Welcome to the 2020-21 Brick and Mortar and Distance Learning School Year! This document has been designed to include the Brick and Mortar and Distance Learning Information, rules, policies, and procedures and more! Much of this information contained has already been provided to you, but some essential information has been revised or is new information. Consequently, it is paramount that parents and students review this document.

Bak is a unique arts community that promotes creativity, responsibility, and citizenship both on and off campus. Faculty, staff, and administration work with students and parents to create a caring, supportive, and nurturing environment. The partnership between the school and home is essential as we help students reach their potential in arts, academics, and social-emotional well-being. Whether this is your first year at Bak or you are a returning student, all students, parents, and guardians should read, review, discuss, and understand the information, rules, policies, and procedures contained in this document, the SDPBC Student Code of Conduct and the Student and Family Handbook. The Bak Family is a powerful community when we all work together!

Starting 9/21/20

Brick & Mortar and Distance Learning

SY21 Bak MSOA Bell Schedule

School Begins: 8:20 am & Ends at 3:35 pm

Bell Rings: 8:15 am (students go to class)

Period 1/2 8:20 am – 9:57 am
  a. Watch Bak MSOA Today (5 minutes)

Period 3/4 10:00 am – 12:04 pm
  • Lunch A: 10:00 am - 10:32 am
    o Lunch A goes directly to class to drop off belongings before going to lunch
    o Class 10:34 am and 12:04 pm
  • Lunch B: 10:45 am - 11:17 am
    o Class 10:00 am and 10:45 am
    o Class 11:19 am and 12:04 pm
  • Lunch C: 11:30 am - 12:02 pm
    o Go back to class to get belongings at 12:02 pm
    o Class 10:00 am and 11:30 am

Period 5/6 12:07 pm – 1:37 pm

Period 7/8 1:40 pm – 3:10 pm

Dismissal is from 3:10 pm to 3:35 pm
A. **Quick Look**

1. **Visitors are not allowed inside the school campus.** If you were directed to come to school or if a procedure requires you to come to school, you must go to the Student Services (glass double doors) and buzz to state your purpose. You will not enter the building.

2. **Masks are worn throughout the school day (see exceptions below) and all rules, policies and procedures must be followed. Violation will result in discipline per the Student Code of Conduct.**
   a. Students may only remove their masks when sitting down to eat breakfast or lunch in the designated areas, when playing certain musical instruments, and in special circumstances when teachers or administration asks students to remove their masks.
   b. Students will be given a pack of 5 cloth masks—purchased by the District.
   c. When taking off their masks for breakfast or lunch, students should clip their mask to clothing or another method of securing their masks.

3. **Changing the “Make Your Choice” decision for your child.**
   a. When making a change, parents must reflect that change via the *Make Your Choice* process.
      i. **Brick and Mortar to Distance Learning:** You may make the change immediately.
         1. Reflect that change via the *Make Your Choice* process
         2. Email the teachers to let them know the change back to Distance Learning.
      ii. **Distance Learning to Brick and Mortar:** There is a waiting period
         1. Make your decision on the *Make Your Choice* no later than the Wednesday before midnight for the following week. List will be pulled on Thursday, for the next week.
         2. All students will begin the new week on a Monday.

4. **Personal Protective Materials (PPE)**
   a. As previously stated—5 cloth masks will be given to students when in their 1st period class.
   b. Soap dispensers for classroom have been ordered, but have not yet arrived.
   c. We have wipes and hand sanitizer to start the year.
   d. If possible, please send your child with hand sanitizer and wipes.
   e. Thank you for your donations of wipes, sanitizer, etc. through the MSOA Foundation and via the PTO drop-off week.

5. **Room utilization** - Desks have been positioned to enable maximum use of the area provided, while creating separation from other students (staggered formation). Classrooms may not be able to accommodate all the assigned students that may attend that class for brick and mortar. If this occurs, the overflow of students will be placed in another location with a laptop for learning—Google Meet!

6. **How your child is getting home each day:** Ensure that your child knows how he/she are getting home.
   a. We are unable to deliver messages to students throughout the school day.
   b. Students will be given permission to turn on their telephones each school day before dismissal (when directed). If you have a change in plans in your transportation, please message your child. It is the students’ responsibility to complete this process.

7. **Cell Phones, Apple watches, or Android watches:** All personal electronic devices are Off and Away per district policy. Students may use their phones and other personal devices when given permission (see above). Look at the Distance Learning Guide under Cell Phones for full details.

8. **Badges:** Students will receive a student I.D. badge that must be worn on a lanyard/visible during the school day and while on school sponsored transportation. Additional I.D.s may be purchased for 5.00. Violations will result in discipline per the Student Code of Conduct.

9. **NO Lockers:** Students may not use hallway, gym, dance, or theatre lockers (no locker use). Students must carry what they need for the day.
   a. Students should NOT carry all their books for all their classes. Remember, students only see four classes each day, so only those needed materials for that day should be brought to school.
   b. Rolling backpacks (unsafe/tripping hazard) are not permitted unless provided a doctor’s note. Contact your child’s counselor for submission of note and permission.
10. Elevators are used ONLY with permission.
11. Time in between classes: Students will have 2 to 3 minutes to get to class – dependent on the staggered start (last year they had 4 minutes). This is done to ensure proper movement and traffic flow, reduction of student engagement, and best utilization of our very narrow and limited stairwells.
   a. We are going to do the best we can based on the facility.
   b. Stairwells are only 42 inches wide per side (six inches wider than a doorway) and two of the five stairwells do not lead to a covered area – hence rain hampers the use of these stairwells.
12. Construction will be occurring on campus (bridge, stairwells), so it is essential that students follow the appropriate traffic patterns, safety regulations, and utilization of stairwells.
13. Bathrooms – Bak MSOA is 70% female, so it is always a challenge to meet the personal needs of our female students. Bathrooms may be used during class changes, if time permits. Student will receive permission from their teachers or other school personnel to use the restroom.
14. Water bottles – student may bring water bottles to stay hydrated throughout the day (water may be sold during the students’ lunch time). Water must be consumed during breakfast, lunch, or during the time between classes. Masks must remain on when in class.
15. Lost and Found - Students must ensure to keep and secure their personal belongings. Due to hygiene and safety, we will not be collecting/placing materials in Lost and Found (e.g., water bottles, lunch boxes, clothing). If it is a cell phone, instrument, laptops, backpacks – then we will try to find the owner.
16. Chromebooks/Laptops - Students will be provided with a Chromebook to use while on campus, so students do not need to bring a Chromebook or laptop to school. Students’ hands will be sanitized/cleaned before they touch the previously cleaned Chromebook (see under Instructional Materials).

B. Every Day Rules, Policies, and Procedures:

Cafeteria and Gym Rules and Procedures:
Bathrooms are located in the cafeteria and gym lobby
Cafeteria:
- Three breakfast and lunch lines (6th & 7th grade) - When entering the food lines, stand on the floor stickers to maintain appropriate distancing and remain facing forward. When you reach the front of the line, wait until the next station becomes available, alternating each line. Masks remain on.
- Students who have gone through the food line may not return for additional items.
- Students may only sit in designated areas and indicated seats.
  o Do not sit on the “X” seats in the cafeteria.
- Upon dismissal students will throw away all trash.
  o Students will be called by row and tables for exiting.
Cafeteria and Gym:
- Students may NOT share any food or other items.
- When taking off masks for breakfast or lunch, students must clip their mask to clothing, lanyard, or another method of securing or putting away their masks.
  o Masks may not be placed on the table.
  o Students will not have backpacks during lunch.
- Students must remain seated and facing forward.
- Students must keep masks on if not eating.
- Students must have permission to leave their seat.
- Students will keep all trash at table until dismissal time.
- Students must clean-up after themselves.
- Upon dismissal students will throw away all trash.
  o Students will be called by tables and bleachers for exiting.
### Outside Courtyard and Cart Service
- Only the 8th grade students get the privilege of eating outside (this is a Bak tradition)
  - Exception - if 8th grade students leave the courtyard a mess - they temporarily lose the privilege, then 7th grade gets the opportunity!
  - Special occasions 6th and 7th get to eat outside as well.
- Grab and go will be served for breakfast and lunch
- Social distancing must be adhered to at all times (use common sense)
  - Sit where you see “Sit Here” stickers on metal benches or on the marks on the concrete border
  - Maximum three people per tile/umbrella tables (staggered)
  - Spread out if sitting under covered courtyard “stage” – sit on marks
- Masks must be on unless eating.
- Bottled water will be served only via the outside cart service
  - NO CASH - can only be purchased through SchoolCashOnline account
  - 6th and 7th can get water at cart as well
- If it rains, do not worry - cart is undercover - students can choose to sit under any covered area or go into the Media Center to eat.

