. Keep hands, feet, and objects to yourself.	Clean up spills and messes. Say "please" and "thank you". Use appropriate language and tone.	Push chairs under tables when you leave.	Follow the teacher or other adult's directions. Keep hands, feet, and objects to yourself. Use appropriate language and tone.	Follow the driver's directions. Use appropriate language and tone. Keep hands, feet, and objects to yourself.

W O L F P A C K E X P E C T A T I O N S

Positive Interventions:

Each staff member will participate in Burnett Character Education program where students who are “caught” living out Burnett character traits, are recognized, monthly.
Each staff member will stand at their door or supervise an entire hall in between each period with the goal of giving positive reinforcement of the PAWS Student Code of Conduct to at least one student.
Each staff member will take time to recognize positive student behavior (based on data) and the PAWS Student Code of Conduct during LUNCH (administration / team leaders) once a month.

The following **supports** will be provided to students and parents in the **instance** where a student struggles to uphold Burnett behavior standards (district policy, school policies, and PAWS Student Code of Conduct, etc.) in the classroom:

Support for 1st Instance	A verbal reinforcement of positive behavior is issued.
Support for 2nd Instance	Student will participate in a reflection activity. Seat change will take place. Parent is notified – verbal, written, or via email – to include a brief description of the instance, the positive behavior we hope to see, and a response from the parent. The next instance will lower the student’s conduct grade.
Support for 3rd Instance	The student’s conduct grade is lowered. The teachers will conduct a team meeting with the student with the expectation for the parent to be present or at least on the phone. The team leader will facilitate a conference to include a review of specific instances, the PAWS Student Code of Conduct, and the next steps if student behaviors persist.
Support for 4th Instance	The student’s conduct grade is lowered. An Assistance Request will be written to the student’s grade level guidance counselor and the counselor will meet with the student as well as contact the parent.
Support for 5th Instance	The student’s conduct grade is lowered. An Assistance Request is written to the child’s assistant principal. (See student handbook) The AP will attempt to work with the student, parent, and teachers to improve student behavior using the following strategies: student conferences, parent conferences, detentions, loss of privileges, ISS, OSS, ATOSS, and even removal from special programs if applicable (see descriptors of administration strategies). Additional behavior supports not utilized by the team may be included here (FBA, Behavior Group, mentor, etc.). RTI will be monitored.
Support for Subsequent Instances	The student’s conduct grade is lowered. Once a referral is written the AP will attempt to work with the student, parent, and teachers to improve student behavior using the following strategies: student conferences, parent conferences, detentions, loss of privileges, ISS, OSS, ATOSS, and even removal from special programs (see list).

Conduct Grades

Conduct Grades are assigned quarterly by the teacher. They also “re-set” back to “A” at the start of each quarter. Students’ conduct grades are calculated based on a set of criteria set by each teacher to represent a weekly grade of 1-5. Students lose points based on behavioral expectations not met during class that week. At the end of each quarter, the weekly grades are averaged to make up the final grade. **Students will have the opportunity to earn back lost points at the teacher’s discretion.** Please see each teacher for written documentation of the conduct grade policy.

Most Common “Instances”

Failure to be in ones assigned place, inappropriate language, invading personal space, eating food in class, profane language, grabbing items, teasing, slurs, or discrimination, cheating, and violating dress code, and all behavioral violations of the PAWS Student Code of Conduct.

List of Strategies in Response to Instances of Student Misbehavior

Prior to a referral to administration:

Verbal reinforcement of positive behavior with the student	Take the time to privately state clearly to the student the type of behavior that is expected and how it differs from what is being displayed in the class
Parent Conference	Take the time to privately state clearly to the parent the type of behavior that is expected and how it differs from what is being displayed in the class. Seek their feedback on possible solutions
Assistance Request	Assistance Requests are sent to Student Services. Be open-minded and incorporate any suggestions they might have based on data gathered during their conference with the student.
Team Conference	The teachers will conduct a team meeting with the student with the expectation for the parent to be present or <i>at least on the phone</i> . The team leader will facilitate a conference to include a review of specific instances, the PAWS Student Code of Conduct. If parent cannot be contacted via phone, the Parent Contact letter will be sent home via US Mail. Document each student conference in Student Notes.
“Time to Reflect”	Each teacher is mandated to have a “Cool Down Corner” within the classroom to be utilized by the teacher or at a student’s request when needed. A student can be sent to another teacher’s classroom and complete the teacher-provided assignment in that room. Policy is to call the classroom of the teacher to inform them of the student being sent and a return time that is not more than 10 minutes from the time the student was sent. For unreliable students, a responsible student may be sent as an escort.
Be creative	If you have a strategy that is fair, clear, and within district as well as school guidelines then try it. Consult with team leader and administration before such a move.

Please note that while these are guidelines for a plan of action, each team **must** have a system in place for providing support to a student before a referral is made for teacher managed behaviors.

