

Kelly Maniscalco, Principal
 8901 Cypress Lake Drive, Fort Myers, FL 33919
 (239) 481-1533 – Office (239) 481-3121 – Fax
<http://cym.leeschools.net>

Name: _____ Grade: _____ ID #: _____

Phone #: _____ Emergency Phone: _____

Bus/Walker/Bike Rider/Parent Pick Up AM Bus # _____ PM Bus # _____

<i>First Semester</i>			
<i>Period</i>	<i>Subject</i>	<i>Teacher</i>	<i>Room #</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<i>Second Semester</i>			
<i>Period</i>	<i>Subject</i>	<i>Teacher</i>	<i>Room #</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<i>Important Passwords</i>			

ACADEMIC COMPETITIONS

Students are encouraged to participate in academic competitions such as History Fair, Geography Bee, Math Team, Robotics competition, and Spelling Bee.

ADDRESS AND/OR PHONE NUMBER CHANGE

To facilitate communications with the parent/guardian, it is important that parents or guardians submit a change of address form, with district required verification, as soon as possible after a move. Bus changes cannot be made without the change form and proper verification. It is essential that the school have a current address and phone number on file for each student in case of emergency and to ensure mailings arrive.

ANNOUNCEMENTS

Announcements are made two times a day-during the morning news show and at 4:00 PM. Announcements are intended to inform students about issues that concern the entire student body or extra-curricular activities such as tutoring, clubs and sports. While announcements are being made, everyone is expected to be seated, remain silent and listen carefully.

AFTER SCHOOL PROGRAMS

Students have opportunities to be involved in a variety of free and fee-based after school programs. An after school schedule is available in the school office. Activities include sports, clubs, tutoring, music groups and more. Participating students are eligible to ride the Activity Bus home at 5:20 PM on Tuesday, Wednesday, and Thursday. Students not riding the bus must be picked up within 30 minutes of dismissal or they will be escorted to the fee-based program and will be assessed a \$4.00 charge.

ASSISTANT PRINCIPALS

Andrew Miller A – K **Katie Donohue** L– Z

CLMS Assistant Principals lead students in selecting courses of study, counsel students with school, and personal difficulties and facilitate conflict mediation and conferences. We encourage you to contact them whenever you have questions or concerns. An appointment with your student's Assistant Principal may be made by contacting their secretary in the school office at (239) 481-1533.

ATTENDANCE

Regular attendance is necessary for a student to take advantage of available educational opportunities. All students shall be counted in attendance when they are present in assigned classes, serving Internal Suspension, or attending a school sponsored function or field trip.

Student Responsibilities Regarding School Attendance

A student is expected:

- To be in school every day, on time, and in dress code.
- To have necessary materials, including the Student Planner.
- To be responsible for completing class work and homework assignments for all days missed. Board policy states that students have the number of days missed, plus one, before being deemed late on missing work.
- In order for a student to participate in any after school activity (dances, clubs, sports, social gatherings, concerts, recitals, etc.) the student must be present at least half of the school day. The student must be on campus for three hours and ten minutes total. This policy also impacts Perfect Attendance where a student must be on campus for the minimum required time of three hours and ten minutes.
- Students and parents can access homework and some class work by visiting teacher's websites on the CLMS webpage.

Parent/Guardian Responsibilities Regarding School Attendance

- To send students to school daily, on time, in dress code and prepared to learn.
- To send an absent note on the day the student returns to school specifying dates missed and reason for absence.
- Failure on the part of the parent/guardian to send a note shall result in the student receiving an unexcused absence. Parents are contacted about unexcused absences. Students who consistently fail to bring in an absence note will be subject to a detention. Unexcused absences are also monitored by the school social worker and may result in legal action.

Late Arrivals

Students arriving after 9:40 AM must report to the Main Office. Students who arrive with a doctor's note will be issued an excused pass to class. Unexcused tardies will result be subject to the Lee County Student Code of Conduct.

Pre-arranged Absences

Pre-arranged absences occur when a parent or guardian plans to take a student out of school for a non-school, family-related activity. In such cases a note should be sent to school one week before the absence. Parents may request work from teachers.

Identification to Pick-Up a Student

Any person picking up a student during the school day must come to the front office with current photo identification. The person picking up the student must be named on the student Emergency Card unless prior arrangements are made with the front office. Only adults 18 or older are allowed to pick up a student from school.

Unexcused Absences

Failure to bring a note from home following an absence will result in an unexcused absence. If a student neglects to bring a parent's note following an absence, he/she should bring it the next day. Unexcused absences will be monitored by the school administration and social worker.

Prolonged Illness or Injury

Any student who suffers an illness or injury that prevents him or her from participating in their academic or elective classes must provide a doctor's note that clarifies the student's limitations and the expected duration of injury or recovery. If prolonged illness or injury interferes with student participation in a class in such a way that a teacher is unable to evaluate the student's learning, the student may be rescheduled to a class in which they can participate. In this event, parents will be notified before a schedule change.

BIKES AT SCHOOL

Once a bike rider reaches the CLMS campus, the student must walk his or her bike to the designated secured bike area. Under no circumstances may students ride their bikes in the hallways, around the driveways, or on the sidewalks. All bikes should be individually locked in the designated area. This area is locked when school begins and is unlocked at the end of the day. Students entering the bike area during the school day without permission are subject to disciplinary action for being in an unauthorized area. CLMS and the School District of Lee County are not liable for damaged or stolen bicycles or equipment. **Florida law requires all students to wear a bicycle safety helmet when riding.**

BIRTHDAYS/CELEBRATIONS

CLMS enjoys celebrating special events with our students. However, students are not allowed to have balloons, flowers or gifts delivered to them in the classroom or to carry with them through the day. Any items delivered to school for students will be held in the office until dismissal. Balloons are not allowed on the school buses as they are a distraction for drivers.