#### 1. Morning Arrival: What do you do when you arrive on campus?

**Car Riders** (This does not pertain to those students enrolled in Morning Care):
- **Parents:** All cars must enter through the car loop located off of North Shore Drive
  - Students may not be dropped off before 7:50 am - cones will prevent your progression
  - Pull forward in line (do not leave big gaps)
  - Make sure your child is ready to exit the car & remind your child how they are getting home
  - Do not let your child out of the car before arriving at the car loop overhang area
- **Students:** Be ready to exit the car as soon as it comes to a complete stop
  - Know how you are getting home, mask on, books/backpack in your hands/lap
  - Exit the car quickly and safely with your mask on.

**Masks On - Entering School:**
- Car riders and walkers enter through the Main Entrance (double blue doors)
- Bus & Tri-Rail riders (P608) enter through the bus loop doors

**What if a student arrives late to school?** Students that arrive after the double doors are locked must buzz at the Students Services door (glass door). Students that arrive after 9:00 am must be escorted by their parent to the Student Services. The parent should buzz, state the student’s name and reason for the tardy. Students will be buzzed in and proceed to class.

#### 2. Where to Go After Entering the Building:
- **Students in Grades 6th and 7th:** Go to the cafeteria to get breakfast and then go to their designated area - OR - if not eating breakfast, students report directly to the designated grade level area.
  - **6th Grade: Gymnasium** - Ensure social distancing
    - If eating breakfast, the student takes breakfast to a table, sits down, removes their mask, and eats breakfast. Student remains seated until directed to clean-up/throw out trash, student proceeds to class when the bell rings at 8:15 am
    - If not eating breakfast, the student keeps their mask on and sits in bleachers in front of a stickered spot.
  - **7th Grade: Cafeteria** - Ensure social distancing
    - If eating breakfast, the student takes breakfast to a table, sits down, removes the mask and eats breakfast. Students remain seated until directed to clean-up/throw out trash and proceed to class when the bell rings at 8:15 am.
      - Do not sit on the “X” seats in the cafeteria.
      - If not eating breakfast, keep a mask on and sit on a seat that has no “X” on it.
**Students in Grade 8:** Students in grade 8 go to the courtyard. There will be an outdoor cart to serve breakfast. Those not eating breakfast stay in the courtyard.

- **8th Grade: Courtyard** - Ensure social distancing
  - If eating breakfast, the student takes food to a tile/umbrella table, a metal bench, a concrete planter seat, or covered area to sit down, remove the mask, and eat food.
  - Only three people to a tile/umbrella table when eating - two on one side - sitting on opposite ends of the bench seat, one person on the other side in the middle of the table.
  - Sit where you see “Sit Here” stickers on metal benches or on the marks on the concrete border. Spread out if sitting under covered courtyard “stage” – sit on marks
  - If raining, find a covered area or go to the Media Center
  - If not eating breakfast, with mask on, students can sit three at the round table (one per seat) next to the cafe or in another location
  - Clean-up and throw out trash, proceed to class when the bell rings at 8:15 am

**ONLY BAND OR STRING STUDENTS THAT HAVE INSTRUMENTS TO DROP-OFF:**
- Starting at 8:10 am: Drop off instrument in appropriate classroom and immediately go back to your grade level designated area, maintaining social distance
- Students that do not have instruments MUST NOT enter the Music Suite
- Violation of this policy will result in discipline

**BELL RINGS at 8:15 am - STUDENTS PROCEED DIRECTLY TO CLASS**

3. **Moving to Class/Hallway Etiquette**
   - Students move directly and quickly to their assigned classroom
   - No stopping and speaking to other students
   - When walking in hallways - students’ right shoulder should be next to the wall
   - Cross to the other side if you have to enter a classroom on the opposite side of the hallway
   - When entering or exiting doorways
     - Use the door on the right (as you face it)
   - Stay on the appropriate side of the stairwell
     - Right side up and Right side down (as you face it)
   - Students can use the restroom if able to get to the classroom on time
     - If not, student must first go to class and get teacher’s permission
   - When the second bell rings, students should be in class.
   - Follow “entering classroom” rules

4. **Entering Classrooms**
   - Students must enter the classroom, use hand sanitizer (or wipes) to sanitize hands before sitting down and/or getting a laptop or materials
   - Sit where directed (assigned) - do not move desks unless instructed to do so by the teacher
   - Backpacks are placed on the back of the chairs or under tables where that student is sitting/assigned
   - Once seated, students may use their own sanitizer/wipes (non-perfumed)
   - Adhere to specific guidelines set forth by the teacher
   - If a student leaves and returns to the classroom, hand sanitizing procedures must be repeated

5. **Dismissal from Classroom**
   - Bell Rings- Teachers will release students with the last names that begin with the following:
     - Odd Start of Week - A to K
     - Even Start of Week - L to Z
   - Teacher will wait until the room fully clears and then dismiss the second set of students
6. **Lunches** - Students take only what they need for lunch (no backpacks)
   - ALL students go to their classroom before going to lunch
     - Lunch A: Drop-off belongings - Go to lunch with only lunch items, Go back to class
     - Lunch B: Go to class, lunch (bring only lunch items), back to class
     - Lunch C: Go to class, lunch (bring only lunch items), back to class to get belongings
   - Students in 6th and 7th grade go to the cafeteria to get lunch and then go to their designated area - OR - if students brought lunch, students report directly to the designated grade level area
   - Students in grade 8 go to the courtyard (there will be an outdoor cart to serve lunch). Those who brought their lunch stay in the courtyard.
   - **6th Grade: Gymnasium**
     - If getting lunch, the student goes to the cafeteria, then to the gym, sits down at a table, removes their mask and eats lunch
     - If a student brought lunch, they go to the gym, sit at a table, and remove their mask to eat
     - If not eating lunch, students keep their mask on and sit in bleachers in front of stickered spots
   - **7th Grade: Cafeteria**
     - If eating lunch, the student takes lunch to a cafe table, sits down, and removes mask to eat
     - Students do not sit on the “X” seats in the cafeteria
     - If not eating lunch, students keep their mask on and sit in a seat on the other side of a student who is also masked
   - **8th Grade: Courtyard**
     - If eating lunch, the student takes lunch to a tile/umbrella table, metal bench, or covered area; they must ensure social distance, sit down, remove mask and eat lunch.
     - Only three people to a tile/umbrella table when eating - two on one side - sitting on opposite ends of the bench seat and one person on the other bench in the middle
     - Sit where you see “Sit Here” stickers on metal benches or concrete planter
     - If raining, find some covered area or go to the Media Center
     - If not eating lunch, keep your mask on. Those students can sit three at a round table (one per seat) next to the cafe or in another location

7. **END of the DAY DISMISSAL**
   - Students will be allowed to turn on and look at their cell phones for a few minutes before dismissal to see if their mode of transportation has changed
   - Students are dismissed by the public address system (PA)
   - Students must remain silent during dismissal announcements
   - Students must remain in class until their mode of transportation is called - once called, students must move quickly and directly to the bus loop or car loop
   - Students must remain seated and facing forward in their class during the entire dismissal process
   - Students going to After Care are dismissed at 3:40 pm - last dismissal