Actions taken by Administration in response to a referral:

Student conferences

Parent conferences

Detentions

Loss of privileges

ISS

OSS

ATOSS

Restorative Reflection Logs

Alternatives to ISS or OSS (Student choice)

- Trash Detail
- Lunch Detention

Primary Burnett “Whole School” Behavior Policies

To reach our goals of higher student achievement we need **100%** of the Burnett staff to enforce the following policies **100%** of the time:

Tardy Policy

A student is tardy if they are not in their designated location in the class when the bell rings. If a student is tardy, mark them tardy each time. Tardy passes may be accepted provided that they are signed with the time and date by school personnel or contact must be made. Do not send students to go retrieve passes from other teachers or administrators. If a student arrives more than 15 minutes late, follow the procedures for skipping **but allow them into the classroom to begin learning.**

Hall Pass

Any student sent out of class should have the class lanyard or a timed pass from a teacher. Students needing to be sent out for an emergency (bathroom or clinic) while the class lanyard is not available will be sent with a written, signed, and timed note by the teacher. Students being sent to the office or guidance should be sent out with an EdConnect generated pass or a written pass with the date, time, destination, and teacher signature included. Please note: when sending a student to any office that has not been called by a staff member of that office, please call that office before sending the student to ensure that someone will be able to address their needs in a timely manner. Teachers should have a sign in/out log for passes in order to maintain accurate records.

Hall Supervision

Every teacher must be at their doors during the entire change of classes. Each Burnett staff member should have one positive interaction (including with students not in their class or one they had a previous negative interaction) between passing periods of each day.

Bring Your Own Device

Burnett is a BYOD school. Devices are only to be used at the direction of the teacher or administrative staff. Any student not using electronic devices in an approved manner will have their device collected and submitted to Student Affairs to be cataloged. “Approved manner” = not visible unless authorized by the teacher for academic purposes. BYOD devices are not to be used outside of classes except during lunch period. Technology use is **NOT** allowed in the hallways. BYOD devices should not be used to take pictures or record videos at any time (district policy applies).

Burnett Student Infraction Guide

Consistency is treating each student fairly, in a timely manner, and with escalating consequences to encourage positive behavior while minimizing negative behavior.

Consistency is not treating every student the **same**. It is treating every student **fairly**.

The following chart is designed to be a guide for administrators, teachers, and students to better understand why a consequence is given in a particular instance:

Offense	1 st	2 nd	3 rd
Disruptive Disobedience Disrespect Defiance	Conference w/ student – Detention – 2 days ISS	2 ISS – 2 OSS The Peace Room	1-5 OSS
Inappropriate Behavior	Conference w/ student – Detention – 2 days ISS	2 ISS – 2 OSS The Peace Room	1-5 OSS
Willful Disobedience (most often a recurring infraction after warnings)	1 day ISS – 3 days OSS	3 - 10 days OSS The Peace Room	5-10 days OSS
Cell Phones / Electronic Devices	Confiscation Conference w/ AP Phone returned	Confiscation Parent Pick-Up	Confiscation Willful Disobedience Parent Pick-Up
Computer Misuse	1 day ISS – 3 days OSS	3 – 10 days OSS	5 – 10 days OSS
Obscenity / Profanity	1 day ISS – 3 days OSS	3 – 10 days OSS	5 – 10 days OSS
Vandalism / Graffiti	1 day ISS – 3 days OSS	3 – 10 days OSS	5 – 10 days OSS
Leaving Class w/out Permission	1 day ISS	2 days ISS	3-10 days OSS
Skipping Class	1 day ISS	2 days ISS	3-10 days OSS
Fighting	1-10 days OSS	3-10 days OSS	5-10 days OSS
Bullying (confirmed case) / Harassing	1-10 days OSS	3-10 days OSS The Peace Room	5-10 days OSS
Disturbance on Bus	Bus Driver Warning	1-3 days bus suspension	2-10 days bus suspension
Zero Tolerance Offenses	See Student Handbook		
Lost Past/Lanyard	Conference w/ student	Parent Contact	Reverts to Willful Disobedience

If at any time you have a question about the consequence on a referral written, please see the AP. These conversations are for the benefit of students, teachers, parents, and administrators. These conversations should happen before “water cooler” talk.

Thank you to all Burnett stakeholders for creating a positive learning environment for our students.

BURNETT MIDDLE SCHOOL
Attendance Policy



PAWSitive
People, Positive

• **Students have the right to:**

- physically attend a public school within their attendance area;
- attend a Technical or Special Education Center when they qualify and are accepted for enrollment;
- participate in one of the other choice options – Magnet, School Choice, Charter, etc.;
- receive information concerning attendance policies at their school to include excused and unexcused absences and tardies; make up any work missed because of excused absences;
- request a transfer to another school outside their attendance areas when they experience severe hardships. All appeals must be submitted to the Office of Student Planning and Placement;
- homebound instruction if not attending school due to extended illness (longer than 30 days).