BULLYING vs. CONFLICT

Bullying is taken extremely seriously by the Lee County School District and Cypress Lake Middle School. If interaction between students is determined to be bullying, per School Board policy, a full investigation will be completed and consequences following the Student Code of Conduct are applied.

The *U.S. Department of Health and Human Services* defines Bullying as:

Unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Is it Bullying or is it...

- **Peer Conflict**

It is not bullying when two kids with no perceived power imbalance fight, have an argument, or disagree. Conflict resolution or peer mediation may be appropriate for these situations.

- **Harassment**

Although bullying and harassment sometimes overlap, not all bullying is harassment and not all harassment is bullying. Under federal civil rights laws, harassment is unwelcome conduct based on a protected class (race, national origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

(Both Peer Conflict & Harassment are further defined by the Student Code of Conduct)

Source: www.stopbullying.gov/what-is-bullying/definition

BUS INFORMATION

Students are assigned to their bus by the School District according to the home address on file with the District. Bus changes cannot be made without permission from the school or district. Permanent bus changes can take up to a week to go into effect.

Questions or concerns about bus stops or times should be directed to the Lee County School District Transportation Department, South Zone. General bus route information can be obtained from Cypress Lake Middle School.

Transportation South – 590-4000 Hours 5 AM – 8 PM

CAFETERIA

A full hot lunch and breakfast are served daily in our cafeteria. **Breakfast and lunch are free to all students.** The Cafeteria also manages a vending machine that sells water, fruit drinks and snack food and pizza from a local vendor one day a week.

Cafeteria Procedures

- Breakfast is served each day from 9:20 to 9:35 AM. Students arriving on a late bus will be given 10 minutes from the time of bus arrival to go to café, get breakfast and eat, or, by principal request, be given a packaged breakfast and permitted to eat in class.
- Students must sit at assigned tables, keeping aisles clear of all obstructions including legs and book bags.
- Students are responsible for their own trash and may not leave a mess on the table or floor. Table washers will be assigned on a rotating basis to wipe down tables before the next lunch group enters.
- All food, drinks, and snacks must stay in the cafeteria. No food is allowed in the classroom or hallways, with the exception of water.
- **No glass containers are allowed at any time.**

CELL PHONES

According to the School District Policy, students are permitted to have cell phones in their possession to communicate with parents before and after school hours. **Cell phones must be turned off during school hours.** Regular hours are defined as the time the student arrives at school until 4:15 PM. Students may not use phones on the field in the morning or at Parent Pickup. If there is a late bus, a student will be permitted to use their phone.

All cell phones should be safely stored in purses or book bags, not in pockets. Possession of phones and all electronic devices is at the student's own risk and the school and the district assume no responsibility for the loss of these items. Theft or vandalism of electronic devices will be investigated only if there is as an eyewitness account or direct evidence of the theft or vandalism.

Display or use of a cell phone during regular hours will result in consequences designated in the Code of Conduct for Students. In all cases of a phone being used for any purposes (including texting, photos, or listening to music), or being heard or displayed during school hours, the security specialist will be notified and the infraction documented.

CLINIC

If a student becomes ill at school, he/she needs to have their planner pass marked by a teacher and then immediately report to the clinic. Any injury sustained by a student on school property or in connection with a school-sponsored activity must be reported to school personnel. Parents will be contacted in cases of a serious nature. Injuries sustained away from school are not the responsibility of school personnel.

CLINIC-MEDS

If a student must take medication at school, it must be stored in the locked cabinet in the clinic. Medication must be brought to the clinic in the original pharmacy container, fully labeled, and accompanied by a completed medication form that is signed by the prescribing physician. Written parent/guardian permission is also required. This policy also applies to non-prescription medications, including cough drops. The clinic assistant will dispense the medication. A doctor must prescribe any medicine to be given to a student at school.

CLOSED CAMPUS

Students are expected to remain on campus from the time they arrive until the end of their scheduled school day. If a student arrives on campus prior to 9:10 AM, they are to report to the fee-based Before Care program in the cafeteria. Students leaving campus without permission will be disciplined.

COMMUNICATION BETWEEN SCHOOL AND HOME

Successful communication between school and home is essential in education. CLMS provides many opportunities for communication throughout the school year and encourages family support and assistance.

Below are some of the tools and methods we use for communication:

- **E-mail** – We have found email to be a very effective form of communication between families and the school. E-mail addresses for staff members are listed on the end of the handbook in the Student Planner. Parents can also access staff e-mail addresses on the school website at <http://cym.leeschools.net/>
- **Parent Conferences** – Parents may request a conference with the Assistant Principal to address academic or behavioral concerns. Requests for conferences are made through the front office staff by phoning (239) 481-1533. Parents are encouraged to communicate with the teacher prior to arranging a conference with administration.
- **Portfolio Reviews** – Student portfolios are the accumulation of student work throughout the year. Students lead this conference

presenting samples of graded work to their parents, reviewing test scores and setting goals for the future. The portfolios are a clear illustration of a student's academic growth. Portfolio Night is held during 3rd Quarter.

