

**Buffalo Creek Middle School**  
 7320 69<sup>th</sup> Street East ♦ Palmetto, FL 34221 ♦ (941) 721-2260  
 www.manateeschools.net/buffalocreek

**This Student Planner Belongs to:**

Name \_\_\_\_\_

Grade: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_

941 721-2260 Ext: \_\_\_\_\_

Class Schedule					
Period	Subject	Teacher	Room	Ext.	Email
1					@manateeschools.net
2					@manateeschools.net
3					@manateeschools.net
4					@manateeschools.net
5					@manateeschools.net
6					@manateeschools.net
7					@manateeschools.net

Dear Students,

As you enter middle school, you should be aware of two valuable tools we can offer you. They are organization and responsibility. To address these skills, Buffalo Creek Middle School has purchased a planner for every student. This planner is to be carried by you to every class, every day, for the entire year. **If you lose or damage this planner, you will be required to purchase a new one at a cost of \$5.00.**

You will be instructed on how to use the planner in each class. You are required to write your assignments, class work, and important dates in the subject column under each date. The planner may also be used to communicate messages between home and school.

Buffalo Creek Middle School Faculty and Staff



The following pages comprise Buffalo Creek Middle School Student Handbook. Please be aware that this is only a brief overview. **Please refer to the Manatee County School District Student Code of Conduct for complete information.** It is important for you and your parents to read over this information together, as it outlines our expectations and provides important information about school policies. Please read and discuss this information with your parents, then sign the agreement below.

We have read and agreed with the terms of the Buffalo Creek Middle School Student Handbook. We will make the commitment that the student will write in the planner daily, and the parent will review and sign the planner weekly.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

### Absences

The law requires that you attend each day that school is in session. However, if it becomes necessary to miss class because of illness or emergency, the following procedure should be followed:

- Parents or guardians are requested to call the school to report absences.
- Absences not confirmed in advance by phone must be excused in writing by the parent and delivered to the front desk on the day of the student's return.
- Nine excused absences are allowed per year.
- Documented absences are limited to a doctor visit, court date, death of a family member, or observation of a religious holiday. A note or documentation must be provided by an appropriate authority (i.e. a doctor's office, court papers, obituary, or clergy).
- Three unexcused tardies in a 9-week period equal one unexcused absence.
- If a student is absent for more than 4 periods on any given day, they will be considered absent for the day.
- It is the student's responsibility to arrange with their teachers to make up missed work.
- If you have a long-term absence (3 or more days), check the website for makeup work or contact your teachers.

### Attendance

The school can officially receive students at 8:50 AM. Class begins at 9:20 AM and dismissal is at 4:10 PM. Students dropped off and picked up by parents must use the parent loop in front of the school. Students arriving late to school (after the 9:20 AM tardy bell) must sign in at the front desk. Please note, if your student is off campus for an appointment during their lunch period, please be sure to give them lunch before returning them to campus.

#### **Students will not be signed out after 3:40 PM.**

Please make every effort to have your student's doctor/dentist appointments first thing in the morning before school or on non-school days. Students leaving school before the regular dismissal bell must:

- Have a parent/guardian come into the office to sign the student out.
- The front desk person will contact the teacher and have the student sent to the office. We will not call the student out of class until a parent/guardian is in the lobby and has presented ID.
- We will not release a student to an unauthorized person. Only those people listed on the contact list will be allowed to pick up a student. **(NO EXCEPTIONS)**
- **Proper Identification must be provided.**
- Any student who returns to school on the same day must sign in at the front desk.

**For safety reasons, students will not be released to parents during school drills, standardized testing, or severe weather warnings.**

### Before School Supervision

#### **Students are not allowed on campus prior to 8:50 AM.**

Students may NOT wait at the front of the school. Students arriving on campus before 8:50AM must be enrolled in the YMCA.

### Before/After School Program

YMCA-South Manatee County Branch  
(941) 798-9622 x106

### Bicycles

The bike rack is located on the West side of the building. Bicycles are to be parked inside the bike rack and locked with your own chain and lock. Manatee County School Board is not responsible for bikes left in the bike rack 30 minutes after dismissal. Walk bikes on campus. Once bike riders have come on campus, they may not leave campus without permission from the office. **By Florida Law, helmets are mandatory.**

### Bus Transportation

The School Board believes that you and your fellow students, as well as the bus driver, should be able to ride safely on school buses. You may be disciplined for any action on the bus or at the bus stop when the bus is present. You should assume that you are being videotaped any time you are riding a school bus. The bus driver is in charge and you must always obey the driver. You must tell the bus driver your correct name and present your student id card when asked. The bus driver and school will keep a seating chart.

