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Arlington Middle School Leadership

Principal
Latisha Harvey

Administration Team
L. Corprew - Assistant Principal
T. Smith – Assistant Principal of Curriculum

Leadership Team
M. Case - Reading Coach
S. Friedel – ESE Lead
E. Lampkin – Dean of Discipline
V. Lax - Math Coach
L. Mobley - Behavior Interventionist
R. Morris Athletic Director
J. Sibluye-Perone - PRIDE Site Coach (interim)
V. Oglesby - Dean of Discipline
B. Rivers-Reading Interventionist
S. Russell - Testing and Technology

Boys and Girls Club North Florida After School Program
R. Murrell- BGCNF Lead Teacher
T. Wilson- BGCNF Unit Director

School Counselors
Y. Acevedo 6th Grade and ESOL
S. Kearns 8th Grade and 504
D. Warlick 7th Grade and ESE

Community in Schools
Pam Kicklighter/B. Tate

School Resource Officer
Officer Clark

Office Staff
Principal Secretary
D. Smith
Main Office
T. Cannon
Bookkeeper
D. Murphy
CRT Clerk
S. Azcueta
Clerk (Dean’s Office)
A. Furlow
TBA
# 2020-21 Bell Schedule

## Regular Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast in the Classroom</td>
<td>9:08 – 9:28</td>
</tr>
<tr>
<td>Announcements</td>
<td>9:28 – 9:30</td>
</tr>
<tr>
<td>1st</td>
<td>9:30 - 10:20</td>
</tr>
<tr>
<td>2nd</td>
<td>10:23 - 11:13</td>
</tr>
<tr>
<td>3rd</td>
<td>11:16 - 12:06</td>
</tr>
<tr>
<td></td>
<td>PRIDE Lunch 11:34 – 12:04</td>
</tr>
<tr>
<td>4th</td>
<td>12:09 - 1:26</td>
</tr>
<tr>
<td></td>
<td>12:12 -12:42 6th/7th Grade Lunch</td>
</tr>
<tr>
<td></td>
<td>12:52 - 1:22 7th/8th Grade Lunch</td>
</tr>
<tr>
<td>5th</td>
<td>1:29 - 2:19</td>
</tr>
<tr>
<td>6th</td>
<td>2:22 - 3:12</td>
</tr>
<tr>
<td>7th</td>
<td>3:15 - 4:15 (Staggered Dismissal 4:05 – 4:15)</td>
</tr>
</tbody>
</table>

## Early Dismissal Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast in the Classroom</td>
<td>9:08 – 9:28</td>
</tr>
<tr>
<td>Announcements</td>
<td>9:28 – 9:30</td>
</tr>
<tr>
<td>1st</td>
<td>9:30 - 10:07</td>
</tr>
<tr>
<td>2nd</td>
<td>10:10 - 10:47</td>
</tr>
<tr>
<td>3rd</td>
<td>10:50 - 11:27</td>
</tr>
<tr>
<td></td>
<td>PRIDE Lunch 11:00 – 11:25</td>
</tr>
<tr>
<td>4th</td>
<td>11:30 – 12:20</td>
</tr>
<tr>
<td></td>
<td>11:35 -12:00 6th/7th Grade Lunch</td>
</tr>
<tr>
<td></td>
<td>12:05 - 12:30 7th/8th Grade Lunch</td>
</tr>
<tr>
<td>5th</td>
<td>12:33 - 1:10</td>
</tr>
<tr>
<td>6th</td>
<td>1:13 - 1:50</td>
</tr>
<tr>
<td>7th</td>
<td>1:53 - 2:30</td>
</tr>
</tbody>
</table>
Arlington Middle School Guidelines for Success

The students and faculty of Arlington Middle School will exhibit the three core guidelines for success, which are: “Be Respectful. Be Resourceful. Be Responsible.”

We will monitor these values through communication, interactions, relationships, academics and behavior. In order to foster well-rounded young adults and motivate them into productive and prepared citizens, it is imperative that we collectively lead by example.