Students have the responsibility to:

- attend classes daily and on time unless circumstances beyond their control prohibit;
- request make-up work from their teachers after the absences have been adequately explained;
- attend school until the age of 16. Students ages 16-18 who desire to leave school prior to graduation may do so only upon completion and filing with their school an “Intent to Terminate Enrollment” form and an exit interview;
- abide by School Board attendance policies;

Parents have the responsibility to:

- notify school personnel about their child’s absence from school on the day of the absence;
- notify the school of any change of address, phone numbers, and emergency contact numbers;
- make application to the Exceptional Student Education office if a student is eligible for homebound instruction;
- notify school personnel if the family is moving out of town or out of the school’s attendance boundary;
- be aware of Student Academic Calendar and coordinate trips, vacations, and personal business to support attendance on school days.

ATTENDANCE ALERT TO PARENTS:

When a student accumulates five absences during a grading period, notification shall be sent to the parent or guardian unless school personnel have informed the parents/guardians previously. When a student accumulates ten unexcused absences (not including suspensions) within a 90 calendar day period, a letter shall be sent to the parent or guardian. Excerpt from [Florida Statute 1003.26 \(1\)\(b\)\(c\)\(e\)](#) “The principal shall ... a meeting with the parent must be scheduled to identify potential remedies, and the principal shall notify the district school superintendent and the school district contact for home education programs that the referred student is exhibiting a pattern of non- attendance.” If an initial meeting does not resolve the problem, the child study team will implement the following:

- frequent attempts at communication between the teacher and family;
- evaluation for alternative education programs;
- attendance contracts.

The child study team may, but is not required to, implement other interventions, including referral to other agencies for family services or recommendation for filing a truancy report.

If the parent refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent may appeal to the district board. The School Board may provide a hearing officer, and the hearing officer shall make a recommendation for final action to the district School Board. If the district School Board's final determination is that the strategies of the child study team are appropriate, and the parent still refuses to participate or cooperate, the district Superintendent may seek criminal prosecution for non-compliance with compulsory school attendance.

Students who display a pattern of non-attendance may be required to present medical evidence.

Students who are absent from class but not listed on the absentee bulletin shall be reported by the teacher to the appropriate office.

In the preparation of cases for prosecution under the Compulsory School Attendance Act: [Florida Statute Section 1003](#), the school system is authorized to release pertinent school data in interpretative form to the State Attorney's Office, to the Office of Youth Services, and to the Circuit Court, Juvenile Division, without parent consent.

REPORTING YOUR CHILD'S ABSENCE

It is the responsibility of the student's parent or guardian to explain a student's absence to the designated office in person or by telephone. Parents are expected to notify the school the day they notify the school the day of the absence. Schools may require additional documentation upon a student's return.

Parents must provide school personnel with accurate telephone contact numbers (home, cell, and work for parents or legal guardians) and ensure the number(s) are correct if there is a change during the school year. This information must be given on the Emergency Contact Card provided by the school at the beginning of the school year and updated as changes occur.

The school shall make an effort to contact the parent or guardian on the day of each absence. Records of telephone calls or parent contacts shall be retained by the school for future references.

Students in attendance for "meaningful instruction" during any part of the school day are counted present for the day. Additionally, attendance for students in grades 6-12 shall be recorded each period. To be considered present in any period, a student must be present for at least one-half of that period.

EXCUSED ABSENCES:

Examples include:

- an illness of the student or a medical or dental appointment; six (6) or more absences within a nine-week grading period, may require a doctor's statement by school officials;
- to attend therapy services for treatment of autism spectrum disorder;
- an accident resulting in injury to the student;
- a death in the student's immediate family;
- an observance of an established religious holiday. Documentation of the religious affiliation of the student may be required by school officials. If the religious holiday observance cannot be identified as a traditionally well-known day, school officials should require a note from the parent and a letter from the leader of the faith organization stating that the day, if celebrated,

would result in an absence. If the letters are submitted, the absence should be excused and also recognized as an established religious holiday that does not impact any attendance incentives;

- pre-planned absence for a personal reason that is acceptable to the principal or designee. A parent must make the request in writing to the principal or designee at least three (3) days prior to the date of the absence. The parent will be notified of the decision. Vacations, other than on non-student days, must be pre-approved.
- a subpoena by a law enforcement agency or a required court appearance;
- an emergency for a reason acceptable to the principal/designee for an emergency such as:
 - severe weather conditions;
 - a major personal or family problem;
 - fire, flood, or other major damage to the home;
 - an accident on the way to school; or
 - a breakdown of the school bus (failure to pick up the student).
- under certain conditions, students may apply to be released for a maximum of one hour per day for religious instruction at an off-campus site. For further information, the parent should contact the principal.
- college visits by senior students only if a visit is required for admission and is documented on the college letterhead.

UNEXCUSED ABSENCES:

Unexcused absences include absences that:

- are caused by truancy of the student;
- are caused by an out-of-school suspension (students in grades 6-12 see section on [Education, Prevention, and Intervention—EPIC Level 1 Prevention Centers](#)).

