



welcome Bak  
Family  
to the 2024-25  
School Year

The word "Congrats!" is written in a large, gold, cursive font. It is surrounded by several small white stars and white teardrop-shaped confetti. Two larger gold stars are positioned on either side of the word, hanging from thin lines.

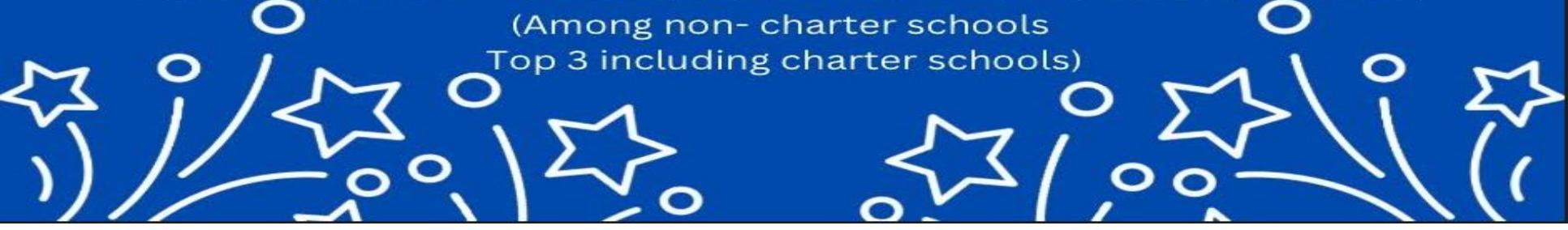
*Congrats!*

**BAK MSOA**

on earning the rank of

**Top Middle School  
in the State of Florida**

(Among non- charter schools  
Top 3 including charter schools)

The bottom of the image features a pattern of white outlines for stars, circles, and curved lines, resembling a celebratory border or confetti.

# SIMPLY THE BEST!

## GREATEST PERCENTAGE POINTS BAK HAS EVER EARNED WHEN LEARNING GAINS HAVE COUNTED

| School Name | English Language Arts Achievement | English Language Arts Learning Gains | English Language Arts Learning Gains of the Lowest 25% | Mathematics Achievement Gains | Mathematics Learning Gains | Mathematics Learning Gains of the Lowest 25% | Science Achievement | Social Studies Achievement | Middle School Achievement | Total Points Acceleration | Total Points Earned | Percent of Total Possible Points | Percent Tested | Grade 2024 | Charter School | Title I | School Type | Percent of Minority Students | Percent of Economically Disadvantaged Students |
|-------------|-----------------------------------|--------------------------------------|--|-------------------------------|----------------------------|--|---------------------|----------------------------|---------------------------|---------------------------|---------------------|----------------------------------|----------------|------------|----------------|---------|-------------|------------------------------|--|
| BAK MSOA    | 94                                | 83                                   | 85   | 97                            | 92                         | 88   | 89                  | 98                         | 83                        | 809                       | 9                   | 90                               | 100            | A          | NO             | NO      | 02          | 60                           | 37   |

### ALL SCHOOLS (elementary, middle, high (public and charter) in the State of Florida:

- **TOP 5** - Total Possible Points earned (90%)
- **One of ONLY 8 Schools** to meet or exceed 80% or greater for ELA & Math Learning Gains & ELA & Math Learning Gains Lowest 25%

### Including All Schools in PBC

- **TOP (#1)** - Total Possible Points Earned
- **ONLY School** to meet the **Superintendent Burke's goal** of 80% or greater for ELA & Math Learning Gains & ELA & Math Learning Gains Lowest 25%
- #1 - Highest Achievement Score in Math - 97%
- 2nd Highest ELA Achievement Score - 94% (1% point behind Dreyfoos)
- 2nd Highest Social Studies Score - 98%
- 4th Highest Science Score (behind Dreyfoos, Jupiter Farms Elementary, Suncoast)

## Prehistoric Googling

# Y25 FOR YOUR INFORMATION (FYI) STUDENT & PARENT HANDBOOK

Everything we are presenting today, in detail, and so much more is in the FYI!

### SY25 BAK STUDENT & PARENT HANDBOOK: FOR YOUR INFORMATION (FYI) 7/9/24

Welcome to the 2024-25 school year! 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. In this free and open environment, a level of order must be maintained. The partnership between the school and home is essential as we help students reach their potential in the arts and academics. Whether this is your first year at Bak MSOA or you are a returning student, all students and parents should read, review, discuss, and understand the information, rules, policies, and procedures contained in this document, in the First Day Folder, the SY25 Standards of Excellence and Statement of Commitment, the SDPBC Student Code of Conduct and Student and Family Handbook. Non-adherence to district/school rules will result in consequences as outlined in this document, in the SDPBC Student Code of Conduct, and the SDPBC Student Progression Plan. The Bak Family is a powerful community when we all work together! This document should be used as a reference by students and parents throughout the school year. Wherever the word "parent(s)" appears, it is also referring to the guardian(s) or person acting as a parent (special circumstances).

**Bak MSOA Website:** [palmbeachschools.org/msoa](http://palmbeachschools.org/msoa)  
Where to get essential school & district information  
**The Main Number - 561-882-3870**

General school business or leave a message for a teacher  
**Student Services - 561-882-3849 or 561-882-3871**  
Information and assistance to parents and students

**Principal, Sally Rozanski**  
**Confidential Secretary, Michelle Bauer**  
561-882-3844

**Assistant Principals (A.P.)**  
Students are assigned an A.P. by their last name

- Misty Connelly (A-F) 561-882-3818
- Daniel Steuchschulte (G-O) 561-882-3874
- Crystal Clark (P-Z) 561-882-3840

**School Counselors and 504 Plans**  
Students are assigned a school counselor by their last name

- Robin Taverna (A-F) 561-882-3825
- Kelly D'Agostino (G-O) 561-882-3887
- Sonia Parikh (P-Z) 561-882-3860

**ESE Contact - Laurie McCormick 561-882-3852**  
**ESE Contact (EP - Gifted and ESE - IEP)**

**School Mental Health Professional - Mia Terrazas 561-882-3824**  
Providing services and support to our students

**Bookkeeper - Yaritza Dominguez Soto 561-882-3827**  
**School Cash Online Check Inquiries**

**Data Processor/Registrar - Karyna Kanhowe 561-882-3884**  
Immunizations, transcripts, student records, Change of address or other registration information

**Media Specialist/ SIS Manager - Micah Kossove 561-882-3841 or 561-882-3865**

**School Nurse/Health Room - 561-882-3883**

**School Police Officer - Donald Silva 561-882-3896**

**Cafeteria Manager - Karen Corea - 561-882-3807**

**District emails follow the same format - *firstname.lastname@palmbeachschools.org***

### **SAFETY & SECURITY is #1 - SINGLE POINT OF ENTRY & EXIT (Student Services)**

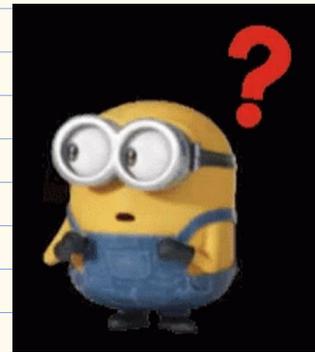
For the safety and security of all, there is a SINGLE POINT OF ENTRY & EXIT to Bak MSOA via the STUDENT SERVICES GLASS DOORS (e.g., teachers/staff, contractors, consultants, parents, volunteers, visitors, district personnel, etc). To request entry, you must follow the procedures below (see See Visitors/Volunteers - page 18)

- Push the "buzzer," stand in front of the door, state your name, and explain the purpose for requesting entry.
- Have your government I.D. out and ready to present. Depending on your purpose, you will either be buzzed in to be admitted, wait until the appropriate time to be buzzed in, or refused entry.
- Follow the directions given by the Bak staff at all times.
- District staff and contractors must also sign-in at the Main Office (must exit via Student Services as well).

### **QUICK GUIDE:**

- Reporting a student's absence(s) from school. **ABSENCES** - pages 2 - 3 (see **MAKE-UP WORK** -page 9)
- Policies and expectations for **CELL PHONES & OTHER ELECTRONIC DEVICES** - page 3
- Must be reviewed and signed - **CHOICE CONTRACT** - Standards of Excellence Information - page 4
- Students who fail a core academic course must remediate the grade: **COURSE RECOVERY - MSCR** -page 4
- Register for **CURTAIN CALLS** (if needed) - Morning or after school care - page 4
- Students that must leave school early: **DISMISSAL** and **DISMISSAL (EARLY)** from **SCHOOL** - page 5
- Information about appropriate school attire. **DRESS CODE** - pages 5 & 6
- Student medical needs/medication during school hours - **HEALTH ROOM & MEDICATION** - pages 7- 8
- **MID-TERM PROGRESS REPORTS** -page 9 & **REPORT CARDS** - page 10
- Ensure that you can communicate with school personnel and stay in touch: **PARENT & SCHOOL COMMUNICATION, PARENT/ TEACHER CONFERENCES, & PARENTLINK &** - page 10
- Reporting threats, suspicious activity, bullying, and other students or school safety or security issues - **REPORT IT!** - At School, FortifyFL, 911, Student Report App, Bullying app and hotline - pages 11-12
- **SCHOOL CASH ONLINE** - Preferred way to pay for fees, trips, activities, and ala carte lunch - page 12
- **SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT PLAN (SwPBS)** - pages 12-13
- **STUDENT ACCIDENT INSURANCE**- During the school day or 24-hour protection for students - page 14
- **SDPBC ESSENTIAL DOCUMENTS** (links): Student Code of Conduct, Student Progression Plan - page 14
- **STUDENT PHOTO IDENTIFICATION BADGES** (Student ID badges) - page 14
- Viewing your child's grades/information -**STUDENT INFORMATION SYSTEM (SIS)** - page 15
- **TECHNOLOGY AND EQUIPMENT ACKNOWLEDGEMENT & SOCIAL MEDIA** - pages 15-16
- **TRANSPORTATION** (rules, regulations, procedures, and contact information) - pages 16-18
- **VOLUNTEERS/VISITORS** (procedures and policies) - pages 18-19

**KEEP THIS DOCUMENT  
FOR REFERENCE.  
IT HAS THE ANSWERS,  
USE IT AS A GUIDE!**



# Bak MSofA- Quick Facts

- **1259 students (8<sup>th</sup> – 396, 7<sup>th</sup> – 432, 6<sup>th</sup> – 433)**
- School Begins: 8:15 am
- Dismissal for **Tri-Rail Begins at 3:10 pm**
- Dismissal for **Car Riders at 3:15ish**
- Dismissal for **Buses released as they arrive**
- **Lunch Begins at 10:00 am ends at 12:00 pm** - 3 lunches
- 8 Classes – Block Schedule –90 minutes classes - 4 per day!



## Upcoming Events/Activities

- **Athletics (Aktivate - Online Process to complete Athletics Paperwork)**
  - Softball & Baseball are the first two sports (official start date tbd by the school district)
  - All Athletic Registration documents submitted in Aktivate by August 16, 2024
  - For Questions contact Assistant Principal Daniel Stechschulte or Shakendra Moorer
    - Look Under The Arts & Athletics
- **School Pictures: August 22nd & 23rd- Through students science class**
- **Open House –**
  - 6<sup>th</sup> Grade - August 22nd at 6:15 pm
  - 7<sup>th</sup> Grade & 8<sup>th</sup> Grade – August 29th at 6:15 pm



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**SCHOOL CALENDAR 2024-2025**  
 School Board Approved 06/01/2022

Revised: 12/06/2023

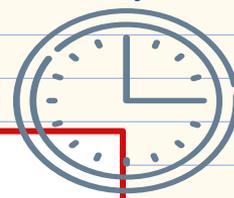
STUDENTS AND ALL EMPLOYEES EXCEPT 12-MONTH EMPLOYEES  
 12-MONTH EMPLOYEES (ALL OTHER EMPLOYEES SEE EMPLOYEE CALENDAR NOTES)  
 10 HOUR DAYS FOR 12-MONTH EMPLOYEES  
**DUTY/PDD** TEACHER WORK DAY/PROFESSIONAL DEVELOPMENT DAY  
**NO SCHOOL** NO SCHOOL