Be Respectful
Be Resourceful
Be Responsible
Grading System

Quarter Grades are generally determined by the following:
- Classwork/Class Participation grades
- Homework grades
- Class exams/Quizzes grades
- Other projects as assigned

Letter grades are based on a numerical average between the following ranges:
- 100 – 90 = A
- 89 - 80 = B
- 79 - 70 = C
- 69 – 60 = D
- 59 - 0 = F

Grade records:
- Teachers place students’ grades into our district online grading system FOCUS.
- Mid-quarter progress reports are printed directly from FOCUS four times within a school year
- Students have access to focus using their user access, which they maintain through high school.
- Parents/Guardians have access to focus via a personalized password, which grants access to view students’ grades, attendance, referrals, and contact teachers.
- Parents/Guardians of new students to DCPS can get their username and password, in person from the school main office with their picture ID.

Grade Promotion Requirements*

6th to 7th Grade

Core courses: Language Arts, Mathematics, Science and Social Studies

To promote from 6th to 7th grade students must:
- Successfully complete three (3) or more of the core courses mentioned above.

7th to 8th Grade

Core courses: Language Arts, Mathematics, Science and Social Studies

To promote from 7th to 8th grade students must:
- Successfully complete three (3) or more of the core courses mentioned above.
- Successfully recover any 6th grade courses that were not passed.

8th to 9th Grade

-Core courses: Language Arts, Mathematics, Science and Social Studies

To promote from 8th to 9th grade students must:
- Successfully complete ALL of the core courses in 6th, 7th and 8th grade.
- Successfully recover any 7th grade courses that were not passed, if applicable.

1. Core courses are language arts, mathematics, science, and social studies.
2. Teachers and administrators have an obligation to provide timely intervention so that students may recover courses (core or elective) during the academic year.
3. One core course failed and not recovered during the academic year may be recovered during DCPS Summer Education Programs (if available) or during the summer through a private or out-of-county provider to meet course requirements for promotion.
4. NOTE: A student with a disability who has been grade-adjusted through the ESE Reevaluation Review Team shall be promoted based on the credits earned in the years completed during middle school. Promotion for these students is not dependent on credits for grades missed by the student due to the grade-adjustment.
5. *GPA can be a determining factor for entrance in Magnet/School Choice programs. ALL courses are included in a student’s middle school GPA.

Middle School Curriculum

<table>
<thead>
<tr>
<th>6th Grade</th>
<th>7th Grade</th>
<th>8th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts = 1 credit</td>
<td>Language Arts = 1 credit</td>
<td>Language Arts = 1 credit</td>
</tr>
<tr>
<td>Mathematics = 1 credit</td>
<td>Mathematics = 1 credit</td>
<td>Mathematics = 1 credit</td>
</tr>
<tr>
<td>Science = 1 credit</td>
<td>Science = 1 credit</td>
<td>Science = 1 credit</td>
</tr>
<tr>
<td>Social Studies = 1 credit</td>
<td>Social Studies = 1 credit</td>
<td>Social Studies = 1 credit</td>
</tr>
<tr>
<td>PE = 0.5 credits</td>
<td>PE = 0.5 credits</td>
<td>PE = 0.5 credits</td>
</tr>
<tr>
<td>Health = 0.5 credits</td>
<td>Health = 0.5 credits</td>
<td>Health = 0.5 credits</td>
</tr>
<tr>
<td>Elective = 1 credit</td>
<td>Elective = 1 credit</td>
<td>Elective = 1 credit</td>
</tr>
</tbody>
</table>
Reminders about the policy and/or warnings will only be provided during the first week of school.

1. **Uniform Shirt**: (All uniform shirts must be tucked in all the way around while on campus)
   - **UNIFORM SHIRTS ARE NO LONGER SOLD AT THE SCHOOL.**
   - **PLAIN and SOLID colored polo style shirt with a collar (6th – Heather Gray, 7th – NAVY BLUE, 8th – RED).**

2. **Uniform Bottoms**: (All uniform pants and shorts must be worn secured at the waistline)
   - **PLAIN and SOLID Khaki or Black pants, shorts or capris. (NO Jeans, Denim, Jeggings, Leggings, etc.)**
   - Shorts must not be more than 2 inches above the back of the knee.
   - Skirts only permitted to be worn for documented religious purposes.
   - No rips, holes or frayed edges/hems in clothing.