8. **TRI-RAIL RIDERS**
   - Students leave out the bus loop door or the side doors by Building 2
   - Get on the designated Tri-Rail buses (the first set of buses at the top of the bus loop)
   - Move quickly to a seat and sit down - do not block the aisle
     - Train (P633) leaves at 3:30 pm whether Bak students are on it or not!
   - Masks must remain on while walking to the bus, at the bus loop, while on the bus, and on Tri-Rail
   - Students arrive at Mangonia Station (escorted to train platform by school personnel) Students get on train when instructed to do so (see Transportation section)
9. **BUS RIDERS**
   - Students leave the classroom ONLY when their bus is called
   - Students proceed directly to the bus loop
   - Students will maintain appropriate distance when lining up for the bus and will sit in their assigned seat as designated by the bus driver
   - Masks must remain on while walking to the bus, at the bus loop, and while on the bus per district policy (see Transportation section)

10. **CAR RIDERS**
   - Students proceed directly to the car loop with masks on
   - Students must pay attention, face forward, look for their parent’s car, and move to the appropriate location to enter the car
   - It is essential that students remain quiet and look out for their parent’s car - we do not want to slow down the line. Students may not be on cell phones.
   - Students not picked up by 3:40 pm (parent not in pick-up line), will be taken to After Care. Parents will be charged $2.50 per hour (supervision fee). Parents must park, go to Students Services, state the reason you are at the door and your child’s name

11. **AFTER CARE (CURTAIN CALLS)**
   - After Care students will be dismissed at 3:40 pm - last dismissal
   - Students must proceed directly to the cafeteria to get snack/drink
   - Students must follow all After Care procedures

C. **Attendance**
   Attendance guidelines must be followed whether your child is at home or in brick and mortar. Specific details were provided in the Student Distance Learning Guide. Do not email teachers – that is not the procedure.
   b. Students are marked with an unexcused tardy when late to class unless directed by administration to excuse the tardy (e.g., due to bus arriving late, heavy traffic in the car drop-off, series of accidents on I-95 or surrounding area) or the tardy follows district guidelines for an excused absences.
   Students must attend school each school day, follow the school calendar and bell schedule, log-in to the assigned Google Classroom at the start of each class, and remain logged-on until the end of class. Student attendance is marked in SIS for each class period (see explanations below).
   a. Present: Joined class on time and remained in the Google Classroom for the entire period.
   b. Unexcused Tardy: Students who attend the majority of the class, but did not join the Google Classroom when the class began (was late to class).
   c. Unexcused Absence: Students who do not attend class or miss more than 50% of the class time.
   d. Excused Absence/Tardy - For criteria, refer to the SDPBC Student and Family Handbook at https://www.palmbeachschools.org/Students_Parents/student_family_handbook

**How Do Parents/Guardians Report an Absence?**
Per the SDPBC, parents and guardians are responsible for notifying the school when a child will be absent and informing the school of the reason for the absence within 24 hours of the absence. Regardless of the reason or length of absence, please document your child’s absence(s) in the following manner:
   - Go to the Bak SchoolMessenger page (https://msoa.palmbeachschools.org)
   - Click on the School Info tab
   - Click on the link: Bak Attendance: Click here to report your child’s absence(s).
   - Complete and submit the form.
   - If your child is going to be absent more than four consecutive school days, please notify your child’s counselor so we can determine if additional services and support are needed.
   - A consecutive absence of longer than three days requires a doctor’s note.
**Make-Up Work:** For excused or unexcused absences, the number of days allowed to make-up work shall be the same as the number of days the student was absent. Modifications to the time frame should be made at secondary schools on block schedule. It is the student’s responsibility to contact his or her teacher(s) about the make-up assignments and to complete all make-up work in a timely manner. Students will be assigned a “zero” until the assignments are submitted/graded.

**D. Breakfast and Lunch**
1. Breakfast is free to all students through June 18, 2021 (Grab and Go).
2. Lunch is free to all students through December 2020 (Grab and Go).
3. Parents should apply for Free and Reduced lunch now – application is in the student portal and on the Food and Nutrition website: [https://www.myschoolapps.com/Application](https://www.myschoolapps.com/Application)
4. Students will eat in the café, outside, gym, and media center. Microwaves will NOT be available.
5. No ala carte menu items will be sold (café plans on selling water).
6. Only Grab and Go breakfast & lunch will be served.
7. Placement of stickers to adhere to social distancing will be provided for the lunch line.
8. Students have 30 minutes for lunch – masks will not be worn when sitting and eating breakfast or lunch in the designated areas.

**E. Checks:**
All checks or money orders MUST include the following: student’s full name & ID# and the check writer’s full name, home address, work or home phone number, and driver’s license number with issuing state and expiration date.

**F. Communicating with Faculty and Staff**
During Distance Learning teachers and school personnel may not be on campus during the school day. Therefore, email is the most efficient way to contact Bak faculty and staff. Bak faculty/staff emails follow the same format - *firstname.lastname@palmbeachschools.org*. For personnel with phone numbers, you may leave a voicemail. School personnel will respond to parent emails within two (2) school days of receiving the email (excluding weekends and holidays). Phone messages will have a three (3) school day response time. Please make sure to contact the appropriate person with your questions or concerns:

a. **The Main Number** (561-882-3870) General school business- you will receive a prompt.
b. **Student Services** (561-882-3871) Information and assistance to parents and students
c. **School Police Officer** - Donald Silva (561-882-3896)
d. **Teachers** - The best/quickest way to get an answer to a question or concern is via email.
   a) Students: Students should email their teacher if they have any questions, have issues with completing an assignment or accessing an assigned resource. In addition to email, students may seek extra support by contacting their teacher to set up a Google Meet during the teacher’s “office hours” (3:10 pm to 3:40 pm).
   b) Parents: As stated previously, please email the teacher if you have any questions or concerns. If the email correspondence with the teacher did not adequately address the question or concern or the situation necessitates a conversation, the parent may email the teacher to request a phone call or Google Meet. This will be scheduled during the school day when the teacher is available.

e. **Assistant Principal** - if your child is unable to complete his/her work due to not having a functional laptop/losing internet service or you have questions regarding general rules, policies, and procedures that the teacher or counselor are unable to answer. Assistant principals are assigned based on the students’ last names.

**Assistant Principal:** A.P.s are assigned based on the students’ last names.
a) A- F: Misty Connelly (561-882-3818 or 561-420-1232)
Misty.connelly@palmbeachschools.org
b) G-M: Timothy Regula (561-882-3840 or 561-891-9258)
   Timothy.regula@palmbeachschools.org

c) N-Z: Crystal Clark (561-882-3874 or 561-351-0658)
   Crystal.clark@palmbeachschools.org

f. School Counselor and 504 Contact - If your child needs counseling, service, or accommodations or you have general questions. Counselors are assigned based on the students’ last names.
   a) A- F: Pamela Jackson (561-882-3825) - Pamela.jackson@palmbeachschools.org
   b) G-M: Shawn Henderson (561-882-3887) - Shawn.Henderson@palmbeachschools.org
   c) N-Z: Sonia Parikh (561-882-3860) - Sonia.Parikh@palmbeachschools.org

g. ESE Contact- Laurie McCormick (561-882-3852.): Laurie.McCormick@palmbeachschools.org
   a) If your child has an I.E.P. or you have questions regarding ESE or gifted eligibility.
   b) Ms. McCormick also provides guidance to those students that have an I.E.P.

h. Magnet Coordinator: Lee Glaze (561-882-3819) Lee.glaze@palmbeachschools.org

i. Data Processor - Joanne Friedel (561-882-3884) joanne.friedel@palmbeachschools.org
   a) transcripts, change of address, email, or phone number, vaccinations, school physicals

j. School Information System (SIS) Pin - Micah.Kossove@palmbeachschools.org

k. Mental Health Professional - Alicia Chatterton (561-882-3824)
   Alicia.Chatterton@palmbeachschools.org

l. Bookkeeper – Lilibette Valdes-Maietto (561-882-3827) lilibette.valdes-maietto@palmbeachschools.org
   a) School Cash Online/Check Inquiries

m. Principal's Secretary- Rossana De La Roche (561-882-3844)
   rossana.delaroche@palmbeachschools.org

PARENTLINK (emails, phone messages, & text messages from the district, school and teachers)
STAY IN TOUCH – If you are not getting essential Parentlink phone calls, text, emails, see below.
   • Check SIS to ensure that your number and address are correct. If not, contact Joanne Friedel at Joanne.friedel@palmbeachschools.org and provide her the correct information.
   • If you “opted out” of getting phone messages - Call the Parentlink Phone Hotline at 855-502-7867 from the phone line that was “opted out”.
   • If you “opted out” of getting Text (SMS) messages- Reply START to “60680” from the phone line that was “opted-out” for non-emergency messages and/or Reply START to "54968" for emergency messages.
   • Indicate on your registration form that you want to get messages.

