



BUCCANEER NATION  
DREAM IT, OWN IT, LIVE IT

Dream it, Own it, Live it

### **A Day in the Life of a GMS Student**

The Student/Parent Handbook will clearly communicate daily procedures that will assist all students in maximizing their educational experience. Please use this information as a guide to align your behaviors with our three student goals.

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## **Principal's Welcome**

Dear Students and Families,

Welcome to Gulf Middle School, home of the Buccaneers. At Gulf Middle, our vision or purpose is for "All Gulf Middle School students to be life, career and college ready. We measure progress of our vision by our three GMS student outcomes; Mastery of grade level standards, Middle to High School promotion and High School Diploma. In the end, when students walk across their high school stage at graduation with their diploma in hand, they are able to stand before the world and choose their own life and career path. At GMS, we will create a safe and academically rich environment where all of our students succeed and know they belong. We will be successful because we work together. Thank you for allowing us to be partners in your child's education.

***To be true partners, we all need to be on the same page. . .***

Middle School is an exciting age, and it is a time where we work to help your child (our students) develop positive academic and social behaviors that support our three GMS Student Outcomes and fulfill our GMS vision. Academic and social successes do not happen by accident. It takes students, parents, and teachers working together to send the same message of our vision, three student outcomes and our shared values. Our Shared Values are; Be Respectful, Be Responsible and Be a Problem-Solver. Within our Shared Values we have identified specific behaviors that guide students in behaviors that align with both our vision and three student outcomes.

### **GMS vision (the purpose of GMS)**

All GMS students will be Life, Career and College ready.

### **Student Outcomes**

Mastery of grade level standards  
Meet Middle to High School promotion requirements  
High School Diploma

### **Shared (Student/School/Staff/Family) Values**

Respect (I know my role and the role of others in promoting my success.)  
Responsibility (I own my words and actions.)  
Problem Solver (I will take a positive role in my success, the success of others, and of Gulf Middle School.)

There is so much for our students to learn, and if we work together and stay on the same page, we help all of our students treat all people with respect so that all can focus on getting the work done, learning as much as possible, and reaching their highest potential as literate and considerate citizens. I wish you the best for an excellent school year. Good luck, and enjoy being a Gulf Buccaneer.

Sincerely,  
*Jason Joens*, Principal

## Daily Bell Schedule & Activity Schedules

<b>Gulf Middle School Bell Schedule</b>	
7:15	First Bell (students enter at approved entry points)
7:25	Bus Release
7:40	First Bell
7:45-8:40	1st Period and Morning News
8:44-9:34	2nd Period
9:38-10:28	3rd Period
10:32-12:12	4 <sup>th</sup> Period (including lunch)
	A Lunch: 10:32-11:02
	B Lunch: 11:07-11:37
	C Lunch: 11:42-12:12
12:16-1:06	5 <sup>th</sup> Period
1:10-2:00	6th Period
2:05-TBD	Extended Day TBD
2:05	Campus CLOSED

	<b>PM Activity</b>	<b>AM Activity</b>
<b>Campus Opens</b>	7:15	7:15
<b>Bus Release</b>	7:25	7:25
<b>First Bell</b>	7:40	7:40
<b>1st + Morning News</b>	7:50-8:32 am	7:50-8:32 am ( <i>activity 8:36-9:28 am</i> )
<b>2nd</b>	8:36-9:14 am	9:32-10:10 am
<b>3rd</b>	9:18-9:56 am	10:14-10:52 am
<b>4th (including lunch)</b>	10:00-11:40 am	10:56-12:36 pm
<b>A Lunch: 10:32-11:02</b>	10:00-10:30 am	10:56-11:26 am
<b>B Lunch: 11:07-11:37</b>	10:35-11:05 am	11:31-12:01 pm
<b>C Lunch: 11:42-12:12</b>	11:10-11:40 am	12:06-12:36 pm
<b>5th</b>	11:44-12:22 pm	12:40-1:18 pm
<b>6th</b>	12:26-1:04 ( <i>activity 1:08-2:00 pm</i> )	1:22-2:00 pm
<b>Campus CLOSED</b>		

## Daily Procedures

When I arrive on campus I will engage in acceptable behaviors that will support my success, the success of my classmates, and the success of Gulf Middle School. My success is defined by my positive progression of our three GMS student outcomes/goals: 1) Mastery of standards., 2) Middle to High School promotion, and 3) High School Diploma.

Our GMS social matrix is defined by our shared values of Respect, Responsibility, and being a Problem-Solver will guide me on a daily basis. Our Bring Your Own Device (BYOD) policy outlines acceptable usage for my personal electronic device(s) (See BYOD attachment).

