



BUCCANEER NATION  
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 acceptable and desired behaviors that support our GMS vision and student outcomes. This handbook is written as the student is the targeted audience.

#### Table of Contents:

- Principal's Welcome, "Partners in Education"
- Daily Schedule
- Daily Procedures
  - o Arrival Procedures
  - o Approved Morning Locations Transitions
  - o Tardy
  - o Passing
  - o Restroom
  - o Cafeteria
  - o Lonely Lunch
  - o Dismissal Procedures
  - o Hats and Head Coverings
  - o Attendance
  - o Extracurricular Activities
- Behavioral Expectations
  - o Shared Values Social Matrix Dress Code
  - o Behavioral Flow Chart
  - o BYOD Policy
  - o Tardy Policy
  - o Lonely Lunch
  - o Incentive Calendar
- Contact Information

## **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 (purpose), three student outcomes (1. Mastery of Standards, 2. Middle to High School Promotion, and 3. High School Diploma), and our shared values (Acceptable behaviors). 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

### Gulf Middle School bell schedule 2018-19

LM 5/29/18

Regular	PM Activity
8:15 Campus open	8:15 Campus open
8:25 First Bell	8:25 First Bell
<b>1 8:30- 9:22</b>	<b>1 8:40 – 9:20</b>
<b>2 9:26 –10:18</b>	<b>2 - 9:24 - 10:04</b>
<b>3 10:22 – 11:14</b>	<b>3 10:08 – 10:48</b>
<b>4 11:18 – 12:10</b>	<b>4 10:52 – 12:32</b>
<b><i>A Lunch 11:18 – 11:48</i></b>	<b><i>A Lunch 10:52 – 11:22</i></b>
<b><i>B Lunch 11:53– 12:23</i></b>	<b><i>B Lunch 11:27 – 11:57</i></b>
<b><i>C Lunch 12:28 – 12:58</i></b>	<b><i>C Lunch 12:02 – 12:32</i></b>
<b>5 1:02 – 1:54</b>	<b>5 12:36 – 1:16</b>
<b>6 1:58 – 2:50</b>	<b>6 1:20 – 2:00</b>
	<b><i>Activity 2:04 – 2:50</i></b>
<b>3:00 Campus Closed. No supervision will be provided for non-school related activities.</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. Our GMS social matrix filtered by our shared values of Respect, Responsibility, and Problem-Solver will guide me on a daily basis. Our Bring Your Own Device (BYOD) policy outlines acceptable times for my personal electronic device(s) (See BYOD attachment).

Once inside campus, I will proceed directly to my assigned breakfast cart, take my breakfast (any breakfast items that I do not want, I will drop in the Share bin) and 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 as my classmates and I are all moving at the same time.

Upon arriving to my 1<sup>st</sup> period class I will enter the classroom and engage in the activity provided by my teacher. I will review learning goal and or/posted procedures, along with getting out my resources/supplies needed for the day and complying with the BYOD expectations for the day.

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 my goal is to achieve the three student outcomes. My behaviors will support this endeavor.

I understand that the school and my teacher have developed incentives for my “on track” desired behaviors, and it is my responsibility to be engaged in working towards and meeting my student outcomes at all times. Clarification of acceptable behaviors and shared values that are aligned with my outcomes are outlined in the GMS Shared Values (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 four 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 between the media and the gym. I will enter the campus through student entrance between the gym and building #11.

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

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

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

Exit the bus, then enter the campus through the bus entrance by the cafeteria.

**Late arrivals** (arriving to school after 8:30 a.m.) I will enter through Administrative Offices to get a pass prior to being allowed to attend class. I may request breakfast from the Administrative Offices up to 9:30 a.m.

**Adult Entrance:** Main Office adults and official business 7:30 a.m. to 3:00 p.m.

### **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 engage in the do now 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:)

- Enter the room quietly
- Sign the tardy log
- Sit down and get to work quietly without disruption
- See the teacher after class for tardy details

#### **Passing (during class)**

- If I must leave the class/pod, I must have a pass from their teacher (planner, media pass, etc.) to be in hallway. I will not be out of class without a pass/written permission (P.E. will notify the office/clinic by radio for student travel).