G. Curtain Calls (Before and After School Care)
Before and after school programs are available at Bak MSOA. If students are on campus before 8:00 a.m. or after 3:35 p.m. they must be enrolled in Curtain Calls. For more information, please contact go the Bak SchoolMessenger Page under School Info or contact Shakendra Moorer, Curtain Calls Director, via email at Shakendra.moorer@palmbeachschools.org.

H. Deliveries to School
To preserve and honor the importance of classroom instruction, materials and messages will not be delivered to the classroom (exception: large projects or early dismissal notices).

I. Distance Learning - School-Wide Student Expectation
Students must do the following:
   • Attend school every day and be prepared to learn
   • Follow the District’s Calendar, Bak’s SY21 Odd/Even Calendar & Bak Bell Schedule (NEW)
     ○ Odd Day: 1, 3, 5, & 7 and Even Day: 2, 4, 6, & 8
• Join the appropriate Google Classroom/Google Meet at the start of each class period (on time) through their district portal.
• Always access their Google Classroom and school resources though their district portal.
• Participate in class, have camera turned on, and speaker muted. Teacher will advise when to unmute.
• Understand that the instructional portions of live instruction will be recorded and posted in the teacher’s Google Classroom. Students can refer to these recordings if they are absent or require a “second look” at the instruction.
• Remain on the Google Classroom for the entire scheduled class time.
• Learn and use the applications in Google to complete and submit assignments.
• Understand that students may be directed to submit an assignment on a day that they do not have the scheduled class, as long as the 24 hour minimum requirement has been met.
• When applicable, adjustments will be made for students that have an Individualized Education Program (I.E.P.) or 504 accommodations that allows for extra time.
• Communicate with the teacher(s) if you are having difficulties completing or submitting your work or if you are unsure how to use Reading Plus, IXL, and other instructional programs.
• Ensure that the SY21 Bak MSOA Technology Rules, Policies, & Procedures are followed.
• Understand and adhere to the SY21 Bak MSOA Standards of Excellence & Statement of Commitment.
• Understand that it is a student’s responsibility to make-up all work that is missed due to absences (per district’s make-up policy) and their responsibility to contact the teacher regarding make-up work.
• Understand that students will receive a list of classroom rules, procedures, and general information from each teacher via a syllabus and/or other communication (e.g. Google Classroom). It is the students’ responsibility to review these documents with their parent/guardian. Students are responsible for following their classroom rules and procedures. Teacher and classroom rules may not conflict with school or school board policies.
• Adhere to all district, school, and classroom rules, policies, and procedures.

J. Dress Code
Creativity and self-expression are encouraged. However, a certain degree of decorum is expected to maintain an environment that is conducive to learning. Please ensure that your child is appropriately dressed for school. Non-adherence to district/school rules will result in consequences as outlined in the Student Code of Conduct. The BAK MSOA Dress Code rules are as follows:
1. Exposure of midriff, buttocks, bust, and lower back is prohibited.
2. Unreasonable exposure of undergarments or the body is prohibited (e.g., underwear, bra, cleavage).
3. Strapless shirts/dresses, see-through clothes, muscle tanks and pajamas are prohibited.
4. Shorts, skirts, shirts, or dresses, must meet dress code, including when bending down or raising hand(s).
5. A jacket or cover-up may not be used to hide or cover a dress code violation.
6. Students may not wear hats/head or face coverings (unless a PPE mask - may not be worn at home.)
7. Sunglasses may only be worn outdoors.
8. Students are prohibited from wearing clothing, jewelry, buttons, or other items or markings which are offensive, suggestive, indecent or disruptive or which discriminates on the basis of age, color, disability, national origin, sexual orientation, religion or sex.
K. Drills: Code, Fire & Tornado
A minimum number of school safety drills (fire, code, and tornado) are conducted throughout the school year in order to support a safe/secure learning environment for all stakeholders and to comply with state statutes/district mandates. Visitors may be on campus during these drills or during an actual emergency. All people of campus are required to adhere to the procedures and follow the directives of school personnel. There also may be times when visitors are prohibited from coming on school grounds due to a drill or emergency.

L. Early Dismissal
Students are expected to attend a full school day (whether brick and mortar or distance learning). However, the school recognizes that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day. However, in the rare instance that a student needs to leave school early, we implement an early dismissal plan that was designed not to disrupt the learning environment and to preserve our safety/security procedures. Therefore, students and parents must adhere to the following early dismissal procedures to be released before the regular dismissal time:

1. Student brings a note signed by the parent indicating: Student name, student ID#, grade level, the time the student is being picked up, and the name of the person who is picking up the student.
2. Student drops the note in one of the metal drop-boxes located in the front of Student Services (glass doors) or the back of Student Services no later than 8:30 am in the morning of the early dismissal.
3. School personnel will issue the student a release pass and deliver it to the student’s class.
4. The student is responsible for showing this release pass to the teacher to inform the teacher of the early dismissal.
5. It is the student’s responsibility to leave class at the designated time and go to Student Services - Reminding the teacher before leaving class.

School District Policy: Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Accumulated early dismissals will be recorded as unexcused absences consistent with Fla. Stat. § 1003.02(1)(b). When a secondary student misses fifty (50) percent or more of the identified instructional class period due to early dismissal, the student shall be considered absent.

M. Fees
It has always been the policy of the Palm Beach County School District/Bak MSOA that:

A. No penalty of any type will be imposed against the student based on a failure to pay a fee (e.g., denied the right to participate in a course).
B. The principal may forego the use of an item or a planned activity based upon the collections of insufficient funds to cover the cost of the item or activity. Request for fees is a voluntary payment.
C. This policy does not affect: Basic supplies (e.g., paper, pens, pencils); costs of purchasing, renting, and/or cleaning of clothing or uniforms used for school or extra-curricular programs; damage to school/SDPBC property (e.g., library books, textbooks, technology); and voluntary activities/trips or extracurricular activities/trips.

N. Food/Drink in the Classroom
Due to allergies and the safety of all, students may not eat or drink in the classroom. The exception is if eating/drinking is part of a student’s IEP, 504, or medical plan. Accommodations will be made to ensure the safety of all. Water would be consumed during breakfast, lunch or between classes.

O. GRADES
Students will receive a minimum of three grades every two weeks. These grades will be posted in the Students Information System (SIS).
Grading Scale:
- **Grade of A**: Outstanding (90% - 100%) Thorough mastery of the subject (4 quality points).
- **Grade of B**: Above Average (80% - 89%) Above average achievement (3 quality points).
- **Grade of C**: Average (70% - 79%) Average achievement (2 quality points).
- **Grade of D**: Lowest Acceptable (60% - 69%) Below average achievement (1 quality point).
- Grade of F: Failure (below 60%) Unsatisfactory or failing work, or failure due to excessive.

Grading Weighting:
- Assignments - Work that requires time and effort outside of the scheduled class time to complete (in a brick and mortar setting – we would refer to this assignment as homework) : 10% - 20%
- Classwork - Work completed during the scheduled class time and/or Assessments: Exams, Tests, Quizzes: 60% - 90%
- A nine-week exam may be given that counts for 20% of a student's nine-week grade.
- High school courses that have Semester or Mid-Term Exams (i.e., set by district - 20% for World Languages, 12% for Geometry/Algebra).
- Thirty (30) percent of a student’s final grade will be determined by a district mandated EOC for Civics, Algebra I Honors, and Honors Geometry.