Once inside campus I will choose between going to the cafeteria, media center, or courtyard, and stay in that location until the 7:40 bell to go to class.

At 7:40 I will proceed directly to my 1<sup>st</sup> period class by walking on the right hand side of the hallway. I will be courteous to other students and adults.

Upon arriving to each class period, I will enter the classroom, and follow classroom policies and procedures established by my teacher.

If my teacher is not at the door to greet me or the door is locked I will form a line outside the classroom and wait quietly until an adult arrives.

I understand that the school and my teacher has developed incentives for my “on track” behaviors. It is my responsibility to be engaged in meeting my goals at all times. Clarification of acceptable behaviors and shared values that are aligned with my goals are outlined in the GMS social matrix (see attached).

Our GMS shared values of Respectful, Responsible, and Problem-Solver are essential to my success, the success of my fellow classmates, and Gulf Middle School. I will implement these shared values on a daily basis in order to guide my words and actions in achieving success as defined by our desired effect and my three student outcomes.

## Arrival Procedures

### Student Entrances

#### **Walkers (I will:)**

- Use the crosswalks when crossing the street and sidewalks.
- Enter the building through student entrance on Louisiana.

#### **Car Riders (I will:)**

- Have my ride drop me off at car loop on Harrison and enter the building through student entrance. Car loop will be locked from 7:45am to 1:50pm. Drop-offs after 7:45 will be at the Main Office.

#### **Bike Riders (I will:)**

- Park my bike in rack, lock helmet and bike, and enter the building through Louisiana entrance.

#### **Bus riders (Congress St. Bus Loop) (I will:)**

- Exit the bus and enter through the bus entrance by the cafeteria.

**Late arrivals:** Main Office students arriving to school after 7:45 AM

**Adult Entrance:** Main Office adults and official business 7:15 a.m. to 2:45 p.m.

## Approved Morning Locations (7:15-7:40)

### Cafeteria (breakfast) (I will:)

- Enter the cafeteria and go to the food line to get my breakfast.
- Find a seat and stay seated until given directions.
- Raise hands for any assistance.
- Consume all food and drink inside the cafeteria. No food or drink permitted out of the cafeteria. Remain until 7:40am bell to go to 1<sup>st</sup> period.
- Keep hands and feet to myself
- Use appropriate voice levels and language
- Be polite to the cafeteria staff
- Notify an adult if there is a problem
- Avoid confrontation
- Follow clean-up process for dismissal. At dismissal time, clear all food and debris from eating area and floor and transition directly to my first period class.

### **Courtyard** (I will:)

- Enter courtyard and remain until the 7:40am bell.
- Stand or walk only on hard surface areas (please off the grass and out of plants).
- See teacher for permission to leave the courtyard for restroom
- Obtain breakfast from the breakfast cart and ensure that trash is thrown away properly.
- Keep hands and feet to self.
- Use appropriate voice and language.
- Follow adult re-direction.
- Respect others' personal space.
- Seek assistance from the teacher with your concern/problem.
- Stay in assigned area until 7:40 bell.
- Transition directly to my first period class.

### **Media Center Procedures** (I will:)

- Food and drinks are not allowed in the media center.
- Enter and find a seat and stay seated until 7:40 bell.
- Raise hand for any assistance.
- Technology is for academic use only.
- Use appropriate voice.

### **Transition Procedures**

#### **Passing** (between periods) (I will:)

- Use the four-minute transition time between classes to move directly to my next class period or designated location (cafeteria).
- Use the transition time to meet my personal needs (restroom/water) so that I do not miss any instructional time with my teacher.
- Use restrooms designated by my teacher for this area of the school.
- Use the approved shortest route to my next period class or cafeteria.
- Walk on the right hand side of the hallway.
- Enter the classroom if there is an adult there to greet me.
- Enter the classroom and follow classroom procedures so that my teacher can continue to supervise students transitioning as well as the students in the classroom.
- Report any problems during transitions to my teacher or the nearest adult .

#### **Tardy Procedures** (If I am entering my class after the late bell) (I will:)

- Knock to receive permission to enter the room quietly
- Sign the tardy log
- Sit in assigned seat and join the instruction in progress without disrupting others
- See the teacher after class for tardy details

## **Passes to leave class during instructional time** (during class)

- If I must leave the class during instructional time, I must request permission and receive a pass from my teacher (planner, media pass, clinic pass etc.).
- I will not be out of class without a pass/written permission.
- I will communicate with my teacher if I have a medical need to leave class (Clinic pass).
- P.E. will notify the office/clinic by radio for student travel.