*You must be on time; the bus cannot wait for you if you are tardy. **YOU MAY NOT RIDE ANY BUS OTHER THAN YOUR ASSIGNED BUS. Please refer to Student Code of Conduct for further information.***

### Food and Nutrition

FREE breakfast is available for all students at all schools daily.

Manatee County cafeterias use an automated student accounting system. Each child is given an individual student account which tracks and records all payments received and all purchases made. This computerized system allows parents, as well as students, the flexibility to adjust these accounts to their individual needs.

Account pre-payments are recommended and can be made as far in advance as you choose. Account payments can be made by cash or check at your student's school.

Payments can also be made on the internet using our online payment service [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com). You will need your student's 10-digit ID number which can be obtained at the school site or by calling the Free and Reduced office at 941.751.6550 x2000.

Account balances follow each student until they graduate from High School or for as long as they remain in a Manatee County School. Please refer to the below charts to assist you in calculating advance payments.

	DAILY	WEEKLY	MONTHLY
<b>Secondary Breakfast</b>	No Charge	No Charge	No Charge
<b>Secondary Full Paid Lunch</b>	\$2.75 (\$3.00 for Dominos Meal)	\$13.75	\$55.00
<b>Secondary Reduced Price Lunch</b>	\$0.40	\$2.00	\$8.00

**Charge Policy**

All students are encouraged to keep a balance on their accounts to purchase meals or a la carte items

When the students have a negative balance, they cannot purchase extras or a la carte items

If students charge more than five meals, they will receive an alternate complete meal. Students who exceed \$25.00 in charges may be denied a meal

The complete Account Management Plan may be viewed at [www.manateeschoolfood.net](http://www.manateeschoolfood.net)

Every effort will be made to contact parents prior to charges. Meal balances can be obtained by setting up an account on [www.mypaymentsplus.com](http://www.mypaymentsplus.com).

**Only one household application needs to be completed per family, except for foster children.**

All foster children must submit a separate application. Blank applications are available in English as well as Spanish. They are located at your schools' main office or at the Food and Nutrition Office or you may apply online at <http://fr.manateeschoolfood.net/>

**Applications can be submitted at any time during the school year.**

**Once an application is processed Food and Nutrition Services will mail a letter notifying the parent/guardian of the student's lunch status.**

**Please feel free to contact the Food and Nutrition Office if you have any questions at 941-751-6550 x2000**

**Cafeteria Rules**

In order to keep the school dining room clean and attractive, the following rules will be enforced:

- **ID's are required to obtain a lunch**
- Keep the dining room lines orderly
- Never run or push. Walk to lunch keeping

hands and feet to yourself.

- Keep tables and floors clean.
- Always remain seated while eating.
- Talk in a normal voice.
- Students are not permitted to leave the cafeteria without permission from a staff member.

**Cell Phone Policy**

The perimeter of Buffalo Creek Middle School shall be defined as the building and school property, including the parking and car rider areas. Students are not permitted to use or have their cell phone on while inside the perimeter before, during, and after the school day. Cell phones may not be visible at all while at school. Students who violate this policy will have the cell phone confiscated and will receive disciplinary action. **ONLY** parents are allowed to pick up any confiscated items. It may take up to 24 hours for items to be available for parent pick up following the confiscation. **The school is NOT responsible for damaged, stolen or lost cell phones, games or other electronic devices.**

**Citizenship Grade**

In addition to the academic grade in each course, a grade for citizenship is also earned. The citizenship grade is numeric and is the teacher's professional assessment of a student's attitude and conduct.

- 1= Excellent
- 2= Satisfactory
- 3= Needs to Improve
- 4= Unsatisfactory

Eligibility criteria for school sponsored non- academic activities (i.e. dances, sporting events, assemblies) may be affected by Citizenship grades.

**Clinic**

**A student must obtain a pass from his/her teacher to be admitted to the clinic. After 15 minutes in the clinic, the student must return to class or call a parent/guardian to pick the student up. NO over the counter medications will be administered to students without a doctor's prescription.**

Students who need medication during the year must pick up a copy of the guidelines regarding medications from the clinic. Student injuries must be reported immediately to the nearest adult.