**Middle School Course(s)** – Students must be in attendance for a minimum of ninety percent (90%) of the class time to earn a passing grade in a middle school course. Students who are absent more than ten percent (10%) of the class time may earn a passing grade by demonstrating mastery. Mastery is defined as:
1. earning a passing grade for the marking period; and
2. passing the marking period assessment.

**Mastery – High School Credit Course(s)** – Students who are absent from class more than ten percent (10%) of a semester must pass at least one nine week marking period and the semester exam in order to demonstrate their knowledge of the subject and receive credit. NOTE: If a student is absent more than ten percent (10%) of the school year in an EOC Assessment course, the student must earn a passing grade in the fourth (4th) nine-weeks, in order to pass the course.

**Make-Up Work:** For excused or unexcused absences, the number of days allowed to make-up work shall be the same as the number of days the student was absent. Modifications to the time frame should be made at secondary schools on block schedule. It is the student’s responsibility to contact his or her teacher(s) about the make-up assignments and to complete all make-up work in a timely manner.
- **IMPORTANT:** Regardless of the reason why the student was absent from school, students will be assigned a “ZERO” when classwork, homework assignment, and/or assessment is not submitted or completed as directed (e.g., by the due date or during the scheduled class time). If the work is completed per district guidelines, the grade will be changed to reflect the student’s work.

**CONDUCT CODE FOR STUDENTS**
4 = Behavior very constructive to learning; 3 = Behavior generally supportive of learning; 2 = Behavior detrimental to own learning; and 1 = Behavior detrimental to own learning and/or learning of others.

**Conduct/Behavior:** Students may not receive a “2” or “1” in conduct/behavior on their report cards unless at least three incidences have been documented per the marking period (e.g., CBIR Form, conference, email, phone). Additionally, corrective strategies must be implemented and at least two documented parent contacts must be made. Corrective Behavior Intervention Report (CBIR) are used by teachers to document the student’s behavior violation of school or classroom rules and the classroom interventions used by the teacher. A CBIR form is not a discipline referral, but depending on the severity or repetitive nature of the violations, the student may receive a discipline referral based on the Student Code of Conduct.

**Exception:** A Level 2 or higher infractions or multiple infractions may result in an immediate drop in the conduct grade to a “2” or “1”. Multiple infractions or a Level 2 or higher infractions may also result in a discipline referral.

**P. Hall Pass**
To leave the classroom, a student must have a signed student planner or teacher classroom pass.
Q. **Health and Heath Room – When in doubt, keep your child out – Stay home!**

Please do not send your child to school if he/she is sick, not feeling well, or has a fever. This puts students, teachers, and all school staff in danger of getting sick. There will be no dispensing of Tylenol or any fever reducing medicine. We know Bak students hate to miss school, but students do not have to worry about missing school – students can continue to learn via distance learning. If students participate in distance learning, they will not be marked absent.

If your child is sent to the clinic, the parent will be called to immediately pick-up their child. The nurse will also make an evaluation and if it is determined that the student has any COVID-19 like symptoms (fever – 100.4 or higher, cough, sore throat, diarrhea, headache, body ache, shortness of breath, loss of appetite, fatigue, loss of appetite, smell or taste, or other flu-like symptom), the student will be placed in a special holding area. Parents and guardians should review School Board Policy 5.3260 Student Protocols Due to COVID-19 carefully with their children prior to returning to school campuses (e.g., may be a 10 day waiting period and/or negative COVID test).

The Health Room is open from 8:00 am – 3:30 pm daily. If your child has a chronic illness, medical condition, needs medical treatment, or if you have medical concerns about your child, please contact Bak’s School Nurse, Angie Bailey, at 561-882-3883 regarding medication policy and procedures. Due to new guidelines and health concerns regarding COVID, parents will need to make an appointment with the school nurse to provide the necessary documentation, doctor’s orders, and medications. The school nurse or health care designee(s) may not administer any prescription medication, unless the medication policy is completed. The school nurse or health care designee(s) may not administer any fever reducing medicine, even if prescribed by a physician.

R. **Identification Badges (Student I.D.)**

For the safety of all stakeholders and to promote a single-school culture, identification badges (ID) are issued to all students (and faculty/staff/substitutes) and must be worn while on campus, on school-sponsored field trips, school transportation, and at school-sponsored activities.

1. Student ID badges must be worn on a lanyard around the student's neck. The first ID badge is given to the students soon after their return to brick and mortar. Lost or defaced ID badges must be replaced by the student at a cost of $5 per badge. Warnings will be issued for the first week after badges are distributed. After this time, non-adherence to district/school rules will result in consequences as outlined in the Student Code of Conduct.

S. **Immunizations and Physicals**

ALL STUDENTS ENTERING 7TH GRADE and/or NEW STUDENTS that did NOT attend a public school in SDPBC are required to submit the following to Bak: 1. A valid health examination, documented on State of FL. School Entry Health Exam Form (DH 3040) dated after August 10, 2020 - AND a valid Florida Certificate of Immunization Form (DH 680) - ALL 7th grade students and NEW 8th grade students must have the Tdap Booster. Email Joanne.Friedel@palmbeachschools.org and attach the signed, mandatory documents.

T. **Instructional Materials**

**Consumable and Online Textbooks:** All students were provided consumable textbooks and/or workbooks for their core academic classes. Students also have access to their textbooks online. Student should be able to access textbooks through their district portal. **Laptops and Internet Services:** Through parent questionnaire and school communication, Bak students were provided with the opportunity to get a laptop with a camera from school if the student/parent indicated that the student did not have a laptop or tablet at home to use during the school day. Parents also communicated if internet service was needed. If there is a change during the year and a student requires assistance with a laptop or internet service, please contact the student’s assistant principal.
Teachers will be teaching students online and in person. As you can imagine, this is a very challenging task that the teachers have never experienced. In our academic classes and many art area classes, students used laptops and Google Classroom on a daily basis. So utilizing laptops is a part of the classroom norm.

1. Teacher will not be designing different lessons for those in brick and mortar and those that are learning via distance learning. Some class will have a shift due to in person participation and rigors of the class (e.g., some art areas courses and electives). Google Meet may or may not be used for students that are present in the brick and mortar class.
2. In person students may use resources that are not available to distance learning students.
3. **Laptops - Students will be provided with a Chromebook to use while on campus, so students do not need to bring a Chromebook or laptop to school.** Students’ hands will be sanitized/cleaned before they touch the previously cleaned Chromebook. If a parent wants their child to bring their personal laptop to school, they may choose to do so. However, the school is not responsible if the device if it is lost or damaged or if does not work here on the school site. **Right now, students who have a district loaned laptop or Chromebook should not bring this device to school at this time.**
4. It is the students’ responsibility to use technology responsibly (per the Technology Guidelines you received and the Student Code of Conduct) and to handle it with care. Students will be held responsible if the laptops is lost or damaged.
5. Students must bring the necessary materials to school and should not share other student’s supplies or materials. Student will be told the “necessary supplies” by each teacher.

**U. Mid-Term Progress Reports and Report Cards**

Students receive a mid-term progress report at the mid-point of each nine-week grading period and report cards at the end of each quarter. A minimum of seven grades will appear on the progress report and a minimum of fifteen grades for the quarterly report card.

**V. Physical Education**

Physical participation will be limited since we will not be using locker room and the gym is being used to support the school’s plan for social distancing when possible. Teachers will instruct students about the appropriate shoes/clothing and other rules, polices, and procedures. The district has stated that masks will be used during physical education classes as well. If outside, the teacher will determine if masks can be removed.