## **Cafeteria**

### **Lunches (I will:)**

- Walk directly to the cafeteria when dismissed from class.
- Follow the cafeteria rules and procedures.
- Enter and choose a seat that I will use for the entire lunch period (I will not change seats).
- Place my backpack under the table in front of my seat.
- Stay seated until table is called to go to the food lines.
- Keep hands and feet to myself.
- Use appropriate voice levels and language.
- Be polite to the cafeteria staff (say please and thank you).
- Consume all food and drink inside the cafeteria.
- Notify an adult if there is a problem.
- Raise hand (and receive permission) to leave seat to use restroom, get a drink, or get items from the share table. I will return directly to my seat.
- Clear all food and debris from eating area and floor before being dismissed by an adult from the cafeteria.
- After my table is dismissed, I will go directly to my next scheduled class using the approved route communicated by my teacher.
  - 6<sup>th</sup> grade will exit cafeteria through the west exit and transition back to class between building 10 and band.
    - If I my class is in building 2, I will go past band room and use stairs by restrooms in building 2 to get to class.
    - If my class is in building 1 or 3, I will use the stairs just past the Clinic on the right.
    - If have an elective, I take the most direct route determined by my teacher.
  - 7<sup>th</sup> grade will exit cafeteria through the north exit.
    - Use the stair on the south side of building 19 to transition from the cafeteria back to class.
  - 8<sup>th</sup> grade will exit cafeteria through the north exit and proceed directly to class.

### **Lonely Lunch (I will:)**

- Report to designated desk/chair.
- Sit quietly without talking.
- Turn in my electronics.
- Refrain from inappropriate behavior that landed me in lonely lunch.

## **End of Day Dismissal Procedures**

### **Bus riders (I will:)**

- Report directly to bus loop and board assigned bus.

### **Walkers (I will:)**

- Report directly to the student entrance/exit by the band room.
- Use designated cross walks by the school marquee.

### **Car riders (I will:)**

- Report to directly to the car loop across from Student Services.

### **Bike rider procedures (I will:)**

- Exit through the student entrance on Louisiana.
- Report to bike storage area.
- Use pre-determine routes to and from school determined by my parent/guardian.
- Be aware of and obey rules/laws and regulations of the road.
- Wear a helmet.
- Cross streets in painted crosswalks.
- Walk bike on campus.
- Lock bike in designated bike rack area.
- Only touch my bike and helmet.
- Ride safely home.

### **Hats and head coverings (I will:)**

- Wear hats, hoods or head coverings outside if the temperature is below 60 degrees.
- Not wear hats, hoods or head coverings at any time indoors.
- Participate in Administrative approved dress theme days involving hats, hoods or head coverings.

### **Attendance (I will:)**

- Attend school each and every day in order to maximize my time to receive instruction, ask clarifying questions, process information with my classmates, participate in classroom discussions and provide evidence of my learning.
- Be “On Track” with my attendance if I do not miss more than 2 days a quarter.
- Be “Off Track” with my attendance if I miss 5 or more days in a quarter.
- Not be able to attend extra-curricular events if I am “Off Track” for attendance.



### **Extracurricular Event Expectations (I will:)**

- Demonstrate good sportsmanship.
- Be in assigned spectator areas only.
- Consume food, drink or candy in the lobby of the gym.
- Be “On Track” for attendance.
- Be Respectful the property – mine and others’ including the school
- Notify an adult immediately if there is a problem.
- Have pre-arranged a ride home immediately after the event is over.