OFF-CAMPUS ACTIVITIES/SCHOOL BUSINESS

Students attending school-sanctioned, off-campus activities and/or school business shall be counted present and will be permitted to make up work missed.

Examples of school business are:

- an academic activity directly related to the instructional outcomes of one or more courses;
- participation in a regularly scheduled, school-sponsored athletic event;
- a summons to one of the school offices;
- other approved activities such as Student Council, National Honor Society, PTSA, pep rallies, class meetings, club meetings, senior graduation activities or an event that is designated by the principal at which you represent your school and is approved by the Area Superintendent.

MAKE-UP WORK

Elementary Students: A student who has been absent and whose absence is excused is permitted to make up the work missed after returning to school. Parents should contact the school and request make-up work at least 24 hours in advance.

Secondary Students (Grades 6-12): A student who has been absent and whose absence is EXCUSED is permitted to make up the work missed, provided that the student makes arrangements with teachers within three days of the student's return to school. The student is responsible for making these arrangements. Make-up work must be submitted within the deadline(s) set by the teacher(s).

ADDITIONAL SECONDARY (6-12) ATTENDANCE INFORMATION

Students in grades 6-12 not in class at least one half of the class period shall be counted absent from that class. Students in grades 6-12 in attendance for any part of the day are counted present for the day, but shall be counted absent for any class missed.

UNEXCUSED ABSENCE SANCTIONS:

- A student suspended out of school shall receive a grade of “zero” for tests and/or graded work missed.
- A student who receives an unexcused absence may be allowed to make up tests and/or graded work missed during the absence at the discretion of the classroom teacher. Middle school students may receive and high school students may receive a 10% deduction from the grade of the make-up assignments. The student is responsible for making arrangements with the teacher within three days of his/her return to school. Make-up work must be submitted within the deadline(s) set by teacher(s).
- Students found to be truant will be referred to Student Affairs.

FLORIDA DRIVER'S LICENSE LAW FOR STUDENTS

In 1997, the Florida Legislature began requiring schools to report to the Department of Highway Safety and Motor Vehicles the names, dates of birth, sex, and Social Security numbers of minors who accumulate 15 unexcused absences in a period of 90 calendar days, which is a “rolling” number, thus making the student ineligible for driving privileges. The legislation further provides that those minors who fail to satisfy attendance requirements shall be ineligible for driving privileges. If the minor does not have a license, he or she shall not be issued one upon application. The process of reinstatement is available in the Office of the assistant principal for Student Affairs. Persons ages 14 until their 18th birthday cannot get or keep their driver's privilege or license unless they are in school, have successfully completed school, earned their GED certificate, or have a hardship waiver. A student who has had their license suspended due to unexcused absences can apply for reinstatement once they have attended school for 30 consecutive days without an unexcused absence and have completed the necessary paperwork through the Office of Student Affairs. Reinstatement is delayed a day for each excused absence during that 30-day period. For more detailed information, see: F.S. [322.091](#) and [1003.27](#).

SENIOR DAY ACTIVITIES

Senior Day activities shall be limited to no more than one day each spring.

PROCEDURES FOR REPORTING TARDINESS TO SCHOOL

A student is tardy when he/she arrives after the beginning of the school day. A student who is tardy to school must be signed in at the Main Office or Office of Student Affairs. For safety reasons, elementary students must not be dropped off and must be accompanied by an adult. An excused tardy exists when reasons acceptable to the principal or his or her designed are given.

An excused sign-in includes:

- illness;
- medical or dental appointments (doctor's statement may be required);
- therapy services for the treatment of autism spectrum disorder;
- automobile accident;
- deaths or funerals;
- emergency situations acceptable to the principal or designee;
- required court appearance (subpoena required);

- established religion observance;
- severe weather;
- breakdown of school bus.

Unexcused sign-ins include the following:

- car problems (ex: flat tire, no gas, car won't start, student getting a parking decal);
- heavy traffic;
- overslept;
- returned for forgotten items or student obtaining an absentee admit;
- non-educational appointments.

Excessive tardies may result in revocation of choice hardship.

TARDINESS TO CLASS

A student is tardy when the student arrives after the beginning of the school day or when he/she is not in his/her assigned seat or station when the tardy bell rings. A student's tardiness shall be excused when the reason given is acceptable to the principal or designee. Examples of acceptable reasons for tardiness are the same as the examples of acceptable reasons for excused absences.

A student has the responsibility to be in class on time. A student's excessive tardiness shall lead to non-suspension consequences. A student may be suspended if they fail to complete the assigned non-suspension action.

Consequences for tardiness in a grading period include:

- tardies will not be considered an incident until the student had accrued four or more tardies within a grading period.

Consequences may vary at individual schools according to School Board approved School Improvement Plan.