**W. REPORT IT! – Don’t share it, spread it, or post it!**

It is crucial that if students, parents, and faculty/staff see, hear, or know about threats, suspicious activity, bullying, or any student/school safety or security concern, they should report it immediately to school administration, district personnel, school police, and/or local police. Timely reporting is essential to ensure that action can be taken. There are various reporting methods to use (both anonymously and non-anonymously). Please go to the School District or Bak MSOA SchoolMessenger Page – **Students & Parents** for specific links of how to make the report to the appropriate school, district or state agencies. The spreading of information or perpetuating rumors either in school and/or on social media does not help resolve an issue or a concern; it makes matters worse. If the use or posting to a social media site creates a substantial and material disruption on a school campus, regardless of time or location while posting to a social media site, the student(s) will be subject to the behavioral standards set forth in the Student Code of Conduct. Violation of the Student Code of Conduct may result in the student being exited from Bak. Please speak to your child so he/she understands the importance of responsible citizenship.

**X. Schedule Changes**

A schedule change will only be made in the case of a scheduling error or an inappropriate academic placement as determined by administration. Students should have their parent email their counselor to provide specific details.
Y. **SAC (School Advisory Committee)**
Traditionally, Bak’s SAC meets the second (2nd) Wednesday at 5:45 pm in the Media Center. Parents, guardians, students, and business and community members are welcome to attend. Proposed dates: 9/9/20, 11/11/20, 1/13/21, 3/10/21, and 5/12/21. We are waiting for guidance on how to meet!

Z. **SchoolCashOnline**
For an easy and safe way to pay fees, pay for planner, or add money to a lunch account, go to: https://palmbeach.schoolcashonline.com/ to set-up an account and begin using SchoolCashOnline.

AA. **School-Wide Positive Behavior Support Plan**
All schools develop a School-wide Positive Behavior Support Plan (SwPBS) in conjunction with the Student Code of Conduct. A SwPBS Plan emphasizes positive behavior that contributes to success in the arts and in academics, while supporting a positive school environment. The SwPBS developed at Bak MSOA has the acronym S.T.A.R., which stands for Safe, Trustworthy, Accountable and Respectful. These are attributes and actions that we expect from all our students. The district and school also support and reinforces, social and emotional learning (SEL). SEL is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

AB. **Sports & Clubs** (based on current information and directives from district)
1. After school sports are not being offered/conducted.
2. Club meetings will be conducted online – no in person meetings or activities.
3. In the coming weeks, clubs and their sponsors will be listed on the Bak SchoolMessenger page.

AC. **Students Accident Insurance** Enrollment is online at https://schoolinsuranceofflorida.com.
A. School Time Coverage is ONLY $10 (includes middle school sports) B. 24 Hour Coverage is $45

AD. **Student Information System (SIS)**
It is essential that students and parents have access to SIS to get grades, state-wide test history, and other essential information. Students access SIS via their student portal. Parents must have their own SIS access. If parents do not already have access to SIS, the district will send you your personal SIS information for setting up an account. If you have already set up an account and forgot your PIN or you did not receive
your personal SIS information needed to set up an account, please contact our SIS Manager, Micah Kossove, at micah.kossove@palmbeachschools.org.

AE. **Students Password (Students MUST change to a unique password from district default)**

Please look below for specific instructions on how students can change their password.

AF. **Student Planners**

Each student receives a student planner. Students write both long-term and short-term assignments in their planner. Parents should review student planners daily to support students’ efforts to complete their work and be successful in their assignments.

AG. **Student Portal**

Each student has a district portal that is accessed by logging onto the site using their student email and unique password. The portal has a variety of icons that are linked to essential school resources. Student can reset their password using the password reset icon (student password reset).

AH. **Transportation**

Bak does not oversee transportation or make decision regarding assignments, bus stops/routes, eligibility to ride Tri-Rail, and other transportation related policies.

1. **New this year – District Transportation bus registration (Transportation continues to next page)**
   - a. Do not base your current assignment on past transportation to Bak – transportation was more lax in the past.
   - b. Bus, Tri-Rail, or no transportation (car/walker) is provided based on your primary residence.
   - c. Students from two-household families will be able to appeal for an exception (transportation is working on the appeal policy).

2. **Bus** - Masks must be worn on the bus at all times (maybe two a seat – three is a state maximum)
   - a. Bus dismissal – Students are dismissed as buses arrive. Students must wear their masks while going to the bus, at the bus loop, and on the bus.
   - b. Eventually students will have to swipe their badge to get on and off the bus – to ensure students are on the correct/assigned bus.
   - c. All students will have assigned seats and must adhere to all rules and regulations.
     - i. Students may only ride on their assigned bus. **Students must adhere to the following rules:** Be on time to your bus stop; board the bus when instructed; listen to the bus driver; sit in assigned seat; keep arms, legs, head, and other body parts inside the bus; remain seated and do not distract; do not eat or drink on the bus; get on and off only at your assigned bus stop; and do not bring balloons or any large items that cannot fit on rider’s lap (e.g., large projects, large musical instruments).
   - d. For more information: [https://www.palmbeachschools.org/students.parents/transportation](https://www.palmbeachschools.org/students.parents/transportation)

   - a. Tri-Rail drop-down was not working on district site- should be visible no later September 8th.
   - b. Check Tri-Rail for schedule as it gets closer to September 21st.
     - i. Tri-Rail is public transportation – please check the website or call for information on cleaning, security, etc. Masks must be worn.
   - c. Tri-Rail is public transportation, so for the safety of all and to represent Bak/District in a positive light, it is essential that Bak students follow all rules and procedures. Students must adhere to the following rules:
     - i. Respect and obey Tri-Rail personnel; always display ID and Tri-Rail badges; report to the assigned train car; sit where instructed/remain seated; keep aisles clear of books, backpacks, and other items; throw away all trash; respect and do not deface public or private property; have appropriate behavior always; board & exit the train in an orderly manner; bring only items that can fit on your lap; use
headphones when listening to music. Students MAY NOT take or post pictures or videos. Students may not be picked-up at the Magnolia Park Station. Non-adherence to school/district rules will result in consequences as outlined in the Student Code of Conduct.

ii. District provides chaperones on the morning train and the 3:30 pm afternoon train.

iii. There are no chaperones on the train if students are taking the activity bus to Tri-Rail.

iv. Eligible Bak students take the train that arrives at Mangonia Park at 7:55 am and the one that departs from Mangonia Park at 3:30 pm).

v. Tri-Rail badges will be provided by the district for eligible riders.

4. **Student Drop-Off and Pick-up**
   Due to the location of the school (one way in and out) the traffic backs up rather easily; starting at 45th street and sometimes all the way to Congress! Of course, this is dependent on the number of students that are being drive to and picked-up from school. It is essential that students and parents follow the procedures and students enter and exit the car efficiently, quickly and safely.

   a. Drop-off begins at 7:50 am and pick-up begins at 3:10 pm.

   b. Enter via the car loop located off North Shore Drive and exit out the Main Gates.

   c. Pull all the way forward (please do not be on your cell phone).

   d. **Create and Display a Windshield Name Identification Sign** (see specifics below).

      i. Clearly write or type (bold/large font) your child’s first & last name and grade level on an 8 ½ x 11 sheet of paper - Use Dark and Bold Ink.

      ii. Display your child’s Windshield Name Identification Sign in the windshield on the passenger side. This is very important to make the process run smoothly.

   e. Morning Drop-off - Ensure your child has their mask on, all school materials, and is ready to exit the vehicle when you stop at the designated area.

   f. Afternoon Pick-up - Students will wear masks in the pick-up area – in most instances, we will not be able to provide social distancing in the pick-up area.

      i. It is essential that students pay attention, look for their parent’s car, and move to the appropriate location to enter the car.

      ii. Students not picked up by 3:40 pm (parent not in pick-up line), will be taken to After Care. Parent will be charged a 2.50 supervision fee per hour. Parents must park, go to Students Services, and state your child’s name and the reason you are at the door.

AJ. **Vaping, Electronic Nicotine Delivery System (ENDS) & Tobacco Products**

Please speak to your child about the health dangers of vaping and using various tobacco products and the consequences for violating the Student Code of Conduct/School Board Policies. Please refer to the SDPBC for the policies and the Student Code of Conduct for the consequences for the use, selling, distribution of such products (e.g., mandatory suspension, possible exiting from a choice program based on the level of the offense).