## Gulf Middle School Shared Values

Common Area	Be Respectful	Be Responsible	Be a Problem-Solver
	<ul style="list-style-type: none"> <li>Know my role &amp; the role of others in promoting my success.</li> </ul>	<ul style="list-style-type: none"> <li>Own my words &amp; actions.</li> </ul>	<ul style="list-style-type: none"> <li>Take a positive, active role in my success, the success of others, &amp; the success of Gulf Middle School!</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>Keep hands, feet &amp; objects to myself.</li> <li>Raise my hand &amp; wait to be called on.</li> <li>Use appropriate voice for individual versus group settings.</li> <li>Use school appropriate language.</li> <li>Accept direction &amp; redirection from teacher.</li> </ul>	<ul style="list-style-type: none"> <li>Follow classroom routines for beginning, middle and end of class.</li> <li>Be inside the classroom before bell rings.</li> <li>Have class materials out and ready for lesson.</li> <li>Complete &amp; turn in work as directed.</li> </ul>	<ul style="list-style-type: none"> <li>Seek solutions &amp; compromise with others.</li> <li>Seek assistance from an adult immediately for concerns or problems.</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>Keep hands, feet &amp; objects to myself.</li> <li>Use appropriate <del>five foot</del> voice level.</li> <li>Use school appropriate language.</li> <li>Walk on the <i>right</i> side of the hallways.</li> </ul>	<ul style="list-style-type: none"> <li>Walk facing forward.</li> <li>Walk directly to the next class.</li> <li>Place trash in a garbage can.</li> <li>Must have a pass to be in hallway during class.</li> </ul>	<ul style="list-style-type: none"> <li>Seek solutions &amp; compromise with others.</li> <li>Seek assistance from an adult immediately for concerns or problems.</li> </ul>
PE / Locker Rooms	<ul style="list-style-type: none"> <li>Keep hands, feet &amp; objects to myself.</li> <li>Use appropriate voice for indoor versus outdoor activities.</li> <li>Use school appropriate language.</li> <li>Accept direction &amp; redirection from teacher.</li> </ul>	<ul style="list-style-type: none"> <li>Lock all valuables in a locker.</li> <li>Dress out.</li> <li>Stay in assigned area &amp; participate in assigned activities.</li> </ul>	<ul style="list-style-type: none"> <li>Seek solutions &amp; compromise with others.</li> <li>Seek assistance from an adult immediately for concerns or problems.</li> </ul>
Media	<ul style="list-style-type: none"> <li>Keep hands, feet &amp; objects to myself.</li> <li>Use appropriate voice for individual versus group settings.</li> <li>Use school appropriate language.</li> <li>Accept direction and redirection from Media staff.</li> </ul>	<ul style="list-style-type: none"> <li>Return materials on time &amp; in the proper location.</li> <li>Follow electronic / network guidelines.</li> <li>Remain in assigned area.</li> <li>Use resources as directed.</li> </ul>	<ul style="list-style-type: none"> <li>Seek solutions &amp; compromise with others.</li> <li>Seek assistance from an adult immediately for concerns or problems.</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Keep hands, feet &amp; objects to myself.</li> <li>Use appropriate <del>one foot</del> voice level.</li> <li>Use school appropriate language.</li> <li>Raise my hand to obtain permission to get out of my seat.</li> <li>Accept direction and redirection from adults.</li> </ul>	<ul style="list-style-type: none"> <li>Place trash in a <del>garbage can &amp; place lunch trays</del> in the recycling areas.</li> <li>Consume all food &amp; drinks before leaving the cafeteria.</li> <li>Enter &amp; exit the cafeteria as directed.</li> <li>Walk safely throughout the cafeteria.</li> </ul>	<ul style="list-style-type: none"> <li>Seek solutions &amp; compromise with others.</li> <li>Seek assistance from an adult immediately for concerns or problems.</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>Keep hands, feet &amp; objects to myself.</li> <li>Use appropriate <del>one foot</del> voice level.</li> <li>Use school appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>Put trash in garbage cans.</li> <li>Keep walls, floors, &amp; sinks clean.</li> <li>Use restroom closest to current classroom.</li> <li>Wash my hands.</li> </ul>	<ul style="list-style-type: none"> <li>Use the restroom during passing or lunch.</li> <li>Report unsanitary restrooms or notify an adult immediately if there is a problem.</li> <li>Seek solutions &amp; compromise with others.</li> <li>Seek assistance from an adult immediately for concerns or problems.</li> </ul>
Bus / Dismissal	<ul style="list-style-type: none"> <li>Keep hands, feet &amp; objects to myself.</li> <li>Use appropriate three feet voice level.</li> <li>Use school appropriate language.</li> <li>Accept direction &amp; redirection from the bus driver.</li> </ul>	<ul style="list-style-type: none"> <li>Walk to bus, car loop or student exit areas immediately following dismissal.</li> <li>Ride assigned bus; board &amp; depart at assigned stop.</li> <li>Keep all objects inside bus windows.</li> <li>Leave food or drinks off the bus.</li> <li>Remain seated and face forward.</li> <li>Walk bike or scooter when on campus.</li> </ul>	<ul style="list-style-type: none"> <li>Be safety conscious.</li> <li>Be silent at railroad crossings.</li> <li>Seek solutions &amp; compromise with others.</li> <li>Seek assistance from an adult immediately for concerns or problems.</li> </ul>
Assemblies	<ul style="list-style-type: none"> <li>Keep hands, feet &amp; objects to myself.</li> <li>Use school appropriate language.</li> <li>Be supportive to peers &amp; presenters.</li> <li>Be quiet when others are talking.</li> <li>Accept direction &amp; redirection from adults.</li> </ul>	<ul style="list-style-type: none"> <li>Enter &amp; exit the assembly as directed.</li> <li>Stay in assigned area.</li> </ul>	<ul style="list-style-type: none"> <li>Seek solutions &amp; compromise with others.</li> <li>Seek assistance from an adult immediately for concerns or problems.</li> </ul>
After-School Activities	<ul style="list-style-type: none"> <li>Keep hands, feet &amp; objects to myself.</li> <li>Use school appropriate language.</li> <li>Treat others with kindness.</li> <li>Take care of all property/equipment used.</li> </ul>	<ul style="list-style-type: none"> <li>Be in assigned areas only.</li> <li>Report to assigned area immediately following dismissal.</li> </ul>	<ul style="list-style-type: none"> <li>Seek solutions &amp; compromise with others.</li> <li>Seek assistance from an adult immediately for concerns or problems.</li> </ul>
Student Use of Technology	<ul style="list-style-type: none"> <li>Know &amp; follow school-wide (BYOD) &amp; classroom technology expectations.</li> <li>Use devices ONLY at appropriate times.</li> <li>Accept direction &amp; redirection from teacher.</li> </ul>	<ul style="list-style-type: none"> <li>Keep device safe &amp; secure.</li> <li>When not in use, store device in backpack or pocket.</li> <li>Use only for teacher directed or school related activities.</li> <li>Keep ownership papers at home.</li> </ul>	<ul style="list-style-type: none"> <li>Use my device to enhance my <i>learning</i>.</li> <li>Be an expert on my own device.</li> <li>Seek solutions &amp; compromise with others.</li> <li>Seek assistance from an adult immediately for concerns or problems.</li> </ul>