Even/Odd  
 Day  
 Schedule



| JULY 2024                    |                              |              |              |                            | AUGUST 2024                            |  |                                       |                           |                                      | SEPTEMBER 2024               |               |               |               |                            |
|------------------------------|------------------------------|--------------|--------------|----------------------------|--|--|---------------------------------------|---------------------------|--------------------------------------|------------------------------|---------------|---------------|---------------|----------------------------|
| MONDAY                       | TUESDAY                      | WEDNESDAY    | THURSDAY     | FRIDAY                     | MONDAY                                 | TUESDAY                                | WEDNESDAY                             | THURSDAY                  | FRIDAY                               | MONDAY                       | TUESDAY       | WEDNESDAY     | THURSDAY      | FRIDAY                     |
| 1                            | 2                            | 3            | 4<br>HOLIDAY | District Closed 5          |  |  |                                       | 1                         | District Closed 2                    | 2<br>HOLIDAY                 | O 3           | E 4           | O 5           | E 6                        |
| 8                            | 9                            | 10           | 11           | District Closed 12         | Pre-School for Teachers 5              | Pre-School for Teachers 6              | Pre-School for Teachers 7             | Pre-School for Teachers 8 | Pre-School for Teachers 9            | O 9                          | E 10          | O 11          | E 12          | O 13                       |
| 15                           | 16                           | 17           | 18           | District Closed 19         | 12<br>First Day of School for Students | E 13                                   | O 14                                  | E 15                      | O 16                                 | E 16                         | O 17          | E 18          | O 19          | E 20                       |
| 22                           | 23                           | 24           | 25           | District Closed 26         | E 19                                   | 20<br>HOLIDAY                          | O 21                                  | E 22                      | O 23                                 | O 23                         | E 24          | O 25          | E 26          | O 27                       |
| 29                           | 30                           | 31           |              |                            | E 26                                   | O 27                                   | E 28                                  | O 29                      | E 30                                 | E 30                         |               |               |               |                            |
| OCTOBER 2024                 |                              |              |              |                            | NOVEMBER 2024                          |  |                                       |                           |                                      | DECEMBER 2024                |               |               |               |                            |
| MONDAY                       | TUESDAY                      | WEDNESDAY    | THURSDAY     | FRIDAY                     | MONDAY                                 | TUESDAY                                | WEDNESDAY                             | THURSDAY                  | FRIDAY                               | MONDAY                       | TUESDAY       | WEDNESDAY     | THURSDAY      | FRIDAY                     |
|                              | O 1                          | E 2          | 3<br>HOLIDAY | O 4                        |  |  |                                       |                           | E 1                                  | O 2                          | E 3           | O 4           | E 5           | O 6                        |
| E 7                          | O 8                          | E 9          | O 10         | E 11<br>End 1st Nine Weeks | O 4<br>End 1st Elementary Trimester    | <b>DUTY/PDD NO SCHOOL</b> 5            | E 6<br>Begin 2nd Elementary Trimester | O 7                       | E 8                                  | E 9                          | O 10          | E 11          | O 12          | E 13                       |
| <b>DUTY/PDD NO SCHOOL</b> 14 | O 15<br>Begin 2nd Nine Weeks | E 16         | O 17         | E 18                       | O 11                                   | E 12                                   | O 13                                  | E 14                      | O 15                                 | O 16                         | E 17          | O 18          | E 19          | O 20<br>End 2nd Nine Weeks |
| O 21                         | E 22                         | O 23         | E 24         | O 25                       | E 18                                   | O 19                                   | E 20                                  | O 21                      | E 22                                 | 23<br>HOLIDAY                | 24<br>HOLIDAY | 25<br>HOLIDAY | 26<br>HOLIDAY | 27<br>HOLIDAY              |
| E 28                         | O 29                         | E 30         | O 31         |                            | 25<br>HOLIDAY                          | 26<br>HOLIDAY                          | 27<br>HOLIDAY                         | 28<br>HOLIDAY             | 29<br>HOLIDAY                        | 30<br>HOLIDAY                | 31<br>HOLIDAY |               |               |                            |
| JANUARY 2025                 |                              |              |              |                            | FEBRUARY 2025                          |  |                                       |                           |                                      | MARCH 2025                   |               |               |               |                            |
| MONDAY                       | TUESDAY                      | WEDNESDAY    | THURSDAY     | FRIDAY                     | MONDAY                                 | TUESDAY                                | WEDNESDAY                             | THURSDAY                  | FRIDAY                               | MONDAY                       | TUESDAY       | WEDNESDAY     | THURSDAY      | FRIDAY                     |
|                              |                              | 1<br>HOLIDAY | 2<br>HOLIDAY | 3<br>HOLIDAY               | E 3                                    | O 4                                    | E 5                                   | O 6                       | E 7                                  | O 3                          | E 4           | O 5           | E 6           | O 7                        |
| <b>DUTY/PDD NO SCHOOL</b> 6  | E 7<br>Begin 3rd Nine Weeks  | O 8          | E 9          | O 10                       | O 10                                   | E 11                                   | O 12                                  | E 13                      | O 14                                 | E 10                         | O 11          | E 12          | O 13          | E 14                       |
| E 13                         | O 14                         | E 15         | O 16         | E 17                       | E 17                                   | O 18                                   | E 19                                  | O 20                      | E 21<br>End 2nd Elementary Trimester | O 17                         | E 18          | O 19          | E 20          | O 21<br>End 3rd Nine Weeks |
| 20<br>HOLIDAY                | O 21                         | E 22         | O 23         | E 24                       | <b>DUTY/PDD NO SCHOOL</b> 24           | O 25<br>Begin 3rd Elementary Trimester | E 26                                  | O 27                      | E 28                                 | 24<br>HOLIDAY                | 25<br>HOLIDAY | 26<br>HOLIDAY | 27<br>HOLIDAY | 28<br>District Closed      |
| O 27                         | E 28                         | O 29         | E 30         | O 31                       |  |  |                                       |                           |                                      | <b>DUTY/PDD NO SCHOOL</b> 31 |               |               |               |                            |

# Bell Schedule



**Warning Bell 8:15 am**

**Period 1/2 8:20 am – 9:57 am**

**Period 3/4 10:00 am – 12:02 pm**

a. Lunch A: 10:00 am - 10:30 am

b. Lunch B: 10:58 am - 11:28 am

c. Lunch C: 11:30 am - 12:00 pm

**Period 5/6 12:05 pm – 1:35 pm**

**Period 7/8 1:38 pm – 3:08 pm**

**Announcements begin at 3:08 pm**

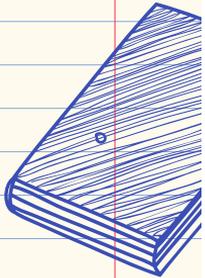
**Dismissal Begins at 3:10 pm**

**(Tri-Rail first) & Ends at 3:30 pm**

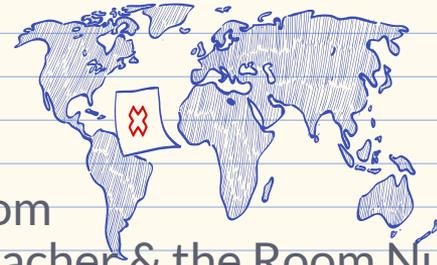
# When Students arrive on campus, they report to the cafeteria or go to the courtyard.



- Morning Bell Rings at 8:15 am – Students go to class
- School Begins at 8:20 am – Students marked tardy if not in class
- Morning Care begins at 7:00 am (Cars enter through Main Entrance)  
Note: Your child must be registered for Morning Care to receive the service.
- Car Riders – Cars must enter through the Student Drop-Off/Pick-up Loop located off of North Shore Drive – Cars may not enter through Main Entrance. Parents may not drop -off or pick-up students at or near the Main Gate and/or bus loop.
- Students may not be dropped off any earlier than 8:00 am, unless registered in the Morning Care program
- Car Riders/Walkers are permitted in the school building at 8:00 am
- Bus Riders permitted in the building at 7:45 am via Bus Loop
- Dismissal begins at 3:10 pm (Tri-Rail called first) & ends at 3:30 pm

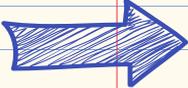


# First Day of School



- Students report to the cafeteria or courtyard
- We will help direct students to their ZERO HOUR room
- Students MUST know the name of their Zero Hour teacher & the Room Number.
- When bell rings at 8:15 a.m., students go to their ZERO HOUR Room (you have a copy)
- Students will receive their schedule, First Day Folder, & Student I.D. Badge.
- Students will then move throughout the day, attending 1st, 3rd, 5th, and 7th period classes.
- Tuesday, August 13th , students will report to their 2nd period class at 8:15 a.m.

## ENSURE THAT YOUR CHILD KNOWS THE FOLLOWING:

- 
1. HOW THEY ARE GETTING HOME (e.g, car, walk, bus, Tri-Rail)
  2. HOME ADDRESS & PARENT'S PHONE NUMBER (memorize)
  3. BUS ROUTE NUMBER (E.G., C34, N7, R33) & STOP CROSS STREETS

They should write down all this information as well, just in case they forget & put it in their phone (if they have one)!

# SY25 Zero Hour: Students report to on 8/12

## SY25 ZERO HOUR

On August 12, 2024: Students report to their Zero Hour Classroom at 8:10 am.

To determine Zero Room assignment - Students must do the following: Locate the column for their grade level, then look for the row in that column that reflects the beginning letter(s) of the their last name.

For example: An 8th grade student, last name Rozanski, would report to SALLAS room 2-222

Ensure that your child writes down and memorize their Zero Hour Room (Name of Teacher & Room #)

| Grade 6<br>Beginning Letter(s) of the<br>Student's Last Name | Grade 6<br>TEACHER &<br>Room Number | Grade 7<br>Beginning Letter(s) of the<br>Student's Last Name | Grade 7<br>TEACHER &<br>Room Number | Grade 8<br>Beginning Letter(s) of<br>the Student's Last Name | Grade 8<br>TEACHER &<br>Room Number |
|--|-------------------------------------|--|-------------------------------------|--|-------------------------------------|
| Aar - Ava  | ASHLEY 4-245                        | Aba - Aul  | ADAMS 4-211                         | Aba - Arm  | ALVARADO 2-209                      |
| Bak - Bur  | BARKER 4-247                        | Avi - Bla  | AMICO 4-215                         | Ash - Byr  | BATTLE 2-212                        |
| Bus - Chen   | BOUCHARD 4-253                      | Bob - Cap  | ANTHONY 4-208                       | Cad - Cok  | DEANGELIS 2-204                     |
| Che - Dean   | CANTOR 4-246                        | Car - Con  | BAREFOOT, D 4-203                   | Col - Del  | ECHESARRETTA 2-101                  |
| DeCar - Fer  | DESILVA 4-233                       | Cor - Doc  | DOERING 4-139                       | DeNic - Era  | FELT 2-219                          |
| Fin - Gom  | DESTITO 4-235                       | Dor - For  | DYMARCYZCK 4-209                    | Esp - Gol  | GORDON 2-221                        |
| Gon - Hec  | EBANKS 4-243                        | Fra - Gor  | GARDINER 4-205                      | Gon- Hop   | HARKIN 2-102                        |
| Hel - Joh  | GARDNER 4-249                       | Gos - Hol  | SPEROUNIS 4-207                     | How - Kli  | JEFFREY 2-207                       |
| Jon - Lar  | HURLEY 4-232                        | Hop - Kin  | HOLMES 4-150                        | Koy - Mad  | JOHNSON 2-208                       |
| Lav - Marr   | MOORER 4-155                        | Kir - Ling   | IANSITI 4-210                       | Mah - Moo  | JONES 2-223                         |
| Mat - Mui  | OPERA 4-239                         | Lit - Mil  | LEWIS 4-213                         | Mos - Pau  | MCINTOSH 2-202                      |
| Mun - Poc  | OWENS 4-157                         | Mir - Oguz   | MCCARTHY 4-219                      | Pea - Rey  | QUADAGNO 2-224                      |
| Pom - Rin  | PEASANTES 4-244                     | Oqu - Pya  | MUNNS 4-221                         | Ric - San  | SALLAS 2-222                        |
| Riv - Sant   | STEELE 4-143                        | Qi- Ruz  | PEAK 4-201                          | Sau - Spa  | STAMILE 2-205                       |
| Sar - Sri  | VALLS 4-251                         | Sai - Shi  | Mr. WILSON 4-149                    | Ste - Tho  | STEINMETZ 2-228                     |
| Sta- Tha   | WALSH 4-255                         | Sid - Tir  | SWINSON 4-223                       | Til - Vel  | TEEL 2-206                          |
| Tor - Whi  | Mrs. WILSON 4-230                   | Tis- Was   | VAKNIN 4-217                        | Ven - Zha  | VAUGHAN 2-210                       |
| Wil- Zup   | WOMBLE 4-237                        | Wat - Zim  | WILLIAMS 4-212                      |  |                                     |

  
**★ Communications**

**★ Music**

**Band  
Strings  
Vocal  
Piano**

**★ Visual Arts**

**★ Dance**

**★ Theatre**

**S.T.A.R.  
ARTS  
PROGRAM**



How to Stay Informed & Locate Information  
Students & Parents Need to be Proactive





Go to Bak's website



palmbeachschools.org/msoa



High Contrast: OFF ON

palmbeachschools.org/msoa

HOME SCHOOL INFO THE ARTS & ATHLETICS STUDENTS & PARENTS SCHOOLS DISTRICT

 **Bak Middle School of the Arts**  
Educate. Affirm. Inspire.

District Home Search

Español | Kreyòl | Português | Translate | Sign In

 District Calendar

 Registration

 Parent Information

 SIS Parent Gateway

 Caring First

 School Cash Online

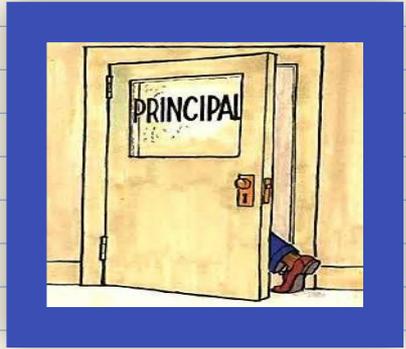
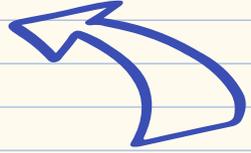
 Transportation

 Family Resources

< || >



who to  
turn to:



**Administration:**

|                   |           |              |     |
|-------------------|-----------|--------------|-----|
| Sally Rozanski    | Principal | 561-882-3844 |     |
| Misty Connelly    | A.P.      | 561-882-3818 | A-F |
| Daniel Stechsulte | A.P.      | 561-882-3874 | G-O |
| Crystal Clark     | A.P.      | 561-882-3840 | P-Z |

**School Resource Officer:**

Officer Silva 561-882-3896

- Report a serious incident on campus
- Report a theft or loss of property

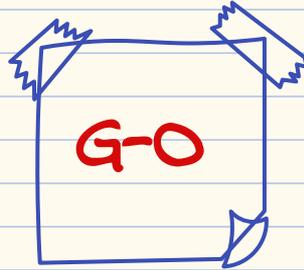


# School Counselor



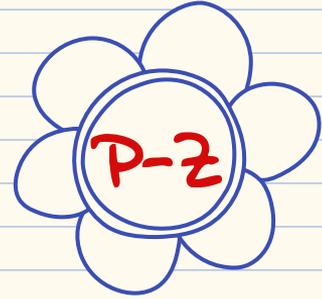
Robin Taverna:

561-882-3825



Kelly D'Agostino:

561-882-3887



Sonia Parikh:

561-882-3860

Mental Health Professional

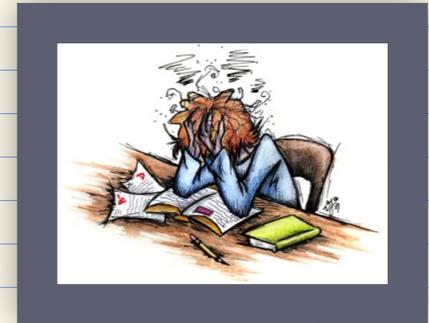
Mia Terrazas

(561) 882-3824

ESE Contact (I.E.P. & E.P.)