- **Progress Reports**- are completed every 15 school days and are sent home with students, except at the end of quarters, when a report card is mailed home from the district office.
- **Report Cards** are distributed on the school district's designated report card dates. Report card dates align with the end of each academic quarter.
- **School Newsletters** – Newsletters are mailed four times a year. They include updated calendars for the coming month(s) and inform families of school programs and special events.
- **Student Planners** – **Students are required to have the Cypress Lake Middle School Planner with them at school at all times.** This organizer has been created especially for our school and contains important information for students and parents. The planner serves as a communication tool between teachers and parents. Every Monday students copy weekly homework assignments into the planner. Planners are available the week before school begins at the New Student Orientation and on the first day of school. A donation of \$5 to help pay for the cost of the planner is appreciated. Planners are available during the school year at the front office. A student will not be denied a planner if the family is unable to make a donation.
- **School Web site** – Cypress Lake Middle School maintains a website at <http://cym.leeschools.net> . The site is updated regularly with information about the school, our staff, upcoming events and links to school district information.

COMPUTER TECHNOLOGY

CLMS has developed a school-wide Technology Implementation Plan. Students will have opportunities to learn technology skills based on the National Education Technology Standards (NETS) while learning content area curriculum.

Inappropriate use of technology and/or equipment may result in severe disciplinary action. Please see the Student Network Use Agreement at the end of the handbook section of the Student Daily Planner for details. Punishment may include loss of privilege to use equipment and possible removal from class and full restitution, if warranted.

DISCIPLINE PLAN – POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Cypress Lake Middle School has high expectations for the behavior and academic success of all our students. Our discipline plan encourages and rewards safe, respectful behavior and sets reasonable consequences for the times that students make a bad choice or break school rules. *Please see the Student Conduct Section for details.* Some behaviors are documented on the Panther Card through Castle. Our behavior system serves two purposes: to track minor infractions and interventions before the student reaches larger consequences as outlined in the Code of Conduct. It also provides opportunities for students to earn rewards for positive behavior choices. Parents and students should review the Panther Card through Castle on a regular basis.

DRESS CODE

The LCSD states: "The purpose of the Dress Code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming. Students shall maintain a clean, orderly appearance at all times. The responsibility for the personal appearance of the student rests with the parent/guardian and the student. A student who is dressed appropriately is demonstrating a respect for self and others, as well as contributing to a safe and orderly learning environment. The following establishes the minimum acceptable standards for student dress to be interpreted and enforced by the principal or designee. Each principal has the authority with his or her staff and community, as permitted by School Board policy, to establish additional standards at individual schools.

****PLEASE REVIEW THE LCSD and CLMS DRESS CODE BEFORE PURCHASING YOUR CHILD'S SCHOOL CLOTHES.**

Standardized Dress

A standardized dress code features classic styles of pants, shirts, and skirts that are available in a wide range of colors.

Tops

- Polo-style shirts – solid, striped, or patterned **collared** shirt with sleeves.
- Logos, brand names or brand insignias on collared shirts may be no larger than a half dollar.
- Any Cypress Lake Middle T-Shirt, PTSA, band, dance, or CLMS club shirt, etc. may be worn instead of a polo-style shirt.
- Tops must fit loosely enough that all buttons can be closed without strain. Shirt backs, chest and stomach areas must be long enough to provide full coverage.
- Shirts worn underneath polo shirts must be a solid color.
- Button down shirts may NOT be worn as "jackets" over a collared shirt/CLMS shirt.

Bottoms

- Pants – must be worn at the natural waist. Pants may not be secured with rubber bands or tucked into socks.
- Jeans & Capris – Modest fit, no tears, rips or ripped designs. Jeans and Capris must be worn securely at the natural waist. No cut-off jeans permitted. No sweatpants or pants made from sweat pant material.

- Skirts, Shorts & Skorts – Modest fit, hem must extend two inches beyond fingertips and maintain that length while walking. No slits above the knee. Leggings under skirts are allowed, but skirts, shorts, and skorts must still meet length requirements. No cut-off shorts permitted.

Dresses

- Must have collars and sleeves.
- Hem must extend two inches beyond fingertips and maintain that length while walking. No slits above the knee.
- Leggings under dresses are allowed, but dresses must still meet length requirements.

Shoes/Footwear

- Shoes or sandals must have a back that attaches to the heel – no bedroom slippers, “slides”, flip-flops, or backless sandals.
- Students are strongly discouraged from wearing sandals that expose the toes – hallways are busy and it is easy to injure toes.

No Athletic shorts, warm up pants, baggy pants, tight pants, wide-legged pants, ripped or torn clothing, tight shirts, short shirts, pull-over jackets, hoodies, sweatshirts, sunglasses, or pajamas.

Outerwear

All outerwear must be a solid color, or an overall print or pattern that is school appropriate. Script, designs or large graphic words or prints are not permitted. Logos, brand names or brand insignias on collared shirts may be no larger than a half dollar. **Pullover sweat-shirts/hoodies are not allowed.** All outerwear must have a zippered or buttoned front.

Hair and Head Wear

Student hair color is limited to any naturally occurring color. Extreme, distracting hair styles are not allowed. Bandanas, scarves and hats are not allowed with the exception of baseball caps that are allowed when students are participating in outdoor activities (PE, etc.). Picks cannot be worn in the hair and must be kept in a pocket or backpack.