## BYOD Policy for Gulf Middle Students

(Bring Your Own Personal Electronic Device jj7.19.16)

### **Rationale**

We believe equitable access to technology will aid our students in becoming responsible, productive digital citizens, and lifelong learners. Today's students use technology to learn. Technology is essential to facilitate the problem solving, information fluency, and collaboration that we see in today's society. We want our students to be purposeful, digital contributors in our community; we also want them to be safe and responsible when using technology. Our BYOD policy supports our vision of technology use and digital citizenship.

### **Policy**

Students may bring their personal electronic devices to school in order to enhance learning and demonstrate the ethical use of technology. Devices include Smartphones, Tablets, Laptops, iPods, eReaders, and other similar devices.

#### **School-wide Guidelines**

##### Allowed

- Use until 7:45 am
- Use during passing time
- Use to, during, and from lunch
- Use after 2:00 pm
- On buses am/pm
- Classroom use for teacher directed instructional activities
- One ear bud, (none during class time)

##### Not Allowed

- Personal use during instructional time
- Taking OR using a phone that is not yours
- Taking pictures or video of others without knowledge and consent
- Taking pictures or video in restrooms or locker rooms
- Posting to social media
- Headphones (ear bud style only)
- Use during lonely lunch
- During crisis procedures/drills to include fire and lockdown

#### **Students are responsible for...**

- Following daily classroom cell phone procedures as determined by the classroom teacher.
- Keeping their equipment safe and secure. The school is not responsible for lost, damaged, or stolen equipment.
- Managing battery life (charge your cell phone at home).
- Using in an appropriate and ethical manner.
- Knowing and adhering to the network use policy.
- Keeping the ownership documentation, including serial number, at home.
- Being in possession of only their device and not allowing others to use their device.

