



TWIN LAKES ACADEMY MIDDLE

2021-2022

Student & Parent HANDBOOK



Contact Information

Website	https://dcps.duvalschools.org/tlam		
Main Office	538-0825	Option 1	
Principal Mrs. Williams	538-0825	Option 4	raya@duvalschools.org
Asst. Principal Mrs. Shaw Mr. Copeland	538-0825 538-0825	Option 5 Option 7	shaws@duvalschools.org copelandd@duvalschools.org
Dean of Students Mr. Story	538-0825	Option 6	storyg@duvalschools.org
ISSP Facilitator Ms. Groover	538-082	Option 2	grooverj1@duvalschools.org
Guidance Office Mr. Curry Ms. James	538-0825 538-0825	Option 5 Option 5	currys@duvalschools.org jamesf2@duvalschools.org
Exceptional Student Education Office Ms. Bryan, ESE Lead teacher	538-0825	Option 1	bryanm@duvalschools.org
Athletics Coach McKinney Coach Cameron Coach Schuster	538-0825 538-0825 538-0825		mckinneym@duvalschools.org cameronl@duvalschools.org schusterj@duvalschools.org
School Resource Officer SRO	538-0825	Option 1	
Cafeteria Ms. Brown, Cafeteria Manager	538-0825	Option 1	
Athletic Director Mr. Story	538-0825	Option 6	storyg@duvalschools.org

Address/Phone

If at any time your address of residence changes, it is necessary to notify the CRT Office with proof of change (i.e., electric bill, water bill, rental agreement) verifying your new address. Please complete a new blue card with the school to ensure that all necessary record sources are updated with your most current

Bell Schedule

REGULAR BELL SCHEDULE

9:00 am – 9:10 am	Morning Holding Area
9:10 am – 9:30 am	Transition from holding area to classroom & breakfast
9:30 am – 10:20 am	1 st Period
10:23 am – 11:13 am	2 nd Period – 6 th and 7 th Grade
10:26 am – 11:16	2 nd Period – 8 th Grade
11:16 am – 12:36 pm	3 rd Period -6 th and 7 th Grade
11:19 am – 12:09 pm	3 rd Period – 8 th Grade
11:20 am – 11:50 am	1st Lunch 6th Grade
12:00 pm – 12:30 pm	2nd Lunch 7th Grade
12:12 pm – 1:32 pm	4 th Period – 8 th
12:39 pm – 1:29 pm	4 th Period – 6 th and 7 th Grade
12:50 pm – 1:20 pm	3rd Lunch 8th Grade
1:32 pm – 2:22 pm	5 th Period 6 th and 7 th Grade
1:35 pm – 2:25 pm	5 th Period 8 th Grade
2:25 pm – 3:15 pm	6 th Period 6 th and 7 th Grade
2:28 pm – 3:18 pm	6 th Period 8 th Grade
3:18 pm – 4:15 pm	7 th Period 6 th and 7 th Grade
3:21 pm – 4:15 pm	7 th Period 8 th Grade

EARLY DISMISSAL SCHEDULE

9:00 am – 9:10 am	Morning Holding Area
9:10 am – 9:30 am	Transition from holding area to classroom & breakfast
9:30 am – 10:05 am	1 st Period 6 th and 7 th Grade
9:30 am – 10:08 am	1 st Period 8 th Grade
10:08 am – 10:40 am	2 nd Period 6 th and 7 th Grade
10:11 am – 10:43 am	2 nd Period 8 th Grade
10:43 am – 12:03 pm	3 rd Period -6 th and 7 th Grade
10:46 am – 11:18 am	3 rd Period – 8 th Grade
10:45 am – 11:15 am	1st Lunch 6th Grade
11:25 am – 11:55 am	2nd Lunch – 7th Grade
11:21 am – 12:41 pm	4 th Period -8 th Grade
12:06 am – 12:38 pm	4 th Period – 6 th and 7 th Grade
12:05 pm – 12:35 pm	3rd Lunch – 8th Grade
12:41 pm – 1:13 pm	5 th Period 6 th and 7 th Grade
12:44 pm – 1:16 pm	5 th Period 8 th Grade
1:16 pm – 1:48 pm	6 th Period 6 th and 7 th Grade
1:19 pm – 1:51 pm	6 th Period 8 th Grade
1:51 pm – 2:30 pm	7 th Period 6 th and 7 th Grade
1:54 pm – 2:30 pm	7 th Period 8 th Grade

Bicycles

Students are permitted to ride bikes to school. They must be properly locked in the rack area of the parking lot and must wear appropriate helmet dictated by law for safety reasons. A student will be provided one verbal warning in regard

to not wearing a helmet and thereafter will be issued a written citation resulting in a monetary fine to be paid by student & parent.

Bus Passes

Students are expected to ride their assigned bus daily. **Students will not be issued bus passes to ride another bus or change bus stops except in emergency or extenuating situations.** This will require a written request from the student's parent to the Student Services Office and will provide the student a formal written bus pass if approved.