3. **Masks**: Due to COVID-19, all students will be provided a free mask from DCPS.
   - **Students are REQUIRED to wear masks:**
     - In classrooms
     - In hallways
     - On school buses
     - In restrooms
   - **Students DO NOT have to wear MASKS:**
     - During breakfast and lunch
     - When participating in physical activity in P.E. Class
   - **MASKS that cover the NECK and SHOULDERS ARE NOT PERMITTED**
     - Masks can ONLY cover the nose and mouth
     - See Picture BELOW
   - **NO OFFENSIVE/INAPPROPRIATE/POLITICALLY AFFILIATED MASKS are PERMITTED**
4. **Shoes and Socks:**
   - Casual or gym shoes are permitted. Sandals with a back strap are permitted.
     - Heels must be lower than 1 inch.
     - Backless shoes, slides, slippers, flip flops or bedroom shoes are **not** permitted.
   - Socks are to be worn **under** the pant leg.

5. **Additional Layer of Clothing to Keep Warm:**
   - NO HOODED jackets are permitted. All items will be confiscated for parent pick up.
   - Jackets may be worn over the uniform shirt and must remain unzipped while on campus. Students who fail to comply will have jacket confiscated for parent pick up.

6. **Prohibited Items:**
   - Clothing with hoods, hats, bandanas and sweatbands are **not** permitted on campus. *Refer to DCPS Code of Conduct*
   - Purses that are larger than a sheet of paper (8.5” X 11”).
   - Non-mesh or non-clear backpacks/bags are **not** allowed on campus. (See Below for the Backpack Policy)

7. **Dress Down Days:** Dress Down Days are designated by the school; comply with the **DCPS Dress Code Policy**.

8. **Student I.D. Badges:** ID badges on lanyards (ID set) are a part of the uniform and must be worn around the neck to enter the building, enter a classroom, walk around the school or participate in school sponsored activities. IDs are checked upon entering campus. Every student will receive one complimentary ID set for the school year.
The benefit of having Student IDs:
- promotes a safe school environment.
- allow for quick access to obtain service in the cafeteria.
- Access to school events (ticket still required, if applicable).

Students without IDs:
- will be provided with a new ID set, parent will be contacted and a $1.00 fee for the 1st replacement and $5.00 for every replacement thereafter. Students will be added to the student’s debt list for each occurrence. (All debts must be paid in full in order for students to be eligible to participate in school-sponsored activities and events).

**Non-compliance will result in one the following outcomes for each occurrence:**
- Discipline referral for a Dress Code Violation with an assigned consequence
- Repeat violations will result in progressive consequences being administered (i.e. detention, ISSP, etc.).

**DRESS DOWN DAY POLICY**

Administrators and teachers of the Duval County Public Schools shall enforce dress and grooming guidelines that promote the successful operation of the schools. The site administrators shall be the final judge as to neatness and cleanliness of wearing apparel and whether or not such apparel is appropriate, disruptive, distracting, or in violation of health and safety rules. Each student has the responsibility to dress appropriately and have respect for self, others and the school environment. Wearing apparel, jewelry (such as body piercing(s) or ornaments), hair, and general appearance shall not disrupt the classroom atmosphere, shall not be unusually provocative, and/or shall not violate health and safety rules of the school. These guidelines for dress and grooming are provided to assist parents/guardians and shall apply to all students in the Duval County Public Schools. Student dress and grooming shall be neat and clean and follow the general guidelines below.

- Students are not allowed to wear shoes without closed heels or back straps.
- Shoes must be worn. However, bedroom shoes or slippers shall not be worn.
- Halter-tops, tank tops, backless tops, tops with thin or no straps, or tops that show midriff or expose the body are prohibited.
- See-through or mesh garments shall not be worn without appropriate undergarments.
- Form-fitting or overly tight clothing shall not be worn without appropriate outer garments.
• Properly hemmed outer garments such as shorts, may be worn, provided they are not disruptive or distractive, as determined by the school administration. Garments including, but not limited to, such items as boxer shorts, traditionally designed as undergarments, may not be worn as outer garments.