SIGN-IN PROCEDURES

Any student arriving to school after the session has begun must report to the Main Office or Office of Student Affairs. An admit shall be issued indicating excused or unexcused tardy or absence. For the student to receive an excused sign-in, a parent or guardian must accompany the student to the Main Office and give an excusable reason. More than two sign-in's in a grading period shall require medical or other documentation and/or a parent must be present in order to be considered excused.

SIGN-OUT PROCEDURES (PRE-APPROVED AND EMERGENCY)

Elementary Students: Once students arrive on campus, they may not leave without permission from an administrator or designee. In the event a student must leave early; the parent/guardian must make the request in person in the Main Office. A picture ID must be presented.

Secondary Students: Once students arrive on campus, they may not leave without permission from the assistant principal for Student Affairs. Students who must leave school during school hours must have their parent request this release by phone or in person to the Office of Student Affairs in order to obtain pre-approval. More than four sign-outs' in a grading period shall require medical or other documentation and/or a parent must be present in order to be considered excused.

Excused sign-outs include the following:

- medical or dental appointments (doctor's statement may be required);
- therapy services for the treatment of autism spectrum disorder;
- deaths or funerals;
- emergency situations acceptable to the principal or designee;
- court appearance (subpoena required);
- personal reasons acceptable to the principal or designee;

Unexcused sign-outs include the following:

- forgotten items (for instance: books, lunch, money, homework, projects, admits);
- non-educational appointments.

RELEASE OF STUDENTS

During school hours a principal or designee shall permit a child to leave school only in custody of one of the following adults:

- parent/guardian of the student with photo ID;
- person listed on Emergency Contact Card, with photo ID;
- a law enforcement officer;
- an authorized worker from the Department of Children and Families.

At the end of the school day, students are released at a specified time and place and are expected to go directly home. Parents must notify the school office in writing regarding any change in the student's normal transportation. Car riders should be picked up immediately in the school's designated area. Students riding buses are expected to unload from the bus at their designated stop. Students must enter and exit at their assigned bus stop; requests for changes will not be honored.

BURNETT MIDDLE SCHOOL Bus Transportation & Safety Policy



- **GENERAL**

When transporting students to and from school, ensuring your child's safety is our number one priority. Our bus drivers have increasingly expressed concerns about the enforcement of transportation rules. Consistent enforcement of rules for student behavior is required to provide the safest conditions. Consequently, the district formed a study committee comprised of students, bus drivers, assistant principals, principals, and transportation supervisors to improve our transportation system. The hard work of the group produced a document that provides a consistent approach and incorporates best practices related to student safety. It also states expectations for drivers, students, parents, and school administrators. The guidelines are included within this section. Consequences for non-compliance with school bus safety rules are outlined in the student code of conduct.

To protect our children, only students and adults who are authorized may ride a school bus. All student eligibility for transportation will be evaluated. The school will discuss the request with the Transportation Department to authorize the transportation.

The Transportation Department will operate under a method of operations by which students will be assigned to bus stops and may not use another bus stop or bus that services routes different from those to which the student was assigned.

Transportation to and/or from (for-profit) private daycare services is not provided.

Students who are eligible for pupil transportation services will no longer be authorized to ride a bus other than the one to which the student was assigned, either to or from school, to a friend's home, or any other type of situation.

In determining bus stop placement for Magnet students, the bus stop must coincide either with the residence or residence of record. Magnet students may not opt for bus drop-offs at parent work locations, schools, or any other location that does not hold a direct relationship to the student's address.

PERSONAL DIGITAL DEVICES ON SCHOOL BUSES

Students will be allowed to bring personal devices to school to enhance their academic experience and facilitate learning. The Bring Your Own Device (BYOD) procedures are previously outlined in this handbook. For BYOD purposes, a device is any district-provided or personally-owned computer or electronic device including, but not limited to, phones, tablets, notebooks/ laptops, wearables (e.g. Google Glass, smartwatches), iPod touches (or similar), and e-readers. Please keep in mind that school buses are an extension of the school and appropriate classroom-type student behavior is needed to ensure student safety. All BYOD procedures also apply to school buses; the following are some of these procedures:

- Students have a limited right to, nor should they have an expectation of, privacy while on the school bus.
- Use of broadband networks, provided by cellular carriers via device or hotspot is prohibited while on Hillsborough County Public Schools' property.
- Audio or image recording, whether through picture or video, without prior consent of the individuals being recorded is prohibited.
- Cell phone conversations on the school bus are prohibited unless under the supervision of the bus driver.

- Students bring personal devices to school at their own risk. The district/school will not be held responsible if a device is lost, stolen or misplaced, including those that have been confiscated.
- If reasonable belief exists that a student has violated the district's [Acceptable Use Policy \(7540.03\)](#), or other district policy (e.g. [7542](#)), the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges and/or further action as determined by Hillsborough County Public Schools.