#### **Restroom and Clinic Passes**

- I will use my passing time between classes to take care of my personal needs. Excusing students from instructional time will be considered only for emergencies.
- During my lunch, I will use the restroom in the cafeteria before returning to class after lunch.
- I will communicate with my teacher to request a pass for urgent needs during class.

### **Cafeteria**

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

- Walk to the cafeteria as directed from adults. I will follow the cafeteria expectations. Afterwards I will go directly to my next scheduled class using the approved route communicated by my teacher.
- Report to the cafeteria at approved times
- Enter and choose a seat that I will use for the entire lunch period.
- Stay seated until table is called to go to the food lines.
- Use posted voice levels
- Keep hands and feet to myself.
- Use appropriate voice levels and language.
- Use good manners.

- Be polite to the cafeteria staff.
- Consume all food and drink inside the cafeteria.
- Notify an adult if there is a problem.
- Avoid confrontation.
- 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 previous seat.
- Clear all food and debris from eating area and floor before being dismissed by an adult from the cafeteria Transition directly to my next period class location.
- Use south side of building 19 steps to transition from the cafeteria back to class on the second level.

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

- Report to designated desk/chair.
- Sit quietly without talking.
- Surrender 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:)**

- Use designated cross walks to exit the campus.
- Walk directly home.

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

- Exit through the student entrance on Harrison.
- Report to directly to the car rider pickup areas.

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

- Exit through the student entrance on Louisiana.
- Report to bike storage area.
- Pre-determine routes to and from school with 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.
- Only touch my bike and helmet.
- Ride safely home.

## **Hats and head coverings**

- Hats, hoods or heading coverings may be worn outside if the temperature is below 60 degrees.
- Hats and head covering must be removed indoors.
- Hats and head coverings will be allowed on Administrative approved dress theme day.

## **Attendance**

- I am expected to attend school each and everyday. Good attendance will maximize my time to receive instruction, ask clarifying questions, process information with my classmates and participate in classroom discussions.
- I understand that poor attendance is a behavior that does not support my student outcome of mastering standards, meeting middle to high school promotion, or earning a HS Diploma. - I am "On Track" with my attendance if I do not miss more than 2 days a quarter.
- I am "Off Track" with my attendance if I miss 5 or more days in a quarter. If I am "Off Track" for attendance, I will not be able to attend extra-curricular events.

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

- Be “On Track” for attendance in all classes.
- Treat self, authority, other spectators, and parents with kindness.
- Respect property - mine and others’.
- Keep hands and feet to self.
- Make good choices.
- Use appropriate voice and language.
- Be in assigned areas.
- Demonstrate good sportsmanship.
- Be safety conscious.
- Be aware of my surroundings.
- Notify an adult immediately if there is a problem.

**Gulf Middle School Shared Values**  
**(Behavioral Expectations that support student outcomes)**

**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. <b>Low Flow (2)</b></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 voice for the setting. <b>Formal Normal (3)</b></li> <li>Use school appropriate language.</li> <li>Walk on the right 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>Must have a pass to be in hallway during class.</li> <li>Pick up any stray trash place in garbage can.</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. <b>Formal Normal (3)</b></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>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. <b>Low Flow (2)</b></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>Raise my hand to obtain permission to get out of my seat.</li> <li>Use appropriate voice for setting. <b>Low Flow (2)</b></li> <li>Use school appropriate language.</li> <li>Accept direction and redirection from adults.</li> </ul>	<ul style="list-style-type: none"> <li>Place trash in a garbage can &amp; place lunch trays 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 voice for setting. <b>Low Flow (2)</b></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>Flush toilet &amp; 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 voice for setting. <b>Formal Normal (3)</b></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>Accept direction &amp; redirection from adults.</li> <li>Be supportive to peers &amp; presenters.</li> <li>Be quiet when others are talking.</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 learning.</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)