Body Piercings or Adornments

Adornments that are attached (pierced) to exposed body parts, other than the ear, are prohibited. Examples of prohibited adornments to exposed body parts include, but are not limited to, objects attached or pierced to the tongue, nose, eyebrow, cheeks, lips, and teeth.

Jewelry

Necklaces must be tucked into the shirt at all times. Bracelets, earrings, anklets, etc. must be subtle and not distracting. If jewelry is deemed a distraction to the learning environment, students will receive a warning and then receive a dress code violation.

DRESS CODE FOR SPECIAL EVENTS

For certain special events, such as dances, spirit days, field trips, fundraisers or school-wide activities, special dress allowances are permitted. These allowances will be stated on the news, afternoon announcements, teacher notification and *written notice will be emailed home via the ParentLink system.* Questions regarding the revised criteria should be addressed to the main office at least 24 hours before the day of the special event. Students are expected to come to school on special dress days in accordance with the allowances made for the day. Students not meeting the revised criteria will be disciplined according to the Code of Conduct Dress Code violation.

EMERGENCY CARDS/ HEALTH INFORMATION

All students are required to have a current and up-to-date Emergency Card/Health Information form on file with CLMS. Accurate addresses and phone numbers are essential to maintain family communications.

FIELD TRIPS

Students must observe all school rules on field trips. Students who do not return completed and signed permission slips will not be allowed to participate. Some trips have established criteria for eligibility based on student discipline records.

GETTING INVOLVED

Cypress Lake Middle School offers many diverse and unique opportunities to get involved with school and community based activities.

- Builders Club, Scholars Club, Computer Club, Fellowship of Christian Athletes.
- PTSA, SAC, Panther Singers, Ovations, Geography Bee, NJHS, Junior Thespians, Student Government, Student Tutoring,
- Basketball, Volleyball, Cross Country, Soccer, Track, Golf, and Tennis. Please see Sports section and calendar for more information.

- Social Events abound at CLMS – We start the year off with a Back to School Dance and finish with the Eighth Grade Dance. Most events are open to any student whose name is not currently on the Grounded List with the exception of the Eighth Grade Dance, which is only for eighth grade students (not on the Grounded List). The Halloween Dance encourages appropriate costumes. The Winter Dance is a dress-up affair that requires ties for the young men and dresses that cover the midriff, with backs and straps for the young ladies. There are many other events added as the school year progresses. Students are not allowed to arrive or be picked up from social events in a limousine. Only enrolled CLMS students are permitted to attend social events held within the school.

GRADES—FOCUS PARENT PORTAL AND ONCOURSE

This first set of directions is for the Focus Parent Portal where you will be able to access grades.

- 1) Go to lee.focusschoolsoftware.com There is no www.
- 2) At the bottom of the blue box, there is a link: "Click here to create a Focus Parent Portal Account". Click on the link.
- 3) It will prompt you to create an account.
- 4) Enter required information. You will need the student ID.
- 5) You will be prompted to add another child or you can go on.
- 6) Once the steps are complete, you now have access to his teachers' gradebooks to view assignments/assessments and corresponding grades.

GUIDANCE

The Cypress Lake Middle School Guidance Department, as led by Mrs. Jennese Morauski, handles a variety of situations including crisis intervention, student counseling with school and personal issues, student mediation, and scheduling issues.

HALL PASSES

Students may not leave their classrooms without a signed pass from Castle. Students in the hall during class time without a pass may be considered to be skipping class or out of area. When in the hallways, students are to walk quietly, without disrupting others on their way to class.

HOMEWORK

Homework is assigned to reinforce skills and techniques learned in the classroom. Students will be assigned an average of 60 – 80 minutes of homework each night, including nightly reading of their chapter book. Research shows that students learn more from homework when they have a quiet, comfortable place to study, free from distractions. It helps if a consistent time of the day is set aside for homework. Teachers post assignments for the week in the classroom the first day of each school week. Students are to copy the assignments in their planner. We encourage parents to check student planners the first day of each week to review the homework assignments and to obtain information about upcoming events, tests and projects. Homework is also posted weekly on individual teacher websites, accessible from the CLMS website.

HONORS ASSEMBLY

At the end of 2nd semester, an awards ceremony is held to honor students for academic achievement and other various distinctions. This awards ceremony is held at the end of the school year at the Cypress Lake High School Auditorium. Families of honorees will be invited to attend.

The criteria for Honor Roll:

Principal's Award – All A's, every class, each quarter for all three years

"A" Honor Roll – All A's, every class, each quarter

"A/B" Honor Roll – All A's/B's, every class, each quarter

****All above awards will be calculated based on data from the beginning of the year to the 2nd progress report for 4th quarter.****

HURRICANE PREPAREDNESS

The School District of Lee County will always consider students and staff of primary importance when making a decision to close school when severe weather threatens. The decision to close school will be made around 4:00 AM. The decision will be announced through television morning news shows and via NOAA Weather Alert Radio. Families and staff should listen to local media beginning at 5:00 AM for the latest information pertaining to school closing during severe weather months.

INSURANCE

Insurance coverage is the responsibility of the parent/guardian. A student protection plan is available, for purchase, to all students through a reputable insurance company. This plan provides medical care for injuries sustained in all school activities at a nominal cost. Neither the School Board, nor the school provides insurance coverage for students. Students will not be allowed to participate in intramural and/or extramural programs without proof of insurance.