Consequences:

While on the school bus, students may use their personal devices for non-disruptive activities such as completing school work, reading, privately listening to music with earphones, or playing games. However, use of personal devices is under the sole discretion of the bus driver. Failure to comply with directives given by school staff/bus driver may result in the consequences outlined in accordance with the student code of conduct and Behavior Matrix ([Incident Levels](#) and [Proportionate Disciplinary Response](#)).

Student Discipline Procedures

School buses are an extension of the school. Appropriate classroom-type student behavior is needed to ensure student safety. Students who do not follow acceptable standards of conduct on the bus are subject to similar disciplinary actions as those administered for classroom or school misconduct and in accordance with the code of conduct's Behavior Matrix: [Incident Levels](#) and [Proportionate Disciplinary Response](#). When a driver observes or suspects a student's misconduct, the driver will submit a written referral to the principal or designee. The principal or designee will determine the type and extent of punishment; a student may have bus privileges suspended if warranted.

SAFETY TO AND FROM SCHOOL

Parents have the responsibility to:

- obey all traffic signs on and around school grounds;
- not block driveways, streets, or bus loading zones;
- know and abide by the traffic rules that apply to the use of bicycles.

Students have the responsibility to:

- wear bicycle helmets as required by law;
- others and themselves for the safe operation of their bicycles;
- securely lock the bike while at school;
- cooperate with safety patrol officers.

The school cannot be responsible for lost or stolen bicycles. The school safety patrol contributes to the safety of children on the school grounds, buses and at bus stops. Responsible students are chosen to be members of the patrol. Their role is one of assistance and direction in areas where dangers or hazards exist.

DISPLACED STUDENTS

For detailed instructions on how to submit a special transportation request for a displaced student to remain in their school, please contact the Homeless Education and Literacy Project at: <http://www.sdhc.k12.fl.us/doc/893/homeless-education-and-literacy-project-help/about/about-37/> or (813) 272-0673.

STUDENTS WITH DISABILITIES WHO RECEIVE SPECIALIZED TRANSPORTATION SERVICES

If the IEP team determines a student has specialized transportation needs, he or she may be assigned to a bus with specialized equipment and personnel. Transportation is arranged through the ESE Area Office.

Students have the responsibility to:

- obey the rules established by the bus driver, the bus attendant and the IEP Team.
- respect the rights of the other student passengers and adults on the bus.
- be at the bus stop 10 minutes prior to the designated pick-up time.
- inform the bus driver or attendant of any personal needs.
- communicate to parents or school administration any concerns related to transportation services.

Student behavior:

It is the school district's responsibility to provide safe transportation for students who ride school buses to/from school and on school-related trips. In the absence of a teacher or school administrator, the bus driver is responsible for ensuring that students behave in a safe and responsible manner. Any behavior that interferes with the safe transportation of students must be reported. The safety of all students is the primary concern of Hillsborough County Public Schools.

Dangerous Behavior on the Bus:

The following are Transportation Department guidelines for bus drivers responding to unsafe behavior on the bus:

- A warning/referral will be submitted to document the incident.

BURNETT MIDDLE SCHOOL
Dress Code Policy

Dress Code

- The dress and grooming of students shall be that which contributes to the health and safety of the individual and which is non-disruptive of the educational activities and processes of a school. The definition of appropriate dress shall vary with the age of the student, the program of instruction, and the heating/cooling system of the building.



Students have the right: to dress as they choose as long as their dress meets the approved dress and grooming regulations, does not disrupt school activities, is not obscene or defamatory, and does not endanger the physical health or safety of themselves or others.

Students have the responsibility: to dress and groom in such a manner so as to reflect cleanliness, modesty, safety and good taste; become familiar with and adhere to approved dress and grooming regulations of the School Board of Hillsborough County.

Sixth - Twelfth Grades

- Shoes shall be worn. Skate tennis shoes and bedroom slippers are unacceptable and not allowed.
- Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type of clothing may only be worn with a blouse or shirt. Clothing exposing the torso or the midriff, either front, back, or sides shall not be worn. Underwear shall not be visible. Clothing shall not expose the mid-chest area. Clothing not properly fastened or with tears that are indecent shall not be worn. Clothing traditionally designed as undergarments or sleepwear shall not be worn as outer garments. All pants and shorts shall be secured at the waist. Boys' shirts shall have sleeves. Mini-skirts, mini-dresses, and short shorts shall not be permitted. Hemlines shall be no shorter than fingertip length.
- Hair shall be clean and neatly groomed. Head coverings shall not be worn in the building unless required for religious observance or health-related reasons.
- Garments and/or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or that provoke or may tend to provoke violence or disruption in the school, shall not be worn. Wallet chains shall not be worn.

Consequences for Dress Code Violation Include:

First Offense Consequences

- conference with student;
- notification of parent or guardian, and/or;
- change of inappropriate attire.

Second Offense Consequences

- conference with student;
- notification of parent or guardian;
- change of inappropriate attire;
- detention or "other consequence" determined by the site administrator.