**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.

**Allowed**

**Not Allowed**

Use until 8:30 am	Personal texting during instructional time
Use during passing time	Taking a phone that is not yours
Use to, during, and from lunch	Taking pictures or video of others without knowledge and consent
Use after 2:50 pm	Taking pictures or video in restrooms or locker rooms
On buses am/pm	Posting to social media
Classroom use for teacher directed instructional activities	Headphones (ear bud style only)
One ear bud, (none during class time)	Use during lonely lunch
	During crisis procedures/drills to include fire and lockdown

**Students are responsible for...**

- Keeping their equipment safe and secure. The school is not responsible for lost, damaged, or stolen equipment.
- Using in an appropriate and ethical manner.
- Responding to adult direction at all times (putting away device when directed, etc.)
- Knowing and adhering to the network use policy.
- Keeping the ownership documentation, including serial number, at home.
- Knowing how to use their device to enhance learning.
- Becoming an expert on their own device.

**Consequences**

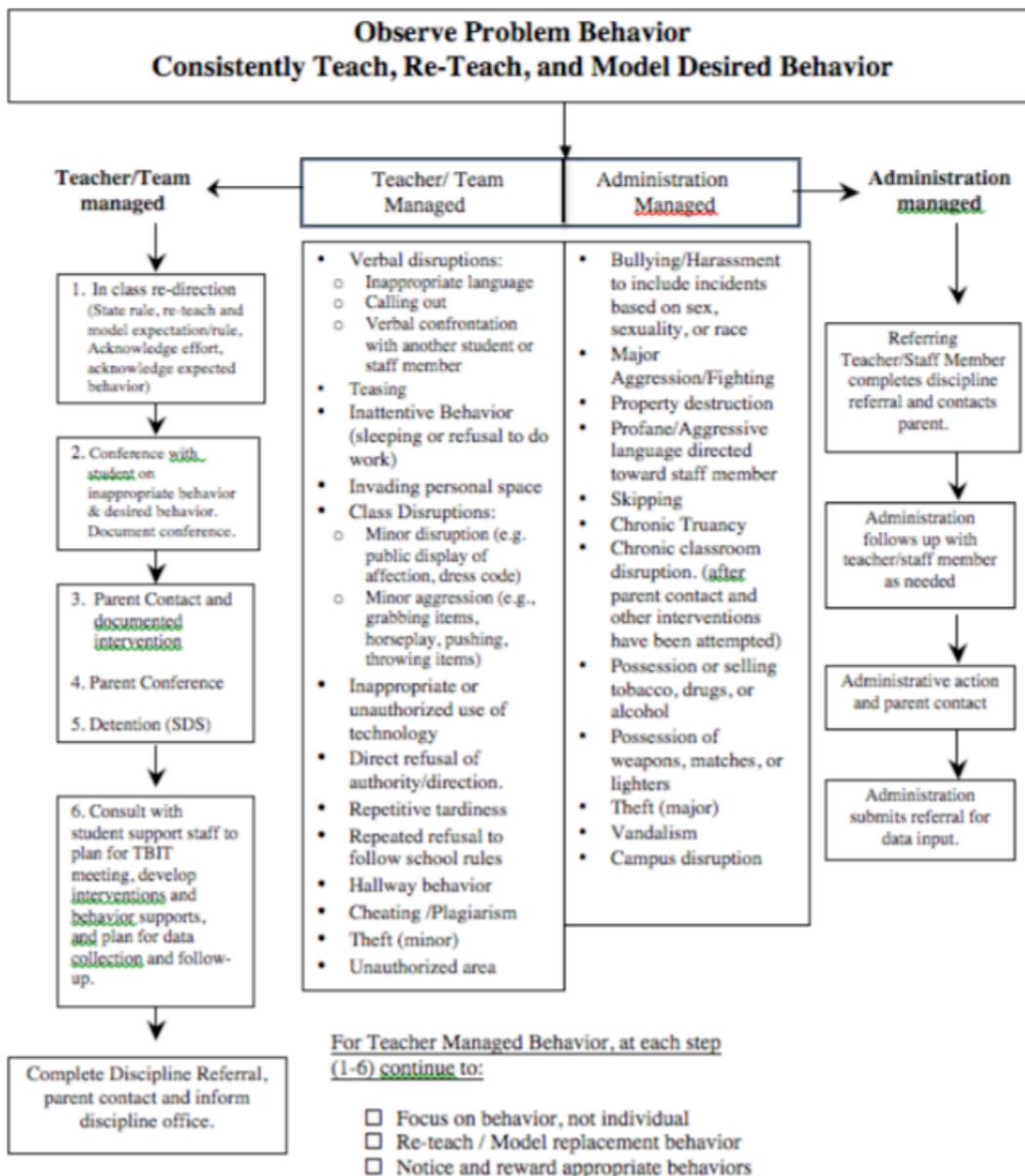
First Offense - Teacher warning and direct student to put away (Document)