**Please look below for the following documents:**

- Have already received:
  - Final SY21 Bak MSOA Technology Rules, Policies, & Procedures 8.4.20
  - Final SY21 BAK MSOA Standards of Excellence and Statement of Commitment SB
- Student Password Change Instructions
SY21 Bak MSOA Technology Rules, Policies, & Procedures

Students and school personnel have access to a multitude of online resources and technology that are designed to enhance teaching and learning. It is essential that all stakeholders understand and abide by school, district, and state rules, policies, and procedures, during in-school and out-of-school use, and understand the consequences for non-adherence. The district’s computers and network resources are the property of the district. Users shall have no expectation of privacy in anything created, stored, sent, received, or displayed on or over the district’s computers or network resources, including personal files and electronic communications. Students and school personnel will be accountable for the replacement and/or repair of technology/equipment if damage occurs due to misuse, violations, and/or reckless behavior. This document serves as a notice of the rules, policies, procedures, and expectations. Non-adherence/violations of district/school/state rules, policies, and procedures will result in consequences as outlined in the Student Code of Conduct, SDPBC documents, and Florida Statutes (when applicable).

Some of these expectations include, but are not limited to, the following:

1. Abide by classroom, school and district rules, policies and procedures (State Statutes may also apply).
2. Use technology, equipment, and resources as assigned by school personnel in the manner in which they were intended.
3. Do not video record, audio record, photograph, live stream, or transmit in any other way, any part of a Google Meet/Google Classroom/School Session, including not posting on a social media platform.
4. Do not alter, misappropriate, misuse, and/or abuse any video recordings.
5. Ensure when participating in an online session that you are dressed appropriately (just as if you were in a classroom) and ready for the school day.
6. Do not have food, liquids, or candy when working with school/district technology/equipment.
7. Join virtual classroom meetings from an appropriate place: kitchen table, desk, common area, etc. (not sitting on your bed or walking around the house). Find a place with good lighting and minimal to no background noise, if possible. Headphones are a good option to help hear the conversations better.
8. Ensure that you can focus on the classroom without interruption or distractions.
9. Ensure that no one other than the student(s) and teacher attend, be on screen, participate, or interact with the live classroom. This platform is only for the registered students and teachers.
10. Do not share your username and/or passwords, nor use any other student’s/staff member’s personal information.
11. Protect yourself and others by reporting abuse. Do not forward inappropriate materials/communications.
12. Be respectful and courteous to other students and teachers during Google Meet/Classroom time.
13. Do not use inappropriate, offensive or threatening comments; misrepresentation of identity, and/or disruptive behavior by any participants during Google Meet/Classroom time will not be tolerated.
14. Do not use cell phones and other personal wireless technology (including Apple & Smart watches) unless directed by the teacher. These items must be “off and away”.
15. Do not use any social media while at school, on district provided transportation, or on school sponsored activities. See below for information regarding the use of social media when not in school, on district provided transportation, or on school-sponsored activities.
16. Report any damage, misuse, or concerns to school personnel.
17. Report any classroom related program/technology concerns to the teacher when they occur. For example, if a student cannot log into Reading Plus or IXL, they should email the appropriate teacher.
18. Report any equipment damage or if you have connectivity issues that last more than one day to your Assistant Principal (A.P.). For students, the parent must email or phone the Assistant principal and email the teacher.
19. Accept financial responsibility if your actions cause needed repairs or irreparable damage to a laptop and other school materials (it becomes a part of a student’s financial obligations).
20. Understand that students will not be permitted to use technology when a substitute is being utilized in a brick and mortar setting unless instructed to do so as part of the lesson (no personal technology can be utilized).
21. Read, understand, and adhere to the above conditions, as well as the Student Code of Conduct, SDPBC documents, and Florida Statutes (when applicable).

Social Media Guidelines in the SDPBC Student Code of Conduct (excerpt below).

Social Media refers to the use of web-based and mobile technologies that enable all Palm Beach County Public Schools’ internal and external stakeholders to connect, collaborate, and form virtual communities via the computer and/or Internet. For some, social media is used mainly for social purposes, but for others, these sites and technologies are used as tools to teach and to connect with the community. The First Amendment, in general, protects the rights of individuals to participate in social media. However, the laws and courts have ruled that schools can discipline students and staff if their speech, including online postings off campus, materially and substantially disrupts school operations, reasonably likely causes a material and substantial disruption of the school, constitutes a violation of certain relevant federal or state laws or School Board policies. If the use or posting to a social media site creates a substantial and material disruption on a school campus, regardless of time or location while posting to a social media site, students will be subject to the behavioral standards set forth in the Student Code of Conduct, which may also result in being exited from Bak MSOA.
Privacy Guidelines for Parents/Guardians During Distance Learning

To maintain a positive, productive learning environment and ensure confidentiality for students and school personnel, all parents/guardians are asked to follow the following privacy guidelines. Parents/guardians should email their child’s assistant principal with any questions or concerns regarding privacy or virtual classroom expectations.

- Google Meet/Classrooms are designed for students. To prevent disruptions to the learning environment, parents/guardians should not actively participate in classroom time, although parents/guardians may assist their child with technology and/or remain nearby.
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a Google Meet/Google Classroom time, including not posting on any social media platform.
- Any confidential or personally identifiable information related to students participating during Google Meet should not be collected, discussed or shared.
- Parents/guardians should not engage with students during Google Meet/Google Classroom time. If you need to speak with your child during class time, first mute your child’s microphone.
- Contact your child’s teacher if you have any questions regarding the class/classroom procedures.
- Read, understand, and adhere to the above guidelines (and rules, policies, and procedures).

Assistant Principals: Students last name the begin with the following:

- A - F - Mrs. Connelly (561-420-1232) Email: misty.connelly@palmbeachschools.org
- G - M - Mr. Regula (561-891-9258) Email: timothy.regula@palmbeachschools.org
- N - Z - Mrs. Clark (561-351-0658) Email: crystal.clark@palmbeachschools.org

If a student is assigned a laptop/accessories to take/use off campus, the parent/guardian and student understand and agree to all the following statements:

- To “check-out” a laptop/accessories for your child that attends Bak, the student’s parent/guardian must bring identification (drivers license) that matches the information on the Student Information System (SIS).
- The laptop was issued to the student listed below and is to be used for educational purposes only and is not to be used for personal use. The registered student must use and have access every school day.
- Student/Non-School Personnel will not add, delete, or alter computer hardware, software, or settings.
- Within 24 hours of getting the laptop/accessories, I will turn on and test the laptop by logging-on to my district portal and utilize the camera, speaker, and accessories to ensure that everything is in working order. If not in working order, I must immediately contact the appropriate assistant principal.
- If the laptop and/or accessories are lost, stolen, or damaged while they are checked out in my name, the full cost of repairing or replacing the laptop and accessories will become part of my financial obligations. If the exact model is no longer available, replacement cost will be the actual price of a similar laptop or accessory in terms of quality, durability, and performance.
- It is essential that I report any issues with technology (laptop or internet). I will immediately contact my child’s Assistant Principal to inform him/her of the issue/concern. I will include the student’s first and last name, the laptop’s serial number, the parent’s name and contact number, and the issue/concern.
- The student/parent must return the laptop to school when directed or if the student withdraws from Bak before the end of the school year.

I am “checking out” a laptop/accessories for my child/student at Bak MSOA to use for educational purposes. My signature below indicates that I have read, understood, and will adhere to the information contained in this document. I will also ensure that my child, who is the recipient of this laptop, reads, understands, and adheres to the information contained in this document.

Student Name: ___________________________ Serial #: ___________________________

Parent/Guardian Name: ___________________________

Parent Signature: ___________________________ Date: ___________________________
Dear Parent/Guardian/Student:

The SY21 Bak MSOA Standards of Excellence and the SY21 Statement of Commitment are designed to help students reach their potential in the arts, in academics, and in their social-emotional development. Stakeholders helped develop these documents, which are aligned to the School-wide Positive Behavior Support System and the School District of Palm Beach County’s Student Code of Conduct and Student & Family Handbook.