#### **Consequences** (Each offense will be documented)

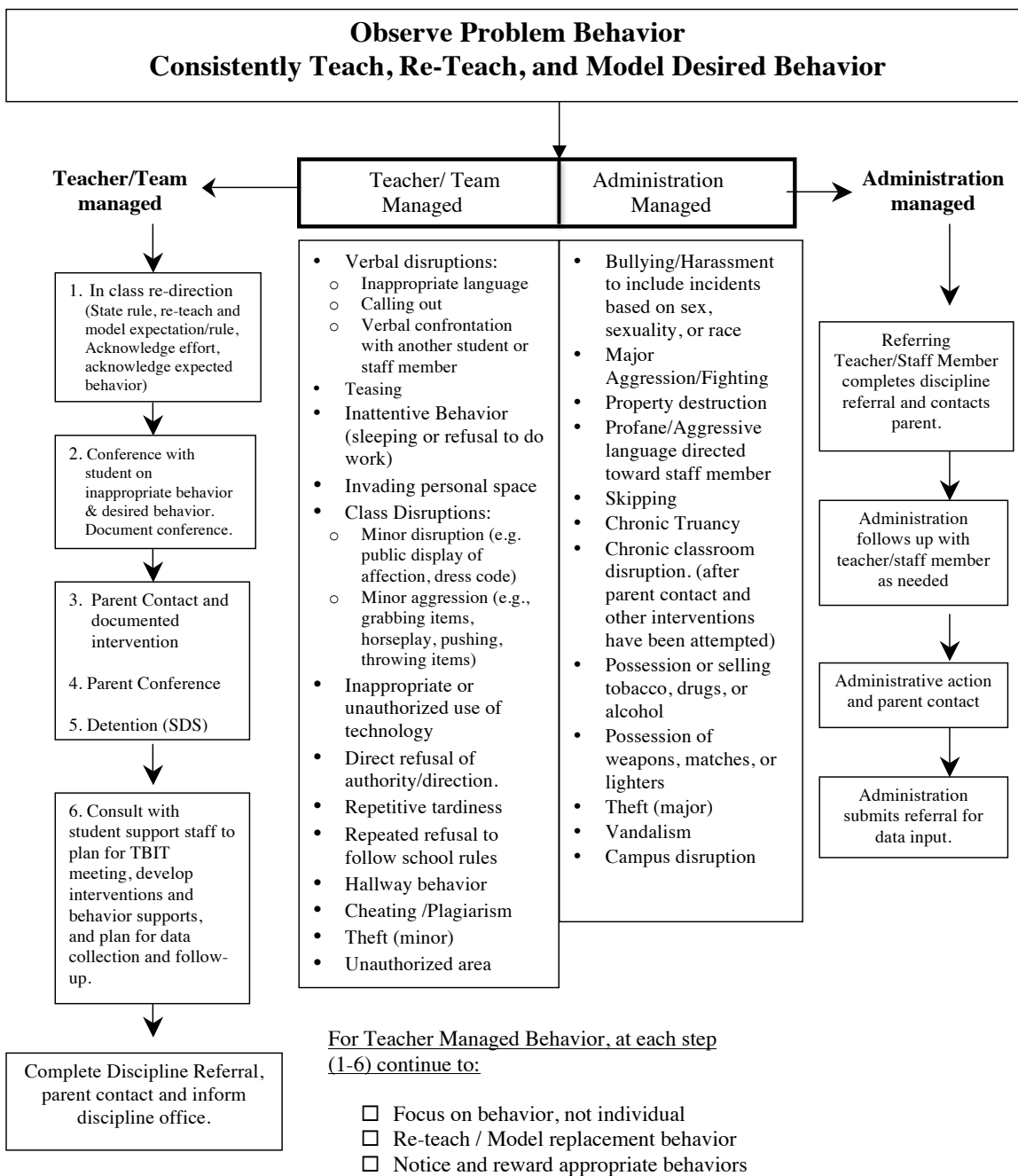
First Offense - Teacher warning and direct student to follow procedure.

Second Offense – Teacher takes the device and returns at the end of the class period.

Third Offense - Teacher turns in device to Main Office and student can pickup at end of the day (Parent contact)

Fourth Offense - Teacher turns in device to Main Office and parent has to come pick up (Parent contact)