Laurie McCormick:

(561) 882-3852



# ★ SIS - Student Information Systems

## ★ Parents (SIS Gateway) - Create own Account! ★



Welcome to the School District of Palm Beach County Student Information System (SIS) Gateway for Parents. The Gateway is a tool that provides parents/guardians timely access to their student's information including, but not limited to schedule, grades, discipline, and attendance.

REGISTER

Create a New Parent/Guardian Account  
Add Another Student to my Gateway Account  
\*Security PIN Required  
No PIN? Contact the school.  
\*\*Use Google Chrome or Firefox\*\*

LOG IN

All Gateway Users Login  
Forgot / Need to Change Password?  
\*\* Use Google Chrome or Firefox\*\*

### Need Help?

[How to register](#)  
[How to add another student to my existing account](#)  
[How to reset your password](#)

If you need additional assistance, contact your school.



Having trouble activating  
your account? Contact:  
Karyna/Kanhoye@palmbeachschools.o

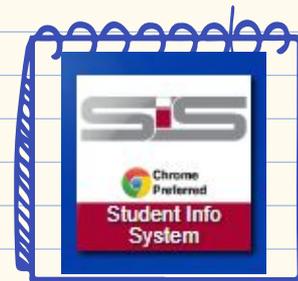
rg

Micah.Kossove@palmbeachschools.or

g

# SIS- Student Information Systems

## Key to Monitoring Your Child's Progress



- How do I get a SIS Parent Gateway account if I do not already have one?  
Register using the information you were sent (SIS a Parent Gateway) letter that had your child's PIN number and Student I.D.  
You have all the information that you need to register (YOU DO NOT need to reregister if you have an account).

### Parents will have three ways to access the SIS Gateway:

1. The school's web page [palmbeachschools.org/msoa](http://palmbeachschools.org/msoa)
2. The SDPBC website and the Mobile App
3. District website



ALL students have an account and can access SIS on their district portal, but parents must create their own account (Do not rely on your child's account - Parents have greater access and additional responsibilities).

# Lines of Communication

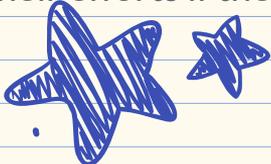
Email is the most efficient way to make contact  
[firstname.lastname@palmbeachschools.org](mailto:firstname.lastname@palmbeachschools.org)

- General question about school? Ask your child, look at your First Day Folder Material, [review the For Your Information document \(keep this document\)](#), and check Bak website or SDPBC website.
- Teachers will communicate with you via email, Parentlink, or sending information home.
- If there is a classroom question – Ask your child first & then check their Google Classroom!
- If there is a classroom concern - Contact the teacher.
- If there is a counseling issue - Contact your child's counselor.
- If there is an unresolved issue after contacting the appropriate personnel (e.g., teacher, counselor) – Contact your child's Assistant Principal (A.P.).
- If you have gone through the appropriate channels and have not resolved the issue – Contact the principal.

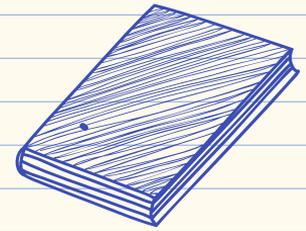


# Parents: what Can You Do?



- **Every Day** - Ensure before saying goodbye in the morning, let your child know how he/she are getting home from school each day (students will not have cell phone use once at school).
  - **First Day** - Please make sure to read all information in your child's First Day Folder and have your child return all required information.
  - **First Day** and whenever you need school information: Look at and consistently refer to the [SY25 Bak MSOA For Your Information & Bak's website](#) for general questions about the school and school procedures.
  - **Daily** - Ensure your child attends school and arrives to school on time.
  - **Daily** - Have a chat with your child each day about school.
  - **Daily** - Ensure homework is completed and ready to hand in for the next class.
  - **Daily /Weekly** - Check SIS, Bak's website, and ask to see your child's Google Classroom for each class. This is where the daily agenda is placed and essential details about the class.
  - **Daily** - Foster your child's education and growth by encouraging your child to communicate with their teachers and take responsibilities for their learning. Allow your child to feel the weight of some of his/her decisions, actions, or lack of action. Celebrate their efforts if they did their best!
- 

# Student Expectations for Learning/Communication

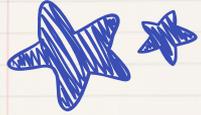


Students should:

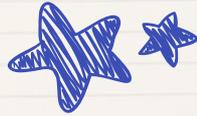
1. Take **responsibilities** for their learning, actions, and be dedicated to their studies and art area.
2. **Communicate** with their parents what is happening in class, bring any papers home for their review and/or signatures, and show their parents their Google Classroom(s) when asked about your class, rules, assignments, etc.
3. **Email** the teacher with any questions. Parents should not be emailing teachers about your classwork, homework and/or assignments, etc. The student is the person in the class and has been a part of the learning and teaching.
4. Do not get discouraged if you have tried your best and did not achieve your goal. **Keep trying** – continual effort is a key factor in one's success.
5. **Be respectful** of yourself, your classmates, and Bak's staff. Communicate in a positive manner.

**WE WILL NOT** call students down or make deliveries to the classrooms. If you have left something home and your parent is bringing it to you, you may check the table located just inside the blue double doors that leads to Student Services. Bak is not responsible for missing items.





# Important Procedures At Bak

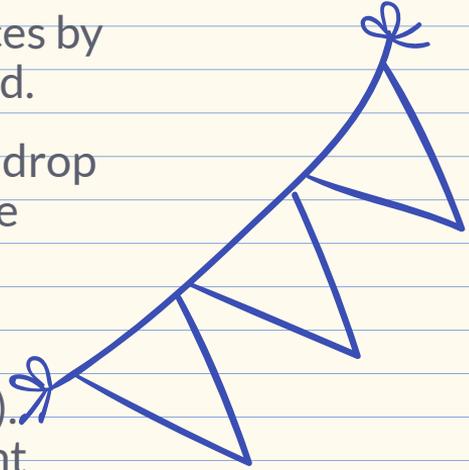


# Every Morning (8:00 am to 8:15 am)



- Students when arriving on campus, must go to the courtyard, cafeteria, or Media Center (if open) until the 8:15 am bell rings
- Students drop off any absence notes or early release letter in the metal drop box outside Student Services by the double blue doors on their way to the courtyard.
- Music students may only enter the Music Suite (to drop off instruments) through the North entrance by the vending machine - usually around 8:10 am.

NOTE: Students who arrive after Main Entrance doors are closed, enter through Student Services (glass doors). After 9:00 am, parents must escort their child to Student Services.





# What if My Child is Absent or Tardy?



- This procedure is in the **For Your Information** document (Keep document as reference).
- Do not email the teachers. If your child is going to be absent more than three school days, please send an email to your child's counselor and Assistant Principal.
- Go to the **Bak's website at (<https://msoa.palmbeachschools.org>)** Click on **School Info**
  - Click on the link: Bak Attendance: Click here to report your child's absence(s).
  - Complete and submit the form.
  - If you have a doctor's note, please submit per the directions below. - OR-
  - Students must submit a signed note from the parent to Student Services (place in the metal drop-off box) when they return to school that includes the following information: Student's first and last name, I.D. #, grade level, parent contact phone number and signature, and the date(s) and reason for the absence(s). Attach a doctor's note when applicable.

**TARDIES:** Students report straight to class & are marked as tardy after 8:20 am. After 9:00 am, parents must escort students to Student Services. Parents must also escort their child to Student Services if they have a doctor's note excusing the student's tardy for that day. If no note is produced, the student does not receive an excused tardy.

## **MAKE-UP WORK**

Per School Board Policy: For any absence from class, the number of days allowed to make-up work shall be the same as the number of days the student was absent (days adjusted for block scheduling). Students are responsible for contacting their teacher(s) regarding the make-up assignments and are required to complete all make-up per the timeline as described above (SB Policy 5.09). For example, a student that was absent on Monday, would ask about the work missed when the student returns to class. The student must then submit the make-up work the next day the class meets. However, if an assignment/assessment was assigned during the class before the student was absent, then the student must submit the work and/or take the assessment upon the student's return to class. Regardless of the reason the student was absent from school (including school sponsored activities/trips), students are assigned a "ZERO" when an assignment, project, and/or assessment is not completed/submitted as directed (e.g., by the due date or during the scheduled class time). If the work is submitted per district guidelines (SB Policy 5.09), the grade will be changed to reflect the student's work.

# REPORTING ABSENCES - Via the Bak Website



## Bak Middle School of the Arts

Educate. Affirm. Inspire.

[District Home](#)

[Español](#) | [Kreyòl](#) | [Português](#) | [Translate](#)

-  District Calendar
-  Registration
-  Parent Information
-  SIS Parent Gateway
-  Caring First
-  School Cash Online
-  Transportation
-  Family Resources

## School Information

- Overview
- [Attendance: Click here to report your child's absence\(s\)](#)
- SY25 Dress Code
- SY25 Odd/Even School

## Bak Attendance: Click here to report your child's absence(s)

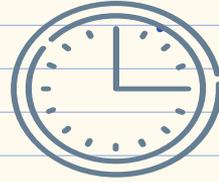
### Bak Attendance

Page 1 of 1

**Bak Attendance**  
This should only be used for attendance information.

- Student Full Name\*

# Early Dismissal



Students are expected to attend a full school day. In the rare instance that a student needs to leave school early, parents/students must follow the Early Dismissal procedure that is designed not to disrupt learning and to enforce safety/security requirements. **Failure to follow the early dismissal procedure will result in dismissal delays due to the staff's inability to go to the classroom and escort the student to Student Services. Therefore, we are unable to get a student for early dismissal after 2:30 pm who have not followed procedures.** Students who follow the Early Dismissal procedure may be released by their teacher until 2:50 pm.

## Procedure

1. Bring a note signed by the parent indicating the following: Student name, student ID number, grade level, the time the student is being picked up, and the name of the person who is picking up the student.
2. Place the note in the drop box by Students Services - a release pass will be given.
3. Show the release pass to your teacher when you enter the class to inform the teacher that you will be leaving early (tell the time/show pass).
4. Leave at the appropriate time and go to Student Services (remind the teacher before leaving class).

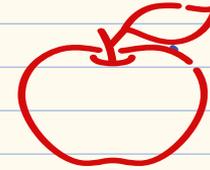
School District Policy: Excessive early sign-outs or unexcused tardies will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. When a secondary student misses fifty (50) percent or more of a class period due to early dismissal or late arrival to school, the student shall be considered absent and marked absent (per SB Policy 5.09). Additionally, accumulated early dismissals/unexcused tardies may be recorded as unexcused absences consistent with Fla. Stat. § 1003.02(1)(b).



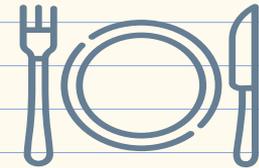
## Schedule Changes

- We do not make schedule changes unless it is a scheduling error.
- We place students in classes based on various factors: student achievement, gifted, ESE, major, availability, student ranked choice.
- If there is an error (e.g., in the wrong art major or wrong grade level content class), the student should alert the teacher. Many elective classes have “titles” that do not necessarily match the course. Example: Most 6th grade students will take the course named *CAREER RES & DEC* (**Arts Exploration**)

# CAFETERIA



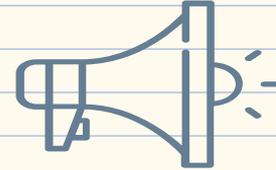
- **Breakfast & Lunch are free for all students.**
- Ala Carte items will be available – funds for these items can be placed on your School Cash Online account. No Cash is accepted.
- If you are getting lunch, wait behind the line.
- Have your I.D. badge ready to swipe.
- If you have your own lunch, find a seat.
- Respect the cafeteria staff and follow directions.
- Pick up and dispose of all trash.
- Dismissal: Remain in the courtyard until the bell rings.
- Go immediately back to class.