**Deliveries/Messages**

Items such as book bags, homework, gym suits, etc. may be left at the front desk for the student to pick up during their lunch time. Please keep student deliveries to a minimum as it will help to limit classroom interruptions. Our staff is not responsible for any unclaimed deliveries made to the office. Do not have flowers or balloons delivered to the school for your student. Students are not allowed to carry those items around campus. Any deliveries made will be left in the office to be picked up at the end of the day. Such items are also not allowed on the buses.

### **Discipline Policy**

The Manatee County School Board has adopted a Student Code of Conduct which is designed to create a pleasant and safe environment for all students in our school. The Student Code of Conduct contains Student Rights and Responsibilities, a description of offenses, and a listing of offenses and recommended consequences. If your actions are in violation of school guidelines, you will have to accept the consequences.

The consequences of Discipline Policy Violation include, but are not limited to:

- Informal conference with a school official. This conference may be recorded.
- Detention in a supervised place before or after school or during lunch time.
- Parent or guardian involvement via a phone call, personal conversation, or letter. A conference may be conducted between the student, parent, and school personnel. This conference may be recorded.
- Loss of privileges may occur for activities on or off campus. (Buffalo Buck Celebrations, Field Trips and School Dances)
- In-school suspension requires the student to be suspended from regular activities for a period. The parent is notified of this action.
- Out-of-school suspension can be for a period up to 10 days. The parent is notified of the action and the students are expected to make up their work.
- Alternative Placement occurs when Buffalo Creek MS administrators recommends to the School Board that a student is placed at an alternative location. The student and parents are informed of the due process procedures as described in the Student Code of Conduct.

NOTE: An emergency suspension may result if a student's conduct presents a clear threat to the physical safety of others (or to their property) or is so extremely disruptive to make the student's temporary removal necessary to preserve the right of other students to pursue and education.

### **Dress Code**

You are expected to dress appropriately for school and for the business of learning with proper attention given to personal cleanliness, grooming, and neatness. If your personal attire or grooming distracts the attention of other students or teachers from their school work, you will be required to make the necessary alterations to such attire or grooming before entering the classroom or you may be sent home. If you fail to meet the minimum acceptable standards of cleanliness, neatness, proper fit, safety and decency as determined by the Principal or Designee and as specified in the District Code of Student Conduct, you will be subject to appropriate disciplinary measures.

Apparel that violates this dress code, disrupts educational activities and processes of the school, or is a potential safety hazard, will result in the removal of the student from the regular school environment until acceptable

apparel may be secured for the student. The school Principal or Designee will be the final judge about whether a student's clothing is appropriate for school, creates a climate that is distracting to learning, or is a potential safety hazard. School staff will enforce the dress code.

### **Females – The following clothing MAY be worn:**

- a. Pants/Jeans
- b. Dresses that cover the entire back, are not cut low in front, and are reasonable and appropriate in length (defined as no shorter than above the tips of the fingers, with arms and hands extended straight down and not rising beyond this point when seated).
- c. Skirts and shorts that are a reasonable, appropriate length (defined as no shorter than above the tips of the fingers, with arms and hands extended straight down and not rising beyond this point when seated), and fastened at the waist.
- d. Tank tops are allowed only with an over shirt or an undershirt with sleeves. Blouses and tops must cover the entire front and back (cannot be low-cut), and be long enough to tuck inside the waistband. All undergarments must be covered. No sheer (see-through) shirts are to be worn unless tank tops with at least two inch straps are worn underneath.
- e. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers.
- f. Warm-ups that fit properly and are in good condition.
- g. Form-fitting or excessively tight-fitting skirts, shorts, and pants (to include leggings, jeggings, or clothing made from materials such as spandex or lycra), must have an over garment, which extends down to your fingertips as your hands are extended to your side.
- h. Shirts. (Shirt tail length should not be longer than the tip of your fingertips as your hands are extended at your side.)
- i. Tunics worn over slacks are permissible.

### **Males – The following clothing MAY be worn:**

- a. Pants, jeans, and shorts that are reasonable, appropriate length (defined as no shorter than above the tips of the fingers, with arms and hands extended straight down), and fastened at waist. Spandex-type trouser or shorts are not appropriate. All undergarments must be covered.
- b. Shirts. (Shirt tail length should not be longer than the tip of your fingertips as your hands are extended at your sides.)
- c. Tank tops or muscle shirts with over shirt or undershirt with sleeves.
- d. Net shirts with an undershirt or a buttoned over shirt.
- e. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers.
- f. Warm-ups that fit properly and are in good condition.