• Clothing and accessories shall not be worn if they display profanity, violence, lewd and obscene messages, sexually suggestive phrases, or advertisements, phrases or symbols of alcohol, tobacco, or drugs or other symbols phrases or advertisements that would be offensive to common propriety or decency.

• Head coverings, including, but not limited to, caps, hats, bandannas, hair curlers, and/or sunglasses, shall not be worn on school property, unless required by a physician or authorized by school personnel.

• Students are prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. The waistband of shorts, slacks, skirts, and similar garments shall not be worn below the hips. Clothing, which is not worn appropriately, is not properly fastened, is suggestive, or has tears that reveal or expose body parts, has printing with words or pictures that have a sexual connotation will not be permitted. All trousers, including oversized or low-hanging trousers, must be worn and secured at waist level. Underwear, midriff and back may not be exposed. If belts, suspenders, and straps are worn, they shall be worn in place and fastened.

• Any articles of clothing or jewelry that may cause injury to oneself or to other students are not allowed.

All students must adhere to these minimal guidelines for acceptable apparel and appearance. A school may implement a school uniform requirement through the shared decision-making process, with input from the School Advisory Council. In order to maximize instructional time, students will be given an opportunity to immediately correct dress code violations.

** BACKPACK POLICY **

Students may carry a backpack while on campus providing that the following requirements are met:

❖ The backpack is “SEE THROUGH” plastic or mesh material (All items in the backpack must always be visible)

** Both policies are revisited and revised each year. Input can be given during SAC and Shared Decision Meetings. *
➢ **ATTENDANCE POLICY** Daily school attendance is imperative to academic success. Students at Arlington Middle School will attend school based on the district schedule provided by the district:

**OPTION 1**
- For families who want face-to-face instruction.
- Grade 6: Attends in-person four days per week, with distance learning one day per week.
- Grade 7 & 8: Attends in-person three days per week, with distance learning two days per week.
- After Labor Day, this option will shift to a five day a week, in-school model.

**OPTION 2**
- For families who want a distance learning opportunity to start the year but intend to return to full-time, face-to-face instruction at some point during the school year.
- Full-time distance learning with assigned school while enrolled in assigned school.
- Opportunity to return to face-to-face instruction each grading period.

**OPTION 3**
- Full-time enrollment in Duval Virtual Instruction Academy for the entire year.
- For families who intend to remain on a virtual platform for the entire school year.
- Grade seven and eight students in choice schools can reserve their seat in their choice school for the 2021–22 school year if they enroll in DVIA for the 2020-21 school year.

➢ If a student must be absent, students may earn up to 100% credit for make-up work depending on the quality, correctness and if completed in the allotted time allowed for make-up work to be turned in for excused absences. (see section on make-up work).

➢ Absences are **EXCUSED** for injury, illness, serious illness or death in the family, doctor’s appointments, court appearances, in-school suspension, official religious holidays of a religious sect and religious instruction.

➢ Determining a legitimate school related absence or insurmountable situation is left to the discretion of the principal and/or the principal’s designee.

**TARDY POLICY**

Tardiness is defined as the physical absence of a student in the classroom at the beginning of a regularly scheduled class. A student’s tardiness shall be **EXCUSED** when the reason given for tardiness is acceptable to the Principal or Designee. Examples of acceptable reasons for tardiness are the same as the examples of acceptable reasons for excused absences.