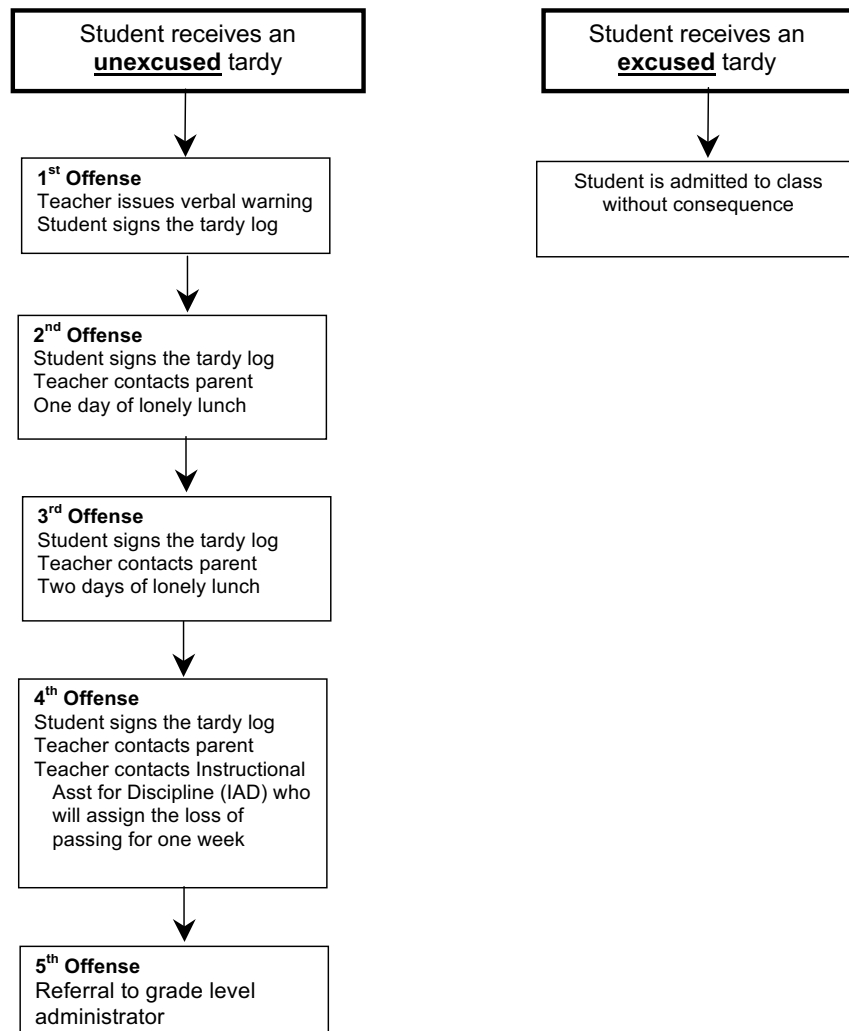
## GMS Behavior Action Flow Chart



## GMS Tardy Policy Flowchart

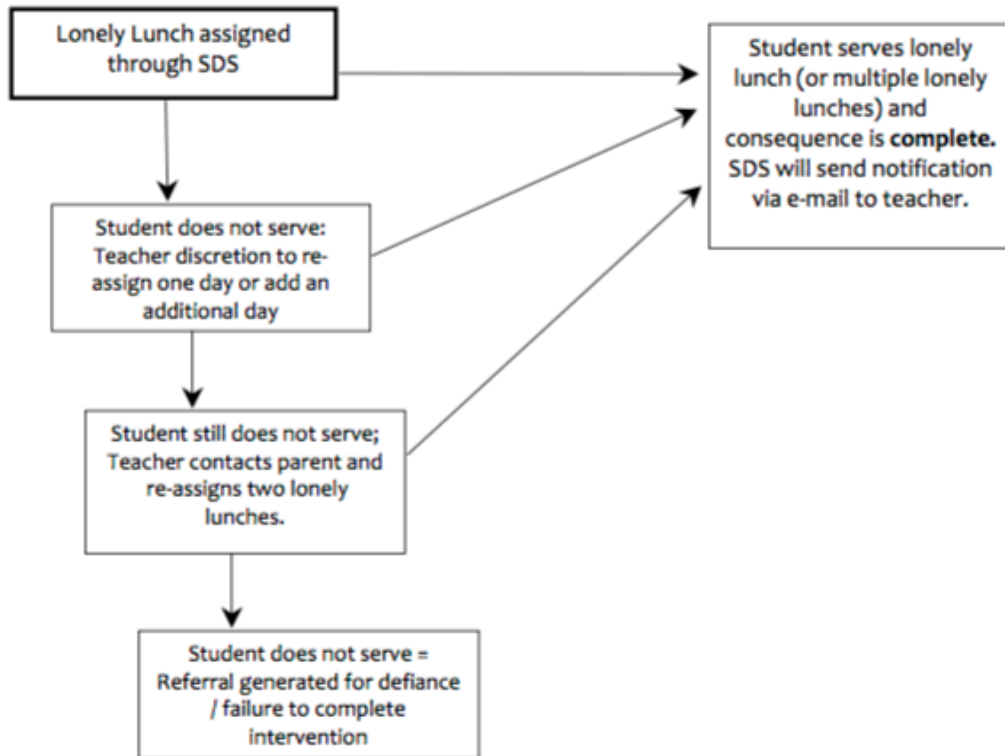
Students are expected to arrive to school and to all of their classes on time. Failure to do so hinders the instructional objectives of the classroom and interrupts the learning process. Teachers will close and lock classroom doors on the bell. Teachers will assign a student that will open the door to a tardy student. Students NOT in the room at the bell will be responsible to sign in on Tardy Log and report to the teachers at the end of the class. Tardies will be reset each quarter.