LOST AND FOUND

The lost and found area is located in the front office behind the receptionist desk. CLMS is not responsible for lost articles. Large sums

of money, i-Pods, game systems, and other valuables should be left at home. CLMS is not responsible for the safety or recovery of such items. If there are circumstances when a student must bring such an item to school, it should be brought to the office where it can be secured in our vault for the day. The lost and found area is emptied on a regular basis.

MEDIA CENTER

Cypress Lake Middle School offers a well-equipped media center which provides learning, supplemental and recreational materials in the form of books, magazines and audio-visual materials. Media Center use is a privilege and a pass from a teacher is required. Our media center is open from 9:40 AM to 4:00 PM for students.

PHYSICAL EDUCATION

Exercise and movement are an important part of a child's development. Physical Education is now required each year for all middle school students unless enrolled in a rigorous exercise class such as Dance. Waivers are available for parents/guardians who choose to exempt their child from this requirement.

Students enrolled in PE or Dance at CLMS must dress out each day. PE students are encouraged to wear purple shorts, white t-shirts, athletic shoes and socks. Uniforms are available for purchase for \$13.50. Students may rent PE lockers for \$3.00; these are available on a first come first served basis. Students are encouraged to wear sunscreen, hats and sunglasses while participating in PE class. Dance department guidelines for student dress are defined at the start of each course.

PROHIBITED NUISANCES

The School District of Lee County specifically prohibits drugs, alcohol, tobacco, weapons, fireworks and any nuisances that can distract from the purpose of school. These items will be confiscated and turned over to law enforcement.

In addition, students are not allowed to bring glass containers, laser lights, dice, games (including electronic games), playing cards, trading cards, radios, tape players, CD players, MP3 players, i-Pods, pagers, and any types of body sprays, perfumes or any other item that is disruptive to the learning environment. Such items will be confiscated and turned over to the parent/guardian at the front desk. Violators of these policies are subject to disciplinary measures. The school is not responsible for seized items.

PTSA

Cypress Middle is fortunate to have a dedicated PTSA (Parent-Teacher-Student Association). Membership is open to all parents, students and interested community members. The president can be contacted by calling the school. Messages are forwarded to the president. **The association meets on the second Tuesday of every month in the media center, at 4 PM.**

SAFETY AT CLMS

CLMS takes school security and student safety very seriously. Our safety plans and procedures are updated annually with the aid of law enforcement and teachers receive training on preventing and responding to danger. To maintain building security, the front gates of the building are not open until 9:20 AM. Students in the before-care fee-based program or students coming on campus early for pre-planned activities must enter through the cafeteria; parents or other adults wishing to enter the school must wait until 8:30, when the main office opens; and any parent or adult volunteers must visibly wear a visitor's badge (issued in the front office after signing in) at all times while on campus. Periodically we will have drills, both announced and unannounced. In the event you are contacted by your child, please FIRST call the school at 481-1533 to verify the status of the situation.

SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Committee (SAC) provides leadership for the writing and implementation of the School Improvement Plan as well as advice to the principal regarding the development of the school budget. All parents are welcome to join SAC. Contact Chairperson, Laurie Mansfield, (239) 481-1533 for further information on meetings and activities.

SCHOOL HOURS

Our official hours of instruction are 9:40 AM to 4:00 PM. The office is open on school days from 8:30 AM to 5:30 PM. The office staff is not authorized to provide childcare for students arriving before school or whose parents are late picking them up. CLMS offers a fee-based program for this purpose.

Lee County Schools are not responsible for providing supervision of students on premises more than 30 minutes before and after the school day or school activities the student is authorized to participate in. Families should not rely on school supervision beyond these times.

SEARCH AND SEIZURE

If at any time there is reason to believe that a student is concealing stolen or illegal property, alcoholic beverages, tobacco or tobacco products, illegal drugs or substances, or any weapon, the administrative staff has the right to search the student and his/her personal property.

SPORTS

We offer at least one sport per season for Intramurals and follow up with Extramural competition between other Lee County schools.

CLMS students are encouraged to participate in Basketball, Cross Country, Volleyball, Soccer, Track, Golf and Tennis. Additional sporting activities are available through local organizations.

- Intramurals are activities that provide for the voluntary participation of students in an organized and supervised program among all students within CLMS, after regular school hours. The program is structured so that all students may take part regardless of their athletic ability or gender. Emphasis is on cooperative participation and enjoyment.
- Extramural activities are an extension of intramurals. At the conclusion of the intramural season, a school team is selected to play competitively against other middle schools. This team, selected by the coach and other qualified individuals, provides students with an opportunity to use the skills learned in a competitive situation. The major emphasis is on sportsmanship, fair play and properly representing the school.
- Requirements to participate in after school sports activities:
 1. All participants must provide proof of insurance.
 2. A student's intramural participation form must be completed and on file before a student may participate.
 3. No student who is on the grounded list at the beginning of intramurals may participate.
 4. A student must maintain a 2.0 grade point average (GPA) during the extramural season. This includes report cards and progress reports.

The school district requires that student athletes have a **minimum of a 2.0 GPA for the previous quarter.**

Sport	Quarter that determines Grade eligibility	Date to check Grades
Basketball	Previous year 4 th quarter	First Meeting
Cross Country	Previous year 4 th quarter	First Meeting
Volleyball	1 st quarter	2 nd meeting
Soccer	1 st quarter	2 nd meeting
Track	2 nd quarter	2 nd meeting
Tennis	3 rd quarter	2 nd meeting
Golf	3 rd quarter	2 nd meeting

Students who are on the Grounded List will not be eligible for selection to the team. Once an athlete is declared ineligible for behavior, they are ineligible for the season. Grounded list will be checked at the first or second meeting. Students must stay off the grounded list throughout the season to maintain eligibility.