### **All Students – The following apparel or items are NOT allowed at school:**

- a. Sunglasses\*
- b. Hats, visors, bandanas or other head apparel\*
- c. Visible pierced jewelry that has the potential to cause injury or be considered a safety

- risk, or cause disruption to the learning environment
- d. Gang-related tattoos or inappropriate tattoos, as determined by the principal
  - e. Cutoff pants, shorts, or skirts
  - f. Clothing that exposes the midriff
  - g. Spaghetti straps or strapless dresses or tops
  - h. Unbuckled belts
  - i. Ill-fitting sweat pants or warm-ups
  - j. Suspenders hanging down – including overalls
  - k. Clothing that advertises alcoholic beverages, tobacco, drugs or has questionable language or art work
  - l. Known gang-related symbols
  - m. Spandex-type dresses
  - n. Beachwear
  - o. Pajamas or other sleepwear
  - p. Any clothing, accessories, jewelry, or hair styles that may incorporate obscene or drug related phrases or be considered disruptive to the learning environment.
  - q. Any clothing, accessories, or items that portray symbols or images that may be considered disruptive to the learning environment
  - r. Clothing with frays, holes, cuts, or slits above the knee
  - s. Gym shorts or soccer shorts that are NOT proper length
  - t. Glass containers of any kind
  - u. Skateboards
  - v. Hoverboards
  - w. Any clothing or jewelry that can be used as a weapon
  - x. Aerosol sprays of any kind

\* May be worn during outdoor classes (such as physical education, construction, and agriculture), field trips, and during elementary recess. Sunglasses must be put away and kept out of sight during the rest of the school day. Does not include headdress worn for religious purposes or other headgear necessary for safety or medical purposes.

Refer to District Code of Conduct for further explanation.

**Grade Scale**

A = 90 – 100	4 Points
B = 80 – 89	3 Points
C = 70 – 79	2 Points
D = 60 – 69	1 Point
F = 0 - 59	0 Points
I = *Incomplete	

### **FOCUS**

FOCUS is a web-based student information system that will allow Manatee County Schools to merge all student record keeping, grades, scheduling, attendance and other student-data into one user-friendly system. Please visit the BCMS website for information about receiving FOCUS access.

### **Gum, Candy and Drinks**

A water machine is available for student use before school and during lunch. Chewing gum and drinking juice/soda during class time is prohibited in all classes and in the hallways between classes. There is no selling of candy and sodas during school hours.

### **Guidance & Counseling**

A middle school guidance counselor is available to all students. Often, problems concerning both school and one's personal life appear overwhelming. In many situations, these problems can be helped by conferring with a competent person. Students may sign up in the guidance office for an appointment with a counselor. The counselor will call students to his/her office at the earliest possible time. Working together with teachers, administrators, and parents, the guidance counselors encourages a student's academic and personal growth. The following services are provided:

Individual and Group Counseling, Testing, Developmental Guidance Activities, High School Registration, Academic Counseling, Coordination of Counseling & Related Services.

Parents may contact the student's counselor at any time.

### **Hall Passes**

Students should not be out of class during class time except in an emergency. If there is an emergency, students must obtain a hall pass from the teacher before leaving the classroom. Students in the hall during class without a hall pass will be considered skipping. Students must use the break between classes for the use of restrooms and water fountains.

### **Late Work Policy**

Any classwork/homework assignment received after the due date when the student was present on the date the assignment was assigned and the date the assignment was due will receive half credit (50%).

-Late classwork/homework can be handed in up until the end of the unit the teacher is teaching and be given half credit (50%).

-Any project/UPA/Essay/Lab assignment received after the due date will lose 10 percentage points a day until the assignment is only worth half credit (or 5 school days). After 5 school days, the late UPA/project may continue to be worth 50 credit based on the discretion of the teacher.

### **Investigations at School**

If you are suspected of violating the Code of Student Conduct, school officials can question you without first contacting your parent. You do not have a right to have your parent present or a right to an attorney when you are questioned. If you refuse to answer questions asked by school officials, you may be disciplined.