Third Offense Consequences

- conference with student;
- notification of parent or guardian;
- change of inappropriate attire;
- in-school suspension or “other consequence” determined by the site administrator.

Fourth and Subsequent Offenses

- considered disobedient subject to referral to the school administrator for further disciplinary action, which may include out-of- school suspension.

Florida Statutory Requirements for Student Dress

In the 2011 Legislative Sessions, Florida’s Legislature passed, and Governor Scott signed into law, changes to sections [1006.07](#) and [1006.15](#) Florida Statute requirements for district Codes of Student Conduct (commonly known as the Baggy Pants Bill). In these sections are new school board requirements to include in the code of conduct, “an explanation of the responsibilities of each student with regard to appropriate dress, respect for self and others, and the role that appropriate dress and respect for self and others has on an orderly learning environment.” This law provides penalties for students who wear clothing that exposes underwear or body parts in an indecent or vulgar manner. Lastly, the law includes adherence to the Dress Code and Code of Student Conduct as a condition for participation in extracurricular activities.

Principals have been instructed to share the law and consequences with students, parents, and staff.

- For a first offense, a student shall be given a verbal warning and the administrator shall call the student’s parent or guardian.
- For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed five days and the administrator shall meet with the student’s parent or guardian.
- For a third or subsequent offense, a student shall receive an in-school suspension for a period not to exceed three days. The student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the administrator shall call the student’s parent or guardian and send the parent or guardian a written letter regarding the student’s in-school suspension and ineligibility to participate in extracurricular activities.

As outlined in a memo dated July 15, 2011, from the Florida Department of Education, the consequences outlined above are for “wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.”

- Clothing that disrupts the orderly learning environment includes clothing that exposes underwear or body parts in an indecent or vulgar manner and clothing with sexually suggestive, drug or alcohol-related or otherwise offensive wording or graphics. Districts will be required to impose these penalties as outlined in the bill. No other statute prescribes penalties for Code of Conduct offenses. School Boards cannot override described penalties in the law.

NOTE: Eligibility standards for participation in interscholastic and intrascholastic extracurricular student activities have not changed except for the dress code policy. The student must maintain satisfactory conduct, including adherence to appropriate dress and other codes of student conduct policies described in Florida Statute [1006.07\(2\)](#).

BURNETT MIDDLE SCHOOL
Dress Code Policy

Student Name: _____

Date: _____

Student Signature: _____

Parent Name: _____

Date: _____

Parent Signature: _____

*****Please complete 3 signatures*****
*****All forms are due in the main office*****



TITLE I
PARENT-STUDENT-TEACHER COMPACT
Shared Responsibilities for High Student Academic Achievement

Burnett Middle School

School Mission: Burnett Middle School is committed to excellence.

SCHOOL AGREEMENT

The entire school staff will share the responsibility for improved student achievement; therefore, we will do the following.

- Model high standards in all areas
- Communicate regularly with parents/guardians about their child's progress in school
- Provide assistance to families on what they can do to support their child's learning
- Respect parents, teachers, other staff, students, myself, and the cultural differences of others
- Involve students in class that will prepare them for future success

School/Teacher Signature _____ Homeroom # _____

PARENT/GUARDIAN AGREEMENT

I want my child to reach his/her full academic potential; therefore, I will do the following to support my child's learning

- Make sure that my child attends school every day, on time, and with the necessary supplies
- Support Burnett's discipline plan and other procedures to ensure the safety of all students
- Monitor my child's progress by checking his/her planner daily and communicate with my child's teacher
- Share in the decision making of Burnett by being an active parent volunteer participating with my child's teacher
- Respect teachers, the school, staff, students, myself, and the cultural differences of others
- Attend parent-conferences, extra-curricular activities, field trips, teach-in, and other activities
- Parent will check online grades often

Parent Signatures _____

AS A STUDENT I WILL

It is important that I do the best that I can; therefore, I will do the following

- Believe that I can achieve
- Respect the rules and regulations of Burnett Middle School
- Maintain open communication with my parents/guardians and teachers
- Set aside fifteen to thirty minutes a day to read
- Come to school prepared to work and complete class assignments and homework
- Show respect for my school, myself, other students, and the diverse culture of Burnett

Student Signature _____

**** Por favor, complete 3 firmas ****
**** Todas las formas son debidamente en la oficina principal ****



TÍTULO I

COMPACT PADRE-ESTUDIANTE-MAESTRO

Para el logro académico estudiantil altas responsabilidades compartidas

Burnett Middle School

Misión de la escuela: Burnett Middle School está comprometido con la excelencia.

ACUERDO ENTRE LA ESCUELA

Personal de la escuela entera compartirá la responsabilidad para el logro estudiantil mejorada; por lo tanto, haremos lo siguiente.