# Athletics/Aktivate Registration Info

## Sports Offered

- Baseball and Softball (1st 9 weeks - paperwork in by August 16th )
- Boys Soccer and Girls Volleyball ( 2nd 9 weeks)
- Boys/Girls Basketball and Girls Soccer (3rd 9 weeks)
- Boys Volleyball and Boys/Girls Track and Field (4th 9 weeks)
- **Tryout dates will be communicated to parents each nine weeks as soon as the school district provides the school with the information.**



## Aktivate Student Registration (Go to Bak Website under Arts and Athletics)

- **ALL** documents must be fully completed/submitted in [Aktivate](#) and approved by the athletic director in Aktivate before a student may tryout.
- All documents can be found in [Aktivate](#) and under [The Arts and Athletics](#) on the Bak MSOA website.
  - FHSAA Preparticipation Physical EL2 (May not use the physical form used to register for school)
  - Athletic Eligibility for **Middle School** Students (Must be notarized)
  - Student Medical Consent (Must be notarized)

# Athletic Forms

**PREPARTICIPATION PHYSICAL EVALUATION (Page 1 of 4)**  
 This medical history form should be retained by the healthcare provider and/or parent.  
 This form is valid for 365 calendar days from the date signed below.

**EL2**  
 Revised 4/23

## MEDICAL HISTORY FORM

**Student Information** (to be completed by student and parent) *print legibly*

Student's Full Name: \_\_\_\_\_ Sex Assigned at Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 School: \_\_\_\_\_ Grade in School: \_\_\_\_\_ Sport(s): \_\_\_\_\_  
 Home Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_  
 Name of Parent/Guardian: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Person to Contact in Case of Emergency: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
 Emergency Contact Cell Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ Other Phone: (\_\_\_\_) \_\_\_\_\_  
 Family Healthcare Provider: \_\_\_\_\_ City/State: \_\_\_\_\_ Office Phone: (\_\_\_\_) \_\_\_\_\_

List past and current medical conditions:

Have you ever had surgery? If yes, please list all surgical procedures and dates:

Medicines and supplements (please list all current prescription medications, over-the-counter medicines, and supplements (herb/

Do you have any allergies? If yes, please list all of your allergies (i.e., medicines, pollens, food, insect):

### Patient Health Questionnaire version 4 (PHQ-4)

Over the past two weeks, how often have you been bothered by any of the following problems? (Circle response)

|   | Not at all | Several days | Over half of the days | Nearly every day |
|---|------------|--------------|-----------------------|------------------|
| Feeling nervous, anxious, or on edge        | 0          | 1            | 2                     | 3                |
| Not being able to stop or control worrying  | 0          | 1            | 2                     | 3                |
| Little interest or pleasure in doing things | 0          | 1            | 2                     | 3                |
| Feeling down, depressed, or hopeless        | 0          | 1            | 2                     | 3                |

### GENERAL QUESTIONS

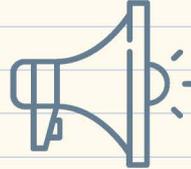
Explain "yes" answers at the end of this form.

*(Circle answers if you are unsure of the response)*

Yes No

### HEART HEALTH QUESTIONS ABOUT YOU

(continued)



## THE SCHOOL DISTRICT OF PALM BEACH COUNTY Student Medical Consent for Athletics



Print Student Name \_\_\_\_\_ Birth Date \_\_\_\_\_

The student, hereby known as patient, and parent(s) or legal guardian(s) whose signatures are attached below do hereby consent to any and all emergency medical and/or surgical treatment including anesthesia and operations which may be advisable by the patient's physicians and/or surgeons. The intention hereof being to grant authority to administer and perform all and singularly examinations, treatments, anesthetics, operations and diagnostic procedures which may be deemed advisable or necessary. We also agree that the patient, when admitted, is to remain in the hospital until his or her physician recommends that the patient is discharged (Attach any additional pages, if needed, including any relevant provisions in student's IEP or 504 plan.) in the event of an emergency, reasonable attempts will be made to contact the parent. This would not prevent the emergency health care provider from acting in the best interests of the child.

In witness of our consent and agreement to the matters stated in the preceding sentences, we have subscribed our signatures below:

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Emergency contact information in case of emergency

### NOTARY OF PARENT'S/LEGAL GUARDIAN'S OR ADULT/EMANCIPATED STUDENT'S SIGNATURE

STATE OF FLORIDA  
 COUNTY OF \_\_\_\_\_

Sworn to or affirmed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
 by \_\_\_\_\_

(parent/guardian or adult/emancipated student)

Personal Seal OR Produced Identification \_\_\_\_\_ Signature of Notary Public - State of Florida

Type of Identification \_\_\_\_\_



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
 DEPARTMENT OF SECONDARY CURRICULUM

## Athletic Eligibility for Middle School Students

Parents, in order for your son or daughter to be eligible to participate in athletics at his/her middle school during the upcoming school year, you and your son or daughter must complete this form and sign where indicated. **Make sure you read each page carefully before signing!** A parent or the student (if an adult or emancipated) needs to sign in front of a notary. We cannot notarize any papers if they come to us already signed.

Student Name (first, mi, last) \_\_\_\_\_ Student ID# \_\_\_\_\_ School Year \_\_\_\_\_ Date \_\_\_\_\_

Age \_\_\_\_\_ Gender \_\_\_\_\_ Current Grade \_\_\_\_\_ Name of Parent/Legal Guardian \_\_\_\_\_

(street, apt. #, city, state, zip code) \_\_\_\_\_ Student Phone # \_\_\_\_\_

Enrolled This Year \_\_\_\_\_ School(s) Attended Last Year \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Contact Address (street, apt. #, city, state, zip code) \_\_\_\_\_ Emergency Home Phone # \_\_\_\_\_

Physician # \_\_\_\_\_ Name of Student's Physician \_\_\_\_\_ Physician Phone # \_\_\_\_\_

### PROOF OF INSURANCE FOR STUDENT

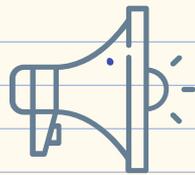
Insurance Company (policy that covers student) \_\_\_\_\_ Insurance Policy # \_\_\_\_\_

Policy Holder (policy that covers student) \_\_\_\_\_ Policy Holder's Relationship to Student \_\_\_\_\_ Policy Holder's Place of Employment \_\_\_\_\_

### ATHLETIC ELIGIBILITY REQUIREMENTS FOR MIDDLE SCHOOL STUDENTS

STUDENTS AND NEW STUDENTS must have transcripts\* on file before an athlete is eligible to participate. OBLIGATIONS must be met before participation in athletics/activities is allowed. **OF THIS FORM** must be filed out, signed and **MUST BE ON FILE** in Athletic Director's Office ten days prior to the

# Athletics/Aktivate



- When registering on Aktivate, please select all the sports your child may tryout for during this school year. This makes it much easier for the school to track who is cleared to tryout for each sport.
- Once your child's documents have been approved, you will receive an email from Aktivate or Register My Athlete stating that the registration is complete.
- Your child's physical will expire 365 days after the date it was conducted. At that point, your child would not be cleared to participate, even if it expires mid-season.
- If a student is on probation, they can still tryout, but cannot participate in practices or games until **ALL probation requirements have been completed.**
- Please visit [The Arts and Athletics](#) on the Bak MSOA website for additional information including links to help videos for Aktivate.

- For additional questions, please contact Assistant Principal Daniel Stechschulte at [daniel.stechschulte@palmbeachschools.org](mailto:daniel.stechschulte@palmbeachschools.org) or Athletic Director: Shakendra Moorer at [shakendra.moorer@palmbeachschools.org](mailto:shakendra.moorer@palmbeachschools.org)





# ★ Transportation

How do you  
get to and from school?



All students must “Register  
Your Ride” (e.g., car riders,  
bus, Tri-Rail, & walkers)



Entrance of Student  
Drop-off/Pick-up



Form a Double Line  
Arrow shows 2nd  
gate by the Marquee



• Curve past 2nd Gate

• Continue double Line



At the start of the cones, you form a single line (you are approaching a stop sign).



In the morning, wait at the Stop sign until directed to start the line



Drop off & Pick-up Area



# How Are You Getting To School Each Day? **Car Riders**

## Morning Car Riders

- Parents must use the car drop-off/pick-up line entrance off of North Shore Dr.
  - **DO NOT ENTER through the MAIN GATE, unless your child is registered in Morning Care and it is BEFORE 7:55 am.**
- Gate on North Shore Drive opens at opens at 6:45 am.
- Form TWO car lines (until you get to last curve before the drop-off area).
- At the last curve, one line is formed - waiting for staff to begin the car drop-off
- Student drop off starts at 7:55 a.m. unless registered in Morning Care.
- At the drop-off/pick-up area and pull ALL THE WAY UP in the line.
- Students must be ready to immediately exit the car.
- Students must wait until parent pulls-up to the designated area to get out of or into the car.
- Parents must use the designated car drop off/pick-up line entrance off of North Shore.

**ALL cars exit out through the main gate**



# How Are You Getting Home from School Each Day? **Car Riders**

## Afternoon (Dismissal) Car Riders and After School Pick-up

- Parents must use the car drop off/pick-up line entrance off of North Shore.
- Gate on North Shore Dr. opens at 2:30 p.m. 2nd Gate (by marquee) opens at 2:50 p.m.  
Make sure to form TWO (2) lines (side by side)
- Parents MAY NOT block North Shore Dr. (do not arrive earlier than 2:30 pm)
- Pull all the way up - do not leave gaps in the line.
- **Afternoon** - Students must watch for their car and move quickly to the pick-up area to get in the car. We do not call out student names - if your child does not come to your car, you will be asked to leave the area and get back in line.
- Parents and students may not be on their cell phones.
- Parents MAY NOT SKIP THE LINE by parking and walking to drop off or get their child during dismissal nor ask their child to walk across the street themselves. **EVERYONE MUST REMAIN IN THE CAR AND WAIT IN LINE TO DROP OFF/PICK UP THEIR CHILD** from the properly designated location

**ALL cars exit out through the main gate.**



# Bus Riders: More Info

1. Students may only ride on their assigned bus (am/pm) & get on and off at their assigned bus stop.
2. If a child lives in two homes during the week (split custody) an appeal can be made to transportation to see if a student is eligible to be assigned to two (2) different buses. Students have to live between two (2) homes (shared custody) AND the second physical HOME address is in SIS attached to the other parent.

## ACTIVITY BUS - Monday - Thursday (students who stay after school for Curtain Calls, athletics, clubs, MSCR, Tutoring).

- Bus stop locations are not the same as regular bus stops. Activity buses drop students off in an assigned vicinity.
- There will be a North and Central Activity Bus. The North bus does drop-off at Tri-Rail, but there are district chaperones on this "late" train.
- The week of August 19th, Activity bus stops may be found on the Bak website under School Info - The week of August 19th.

## Email Crystal Clark if you need assistance:

- A. Qualify and want to be considered for an appeal. Provide your child's name, student I.D., and the two addresses that appear in SIS.
- B. Behavior issue on the bus or concerns with any incident on the bus.
  - i. Student may receive discipline referrals and other consequences due to rule violations or inappropriate actions while riding on the bus.



THIS IS WHAT YOU WILL SEE WHEN YOU WALK OUT TO THE BUS LOOP!

BUS LOOP DOORS ARE THE BLUE DOUBLE DOORS IN THE THEATRE COURTYARD. LOOK TO YOUR LEFT WHEN YOU LEAVE THE MAIN STAGE.

STUDENT MUST KNOW THEIR BUS ROUTE NUMBER(S), not the actual number of the bus (1156 or 2182)

ELIMINATE ANY Zeros and any letter that appears after the number. SOME Examples:

- C004 or C004M is C4
- N07 is N7
- R007 is R7

C = Central Buses

R = Royal Palm Buses

N = North Buses

# How Are You Getting To & From School Each Day?

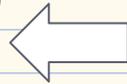
Bus

Riders

Bus Transportation - Bak does not have control of the bus assignment (stops or time), Tri-Rail, bus drivers, chaperones, or transportation routes.



Transportation Call  
Center (561) 357-1110  
On School Days: 6:00  
am to 6:00pm



Questions/Concerns about buses, routes,  
drivers, or stops - Call Transportation Services  
& speak directly with a Transportation Liaison

Emergency  
after school  
hours?

For emergencies after school  
hours (e.g., missing child,  
accident), call School Police Main  
Telephone Number at  
561.434.8700

Contact: Your child's a  
Assistant Principal if you have  
concerns about behavior on the  
bus.

# Tri-Rail: Morning (P606) & Afternoon (P631)



For Times -Go To Tri -Rail Website (Mangonia Station) <https://www.tri-rail.com/>  
DO NOT RELY on the APP - arrive at the originally scheduled time.



- **How do I know if my child is eligible to ride Tri-Rail?** When registering, answer "NO" to riding your child's assigned bus. A drop-down menu will appear. Click on the drop-down. If eligible, Tri-Rail will be a choice. If the choice is only Car or walk, then your child is not eligible to ride Tri-Rail.

## FAST FACTS:

- We do not have control of Tri-Rail times.
- There are district chaperones on Tri-Rail.
- There are designated train cars, but the public may sit on the train cars with the students.
- Students will ride the Tri-Rail for free if the district has designated Tri-Rail as their mode of transportation.
- Passes are issued by Tri-Rail; it takes about 4 weeks - students ride w/o passes; once issued, passes must be worn.
- All district rules, policies, and procedures must be followed.
- Issues with behavior on Tri-Rail, contact Daniel Stechschulte.



# Tri-Rail: Morning (P606) & Afternoon (P631)

For Times -Go To Tri -Rail Website (Mangonia Station) <https://www.tri-rail.com/>  
**DO NOT RELY** on the APP - arrive at the originally scheduled time.