**SY21 Bak MSOA Standards of Excellence**

The Standards of Excellence was developed as part of Bak’s School-wide Positive Behavior Support System to set clear behavioral expectations, to ensure that students thrive in their art education, and to prepare students for high school. Students who do not meet the Standards of Excellence are placed on probation and receive a probation agreement that outlines the terms of the probation (e.g., 25 days - Monitoring Success Plan, counseling, loss of privileges – school activities, field trips, 8th grade privileges). The probation agreement must be signed by the student and parent and returned to the school. During the probationary period, students receive interventions and are closely monitored to provide guidance and support (varying levels based on infractions). A School Committee and/or Exit Committee reviews the student’s progress to determine the next Course of Action (see below). All exit procedures will follow most recently adopted Board Policy 5.016.

**Course of Action**

I. Removed from Probation

II. Continue to be on Probation

III. Exited from Bak MSOA (withdrawn) at the end of the 1st semester or at the end of the year due to being on probation three or more times during the student’s time at Bak (School/Exit Committee determination).

IV. Referred to an Exit Committee to determine if the student will be immediately dismissed from the Choice Program.

**Grade Six Standards of Excellence**

Art Major - A student must earn a minimum grade of “C” for each art major class for each quarter.

Conduct in All Courses - A student may not have more than TWO conduct grades of “2” and no conduct grade(s) of “1” for the First Quarter or Second Quarter. A student may not have more than ONE conduct grade of “2” and no conduct grade of “1” for the Third Quarter or Fourth Quarter.

**Grade Seven Standards of Excellence**

Art Major - A student must earn a minimum grade of “B” for each art major class for each quarter.

Conduct in All Courses - A student may not have more than one conduct grade of “2” and no conduct grade(s) of “1” for any quarter.

**Grade Eight Standards of Excellence**

Art Major - A student must earn a minimum grade of “B” for each art major class for each quarter.

Conduct in All Courses - A student may not have any conduct grades of “2” or “1” for any quarter.

**Academic Standards for All Grade Levels** - It is essential that students do not have gaps in their education. Therefore, students who earn a failing grade in ELA (English), Math, Science and/or Social Studies for any quarter must attend Course Recovery (CR) and improve the failing grade(s) BEFORE the end of the next quarter. Students that fail in the 4th quarter are required to attend Summer School Course Recovery. Students who do not attend CR and/or do not improve the failing grade(s) by the end of the next quarter are placed on probation.

**Attendance Standards for All Grade Levels** – Bak is a performance-based arts school, so it is essential that students regularly attend school and arrive to school on time to benefit from both an arts and academic education. Therefore, students who have excessive absences and/or tardies may be placed on probation.

**Behavior Standards for All Grade Levels** – It is essential that students exhibit and maintain behaviors that are not in violation of classroom, school and/or district policies. Students who receive a discipline referral are automatically placed on probation as one of their consequences associated with their violation of the SDPBC Student Code of Conduct. If a student commits a Level 3 or 4 infraction, the student will be referred to an Exit Committee to determine if the student will be immediately dismissed from the Choice Program.

Note: A student that is exited or leaves/withdraws (by choice) from Bak MSOA will forfeit the right to return to Bak MSOA or apply in the future to attend Bak MSOA. All exit procedures will follow most recently adopted Board Policy 5.016.
**SY21 Bak MSOA Statement of Commitment**

The *Statement of Commitment* was developed to foster collaboration and establish the commitment needed from students, parents, and the school throughout the student’s time at Bak MSOA.

**School** – Bak’s faculty/staff understand the importance of providing a positive school experience to every student and our responsibilities as educators. We will put forth the maximum effort to do the following:

1. Provide a safe, positive, and healthy learning environment.
2. Develop and cultivate social and emotional learning.
3. Provide all students with an exemplary academic and arts program that nurtures talents and increases academic achievement.
4. Develop creative thinking and analytical skills that foster individualism and citizenship.
5. Implement a School-wide Positive Behavior Support System.
6. Communicate the student’s progress in the arts, academics, and behavior to all stakeholders.
7. Uphold the ethics and standards outlined by the SDPBC and the Florida Department of Education.

**Parent/Guardian** - I understand that my participation in my child’s education will benefit his/her behavior, achievement, and effort. Therefore, I will take an active role in my child’s education by doing the following:

1. Ensure that my child regularly attends school, arrives to school on time, and is prepared for learning.
2. Support social and emotional learning.
3. Discuss with my child the importance of striving to do his/her best in academics and in the arts.
4. Work with the administration and faculty to support my child’s artistic and academic progress.
5. Ensure that my child and I adhere to the rules, policies, and procedures of Bak MSOA and the School District of Palm Beach County (e.g., *Standards of Excellence, School-wide Positive Behavior*, classroom rules/procedures, & *Student Code of Conduct*) and accept the consequences if a violation has occurred.
6. Review all school communication, complete all forms, and regularly check SIS and student planner.

**Student** - I realize that my education is important and that I will get support, but ultimately, I am the one responsible for my actions and learning. Therefore, I will put forth my maximum effort to do the following:

1. Attend school on a regular basis, arrive promptly, come prepared, and be ready to learn.
2. Develop social and emotional learning.
3. Work diligently to flourish in my chosen art area while maintaining or exceeding art and academic standards.
4. Meet or exceed the *Standards of Excellence*.
5. Communicate with my parent(s) by sharing my assignments, reports, grades, and school documents.
6. Adhere to the rules, policies, and procedures of Bak MSOA and the School District of Palm Beach County (e.g., *Standards of Excellence, School-wide Positive Behavior*, classroom rules/procedures, & *Student Code of Conduct*) and accept responsibility and the consequences if a violation has occurred.

The signatures below indicate a full understanding of Bak Middle School of the Arts’ *SY21 Standards of Excellence and SY21 Statement of Commitment*.

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<th>Parent/Guardian Name (please print)</th>
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<td>Student Name (please print)</td>
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Student Password Change Instructions

The following steps are required for students to change their District password utilizing a

Windows device:
1. At any District Windows computer (while logged in) press CTRL-ALT-DEL.
2. Select “Change a password.”
3. Follow the instructions on the screen to change to a new password of the student’s choice.

Chromebook device:
1. At any District Chromebook device click on the kiosk apps button and select: “SDPBC Password Change” as shown below
2. On the next screen, enter your student username (i.e. S123456789) and follow the instructions on the screen

iPad device:
1. At any District iPad device tap Change “PWD button” as shown below
2. On the next screen, enter your student username (i.e. S123456789) and follow the instructions on the screen

Students should be reminded:
- The password must be at least 8 characters long AND adhere to these conditions below:
  - Uppercase letters (A through Z)
  - Lowercase letters (a through z)
  - Numbers (0 through 9)
  - Non-alphanumeric characters (special characters) (for example @, $, #)
- Choose a password that is easy to remember but hard for others to figure out (e.g., favorite candy? $kittles; Pet’s name? R0v3r; Fun TV show? $pongeBoB; etc.)
  - Substitute characters for letters in order to make their password more secure such as:
    a = @  o = 0  L = 1  s = $ or 5  e = 3  b = 6
● Never share their District network password
● Tell a trusted adult if they think someone else has their password
● Never use someone else’s account for any reason

Please note that students will now be able to change their District password utilizing the “Change Password” tile on the Student portal.

**SUPPORT**
All teachers and school techs have a “Student Password Reset” tile in their District Employee Portal that makes it easy to change a student’s password back to the standard default password. This is very helpful in the event that a student forgets his or her new password. To locate this tile, search “password” in the Employee Portal, click on the tile, and then follow a few easy-to-use instructions. After resetting a student’s password back to the default, the student should then follow the three steps above to again change the password to something of his/her choice.

Questions relating to student passwords may be directed to the IT Service Desk at itservicedesk@palmbeachschoo ls.org or PX 44100 or 242-4100, Option 2.