- Altos estándares en todas las áreas del modelo
- Comunicarse regularmente con los padres/tutores sobre el progreso de sus hijos en la escuela
- Proporcionar asistencia a las familias sobre lo que pueden hacer para apoyar el aprendizaje de sus hijos
- Respeto a padres, maestros, personal, estudiantes, yo mismo y las diferencias culturales de los demás
- Involucrar a los estudiantes en la clase que les preparará para el éxito futuro

Profesor de la escuela firma _____ aula # _____

ACUERDO DE PADRES/TUTORES

Quiero que mi hijo / a alcanzar su potencial académico completo; por lo tanto, haré lo siguiente para apoyar el aprendizaje de mi hijo

- Asegúrese de que mi hijo asiste a la escuela todos los días, el tiempo y con los suministros necesarios
- El plan de disciplina de apoyo Burnett y otros procedimientos para garantizar la seguridad de todos los estudiantes
- Monitorear el progreso de mi hijo comprobando su planificador diario y comunicarse con el maestro de mi hijo
- Participación en la toma de decisiones de Burnett por ser un padre activo voluntario participando con el maestro de mi hijo
- Respeto a los maestros, la escuela, personal, estudiantes, yo mismo y las diferencias culturales de los demás
- Asistir a conferencias de padres, actividades extracurriculares, viajes de campo, enseñar-in y otras actividades
- Padres comprobará los grados en línea a menudo

Las firmas de los padres _____

COMO UN ESTUDIANTE

Es importante hacerlo lo mejor que puedo; por lo tanto, voy a hacer lo siguiente

- Creo que puedo alcanzar
- Respetar las normas y reglamentos de la escuela secundaria Burnett
- Mantener una comunicación abierta con mis padres, tutores y maestros
- Apártelos quince a treinta minutos al día para leer
- Ir a la escuela preparados para trabajar y completar tareas y trabajos de clase
- Mostrar respeto por mi escuela, yo mismo, otros estudiantes y la cultura diversa de Burnett

Estudiante Firma _____



Dear Parent/ Guardian,

The Athletic Department at **Burnett Middle School** now hosts their Pre-Participation Athletic Forms online with PlanetHS. This digital platform will allow you, and your student(s), to complete and access athletic forms via computer, tablet, or mobile phone. It is HIPAA, COPPA and FERPA compliant. A link to the privacy policy is located at the bottom of the Sign in page at www.planeths.com.

Parent and student must create separate accounts, using different emails and/or mobile numbers.

Important: Students must be sure to create accounts using accurate information, including their Official Name from school registration, DOB, high school graduation year and school.

*You can click **SELF HELP** on the right of the screen for walkthroughs of the account creation, account linking, and athletic forms functionality.*


STEP 1. Go to www.planeths.com and click on the yellow login button in the top right of the screen . 

Once on the Login page, click on 

- **OR** - With a smartphone, follow the Quick Account Instructions on the second page of this letter.

Note: if students are under 13, and they create an account, they must know their parent/guardian's email address or mobile phone number. (COPPA COMPLIANCE)

- Choose the type of account you wish to create.
- Complete the requested information.
- Be sure when choosing your school that you choose the school the student is attending.

STEP 2. Link the Parent account to the Student(s) account. 

You will be led through this process after creating an account. If you do not link accounts at the time of account creation, you can always click the **LINK ACCOUNT** button at any time to complete or initiate the linking process. Parents can link to as many student accounts as they wish by repeating the linking invitation process.

STEP 3. Complete Athletic Forms as Advised. 

Students with accounts may begin completing digital forms immediately. Parents must be linked to a student account to see the electronic version of the forms. If they are not linked, they will only see example PDF versions of the forms. You can complete forms or see their status at any time by clicking on the **ATHLETIC FORMS** button.

For additional help please refer to the one-page help-guide below, access the complete online forms tips located in the light green bar at the top of the Athletic Forms page in your account or use the light blue self help button located on the right-hand side of your screen.

Athletes cannot participate in sports until digital forms are complete and approved unless otherwise specified by your school. Forms will be valid for the entire school year for which they are filled out, with the exception of the physical exam provided by your physician which will reflect the policy set in place by your athletic department. *Completing and having your Pre-Participation Registration Forms accepted by your school does NOT guarantee you have made the team.*

If you need assistance with PlanetHS or need more information, please consult the help documents found here <https://schoolsupport.helpdocs.com> or email schoolsupport@planeths.com. If you have questions regarding the content of form requirements, please contact your school Athletic Director.

Thank you

Burnett Middle School Athletic Department



***Quick Account Instructions for account creation via mobile phone:** If you have not received a request to link accounts with your student; please use the code that corresponds to the school your student attends. If you have multiple students at different campuses, use the code that corresponds to your oldest student. Once you send the code you will immediately receive a text back with a hyperlink to create your account. *(Msg & Data rates may apply.)*

Burnett Middle School: via mobile phone send a text to 69274 containing **S43332** in the message.

(Text HELP to 69274 for more information. Text STOP to 69274 to opt out. Msg & Data rates may apply. The wireless carriers are not liable for delayed or undelivered messages. Number of messages vary per user).