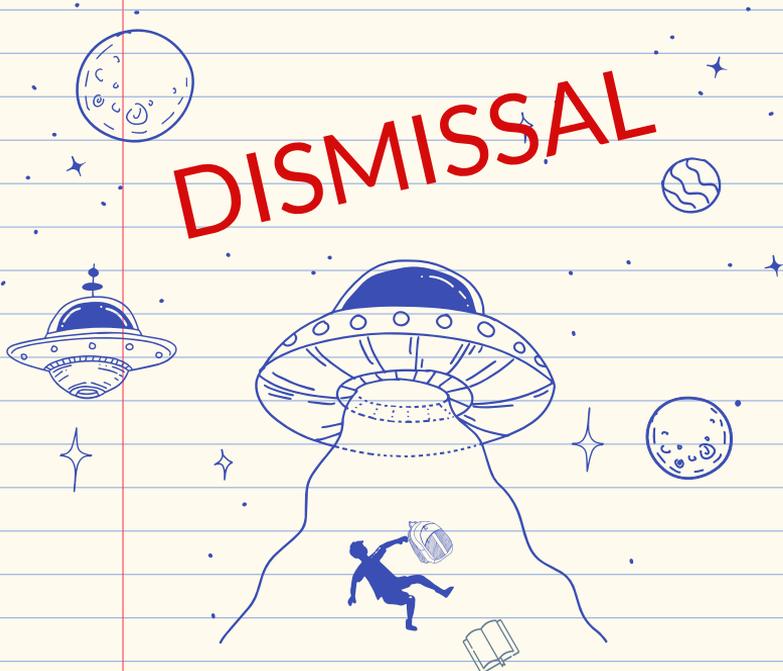
## Information for Parents Whose Child will be Riding Tri-rail

All students riding tri-rail must register using [Register Your Ride](#)

TRI-RAIL: Information can be found at <https://www.tri-rail.com/scheduletable> (Northbound P606/Southbound P631).

You can also call 800-TRI-RAIL - 800-874-7245 or 954-783-6030.

- In the morning, eligible Tri-Rail students ride the Northbound P606 train and are dropped off at the Mangonia Station. District provided school buses pick-up the students and transport them to Bak MSOA.
- In the morning, please make sure your child is at the appropriate tri-rail station 10 MINUTES before the scheduled departure time for P606. Departure times can be found at <https://www.tri-rail.com/scheduletable>
- If a student misses the morning P606 train, it is the parent's responsibility to drive that child to school.
- In the afternoon, eligible Tri-Rail students are transported by school district buses to the Mangonia Station and ride the Southbound P631.
- For safety and security reasons, students are not permitted to be picked up at the Mangonia Station
- Tri-Rail is public transportation. The SDPBC Transportation Department hires and supervises the Tri-Rail chaperones. There are no district chaperones on Tri-Rail for after school activities/activity bus.

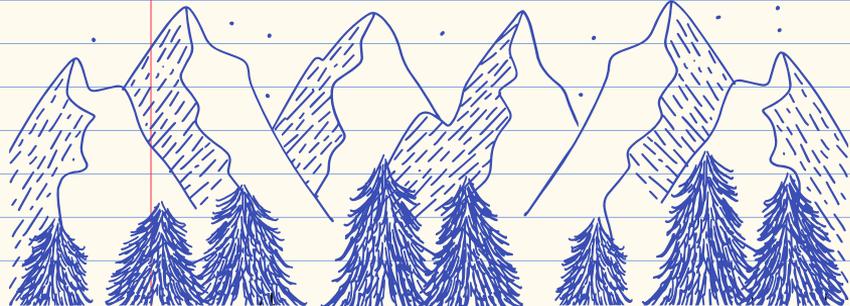


# DISMISSAL

When directed by the PA announcer, students may take out their cell phone to see if their parent has changed the method they will go home for that day. **When directed PA, students must turn off and put away their cell phones.**

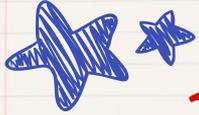
Only those students whose transportation have been called should be out of class. Students must go directly to their mode of transportation. Detentions or other consequences will be given to those who violate dismissal procedures.

1. LISTEN/WAIT in class for your mode of transportation to be called.
2. Move quickly to your destination.
3. Tri-Rail Students MUST go directly to the buses.
4. PAY ATTENTION in the car pick-up line.
5. Students may ONLY ride their assigned bus.



**Tri-Rail 3:10**  
**Car Riders 3:15**  
**Walkers 3:15**

**Buses & Curtain**  
**Calls between**  
**3:15 and 3:30**



# First Day Folder



# Read & Discuss with your Child

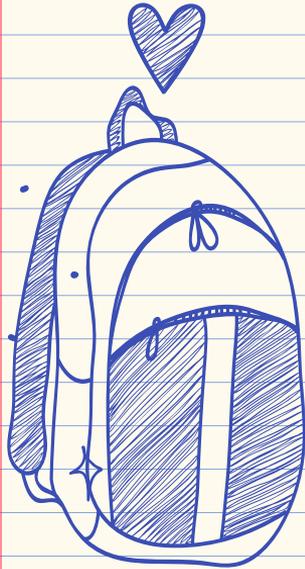
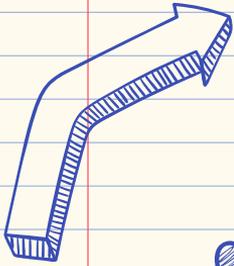


Some Documents in the First Day Folder

- **Complete & Return** - (Choice Contract) Bak's Standards of Excellence (pink)
- **Complete & Return** - Student/Parent District/Schools Rules Acknowledgement (yellow)
- READ carefully- **For Your Information** Document (FYI)

Go to **The SDPBC website** to find all District Documents in various languages – click on Students & Parents  
<https://www.palmbeachschools.org/>

**Bak Website:** <https://www.palmbeachschools.org/msoa>



# First Day Folder: Please Read, Review, and Discuss

## Principal Letter

August 2024

Dear Parent/Guardian,

Welcome to the 2024-25 school year! Bak is a vibrant arts community focused on providing engaging instruction, performances, and unparalleled opportunities and experiences in the arts and academics. We welcome our new students, celebrate our returning students, and welcome new faculty and staff: Adam Wilson and Peter Haden - Communications; Catherine Briggs - Vocal; Julie (Chris) Murray - Band. We also said our heartfelt "goodbyes" to the following faculty and staff: Jamie Henry - Band; Carrie Leahy - Vocal; Linda Riggs - Math; Natalie Sharp and Mikayla Carroll - Communications. We appreciate their contribution to the Bak Family and wish them the best!

Our mission each year is to empower students to gain the knowledge, skills, and self-confidence to achieve their goals in the arts, academics, and in life. As we prepare to provide a dynamic and rigorous academic and arts education, there is a continued concentration on culture and relationship building with our faculty, staff, students, parents, and our community. It is especially important that we are united in our efforts.

Being a member of the Bak MSOA family is truly a unique and rewarding experience. As a leader in the arts and in academics, there are numerous contributing factors to our success. We have a talented student body, dedicated and highly qualified faculty and staff, and the unending support of our parents, Bak PTO, and the MSOA Foundation. Our nationally recognized Arts Program continues to impress, entertain, and reach new levels of excellence while performing across the nation and earning county, state, and national awards in all art areas.

Academically, we have earned the State of Florida's National Merit Award. Every year, Bak has been in the top 1% of schools in the state. Bak has earned a spot in 2022 earning a 99.6% rating. Bak has been named a National Merit Award recipient. Bak has been named a National Merit Award recipient. Bak has been named a National Merit Award recipient.

The opportunity to be a member of the Bak MSOA family is truly a unique and rewarding experience. Bak PTO. Bak's fundraising and arts fees cover some costs, but the Foundation supplies funding to support Bak's Theatre Technician, Artists in Residence, master classes, guest artists, individual/group lessons, consultants, competitions, and replace outdated/inoperable technology or equipment. Please donate what you can to the MSOA Foundation ([msoafoundation.org](http://msoafoundation.org)). The hardworking Bak PTO is a collective group of parents who provide immeasurable support and resources to our students and faculty/staff. PTO purchases IXL (Individualized technology program) in reading and math for all students, organizes extraordinary events for students and faculty/staff, and recruits and organizes volunteers that enable us to have the needed personnel to support student activities, events, and performances. Families are encouraged to join the Bak PTO ([Bakpto.com](http://Bakpto.com)).

As we begin the new school year, Bak's faculty and staff are steadfast in our commitment to provide all students with the experiences, opportunities, and education that increases achievement in the arts and academics, nurtures talent, develops creative thinking, and fosters individualism and citizenship. We look forward to collaborating with you in our quest to reach each child's potential.

Let the journey begin,

Sally Rozanski

Principal



## SY25 Bak MSOA: For Your Information

### SY25 BAK STUDENT & PARENT HANDBOOK: FOR YOUR INFORMATION (FYI) 7/9/24

Welcome to the 2024-25 school year! 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. In this free and open environment, a level of order must be maintained. The partnership between the school and home is essential as we help students reach their potential in the arts and academics. Whether this is your first year at Bak MSOA or you are a returning student, all students and parents should read, review, discuss, and understand the information, rules, policies, and procedures contained in this document, in the First Day Folder, the SY25 Standards of Excellence and Statement of Commitment, the SDPBC Student Code of Conduct and Student and Family Handbook. Non-adherence to district/school rules will result in consequences as outlined in this document, in the SDPBC Student Code of Conduct, and the SDPBC Student Progression Plan. The Bak Family is a powerful community when we all work together! **This document should be used as a reference by students and parents throughout the school year.** Wherever the word "parent(s)" appears, it is also referring to the guardian(s) or person acting as a parent (special circumstances).

**Bak MSOA Website:** [palmbeachschools.org/msoa](http://palmbeachschools.org/msoa)  
Where to get essential school & district information  
**The Main Number - 561-882-3870**

**IMPORTANT: The For Your Information (FYI) is the most important document for you to know & reference throughout the year.**

- 882-3824
- Bookkeeper - Yaritza Dominguez Soto 561-882-3827
- School Cash Online/Check Inquiries
- Data Processor/Registrar - Karyna Kanhoye 561-882-3884
- Immunizations, transcripts, student records, Change of address or other registration information
- Media Specialist/ SIS Manager - Micah Kossove 561-882-3841 or 561-882-3865
- School Nurse/Health Room - 561-882-3883
- School Police Officer - Donald Silva 561-882-3896
- Cafeteria Manager - Karen Corea - 561-882-3807
- District emails follow the same format - [firstname.lastname@palmbeachschools.org](mailto:firstname.lastname@palmbeachschools.org)

**PLEASE REVIEW, SIGN PAPERS, PAY FEES, KEEP PAPERS FOR FUTURE REFERENCE.**

# Please Review, Complete, Sign, & Return Student returns paper on Tuesday to 2nd Period Teacher

## STUDENT and PARENTS MUST SIGN, DATE, AND HAVE THE STUDENT RETURN THIS BAK CHOICE CONTRACT TO THEIR 1 or 2 PERIOD TEACHER NO LATER THAN 8.15.24

The Bak Standards of Excellence was developed based on school and SDPBC rules, policies, and procedures, and the efforts that each stakeholder needs to put forth with the goal of students reaching their full potential in the arts, academics, and in their social-emotional development. Please read and discuss the contents with your child.

### SY25 Bak Middle School of the Arts Standards of Excellence (Choice Contract)

The Bak MSOA *Standards of Excellence*, which serves as the *Choice Contract*, sets clear academic, attendance, behavior, and art area expectations. Students who do not meet the *Standards of Excellence* are placed on probation and receive the Probation Agreement that outlines the terms, conditions, and interventions. Students and parents must sign and return the probation agreement. During the probationary period, students receive interventions and consequences and are closely monitored to provide guidance and support. If a student does not meet the terms of probation by the end of the designated marking period and/or probationary period, an Exit Committee of school and District representatives will be established to review, discuss, and recommend the appropriate action, including the student being exited from Bak MSOA. A violation of the Probation Contract may result in dismissal (exit) from the Choice program and assignment back to the student's home school at the end of a marking period. A student who engages in a level 3 or 4 offense as described in the SDPBC Student Code of Conduct will be immediately scheduled for an Exit Committee meeting. The Exit Committee determines whether the student is immediately exited from Bak MSOA. All exit procedures follow the most recently adopted Board Policy 5.016. An appeal of an involuntary exit decision may be made by the parent/legal guardian of the student. The request for an appeal must be made in writing (PBSD 2418) within five (5) school days from the school's written notice of its decision to exit the student. There is no readmission to Bak MSOA (during the school year or in subsequent years) for students who were exited from Bak MSOA or who voluntarily withdrew from Bak MSOA.

### Grade Six Standards of Excellence for the Arts

**Art Major:** Quarter 1 & Quarter 2 - A student must earn a minimum grade of "C" or higher for each art major class.  
**Art Major:** Quarter 3 & Quarter 4 - A student must earn a minimum grade of "B" or higher for each art major class.

### Grade Seven Standards of Excellence for the Arts

**Art Major - A student must earn a minimum grade of "B" or higher for each art major class for each quarter.**

### Grade Eight Standards of Excellence for the Arts

**Art Major - A student must earn a minimum grade of "B" or higher for each art major class for each quarter.**

**Academic Standards for All Grade Levels -** It is essential that students do not have gaps in their education, meet academic standards, and are able to take the required academic and art area major courses. Therefore, students who earn a failing quarter grade in English, Math, Science and/or Social Studies are placed on probation and must immediately attend Middle School Course Recovery and improve the failing grade(s) BEFORE the end of the next quarter (or when summer session is over for failing Q4 grades). Students who do not attend course recovery and/or do not improve the failing grade(s) by the next quarter, have failed to meet their probation contract. Students must progress each year to the next grade level and have room in their schedule to fulfill all art area major requirements. Students who do not meet next grade level promotion requirements (e.g., are retained and/or fail two or more core courses) will be exited from Bak MSOA.