SCHOOL STORE

CLMS has a school store that is located in the commons area and is run by the PTSA. It offers basic supplies & CLMS t-shirts for the student. The school store is open mornings before school, 9:20 to 9:35.

STUDENT SUPERVISION

Before & After School Hours

CLMS provides a safe, supervised place for all students free of charge for **30 minutes before and after school**. Students who come to school before 9:20 AM and stay after 4:30 PM **MUST** be in a school activity; otherwise, they may not be on campus. Students may not leave campus and return to campus except for an excused reason. CLMS offers the following options to our families:

- 7 AM to 9:10 AM – Early Bird fee-based program supervises students as they study or visit with friends. The cost is \$3 per day, and meets in the Cafeteria. Student accounts must be kept current. Past due accounts will be cause for your student to be on the Materials Grounded List.
- 9:10 AM to 9:40 AM – Students arriving to school before 9:10 AM **must** attend the Early Bird program and may not go to classrooms without a pass from their teacher. There is no charge after 9:10 AM, when students report to their designated area.
- 9:20 AM to 9:40 AM – The breakfast program is held in the café. Students eating breakfast or those wishing not to wait outside for the first period bell may wait in the cafeteria.
- 4:00 PM to 4:30 PM – Car riders stand at the front entrance until all cars have moved through Parent Pick Up. Students who are waiting after the line has cleared must go into the cafeteria. There is no charge if the student is picked up by 4:30 PM.
- 4:00 PM to 6 PM – Aftercare is a fee-based program open on all school days, including early dismissal. The program is held in the cafeteria, and the cost is \$4 per day. Students must be picked up by 6 PM. **There is a late fee of \$1 per minute after 6 PM.** Accounts must be kept current. Past due accounts will be cause for students to be placed on a Materials Grounded list.

TELEPHONE CALLS TO AND FROM STUDENTS

Call the school office to contact a student during the school day, or during after school activities. Messages for students will be taken

and delivered to the student. If it is urgent that the parent have personal contact, the student will be allowed to go to the clinic and return the call. The school has a limited number of phone lines, which may result in a busy signal on the first attempt. Please redial to reach office personnel. Parents should not call the student's cell phone during the school day.

Students using cell phones during the school day will have consequences designated in the Code of Conduct.

Students who need to contact their parents during school hours must use the phone in the clinic or the front office. A record is kept of student phone calls. This written record allows us to answer questions parents may have when the student has been unable to reach the parent and left the school's telephone number on a parent's phone or caller ID. Students who need to use the school's phone may come to the office before or after school, or be issued a pass by a teacher to use the phone in the clinic.

Students are not allowed to use cell phones on campus until after 3:50 PM.

TEXTBOOKS/CHROMEBOOKS

Chromebooks, hardbound texts, and paperback books are loaned to students by the school. These books belong to the taxpayers — the parents — so take good care of them. Students should check the Chromebook/text thoroughly when received so that they are not held responsible for damage done by previous users. Students are responsible for the Chromebook and all textbooks issued to them and for all library books they check out. Payment is required for lost or damaged books, Chromebooks, Chromebook cases, and Chromebook chargers. Any unaccounted-for materials at the close of the year will be charged to the student's account. These negative balances will follow the student throughout the remainder of their academic career in Lee County, from school to school. This could affect the students' ability to participate in extracurricular activities, high school homecoming, prom and graduation. When a student withdraws from Cypress Lake Middle School all textbooks and library books should be returned to the school registrar.

VOLUNTEER PROGRAM

Volunteers are Very Important People at Cypress Lake Middle School. We could not be as successful as we are without them! Volunteers work with students needing remedial help with reading or math. Students working with volunteers benefit from the individualized attention and positive influence of a mentor relationship. Volunteers usually give one or more hours per week and work with the same student(s) regularly. CLMS offers a brief orientation for classroom volunteers. VIP's are adults interested in spending time with our students or assisting in other areas of school that do not require working directly with students. All volunteers must complete an information form and give permission for a background check in the interest of safety for all. If interested, please call the school office to speak with the volunteer coordinator.

VISITORS

ALL visitors to the school, including parents, guardians and siblings must report to the main office to register and receive a visitor pass. Any visitor on campus without a visibly displayed pass or district ID will be stopped and asked to return to the front office. Violators of this policy are guilty of trespassing.

We encourage families to make appointments to see administrators, assistant principals, counselors, and teachers, or to visit student classrooms. Students are not allowed to bring visitors to school.

CLMS STUDENT CONDUCT PLAN

Cypress Lake Middle School has high expectations for the behavior and academic success of all our students. Our discipline plan encourages and rewards safe, respectful behavior and sets reasonable consequences for the times that students make a bad choice or break school rules. Some behaviors are documented on the Panther Card in the front of the student planner. This behavior card serves two purposes: to track minor infractions and interventions before the student reaches larger consequences as outlined in the Code of Conduct. It also provides opportunities for students to earn rewards for positive behavior choices. Parents and students should review the Panther Card on a regular basis.

POSITIVE CONSEQUENCES

Students who follow the school's rules are eligible to participate in all school-wide activities. Small successes, like quality teamwork or acts of good citizenship, are identified by staff on the Panther Card and rewarded through a progressive reward system. A student with many "positives" will enjoy increasing recognition. Moreover, students who maintain a positive record are eligible to attend activities including athletics, field trips, clubs and special events. Students with no discipline infractions are honored at the awards ceremonies.