### **Criminal**

If you are a suspect in a criminal investigation that may result in your arrest or criminal charges, an administrator will make an effort to contact your parent before Law enforcement begins questioning you. If a parent cannot be located, Law enforcement may proceed with questioning. If your parent is contacted, Law enforcement may allow

your parent to be present during your questioning.

#### **Victim or Witness**

If you are a victim or a witness, law enforcement or administrative investigators can question you without first contacting your parent. If the investigation involves child abuse, the official conducting the investigation will decide who can be present during your interview. If you refuse to answer questions asked by school officials, you may be disciplined.

#### **Removal of a Student from School Property**

If you are a witness, Law enforcement cannot remove you from school property without a subpoena or first obtaining the consent of your parent. If you are subject to arrest, with or without a warrant, the officer can remove you without your parents' consent or the consent of school officials. The administrator will try to notify your parent before you are removed or as soon after your removal as possible.

#### **Searches and Seizures**

Your locker, purse, backpack and other personal possessions can be searched if there is a reasonable belief that any of them contain drugs, weapons, contraband or other items not permitted on campus. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school. Routine checks by the dogs are not considered a search by law. They are safety precautions to provide you a safe school in which to learn.

#### **Keeping a Clean Campus**

Buffalo Creek Middle School is your campus. Most middle school students have the maturity and responsibility to realize that a clean, un-littered school gives a good impression to everyone who visits the campus. A clean school requires the cooperation of everyone. At Buffalo Creek we don't walk on the grass.

#### **Lost and Found**

Lost items are turned in to the Front Desk in the Administration Building for students to retrieve. PE clothes and shoes should be turned in to the PE instructors when found. Items can be picked up before or after school or during lunch. Expensive jewelry and electronic equipment should not be brought to school.

#### **Media Center**

The Media Center is open daily from 8:50 AM to 4:10 PM.

#### **General Media Center Privileges**

Media center privileges are based on general school rules.

- No food, drinks, candy, or gum are permitted in the media center.
- Individual students may use the media center during the day with a pass.
- Teachers may send individuals or small groups to the media center during the day. Passes must be signed and dated by

the teacher.

#### **Circulation Responsibilities**

- A student photo ID is required for book check-outs.
- A student may check out two books for three weeks.
- Books may be renewed for an additional three weeks.
- Students will be charged .05 cents per school day for each overdue book, up to a maximum of \$1.00 per overdue book.
- Books may not be checked out or renewed until fines are paid.
- A student will be charged the replacement cost for a damaged or lost book.
- If overdue books are not returned and if fines are not paid, student privileges such as field trips, dances, assemblies or yearbook distribution, may be denied.

The Manatee County School District uses a web-based circulation system that links all public schools in our district. No student will be permitted to borrow books from our media center that transfers from another school while owing overdue books or fines to their previous school until these library books are returned and fines paid. The media specialist will provide assistance as needed.

#### **Messages to Students/Phone Calls**

**Only emergency messages** will be given to students during school hours. This practice is at the discretion of the office staff as our goal is to keep classroom interruptions to a minimum. Please attempt to conduct all personal business and make arrangements for after school transportation before leaving for school in the morning. This service is provided as a courtesy on an emergency basis only. Buffalo Creek Middle School staff cannot be held responsible for any messages not received.

#### **Parent Conferences**

All parent conferences are scheduled by the guidance secretary. When arriving for a conference parents should check in at the office with proper identification and obtain a visitor pass.

#### **Parental Involvement**

We encourage our families and community members to be involved.

ALL persons who come on campus for the purpose of volunteering/helping must be preapproved by the volunteer coordinator. Please fill out a Volunteer packet and present valid ID at the front desk 1 week prior to coming on campus.  
NO EXCEPTIONS

#### **Business Partnerships**

At Buffalo Creek, we understand the importance of Community Relationships and the role they play in providing students enhanced educational opportunities. We recognize that a partnership benefits both students and

business partners. To become a partner please contact 721-2260 x 2201.

### **School Advisory Council (SAC)**

The School Advisory Council will meet at least 4 times during the school year. SAC meeting dates and information can be found on the Buffalo Creek website.

### **PE**

Students enrolled in Physical Education are required to wear a uniform when dressing out. PE uniforms can be purchased at the school. Students scheduled for PE class will receive a PE Handbook.