**Attendance Standards for All Grade Levels -** Bak is a performance-based arts school, so it is essential that students regularly attend school and arrive at school on time. Students who have 5 or more unexcused absences within 30 days or students who have 10 or more unexcused absences within a 90 day period, and/or students who have 20 or more absences for the school year 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 placed on probation for their violation of the SDPBC Student Code of Conduct/Choice Contract. Students who receive two or more conduct grades of "2" or a "1" in a quarter will receive a discipline referral. A student who commits a Level 3 or 4 offense (as documented on the discipline referral) per the SDPBC Student Code of Conduct will be immediately scheduled for an Exit Committee meeting.

Note: Violations of the Choice Contract, even though they may not be documented on a referral, will result in the student violator being placed on probation.

Exit

### SY25 Bak Middle School of the Arts Statement of Commitment

The *Statement of Commitment* was developed to foster collaboration and establish the commitment required from students, parents, and the school throughout the student's time at Bak Middle School of the Arts.

**School -** Bak's faculty/staff understands 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 helps students reach their potential in the arts and academics.
4. Develop creative thinking and analytical skills that foster individualism and citizenship.
5. Prepare students for the rigors of high school.
6. Implement a School-wide Positive Behavior Support Plan - support the diverse Bak Community.
7. Communicate the student's progress in the arts, academics, and behavior to stakeholders.

**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 on time, and is prepared for learning.
2. Support my child's 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. Support my child's academics and art area studies - ensure that my child completes and submits homework assignments and remains dedicated to their art area major.
5. Ensure my child attends school meetings, rehearsals, and recitals outside of regular school hours.
6. Work with the administration and faculty to support my child's artistic and academic progress.
7. Ensure that my child adheres to the rules, policies, and procedures of Bak MSOA and the School District of Palm Beach County (e.g., *Standards of Excellence, Positive Behavior Support Plan, classroom rules/procedures, & Student Code of Conduct*).
8. Review all school communication, complete all forms, and ensure their return to school, and regularly check my child's progress in the Student Information System (SIS).

**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, while being kind and considerate to others.
3. Meet or exceed the *Standards of Excellence* - working diligently to flourish in my core art area while maintaining or exceeding art and academic standards.
4. Participate in school meetings, rehearsals, and recitals outside of regular school hours.
5. Communicate with my parent (s) by sharing my assignments, reports, grades, and...
6. Adhere to the rules, policies, and procedures of Bak Middle School of the Arts and of Palm Beach County (e.g., *Standards of Excellence, Positive Behavior Support Plan, classroom rules/procedures, & Student Code of Conduct*).
7. Accept responsibility for my learning, actions and the consequences if I do not follow the rules and procedures.

The signatures below indicate a full understanding of and an agreement to the SY25 Bak Middle School of the Arts Standards of Excellence and the SY25 Bak Middle School of the Arts Statement of Commitment.

|                                     |                           |      |
|-------------------------------------|---------------------------|------|
| Parent/Guardian Name (please print) | Parent/Guardian Signature | Date |
| Student Name (please print)         | Student Signature         | Date |

Contract

Student & Parent Sign

Please Review, Complete, Sign & Return

Student returns paper on Tuesday to 2nd Period Teacher

# YELLOW: PARENT & STUDENT ACKNOWLEDGEMENT OF STUDENT RULES & REGULATIONS

You and your child are acknowledging the rules, policies, and procedures of the District and Bak MSOA

Identify if you have the following at home:

1. Internet
2. Student has access to a computer
3. Student has access to a cell phone

Student & Parent signs

Students must return this completed form to their 1st or 2nd period teacher by 8/14/23  
THE SCHOOL DISTRICT OF PALM BEACH COUNTY SAFE SCHOOLS



### Parent/Student Acknowledgments of Student Rules and Regulations of Operations

*"Wherever the word 'parent(s)' appears, it shall also refer to 'guardian(s)' or persons acting as a parent." Further, wherever student responsibilities are described, it is understood that parent(s) jointly share those responsibilities with their children.*

|                    |           |       |
|--------------------|-----------|-------|
| Student First Name | Last Name | Grade |
|--------------------|-----------|-------|

|   |  |  |
|---|--|--|
| Answer the questions by circling Yes - or - No<br>Do you have internet at home? Yes - or - No | Do you have a computer that you can use at home? Yes -or- No | Do you have a cell phone that you can use at home? Yes -or- No |
|---|--|--|

Students, parents\*, teachers, counselors, administrators, and office staff all have important roles to play in our schools. Rules have been made to address possible problems that may occur. Like laws, rules apply to everyone. They work only when everyone knows what they are.

The Student and Family Handbook lists many of the School District rules for students in Palm Beach County. The rules apply to all activities occurring at school grounds, on other sites being used for school activities, and for any vehicles authorized for the transporting of students. Please read the rules carefully. Parents, students, school faculty, and staff need to know the rules. Since parents can be held responsible for the actions of their children, it is important that they are aware of the rules and consequences if the rules are broken.

Parents need to become involved in the education of their children and have the responsibility to provide the school with the current emergency contact person(s) and telephone numbers. They also have the responsibility to notify the school of anything (such as medical information) that may affect their child's ability to learn, to attend school regularly, or to take part in school activities.

Signed forms must be part of every student's record. Your signature below means that you have reviewed the Student and Family Handbook and know the rules. (It does not mean that you agree or disagree with them.)

PBSD 1910 (Rev. 3/11/2015)



**SY24 Bak MSOA: Parent/Student Acknowledgements of District and School Student Rules and Regulations**

Your signature below also means that you have reviewed and discussed the contents of the SY24 Bak MSOA First Day Folder, including the SY24 Bak MSOA's FOR YOUR INFORMATION, SY24 Bak Statement of Commitment and Standards of Excellence, and both parent(s) and student know, understand, and acknowledge these rules, policies, and procedures. Only by working together can we help your child gain the knowledge, skills, and self-confidence to reach their potential in the arts, academics, and in life.

|                      |                      |      |
|----------------------|----------------------|------|
| Signature of Student | Student I.D. Number: | Date |
| Print Name of Parent | Signature            | Date |
| Print Name of Parent | Signature            | Date |

# If your child has medical needs or medication - Contact - Nurse: Lindsay Felizzola- email: [Lfelizzo@hcdpbc.org](mailto:Lfelizzo@hcdpbc.org) & 561-882-3883

## HEALTH ROOM and MEDICATION POLICY

The Health Room is open during regular school hours and is staffed by a registered nurse. Students who become ill or injured during the school day, will be escorted to the Health Room (Exception: See 1. IMPORTANT below). Students who ask to go to the nurse for illness or students who are unable to return to the classroom due to injury, MUST immediately be picked up by a parent or a person on the student's contact list. It is important that parents have current emergency contacts listed, including adults who are authorized to pick-up the student. It is also imperative that students know how to reach their parent(s) in case of an illness or medical emergency.

### Some requirements/procedures may include:

- PHYSICIAN AUTHORIZATION FOR STUDENT MEDICATION FORM must be completed and signed by BOTH the prescribing physician and the student's parent. Forms are available in the physician's office.
- Medication MUST be brought to the Health Room by the student's parent or guardian. The School Nurse and the parent/guardian will both count and both will sign the student's medication record.
- "Prescription Medicines" (example: Ritalin, insulin, glucagon, eye drops, or any medication that requires you to have a doctor prescription) must be in a pharmacy labeled bottle. Ask your pharmacist to provide two (2) prescription labeled bottles for you- one for home and one for school.

- 
- The Health Room is open during regular school hours and is staffed by a registered nurse employed by the Health Care District of PBC.
  - Student MAY ONLY go to the Health Room if they are escorted by a staff member.
  - Students MAY not go to the nurse between classes, during lunch, etc (exception - those students who have a "standing appt" with the nurse to get treatment and/or medication)
  - If a student goes to the health room because they are feeling ill or due to injury (one that they can't return to school), the parent will be called to pick-up the students.
  - Students must be picked up in timely manner by a parent, guardian, or a person on the student's contact list.

On registration you PREVIOUSLY indicated:

**Consent for Health Care Services and/or Emergency Care:** Schools may provide care and treatment for illness and injury and/or emergency care for students. I give permission for my child to receive care.  Yes  No



Eleyo is a new technology partner for online registration for SDPBC Middle School Morning/Afterschool Programs.



#### **SY25 CURTAIN CALLS: BEFORE & AFTERSCHOOL PROGRAM**

The goal of Bak MSOA's Morning/Afterschool Program is to provide a safe environment for students to grow academically, socially, and physically. The district is changing to a new registration system and has made some modifications to fees. More information will be provided, when available, on the Bak's website: [www.palmbeachschools.org/msoa](http://www.palmbeachschools.org/msoa). Once at the site, choose SCHOOL INFO and search for the SY25 Curtain Calls - Morning and Afterschool Program. The Activity bus schedule will also be posted when it is available. Direct any questions/concerns to Shakendra Moorer, Director of Curtain Calls, at [shakendra.moorer@palmbeachschools.org](mailto:shakendra.moorer@palmbeachschools.org).

#### **Morning Program (AM): Monday - Friday**

**Begins Monday, August 12, 2024 and ends May 30, 2025.** The morning program begins at 7:00 am and ends at 8:00 am. Students "sign-in" at Student Services and will proceed to the media center or cafeteria. Homework assistance is available. Breakfast is free for all students. Breakfast begins at 7:45 am.

#### **Afterschool Program (PM): : Monday- Thursday (NO AFTERSCHOOL on FRIDAYS)**

**Begins Monday, August 26, 2024 and ends on Thursday, May 22, 2025.**

- **The Afternoon Program begins at 3:30 pm and ends at 5:30 pm.** Each student is provided a snack and drink.
- Schedule: Homework (45 minutes to one hour)/Other Required Activities and then choice Activities (all activities end by 5:15 pm): Below are some activities: Recreational games & board games, robotics, arts and crafts, girls talk, & dance. Step Team may be available for sign-up and/or audition.
- Student Dismissal and Sign-out: All students must be picked up no later than 5:30 pm or late fee will be applied! If a child is consistently picked-up after 5:30 pm, the child may be dismissed from the program. If students are picked up before 5:15 pm, a parent or guardian will sign-out the child in the student pick-up area with after school staff. Only adults listed on the registration form may "sign-out" students. An ID will be required.
- If changes are made to the pick-up list, please notify the director via email. Students are released to the parent pick-up area or the bus loop at 5:15 pm.

**AFTERSCHOOL TRANSPORTATION:** Afternoon activity buses will be available starting on Monday, August 26, 2024. Routes for the Activity Buses will be listed, when available, on Bak's website under School Info. Routes and times are subject to change. **Buses are provided ONLY Monday through Thursday.** The activity buses leave campus approximately at 5:15 pm each day. One of the buses will drop-off students at the 45th Street Tri-Rail Station for Tri-Rail riders. There are no SDPBC chaperones on this train.

**MEDICAL NEEDS/TREATMENTS:** Refer to the *HealthRoom/Medication* section in the *SY25 For Your Information - Student & Parent Handbook* if your child has medical/medication needs/medical condition.

#### **HOW TO REGISTER FOR THE MORNING AND/OR AFTERSCHOOL PROGRAM**

Palm Beach County School District's Afterschool Program is excited to announce a partnership with Eleyo. Eleyo is an easy-to-use, mobile-friendly technology for online registration, account management, and payments. Eleyo will power the online registration for Morning/Afterschool Program. Account owners will use their online Eleyo account to: **1.** Register, pay for, and manage accounts on any device **2.** View and print invoices, receipts, and annual tax statements **3.** Manage and request schedule changes **4.** Pay for programs using secure and convenient digital payment methods

As the district changes to Eleyo, we will be requesting all currently registered families to re-register directly through Eleyo. Eleyo will help our Morning/Afterschool Program transition to a more paperless process, making your life easier. **More information will come in August 2024 about registration deadlines.** During the registration process, you will be asked for information about the child you are registering into the program. It is very important for you to answer that you are an existing family when asked as this will indicate priority in the program. If you are new to Morning/Afterschool Programs, you will register through Eleyo too!

\*\* If the parents have a credit balance or owe money from the 2023-2024 school year, the balances will post on the new system after the family establishes their account and registers their child for Afterschool Programs. The student data will take time to process and verify before the account credit or balance due posts to the new account.

# Interested in Morning & After Care? Curtain Calls

## Registration Began August 1st

### First Day Folder:

1. Morning Care Begins August 12th
2. After School Care Begins August 26th
3. Check the Bak MSOA Website under **SCHOOL INFO**

**QUESTIONS: CONTACT  
SHAKENDRA.MOORER  
@PALMBEACHSCHOOLS.ORG**

Ms. Moorer will be in the gym to answer  
questions

our STAR

Matrix

Being a STAR

"Artizen"

Matrix in

Agenda



**S**AFE

**T**RUSTWORTHY

**A**CCCEPTING

**R**ESPECTFUL



✧ ✧ Important  
Rules, Policies,  
and Regulations ✧ ✧

# What Happens When Students Violates District, School, and/or Classroom Rules, Policies, and Procedures

What does Corrective Behavior Intervention Response (CBIR) mean? ✨  
What is the difference between the CBIR form & Discipline Referral?