Tardy Discipline Track:

<table>
<thead>
<tr>
<th>Tardy Occurrence</th>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3 tardy</td>
<td>Verbal warning by the teacher or Electronic Tracking System</td>
</tr>
<tr>
<td>4th tardy</td>
<td>Written warning by teacher</td>
</tr>
<tr>
<td>5th tardy</td>
<td>Parent contact &amp; tardy contract signed by parent/student</td>
</tr>
<tr>
<td>6th tardy</td>
<td>Referral in FOCUS –Discipline code 1.05</td>
</tr>
<tr>
<td>7th tardy</td>
<td>School Detention or work assignments</td>
</tr>
<tr>
<td>8th tardy</td>
<td>See Student Code of Conduct</td>
</tr>
</tbody>
</table>
HALL PASS POLICY

➢ Hall passes are to be used for emergencies only.
➢ In an effort to reduce the number of students out of class during instructional time, students will have a set number of passes per class that they may use. Students will have ample opportunities to use the restroom, per the pass.
➢ Students needing to leave the classroom are REQUIRED to carry a pass.
➢ Only ONE student per class may be on a hall pass at any given time.
➢ There are absolutely no hall passes for any reason during the first/last 10 minutes of each class.
➢ Students who are out of class, unaccompanied by security, and do not have a pass will be considered skipping and appropriate consequences will be assigned.

BEHAVIOR POLICY

Arlington Middle School students will adhere to the Duval County Student Code of Conduct. Each student is expected to exhibit the three core values for success, which are: Respect for others, Restraint from falling into negative behaviors and being Responsible for their actions at all times. Respect, Restraint and Responsibility should also be shown in how students care for the school building, surrounding area and community.

When necessary, students will be referred to the grade level Dean or Administrator for more severe and actionable disciplinary consequences. Please refer to the Duval County Student Code of Conduct for information regarding action steps taken as consequences for disciplinary referrals.

ANTI-BULLYING POLICY

Pursuant to Florida Statute 1006.147, it is the policy of the Duval County School Board (DCSB) that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. Accordingly, DCSB will not tolerate bullying or harassment against any student, employee, visitor, volunteer or agent who works on school-related activities, subject to the control of school officials. This policy shall be interpreted and applied consistently with all applicable state and federal laws and employee collective bargaining agreements. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

DCSB prohibits bullying or harassment of any student or school employee, volunteer or agent:
1. During any education program or activity conducted by DCSB
2. During any school-related or school-sponsored program or activity or on a school bus;
3. Through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of DCSB. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.

4. Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by DCPS or a school, if the bullying substantially interferes with or limits the victim’s ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program.

**CELL PHONE POLICY**

Possession of a wireless communication device is not an infraction of the Code of Student Conduct. However, it is an infraction of the Code of Student Conduct when the possession of a wireless communication device disrupts the educational process. This includes the unauthorized use of a wireless communication devices to capture images or recordings without permission during school hours and/or the unauthorized use on school buses in the absence of an emergency concerning safety-to-life issues (defined as a bus accident, mechanical breakdown which delays the normal route, and/or thirty (30) minutes or more in a route delay).

NOTE: If students possess a wireless communication device, it must be turned off and kept out-of-sight inside a pocket, book bag, purse, or similar container, unless authorized by the Principal/designee or teacher. It is the expectation that parents/guardians should only contact students through the school office during school hours. Violation of this policy will result in confiscation, and the device will only be released to the parent/guardian. Progressive discipline will apply for repeated infractions.

School Board employees or agents will not be held liable for wireless communication devices that are lost, stolen, or confiscated. Florida Statute 1006.07 (2)(e) requires school districts to notify parents/guardians that students who use wireless communication devices in the commission of a criminal act may face school disciplinary action and/or criminal penalties. During district and state assessments, students may not have any electronic or recording devices, including but not limited to, smartphones, tablets, personal computers, tablets, cell phones, or electronic games, in their pockets, at their desk or anywhere they can reach them, before, during, or after the testing session. Possession of any electronic device that reproduces, transmits, records, or calculates (except for the state approved calculator), will result in the student’s test being invalidated.

**SCHOOL TELEPHONE USE POLICY**
It is the responsibility of the parent and student to communicate plans for transportation, activities, etc., prior to the start of the school day. Students may use a school telephone within their classroom, student services office, administrator’s office, the main office, or the guidance department with proper permission. If a student falls ill or has another extenuating circumstance that requires the use of a school telephone, the telephone in Dean’s Office will be used to make the call, and documentation will be kept in the phone log.