Second Offense – Teacher takes the device for the rest of the class period. (Document)

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

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

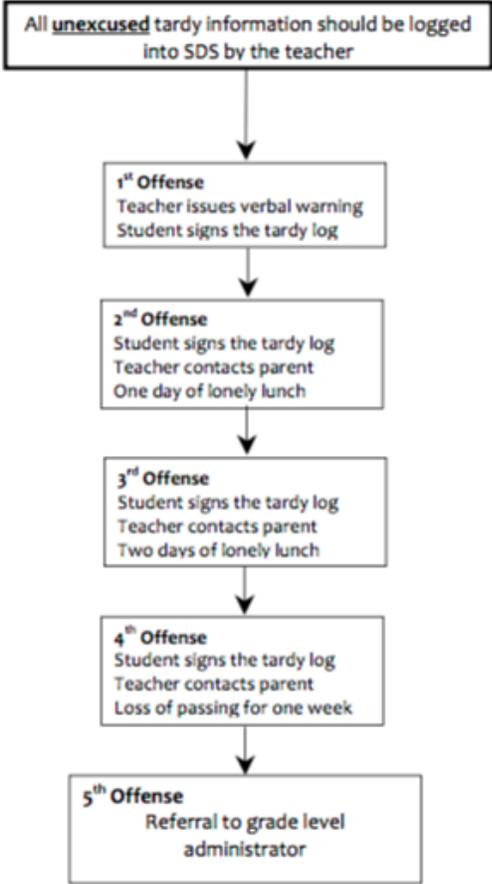
Fifth Offense - Referral for defiance of BYOD guidelines



# GMS Tardy Policy Flowchart

## 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. The following procedures will apply to unexcused tardies.



## 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. Sutphin 774-8033

Seventh grade students - Ms. Lehmker 774-8031

Eighth Grade students - Ms. Nicolas 774-8032

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

Grade 6 Discipline Mrs. Colaprete – 774-8030

Grade 7 Discipline Mr. Cione – 774-8030

Grade 8 Discipline & Transportation Mr. Callegari -774-8030

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: Ms. Adamski 774-8046	ESE Compliance Specialist: Ms. Alberti 774-8030
Attendance: Ms. Gomez 774-8000	Parent Involvement/Volunteer office: Ms. Kuhns- 774-8000
Data Entry: Mrs. Rich – 774-8006	School Nurse: Mr. Clairmont 774-8106
Bookkeeping: Joyce Cram – 774-8004	School Psychologist – Ms. Connolly774-8104
Cafeteria: Mr. Johnson – 774-8078	School Resource Officer (SRO): Steve Wade 774-8010
Clinic: Ms. Parris – 774-8005	School Social Worker: Mr. Knowles 774-8103
Media Center: Mrs. Peluso– 774-8023	Technology & Computer Questions: Mrs. Peluso – 774-8025