NEGATIVE CONSEQUENCES

Consequences for breaking a school rule are determined based on student's prior history of infractions, the severity of the infraction, and with consideration of the guidelines set by the School District's Code of Conduct. CLMS has a progressive discipline policy which assigns minor consequences for minor infractions, as well as implementing targeted re-teaching and interventions, in hopes of preventing further offenses. A student who continues to break the rules, even after multiple interventions, will face increasing punishment. Some infractions merit an immediate severe consequence.

RANGE OF CONSEQUENCES

Minor violations result in a verbal warning, the Panther Card being signed, re-teaching expectations and behavioral interventions.

Lunch Detention is served during the student's assigned lunchtime in the Time Out Lunch Room. Students eat their lunch, either brought from home or purchased in the Time Out Lunch Room. **Students are not allowed to go into the cafeteria when they have been assigned to Time Out Lunch.** Students sit quietly, reading or working on assignments until the end of their lunchtime.

Timeout is the consequence for students whose behavior is disruptive to the learning environment. Students may be sent to the Timeout Room for 1-2 class period(s), where they are expected to work on their assignments quietly. Inappropriate or disruptive behavior in the timeout room will result in Out of School Suspension.

P.M. Detention is held Thursdays from 3:55 until 5:05 PM. A letter is sent home with the student informing the parent of the date and time of the PM detention. If a student cannot attend PM detention on the agreed-upon date, it is the responsibility of the parent to contact the CLMS (481-1533) to arrange for an alternative date **prior** to the assigned date. If no arrangement is made in advance, failure to report to PM detention will automatically result in a No Show Discipline consequence per the Code of Conduct.

Saturday School is held on Saturdays from 8:00 am to 12:00 pm on an as-needed basis.

Internal Suspension requires a student to spend the school day in the Time Out Room for a period of one day and up to 3 days. The student is not considered absent and is expected to complete all class work while in suspension.

Out-of-School Suspension prohibits a student from school attendance for a period of 1 to 10 days. This consequence results from serious offenses such as striking another person, extreme disrespect to a staff member, or for repeatedly disrupting the teaching and learning environment. These absences are excused.

Grounded List consists of two parts: Discipline Grounded and Materials Grounded. The **Discipline Grounded List** is for students who have been assigned to any combination of P.M. Detention, Timeout, Bus Suspension, and/or In School Suspension, three (3) or more times during a 15-day interval, or has any Out of School suspension will be excluded from athletics, parties/celebrations, field trips, clubs, special privileges, and special events for the following 15-day interval. In addition, if a student has more than 3 violations he/she may also lose privileges for the current 3-week period. Teachers may set individual guidelines for off campus trips and events. The Grounded List may also be used to address repeated infractions for Dress Code and Electronics violations. The **Materials Grounded List** addresses those students who owe materials/fines which includes, but is not limited to, Before/After Care Fees, textbooks/library books, Chromebooks, and fundraising outstanding balances. Students on the Materials Grounded List are also excluded from the above mentioned activities and special events.

Teacher's initials indicate loss of privileges for 15 schools days due to behavior/missing materials during the previous 15-day interval. Privileges will be restored on the first day of the next cycle if they are earned back.

Grounded List	8/31	9/22	10/18	11/8	12/5	1/9	1/31	2/24	3/20	4/18	5/9
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BUS DISCIPLINE POLICY

Lee County Schools allows students the opportunity to receive free transportation. The bus driver are responsible for safe transportation of students to and from school. They may establish rules for the bus that preserve and enhance the safety of every student. Please be aware that riding the bus is a privilege. Students who do not adhere to the bus rules can have this privilege taken away. At a minimum, students must remain seated, in their assigned seats, while the bus is in motion. Students may not eat or drink on the bus. Students may not do anything that will cause a disruption as this can become a safety issue. Violation of any bus rule results in a referral to an assistant principal where disciplinary action will be determined by the severity of the infraction and the frequency of referrals. The Lee County School District

TELECOMMUNICATION SERVICES AND NETWORKS TERMS AND CONDITIONS OF NETWORK USE

Please read the following carefully before signing the following contract page.

This is a legally binding document.

Teacher, parent and student contracts are required.

NETWORK WARNING

The School District of Lee County, Florida considers the use of computer technology to be vital to the educational process. The District takes every precaution to ensure safe and responsible use of computer network and Internet resources. The District views information retrieval over the network and on local computer workstations in the same capacity as informational retrieval from reference materials identified by schools. Specifically, the District supports those materials which will enhance research and inquiry abilities of the learner with directed guidance from faculty and staff. **Acceptable uses of network and other computing resources are activities which support learning and teaching in The School District of Lee County.**

With such wide access to computers and people all over the world, there is also the availability of materials that may not be considered to be of educational value in the context of the school setting. There may be some material, individual contacts or communications which are not suitable for school-age children.

The School District of Lee County has taken precautions to manage access to inappropriate materials. These precautions include a firewall system, the use of proxy servers, and the use of filtering software, which limits access to inappropriate materials.

The School District will make every effort to provide appropriate supervision; however, it is impossible to control all materials on a global network (Internet). The school or District cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the school or District, since access to the Internet may be obtained from sites other than a school.