**TEXTBOOK POLICY**

Teachers receive a class set of textbooks at the beginning of the school year that will housed in the classroom for daily use. Students use the textbooks within the classroom setting. Their teacher will assign students workbooks at the beginning of the school year for classroom and homework use. Students will be required to pay the full price of any textbook that is damaged, lost or destroyed. Only cash will be accepted for purchase of replacement textbooks to the Instructional Materials Manager.

All debts owed for lost, destroyed or damaged books will be placed on the obligations list, which will prohibit students from participating in any school-sponsored activities (i.e. dance, graduation, field trips, etc.). Any textbooks, library books, or other media material found should be returned to the main office.

**LAPTOP/HOTSPOT POLICY**

Students who have been issued a school board laptop will be responsible for the care and upkeep of the laptop, cord, hotspot and any other device that belongs to the district. A Laptop agreement form was issued through FOCUS. A record of the laptop Asset ID number has been matched to the student ID number. If the laptop is lost or stolen, please report to the police or School Resource Office immediately. A police report number must be provided to school administration.

**WEAPON CHECKS / RANDOM SEARCHES**

Unscheduled weapons checks will occur throughout the year. Students will be asked to place all purses on their desks and be ready to open them for inspection. The Administrators will utilize the metal detecting wands to indicate the possible presence of prohibited items. The appropriate Administrator will confiscate any items and process student discipline accordingly.

**CAFETERIA ETIQUETTE**

Students are expected to follow the procedures and expectations below when in the cafeteria:
➢ Enter the cafeteria in a single file line with their class
➢ Enter with a voice level 1
➢ Sit down at the assigned table for their class until called by the cafeteria admin to line up for lunch.
➢ Walk and NOT run to the lunch line
➢ Once in a lunch line, students will NOT be able to switch lines, due to security and safety reasons. COVID-19 (students will be required to maintain distance as much as possible in the lunch line)
➢ When students get their lunch, return to their assigned table, sit and enjoy their lunch.
➢ Students are allowed to talk during lunchtime at a voice level 1, no higher than a voice level 2.
➢ Upon dismissal, teachers will stand at the assigned table and line up the students at the direction of the cafeteria admin.
➢ Students are to line up in an orderly fashion at their designated area and await the teacher to transition them back to class.
➢ Students should exit and transition back to class at a level 1, unless specified differently.

SAFETY PROCEDURES

TORNOADO PROCEDURES

When the TORNADO ALARM sounds:

1. Students will be directed to exit the room in an orderly and quiet manner
2. Students will exit into the hallway outside the classroom.
3. Students should stand as far away from glass and doors as possible.
4. Students located in the portables will be relocated to a safe area by administration, such as the gymnasium.
5. Students will sit on the floor and assume the fetal position covering their head and face with their hands and arms.
6. Wait for “all clear” signal to move students back to class

FIRE DRILL PROCEDURES

When the FIRE ALARM sounds you should:

1. Students will stand, without talking or making unnecessary noise.
2. Students will be escorted from the building using the designated evacuation route. If the route is blocked a secondary route will be used.
3. Once away from the danger, students will line up and roll will be taken.
4. Students need to remain calm, quiet and in an orderly line, so that an accurate headcount can be taken by the teacher.
5. Students who are missing, will have their name given to the closest administrator
6. Wait for further instructions from the teacher
7. When the “all clear” signal is given, students will be led back to class in an orderly manner.

If a FIRE ALARM sounds during the change of class, you should:

1. Students will report immediately to the nearest area or hallway with the teacher/Faculty member.
2. An adult (teacher/Faculty member) will direct students to follow them away from the building to a designated area.
3. Students will remain with the responsible adult who escorted them from the area until an “all clear” is issued.

BOMB THREAT PROCEDURES

The FIRE ALARM procedures will be followed.

CODE RED PROCEDURES

1. The teacher will Lock the door and no students will be admitted to enter the classroom.
2. Students who are outside will gather with their teacher/Faculty member in the designated area quietly.
3. In the building, the lights will be turned off and students will be directed to remain quiet (ABSOLUTELY NO TALKING)
4. Students will sit in a crouching position on the floor, away from all doors and windows.
5. Do not make any phone calls.