### **Report Cards / Progress Reports**

Report cards are issued every nine weeks throughout the year. Please visit our website for dates. A progress report is posted to the FOCUS Parent Portal at the middle of each 9-week quarter with each instructor's evaluation of the student's achievement for the first half of that quarter. Parents/guardians are asked to review the report with their child.

### **Restrooms**

The school building has restrooms for boys and restrooms for girls. They are NOT a gathering place to chat, gossip or hang out. All staff personnel will monitor restrooms regularly. Any student defacing, damaging, littering, or smoking in these restrooms will be disciplined.

### **School Resource Officer**

The School Resource Officer (SRO) is a member of the Manatee County Sheriff's Department. The SRO is here to help ensure a safe learning environment for all students and staff.

### **Safety**

Providing a safe learning environment is a top priority. We have no tolerance for violence (including bullying and sexual harassment), weapons, or drugs. In order to promote a positive and respectful school climate, we believe that an appreciation of diversity and an emphasis on personal responsibility are core values of a caring community. Our school is dedicated to stopping bullying and harassment. We seek the assistance of students, staff, and parents in our "bully proofing" campaign.

It is expected that students will report all incidents involving bullying and harassment to an adult on campus. The incident will be investigated by administration and the SRO as appropriate. Consequences are set forth by our district and school discipline code of conduct.

Students and staff alike are responsible for ensuring a safe school environment. For the safety and security of students and staff the school may conduct random searches of all persons who enter the school campus. All students are encouraged to anonymously report any person in possession of drugs or weapons. Actions which

could or do cause physical injury such as exploding firecrackers, stink bombs, misuse of sharp objects, or excessive physical force, are prohibited. Failure to observe this rule will lead to suspension.

### **School Dances**

Dances may be scheduled throughout the school year.

- Visitors are not allowed at dances. No exceptions.
- If a student leaves the room where the dance is held he/she may not come back in.
- Dress for the dances must comply with student dress code. If a student is not appropriately dressed, he/she will not be admitted or will be asked to leave, at which time a parent will be contacted.
- Students are expected to exhibit good behavior at the dances. All school rules apply.
- A student must be in attendance on the day of the dance in order to attend.
- Students in ISS are not eligible to attend.
- Students should schedule their ride promptly after the dance ends.
- **Tickets are NON-REFUNDABLE**

### **Field Trips**

Students may have the opportunity to go on school-sponsored extracurricular or curricular trip away from the school campus, including partial-day, whole-day, or overnight trips.

Students may be excluded from participating in Field Trips due to any disciplinary issues. Any student excluded from a Field Trip shall have NO right to reimbursement of any monies paid in advance of the Field Trip.

All students participating in Field Trips must conform their behavior to the Code of Student Conduct. Any student violating the Code of Student Conduct shall be promptly returned home at parent expense.

**All Field Trip Fees are NON-refundable once submitted to teacher regardless of reason for cancelation.**

### **Student ID Badges**

Students are issued a photo identification badge during the first week of school. ***For safety and security reasons, all students on campus are always required to carry their ID badges.*** Students need to use their ID badge when purchasing food in the cafeteria or checking out textbooks or items from the media center.

A student's initial ID card is issued at no charge, but a fee of \$5 will be charged for each replacement of a lost or defaced card. **Students will have a new ID card made and their account will be charged each time they are without their school ID card.**

### **Substitute Teachers**

When a teacher is absent from school, students are expected to treat substitute teachers with respect and courtesy and exhibit proper behavior. If a student is referred to the discipline staff by a substitute teacher, disciplinary action will be taken, and a parent conference might be required.

#### **Surveillance Cameras/Searches**

For the safety and security of students and staff, video cameras are located throughout public areas on campus. Video from this system may be used as evidence in discipline case. Student lockers, backpacks, purses, etc. are subject to search upon reasonable suspicion of a violation of school rules.

#### **Tardy Policy**

A tardy results in the loss of instructional time for the student and an interruption to the teaching and learning activities for the other students. All students are expected to have all instructional materials needed, and to be ready for instruction by the time the tardy bell rings and the door closes. To receive an excused tardy, you must provide legitimate documentation from a medical or dental facility. Students who are tardy to school or tardy to class without a valid excuse will be subject to disciplinary action.

#### **Textbooks**

Students are responsible for care of books. Destruction, damage or loss will result in payment for the damages.