It is a general policy that the District's Intranet environment, FIRN network, and Internet access resources are to be used in a responsible, efficient, and legal manner. Failure to adhere to the general policy and guidelines will result in suspension or revocation of the user's privileges of access.

Unacceptable uses of the network include, but are not limited to:

- Violating the conditions of the Education Code dealing with students' rights to privacy;
- Using profanity, obscenity, or other language, which is offensive to another user;
- Reposting another individual's communications without the author's prior consent;
- Copying commercial software in violation of copyright law or other copyright protected material;
- Using the network for financial gain or for any commercial or illegal activity;
- Using the network for product advertisement, political lobbying, or to unlawfully promote religion;
- The malicious attempt to harm or destroy data of another user or any other network is considered vandalism and is prohibited;
- Improperly using telecommunication services or technology and/or posting inappropriate information on the web, during or after school hours, which may interfere with the school environment.

STUDENT NETWORK USE AGREEMENT

The Terms and Conditions for Network Use and Agreement were developed under Board Policy 2.44; Use and management of telecommunication services and networks.

STUDENT RESPONSIBILITY AGREEMENT

I, _____, a student at Cypress Lake Middle School, am making a request for school network access privileges. I have read and understand the School District of Lee County Schools Student Network Use Agreement and I understand and agree to abide by the duties and responsibilities that go with my access to the network. I further understand that access to this network is a privilege and not a right. The privilege to use electronic technology may be revoked at any time if I make inappropriate use of the network or fail to comply with the terms of the School District of Lee County Student Network Use Agreement.

Student's Signature

Student ID Number

Date

PARENT OR GUARDIAN NETWORK ACCESS PERMISSION

As a parent or legal guardian of _____, the above named student, I have read the terms and conditions of the three pages of the School District of Lee County Student Network Use Agreement. I understand that this network access is designed and intended for educational purposes; however, I recognize that it is impossible for The School District of Lee County, Florida, to restrict access to all controversial materials and I therefore agree not to hold it responsible for any materials acquired on this network. I further understand that my child's access to this network is a privilege that may be revoked at any time by the school.

Parent/Legal Guardian's Signature

Date

CONSENT AND RELEASE FORM

AUTHORIZATION TO PHOTOGRAPH OR RECORD STUDENT FOR PUBLIC PERFORMANCE

I, _____ am the lawful parent or guardian of _____, presently a student at Cypress Lake Middle School, and a minor. I hereby grant permission for my child to be *photographed* or *recorded* in connection with any activity my child is involved in while enrolled as a student in Cypress Lake Middle School.

I understand that the media production in which my child is a participant may be used for purposes including but not limited to public service announcements and other programs shown to the general public. I understand that my execution of this Authorization serves as a waiver of privacy rights otherwise available pursuant to the Section 1002.22, Florida Statutes, or other applicable law, with respect to the above described event(s).

Signature of Parent or Guardian

Date

STATEMENT OF UNDERSTANDING

DO NOT REMOVE THIS PAGE FROM THIS PLANNER.

IT MUST REMAIN AS A MEANS OF COMMUNICATING WITH PARENT/GUARDIAN.

I have read all the information in the student handbook, and I am aware of my teacher's classroom policies, procedures and behavioral expectations.

I understand that:

- ◆ There are positive consequences for adherence to, and negative consequences for violations of the Lee County Code of Student Conduct and the Cypress Lake Middle School Student Conduct Plan and Dress Code.
- ◆ I am responsible for my behavior and I am expected to treat others and myself with dignity and respect.
- ◆ If I am involved in an argument or disagreement, I will inform my teacher, an administrator or an adult in order to resolve the conflict without a physical confrontation.
- ◆ If I am involved in a fight, respond to, or incite a fight then I am subject to a form of suspension to be determined by the status of my discipline record.
- ◆ If I choose to exhibit disrespect or insubordination including profanity, gestures, and religious or racial slurs towards an adult on campus or at a school event then I am subject to timeout, PM or Twilight detention, and/or any form of suspension to be determined by the status of my discipline record and by the seriousness of the offense.
- ◆ If I choose to exhibit aggressive behavior (threats or intimidation) through words or deeds, or exhibit disrespect including profanity, gestures, and religious or racial slurs towards any student on campus or at a school event I am subject to timeout, P.M or Twilight detention, and /or any form of suspension to be determined by the status of my discipline record and by the seriousness of the offense.
- ◆ I forfeit, for 15 days, the opportunity to participate in sports, to attend dances, to go on field trips, and to exercise other privileges bestowed on Cypress Lake Middle School students if my behavior during a 15-day interval results in any kind of suspension or any combination of three after school detentions, timeouts or twilight detention.
- ◆ If my behavior results in disciplinary action, it is my responsibility to inform my parent or guardian of the incident and the consequences and to provide them with copies of referrals and letters of scheduled discipline.
- ◆ If I forfeit my privileges, I have the opportunity to regain them at the end of the 15-days by demonstrating the level and kind of behavior expected by Cypress Lake Middle School.
- ◆ Administration has the right to withhold social and athletic privileges at any time for major infractions of school policy.

Student Signature

Date

I have read the Cypress Lake Middle School Student Handbook with my student. **I understand that if my student is unable to attend PM detention or Twilight detention on the date assigned that I should call CLMS Student Affairs Office (239-481-6713) in advance or send a note before the detention is scheduled to make alternative arrangements.** If alternative arrangements are not made, I

understand that my student will be assigned the next level of consequence which could include a form of suspension.

Parent Signature

Date