CODE YELLOW PROCEDURES

1. TURN OFF ALL CELLULAR PHONES.
2. Teachers will lock doors. However, students from that class will be admitted inside.
3. If outside, the responsible adult (teacher/faculty member) will gather students quietly and wait for further information.
4. Do not leave the classroom for any reason.
5. Do not make any phone calls.

TORNADO / HURRICANE / SEVERE WEATHER

1. The drill will begin with an announcement on the intercom.
2. A tone bell will sound.
3. Teachers will take roll.
4. Students will move in a single file line to the designated location.
5. Students will line up facing the wall and sit in the fetal position.
6. Move away from glass windows and doors.
7. Another roll will be taken to get an accurate headcount.

General Information

SCHOOL COUNSELOR’S OFFICE

➢ Students may request Counselor appointments in the Counselor’s Office.
➢ Individual credit evaluations are completed during registration each year prior to the scheduling of classes for the coming year.

CONFERENCES

➢ All conference will be held virtually via Teams, Zoom, or GO TO Meeting platforms. The conference will be recorded.
➢ If parents send an email or leave a voicemail for a teacher, the teacher will return the email or call within 24 hours.
➢ Sometimes a parent would like to meet with several teachers at once. In this case, the school counselor will arrange a time before school to schedule a conference so that all content area teachers can participate.
➢ If a parent/Guardian would like to meet with administration, appointments are made through the Principal’s secretary.
➢ Administrative appointments can be set by phone, email or in-person with the Principal’s secretary.

PARENT PICK UP

➢ Parent/Guardians who wish to pick up their child from school early, must do so by 3:30 pm on regular release days and 2:15 pm on early release days.
➢ Parent/Guardians must present a valid photo ID when checking their student out for the day.
➢ Parent/Guardian pick up is located in the main office.
➢ Any person entering the building must have their temperature taken.
FIELD TRIPS
➢ Students who attend field trips off campus are held to the highest standards of behavior as outlined in the code of conduct set forth by Duval County Public Schools and the attending school.
➢ Disciplinary actions will be applied according to the student code of conduct for any infractions that occur while on the field trip.

STUDENT INCENTIVES
At Arlington Middle School, we pride ourselves on acknowledging milestones achieved by our students. Therefore, there will be several opportunities throughout the year to attain awards and incentives for a job well done.

ATHLETIC EVENTS
Students attending DCPS athletic events are bound by the DCPS Code of Conduct, Dress Code, and School Rules and Expectations. Students must wear visible school identification on a lanyard and pay the required fee in order to attend an athletic event. Students who are suspended or who did not attend school on the day of the athletic event, may not be admitted to the event. The privilege to attend any athletic event may be revoked as a discipline consequence or at the principal’s discretion. The cost for attending middle school athletic events are as follows:

<table>
<thead>
<tr>
<th>Football</th>
<th>Student Admission at Gate</th>
<th>$3.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adult Admission at Gate</td>
<td>$4.00</td>
</tr>
<tr>
<td>(All Other Sports)</td>
<td>Student Admission at Gate</td>
<td>$2.00</td>
</tr>
<tr>
<td></td>
<td>Adult Admission at Gate</td>
<td>$3.00</td>
</tr>
</tbody>
</table>
Student/Parent Acknowledgement

Student Acknowledgement:

I ____________________________________ have read and understand the expectations that are outlined in the student handbook. By signing this acknowledgment page, I am confirming the receipt and review of this document.

Parent Acknowledgement:

I ____________________________________ have read and understand the expectations that are outlined in the student handbook. By signing this acknowledgment page, I am confirming that I have reviewed this document with my child and will ensure that they uphold the expectations that have been expressed.

Date: ____________
Student Name: ______________________________________________________
Student Signature: ___________________________________________________

Date: ____________
Parent/Guardian Name: ______________________________________________
Parent/Guardian Signature: ____________________________________________