## Depending on the infraction/violation:

- Parents & students will receive an electronic CBIR email from teacher/administrators - stating the infraction, intervention, consequence.
- Parent/Student Conference (Google Meet or Phone Call) stating the infraction, intervention, consequence.

## Some examples of Possible Consequences:

- Drop in Conduct Grade
- One or More After School Detention / Lunch detentions
- Discipline Referral which could have numerous consequences
- Probation (violation of the Choice Contract and/or the Student Code of Conduct)
- Immediate Exit from Bak MSOA
- In-School Suspension or Out of School Suspension
- Expulsion and/or Criminal Charges

# Dress Code

At Bak MSOA creativity and self-expression are fostered, but there are attire parameters set forth by the School District of Palm Beach County School Board Policy (5.182) and Bak MSOA. Attire means clothing, jewelry, headwear, book bags, accessories, or other articles of personal appearance.

## Violations



b. Clothing that is revealing. Examples include, but not limited to, clothing which exposes the waist, navel, back, or abdomen (e.g., midriff/crop top/halter top), exposes one's undergarments or buttocks, have plunging necklines, muscle tanks/tops, backless or strapless garments, and/or clothing constructed of see-through materials.

• **How do I know if my shirt/top is "long" enough?** The shirt/top can be tucked-in and remain tucked into the lower garment when the lower garment is appropriately worn/natural waistline. The top/shirt must also naturally fall at least three inches below the natural waistline of the appropriately worn lower garment.

c. **Prohibited Shorts:** Biker shorts, spandex shorts, Lycra shorts, elastane shorts, spats shorts, thigh clinging shorts, skin-tight shorts, and shorts that are too short.

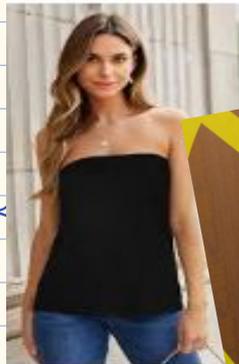
d. Dresses, skirts, skorts, rompers, or shorts that are too short (see below for minimum length).

• **How do I know if my shorts/dress/skirt/skort/romper is "long" enough?** A quick guide for the garment – The garment's length must be at or below the student's index finger when the student's arms are naturally placed by their side (garment must naturally fall at this length). If a student must "pull down" their garment to meet this requirement, then the garment is out of dress code. Shorts must meet both the "index finger" requirements and have at least a 5-inch inseam.

## Appropriate



# What NOT to wear....

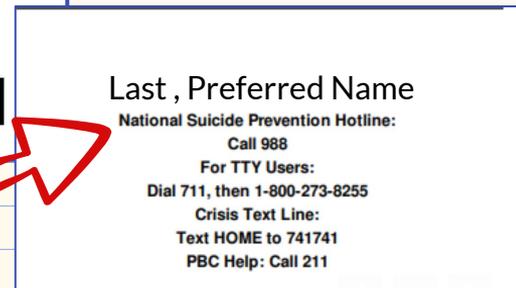


# Student ID Badges

Purchase an extra Student ID. via School Cash Online (\$5.00) - Students pick-it up badge in the Media Center

- Student are given a Student ID Badge on the 1st day of school
- Student will receive a 2nd ID free of charge in September, once school pictures have been uploaded to SIS.
- ID must be visible at all time. The ID must be worn a lanyard around neck while in school, on school-sponsored transportation, trips, and activities.
- ID are needed for breakfast, lunch, transportation, 8th grade lunch privileges, and other school activities.

- Not wearing, defacing, or giving your ID to someone else, and/or wearing someone else's ID are all violations.
- Consequences will be given
- Refer to For Your Information (FYI) document for additional information.



Front

Back

# Cell Phone & Electronic Devices Policy

## off \* Away \* Take Away

### ALL ELECTRONIC DEVICES MUST BE TURNED OFF!

School Board Policy 5.183 - Students must store/secure their cellular phones or wireless devices in purse/backpack/non-visible location. This includes wireless earbuds, Apple or Smart Watches. No pictures or video may be taken, stored, or communicated on or off campus.

**House Bill HB 379: No wireless communication devices used during instruction unless directed by teacher (educational purpose only).** Your teacher or administrator may allow you to use your electronic devices FOR EDUCATIONAL PURPOSES or for emergency situations.

Cell phones,  
earbuds,  
apple/SMART  
watches must be  
OFF &  
AWAY or TAKEN  
AWAY

- Per SDPBC policy, "Any cellular phone or wireless communication device possessed or used in violation of this policy shall be confiscated by school personnel" and "only returned to the student's parent/guardian or another adult designated by the parent/guardian."

1. Pick-up times for confiscated devices: School days from 8:45 am to 2:30 pm.

2. Students may use the school phones in Student Services when they have a pass from a faculty or staff member to use the phone.

# Prohibited Items/Actions

In addition to what is listed in the Students Code of Conduct and in SDPBC School Board Policies, students MAY NOT possess, wear, and/or take the following actions while on school campus, school-sponsored transportation, and/or a school-sponsored activity/event:

1. Items that can inflict harm or present a danger to self or others (e.g., weapons, drugs, vapes, tobacco).
2. Equipment, materials, or items that are not for educational purposes and/or were not requested by their teacher (e.g., sprays, aerosols, perfume, air freshener, balloons, toys, slime, stuffed animals, blankets, cameras, animals).
3. Sell any item(s) or pre-sale any item(s) while on campus, school-sponsored transportation, or school sponsored events.
4. Wear paint, body paint, or glitter, makeup that is being used as face or body paint, and/or any material that presents a probability to cause damage or cause unnecessary clean-up (exemption - religious reasons).

**Students only possess items that are for educational purposes as directed by a teacher or administrator.**

## **FOOD and DRINK (gum is prohibited in all areas of school & on district transportation)**

- Due to allergies and the safety of all, students may not eat (including candy and gum) or drink in the classroom (**except water - see below for condition to having water in class**).
- Water is only permissible in the classroom if it is stored in a spill-proof, non-glass container and stored in the student's backpack/purse unless the student is in the act of drinking the water.
- **Non-pure water drinks are not permitted in any area on campus** (exception: cafeteria or lunch in courtyard)
- Gum is prohibited while on campus and while on district transportation.
- If a student's IEP, 504, medical plan requires students to have food, special arrangements will be made.

# Bak: Technology & Equipment Be Responsible

Always a SDPBC Policy...Now a  
Law - House Bill HB 379 -

Prohibits using, unless directed,  
using district internet for any  
Social Media Platforms (e.g., TikTok,  
Discord, Twitter, Snapchat).

**Social Media:** - Even if comments,  
pictures, videos, etc are posted  
after school, if it causes a  
disruption at school - Student  
will be held accountable -  
Student Code of Conduct\*

## TECHNOLOGY RULES/POLICIES/PROCEDURES & EQUIPMENT ACKNOWLEDGEMENT

Students must adhere to the following expectations:

1. Abide by classroom, school, and district rules, policies, and procedures (State Statutes may also apply).
2. Only use technology, equipment, and resources as assigned by school personnel in the way they were intended/instructed.
3. Do not video record, audio record, photograph, live stream, or transmit anything while on school campus or while on district/school-sponsored transportation or while on off-campus activities.
4. Do not use technology to communicate/transmit (gather, send, post,) personal information.
5. Do not use technology to communicate (gather, send, post, transmit) any school information/activity that is not specifically directed by the instructor/school personnel.
6. Do not transmit/communicate inappropriate materials/communications.
7. Do not use inappropriate, offensive, or threatening comments/language; do not misrepresent your identity and/or conduct disruptive behavior.
8. Do not use cell phones or personal wireless technology or equipment (e.g., earbuds, Apple/Smart watches) unless directed by the teacher/administration. Items must be "off and away" or they will be taken away!
9. Do not post, transmit, or communicate anything to social media or personnel accounts (remember - you may not use your cell phones or wireless devices or any personnel equipment while at school, on district - school provided transportation, and/or on school-sponsored activities or events).
10. Do not have food, liquids, or candy of any kind when working with technology/equipment (reminder).
11. Make sure to change your "generic" password to a unique password.
12. Do not share your username/passwords, nor use any other student's/staff member's personal information.
13. Report any damage, misuse, or concerns immediately to school personnel (when it occurs/is discovered).
14. Report any classroom related program/technology concerns immediately to the teacher when they occur.
15. Accept financial responsibility if your actions cause needed repairs or irreparable damage to a desktop, laptop or Chromebook, and other school materials (it becomes a part of a student's financial obligations).
16. Read, understand, and adhere to the above conditions, as well as the Student Code of Conduct, SDPBC documents, and Florida Statutes (when applicable).

Students received clear explanations/expectations in a variety of ways regarding these rules/policies/procedures. Therefore, non-adherence will immediately result in consequences based on the Student Code of Conduct. Depending on the location and level of infraction, consequences may include, but are not limited to, drop in conduct grade, after school or lunch detention(s), or discipline referral.



# Working Together for School Safety

**EDUCATE • AFFIRM • INSPIRE**

# A Safe and Secure Environment.

We have policies and procedures in place that all students faculty, staff, District personnel, visitors, parents, and volunteers must follow. (e.g. wear issued ID badge).



All visitors must go through a procedure before coming on campus (Raptor), please see your For Your Information (FYI) for full details.

There is a SINGLE POINT OF ENTRY - All must enter through Student Services (glass double doors).

Dedicated School Police Officer – Officer Donald Silva & a School Monitor.



# REPORT IT! Don't share it, spread it, or post

REPORT IT! - At School, FortifyFL, 911, Student Report App, Bullying app and

hotline

**ON CAMPUS REPORTING for STUDENTS:** To report concerns, incidences, safety, or security issues that happened during the school day or you find out about it during the school day, do one or more of the following:

- 1. Immediate/Imminent/In Progress School Threat:** 1. Immediately alert the teacher/staff 2. If that is not possible, get your phone out and call 911 3. Can't alert teacher/staff and no phone – Use the FortifyFL tile on laptop.
- 2. Potential Safety Concern and/or Potential School Threat** - Immediately go to school administration (assistant principal or principal) or School Police Officer so you can make a report - please ensure you make personal contact.
  - Do not leave campus without reporting to an administrator or school police officer.
  - Classroom/ Hallway – Immediately report to the teacher.
  - Courtyard/Cafeteria – Immediately report to the A.P. in charge, school police or staff member if the A.P. is unavailable.
- 3. Transportation** - Immediately report it to the bus driver/chaperone. Immediately report the incident to the A.P. when you get off the bus or Tri-Rail or if it happens in the afternoon, email your assistant principal.
- 4. Non-threatening/non-safety issues:** Email your assistant principal- if you report after school hours.
- 5. Bullying/Suspected Bullying:**
  - Immediately report to the classroom teacher or administrator. If you want to make an anonymous report, you may do the following: The Bullying Hotline 561-434-8200- report by calling it in, and a taped recording is sent directly to the school principal. Go to [ReportBully.PalmBeachSchools.org](https://www.palmschools.org/reportbully), which opens a form and sends it directly to the principal. Scan a QR Code from posters found on campus to get to the same reporting form. A reporting form is also available from the Student Portal at sign-on.



# REPORT IT! Don't share it, spread it, or



## post

**While Students are OFF CAMPUS and Parent Reporting too!**

REPORT IT! - At School FortifyFL 911 Student Report App Bullying app and

### OFF CAMPUS REPORTING

Below are reporting systems that involve state/local law enforcement to report such things as threats, suspicious activities, and time sensitive safety issues. These are monitored by law enforcement. Carefully read the information below so you are empowered to make appropriate reports when necessary.

- A. **911: If you have an emergency that needs an immediate response/life threatening, call 911.** This would include a person who has indicated that they are going to harm themselves. A. If it is a student, after calling 911 - Call School Police at 561-434-8700 and provide the student's name and details.
- B. **FORTIFY FLORIDA - To Report Suspicious Activity, Threats/Potential Threat or Violence Against the School/School Safety Concerns.** Use the FortifyFL tile in your portal or use your phone to report on the downloaded APP or go to <https://www.getfortifyfl.com/>.
- C. **Non-threatening/non-safety issues:** Email your assistant principal- if you report after school hours.