All **unexcused** tardy information should be logged into SDS by the teacher.



## GMS Lonely Lunch Flowchart

Lonely Lunch – please be sure to document each of these steps in SDS





# GULF MIDDLE SCHOOL

Jason O. Joens, Principal

Karen Kledzik, Assistant Principal

Lori Mobley, Assistant Principal

## GMS School-Wide Incentive Dates for 2016-2017

(Revised 6/22/16 LM)

Date Range	Requirements	Activity Date - Type
Quarter 1 Progress Report  Date range: Aug. 15 – Sept. 16	6th No Disciplines 7th No Disciplines 8th No Disciplines	September 23, 2016  Open Gym by grade level
Quarter 1 Report Card  Date range: Sept. 19 – Oct. 14	6th No Disciplines or F's 7th No Disciplines or F's 8th No Disciplines or F's	October 28, 2016  Carnival by grade level
Quarter 2 Progress Report  Date range: Oct. 18 – Nov. 18	6th No Disciplines 7th No Disciplines or F's 8th No Disciplines or F's	December 2, 2016  Need student input
Quarter 2 Report Card  Date range: Nov. 28 – Dec. 22	6th No Disciplines or F's 7th No Disciplines or F's 8th No Disciplines, D's or F's	January 20, 2017  Need student input
Quarter 3 Progress Report  Date range: Jan. 9 – Feb. 10	6th No Disciplines 7th No Disciplines or F's 8th No Disciplines, D's or F's	Feb. 17, 2017  Need student input
Quarter 3 Report Card  Date range: Feb. 13 – March 16	6th No Disciplines or F's 7th No Disciplines or F's 8th No Disciplines, D's or F's	April 7, 2017  Carnival by grade level
Quarter 4 Progress Report  Date range: March 27 – April 28	6th No Disciplines or F's 7th No Disciplines or F's 8th No Disciplines, D's or F's	May 5, 2017  Open Gym by Grade level

*"Partners in Education"*

**Gulf Middle School Contact Information**

If there is a question that needs to be answered, please refer to the information below to help.

**What is happening at Gulf Middle School? How can I contact people?** Websites have a variety of events, notifications, news, and links:

Gulf Middle Website: <http://gms@pasco.k12.fl.us>

Pasco County Schools Website: <http://www.pasco.k12.fl.us>

Facebook: Gulf Middle School      Twitter - @GMSBuccaneers

**If I need to talk to someone about a classroom issue, teachers should be contacted first.** See contact information provided in teacher syllabus, leave a phone message in Main Office 774-8000, or visit our website and contact the teacher using email.

**How do I schedule a conference?** Please contact your child’s teacher for an appointment. **If my child needs someone to talk to, contact the appropriate guidance counselor:**

Sixth grade students - Ms. Nicolas 774-8032

Seventh grade students - Ms. Lehmker 774-8031

Eighth Grade students - Ms. Lehmker A-L 774-8031 Ms. Nicolas M-Z 774-8031

**Instruction Assistants for Discipline and transportation should be contacted for discipline referral or transportation questions.**

??? – Discipline 774-8070

??? – Discipline & Transportation -774-8170

District Contact for Regular Transportation– 774-0420

District Contact for Special Needs Transportation 774-0418

**The appropriate Administrator (administrative offices 774-8000) should be contacted for student issues that have not been able to be resolved after speaking with the teacher and counselor.**

Mr. Joens 6<sup>th</sup> Grade

Mrs. Kledzik 7<sup>th</sup> grade

Mrs. Mobley 8<sup>th</sup> Grade

**What if I have questions about other school areas? Specific support staff include:**

Athletic Director: Miss Adamski 774-8070	ESE Compliance Specialist: Ms. Mastromarino 774-8030
Attendance: Mrs. Bowers 774-8000	Parent Involvement/Volunteer office: Liz Kuhns- 774-8000
Data Entry: Mrs. Rich – 774-8006	School Nurse: Mrs. Giarrantano 774-8033
Bookkeeping: Joyce Cram – 774-8004	School Psychologist – Ms. Coile 774-8000
Cafeteria: Mr. Johnson – 774-8078	School Resource Officer (SRO): Steve Wade 774-8010
Clinic: Mrs. Pressler – 774-8005	School Social Worker: Karyn McGuire or Jennifer Gobeli 774-8134
Media Center: Mrs. Peluso– 774-8023	Technology & Computer Questions: Rebecca Filmore – 774-8025