#### **Use of Tobacco, Alcohol, and Drugs**

It is against the law for middle school age students to buy, possess or use tobacco in ANY form. The policy at Buffalo Creek MS regarding the use of tobacco and/or alcohol is as follows: "No student shall bring, possess, or use tobacco (in any form) or alcohol on, in, or about the school premises." The possession or use of illegal drugs is also a criminal offense. Students found in violation of either of these laws will be dealt with as outlined in the Student Code of Conduct and will be referred to the sheriff department for legal action.

**Using School Property and Materials** Students will be issued several items of school property, i.e., books, desks, P.E. lockers, computers etc. Each individual is personally responsible for all materials and property issued and will be expected to pay for any lost or damaged school property.

Unauthorized use or tampering with computers may result in discipline consequences.

#### **Visitors**

Visitors must make arrangements with the proper personnel and report to the school office with valid ID upon entering the building. School personnel have the right to know the identity of all persons in the building.

Students are not permitted to bring friends to school for visitation during regular school hours.

**All visitors MUST report to the front office and get a visitor pass to be on campus.** Proper identification is required.

#### **Weapons**

Any student found to be in possession of or found to have brought a weapon on to school grounds or into facilities shall be disciplined according to the Student Code of Conduct. A weapon is defined as that which will or is designed to expel a projectile by the action of an explosion. Weapons also include, but are not limited to, knives, nun chucks, brass knuckles, paint ball guns, and other similar devices. In addition to firearms, objects resembling weapons may be grounds for discipline action.

#### **Withdrawing from School**

**ONLY an enrolling parent may withdraw a student.** Enrolling parent must come to school with valid ID to withdraw a student. All books and school property must be returned and/or fees paid, and a special form must be completed on the day of withdrawal. You may not enter any other Manatee County School without first withdrawing from Buffalo Creek Middle School.



**Buffalo Creek Middle School  
2019-2020 Bell Schedule**

**6<sup>th</sup> & 7<sup>th</sup> Grade Schedule**

Period	Time
1 <sup>st</sup> Period	9:20 – 10:15
2 <sup>nd</sup> Period	10:18 – 11:08
3 <sup>rd</sup> Period	11:11 – 12:37
4 <sup>th</sup> Period	12:40 – 1:30
5 <sup>th</sup> Period	1:33 – 2:23
6 <sup>th</sup> Period	2:26 – 3:16
7 <sup>th</sup> Period	3:19 – 4:10
A Lunch 6 <sup>th</sup> Grade	11:14 – 11:44
B Lunch 7 <sup>th</sup> Grade	12:04 – 12:34

**8<sup>th</sup> Grade Schedule**

Period	Time
1 <sup>st</sup> Period	9:20 – 10:15
2 <sup>nd</sup> Period	10:18 – 11:08
3 <sup>rd</sup> Period	11:11 – 12:01
4 <sup>th</sup> Period	12:04 – 1:30
5 <sup>th</sup> Period	1:33 – 2:23
6 <sup>th</sup> Period	2:26 – 3:16
7 <sup>th</sup> Period	3:19 – 4:10
C Lunch 8 <sup>th</sup> Grade	12:57 – 1:27

**Buffalo Creek Middle School  
2019-2020 Early Release Wednesday Bell Schedule**

**6<sup>th</sup> & 7<sup>th</sup> Grade Schedule**

Period	Time
1 <sup>st</sup> Period	9:20 – 10:02
2 <sup>nd</sup> Period	10:05 – 10:42
3 <sup>rd</sup> Period	10:45 – 11:56
4 <sup>th</sup> Period	11:59 – 12:36
5 <sup>th</sup> Period	12:39 – 1:16
6 <sup>th</sup> Period	1:19 – 1:57
7 <sup>th</sup> Period	2:00 – 2:40
A Lunch 6 <sup>th</sup> Grade	10:47 – 11:17
B Lunch 7 <sup>th</sup> Grade	11:22 – 11:52

**8<sup>th</sup> Grade Schedule**

Period	Time
1 <sup>st</sup> Period	9:20 – 10:02
2 <sup>nd</sup> Period	10:05 – 10:42
3 <sup>rd</sup> Period	10:45 – 11:22
4 <sup>th</sup> Period	11:25 – 12:36
5 <sup>th</sup> Period	12:39 – 1:16
6 <sup>th</sup> Period	1:19 – 1:57
7 <sup>th</sup> Period	2:00 – 2:40
C Lunch 8 <sup>th</sup> Grade	12:02 – 12:32