FortifyFL App Icon & on student portal



|  |  |
|--|--|
| <b>Telling</b><br>done to protect yourself or another student from getting hurt. | <b>Tattling</b><br>done to get someone in trouble. |
|--|--|



- **FortifyFL** is a *suspicious activity reporting tool* that allows anyone to instantly relay information to the appropriate law enforcement agencies and school officials
- To download the FortifyFL app, go to the *App Store* or *Google Play*
  - Tips submitted through FortifyFL are immediately sent to school administration and school police
  - Tips may be submitted confidentially
  - Tips may be submitted with a photo and/or video
  - Tips may be submitted through the app or through the website ([GetFortifyFL.com](http://GetFortifyFL.com))





## Process to Submit a Tip

- Step 1. Enter school name (or keyword search)
- Step 2. Enter incident details – Who, What, When, Where, and Why (if you know)
- Step 3. Would you like to include a photo? Yes or no. If yes, choose your photo to upload.
- Step 4. Your name (optional), your email (optional), your phone number (optional)

### **Anonymous**

You decide if you want to include your name and contact info

### **Convenient**

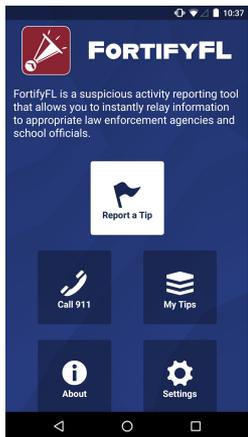
Submitting a tip is quick and easy using the FortifyFL app or [GetFortifyFL.com](http://GetFortifyFL.com)

### **Include Photos and Video**

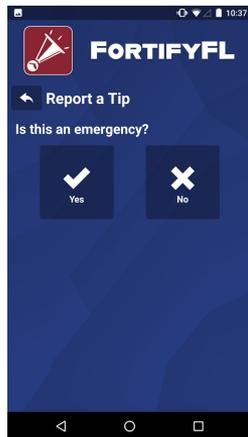
You can also include photos or a video with your tip report



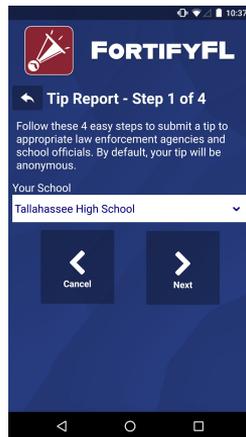
# Quick and Easy Steps to Report a Tip on the FortifyFL App



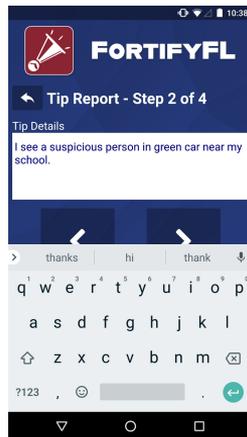
Click on the “Report a Tip” icon.



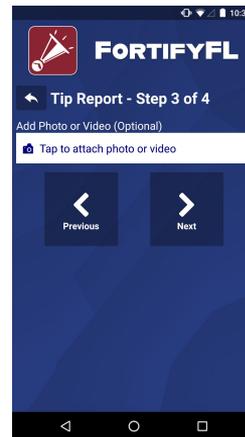
If your tip is an emergency, click “Yes.”  
If it is not an emergency, click “No.”



Choose your school from the dropdown list or type in your school name to search for it.



Type the details of the tip: Who, What, When, Where, and Why (if you know).



If you want to, tap on the camera icon to attach a photo or video. This is **optional**.



If you want to, type your name, email address, and phone number. This is **optional**. Click “Submit Tip” to report your tip.



**FORTIFYFL**  
SUSPICIOUS ACTIVITY REPORTING APP

***If you SEE something, SAY something - Use your voice & actions to help everyone stay safe.***

**Tips** are for issues happening in school, on school property, at school-sponsored activities, on school buses. You should know...

- It is important to report **true** information.
- It is **against the law** to make a false report.
- It is also **against the law** for anyone to make a threat.
- Anyone that makes a false report or threat has committed a second degree felony.

IT IS NOT A JOKE TO MAKE A FALSE REPORT, in fact it is against the law.

SO DON'T DO IT!





## SEVERE CONSEQUENCES FOR MAKING A FALSE REPORT - SECONDARY

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A student may face criminal charges and/or expulsion for:

- Sending, posting, or transmitting a threat of mass shooting/violence or terrorism
- Procuring the sending, posting, or transmission of a writing or other record, including an electronic record, in any manner in which it may be viewed by another person when such a writing or record threatens to
  - a) kill or do bodily harm to another person;
  - b) to conduct a mass shooting or an act of terrorism at a school, school transportation or a school-sponsored activity.



To Download the Fortify Florida App, please Scan  
the QR Code Below:

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When you get home download the FortifyFL  
app ([GetFortifyFL.com](https://www.getfortifyfl.com)):  
Or scan this QR code with your smartphone  
camera





To access information in Spanish and Haitian Creole, please use the QR code below:

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When you get home download the FortifyFL  
app:  
Or scan this QR code with your smartphone  
camera





# Spreading Rumors



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- 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.
  - School Disruption is a Level 3 offense, which may result in the student(s) immediate exit from Bak MSOA.
  - Please speak to your child so he/she understands the importance of responsible citizenship.
- 
- 
- 

Before you message

Before you type

Before you share

Before you comment

Before you like it

Before you post

Before you speak:

**THINK**



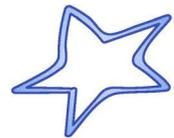
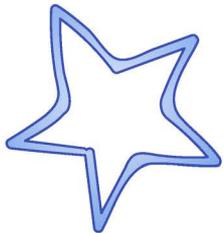
**T** = Is it True?

**H** = Is it Helpful?

**I** = Is it Inspiring?

**N** = Is it Necessary?

**K** = Is it Kind?





## CAN A THREAT EVER BE A JOKE? CAN IT BE FUNNY?

- Even if you joke, you can face serious consequences, including criminal charges.
- It is the Law.
- “Even if it seems small – or like a joke – recognizing and reporting a potential threat of violence can have massive, life-saving impact.
- We can all do more to learn about the warning signs of violence and take action immediately when we see them.”





## **WHAT IS A THREAT?**

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A threat is communication or behavior indicating that an individual poses a danger to the safety of school staff or students through acts of violence or other behavior that would cause harm to self or others.

- The threat may be expressed or communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
- Communication or behavior is considered a threat when communicated to the target or to a third party.



## TYPES OF THREATS INCLUDE:

- Bullying/Cyber Bullying
- Post/Transmit harm to other(s)
- Intimidation
- Harassment
- Sexual Harassment
- Gestures/Pictures/Drawings



# Cyber Bullying & Online Safety

What can you do?



IF YOU ARE BEING CYBER BULLIED

- DON'T respond
- BLOCK the bully
- SET UP new accounts
- MAKE a report
- TELL an adult you trust

NetSmartz Workshop

Do Not Be a Victim and Don't be an Aggressor!

**AVOID THE RISKS**

- SENDING mean messages
- POSTING inappropriate pictures
- TALKING to people you don't know
- VISITING adult sites

NetSmartz Workshop



**PRIVACY RULES**

- DON'T share personal information
- USE privacy settings
- CHOOSE APPROPRIATE screennames
- ONLY accept friends you know in real life
- DON'T make jokes that are threats

NetSmartz Workshop

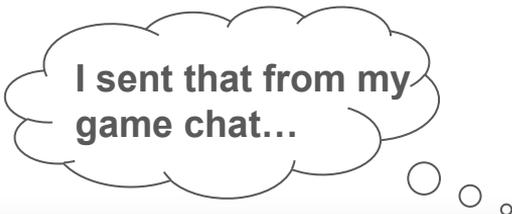
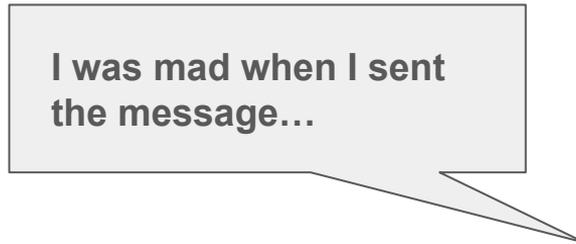
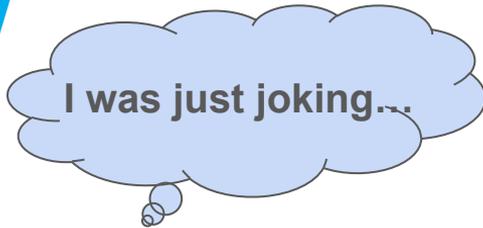


## Making A Threat or a False Report is Serious.

Making a false report or threat may lead to criminal charges and expulsion.

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### No Excuses





## DUTY TO WARN

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The school is responsible for sharing the the full name of the student making a threat against their student.



For Example:

Student A draws a picture and labels the names of the staff and students they would like to harm using the knife. The school must notify all the people named in the drawings and tell them the full name of Student A.

## Your Role

- ★ Watch what words and actions you use with others.
- ★ Monitor what you say on Social Media.
- ★ No Prohibited Items on campus.
- ★ Don't "joke" about threatening others. The law does not take it as a "joke."
- ★ Be open to the help your school is providing. We want to help you.



# Support the School and Your Children

## Please join the PTO and volunteer!

- They have a table in the gym ([bakpto.com/](http://bakpto.com/))
- Numerous Parent Volunteers and dedicated faculty and staff members make today possible! Volunteers also come to all events and auditions that would not have enough supervision and support without them.
- Funds – Technology (e.g., IXL), Sponsor events, microwaves, teacher classroom grants and professional development, incentives and treats for the students, hospitality for the teachers, support families.

## Please donate to the MSOA Foundation

- <http://msoafoundation.org/>
- Funds- Artist in Residence, Consultants, Guest Speakers, Master Classes, and essential equipment and materials that we would not be able to purchase without their support.

### Art Area Fees

These fees help pay the daily cost for supplies and materials.

Less than 83 cents per day for a nationally recognized arts education!

# volunteers & volunteer Drivers for Activities

## **All Volunteers/Volunteer Drivers:**

New for SY25, please visit [Palm Beach School District Volunteer Application](#) to submit your volunteer application.

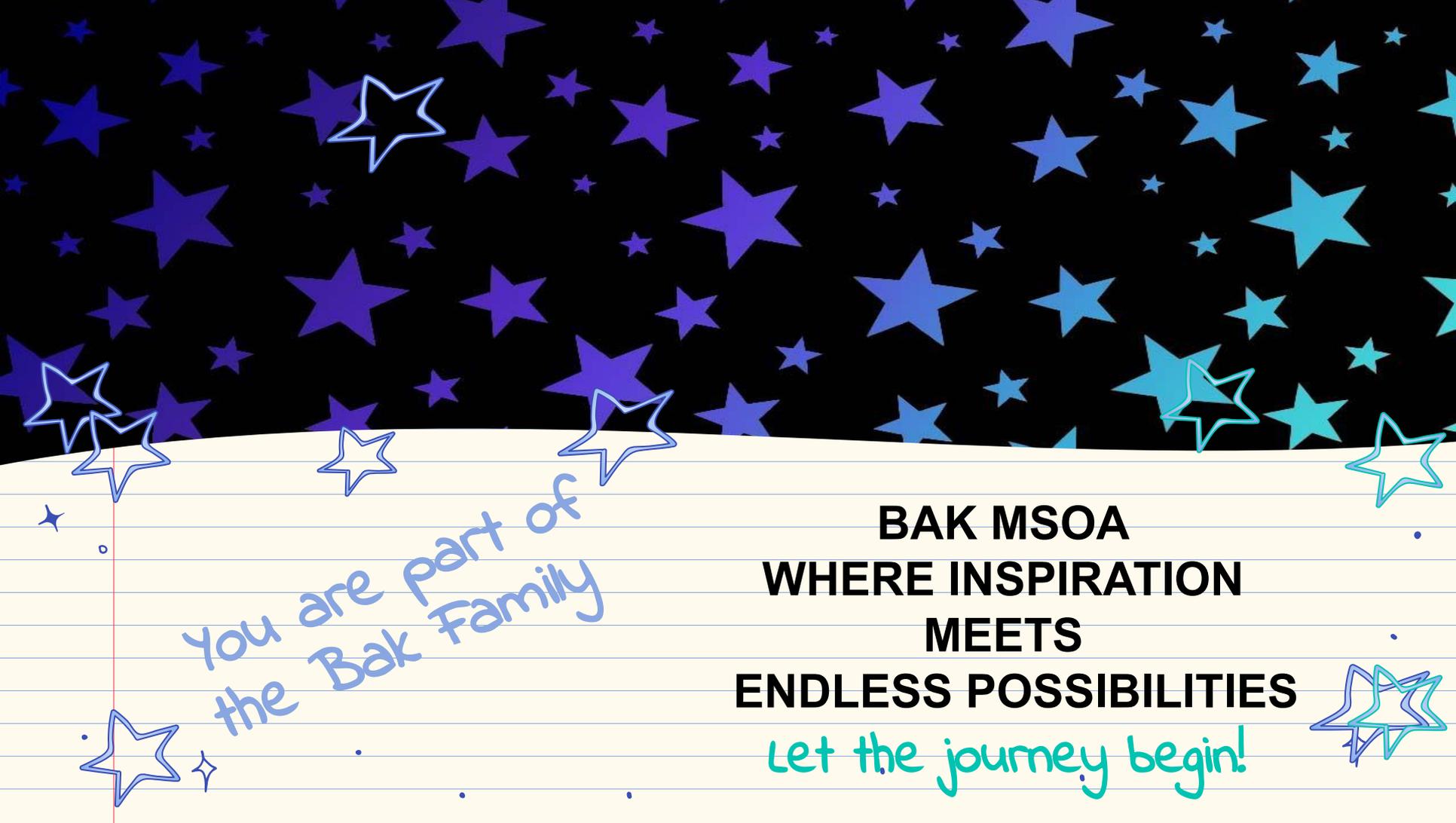
No individual will be permitted to volunteer before the application is submitted and approved.

◦ If you need assistant please visit [Palm Beach School District Volunteer Resources](#)

# Preparing for the FIRST day of School!

## Students.....

- Know how you are getting home
  - Bus route number and cross street names of stop
- Know your address and parent phone number
- Know your ZERO HOUR room number and teacher (Bak's website under *Students & Parents* & you have a copy)
- Know your student I.D. Number (will be on your schedule & on SIS)
- Bring lunch or get a FREE lunch
- Bring paper, pencil/pen and backpack
- DO NOT bring your summer assignments, books, or P.E. uniform



You are part of  
the Bak Family

**BAK MSOA**  
**WHERE INSPIRATION**  
**MEETS**  
**ENDLESS POSSIBILITIES**  
*Let the journey begin!*