Bus Schedules

Bus schedules are available online or by requesting a copy through the Main Office.

Cafeteria Prices

Lunch: FREE
Breakfast: FREE

Celebration Items

TLAM faculty understands there are many monumental moments in the lives of our students. For safety reasons, TLAM cannot allow students to carry balloons, any flower arrangements, stuffed animals, or any other large type of celebratory item that may pose an unsafe, hazardous, or distracting environment. These items if brought on campus will have to be stored in the Student Services Office area until the end of the school day.

CHAMPs

CHAMPs is an acronym standing for Conversation, Help, Activity, Movement, and Participation. This behavior system is used school-wide in all common areas (hallways, cafeteria, gymnasium, media center, etc.) and classroom settings. Each student will be instructed in the various CHAMP rules, rituals, and routines to guide every aspect of their daily events at Twin Lakes Academy Middle.

Daily Schedules

Students are not to be on school grounds prior to 9:00 a.m. UNLESS he/she is assigned to and/or scheduled to attend a specific before school academic related support program. Breakfast begins promptly at 9:00 a.m. in the cafeteria.

Students are not to be on school grounds after 4:15 p.m. UNLESS he/she is assigned to after school detention or is a participant of After School Tutoring, after-school club or athletic sport. If a student is on school grounds without authorization or purpose, the student will be charged with trespassing according to the Student Code of Conduct.

Discipline & Other Behavior Based Interventions

Parents/Guardians will be notified immediately via phone, email, or in writing prior to student attending an assigned in-school or out of school discipline. A copy of the discipline referral is available through FOCUS. A hard copy of the discipline referral may be requested from an Administrator or Dean of Students. According to the DCPS Code of Student Conduct, it is the responsibility of the student to provide information from the school to the parent regarding disciplinary actions.

If a teacher assigns detention, the teacher is taking action in lieu of submitting a formal referral to the Dean or grade level administrator, the teacher will contact you directly. The teacher will designate the appropriate day and provide the student with an academic/behavior intervention form for your documentation.

Class suspension, In School Suspension Programs, and Restorative Justice are all clearly described in the DCPS Code of Conduct. Some of these interventions are in lieu of or in direct result of a formal discipline violation being processed. This will be determined by the Dean of Students or the school-based administrator handling the student matter based upon the individual circumstances.

If a parent experiences an emergency situation or extenuating circumstances resulting in the student not being able to attend assigned discipline, it is the responsibility of the parent to contact the appropriate administrator or teacher PRIOR to the time of the assigned discipline to reschedule. If the student does not attend assigned discipline, a Class II violation may occur, and an increased consequence will be assigned.

Dress Code

The DCPS Code of Student Conduct addresses specifically what can and cannot be worn on a school campus. Students will be removed from the hallway, classroom, cafeteria, or any other setting on campus and directed to an office area for parent contact.

	1 st	2 nd	3 rd	4 th	5 th
L.06 (ZZZ) Nonconformity to the General Code of Appearance (see appendix for general code of appearance)	<ul style="list-style-type: none"> School Determined Consequence Parent Contact 	<ul style="list-style-type: none"> Parent Conference Detention Behavior Contract w/progress monitoring 	<ul style="list-style-type: none"> 1-2 days ISSP 	<ul style="list-style-type: none"> 2-4days ISSP 	<ul style="list-style-type: none"> 5-7 ISSP

If a student does not have appropriate garments or accessories to correct the dress code violation in his/her possession on campus, a parent can arrange for additional student garments/accessories to be delivered, or the parent can arrange for the student to be picked up from school, or the parent may choose for the students to take advantage of clothing provided here at TLAM to rectify the dress code. If not, the student will be placed in in School Suspension for the duration of the day.

TLAM has a zero tolerance for the wearing of bedroom shoes/slippers, any type of halter, tank, backless, or spaghetti strapped tops. Head coverings including, but not limited to, caps, hats, bandannas, hair curlers, hair scarves, and/or sunglasses, shall not be worn on school property, unless required by a physician or authorized by school personnel. Any item of clothing that is designated by a member of TLAM faculty to be distracting due to length, tightness, showing of excessive areas of body, showing of inappropriate undergarments, or stating offensive or indecent language or messages will also be addressed immediately. Pants worn below the student's waist level and shirts revealing cleavage will not be allowed.

Hooded jackets and sweatshirts are permitted to be worn as long as the hood portion of the jacket or shirt remains off the student's neck and head. If the student cannot comply with the proper wearing of such articles of clothing upon verbal request, the student's hooded sweatshirt or jacket will be confiscated and turned in to the Dean of Students office for parent pick-up.

Electronic Devices

Any student who brings ANY electronic device (i.e., laptop, iPad, tablet, cell phone, MP3 player, handheld game device, headphones, etc.) is AT HIS/HER OWN RISK. It is NOT the responsibility of the school to provide for the safety, protection, location, or condition of any electronic device. **Any electronic device brought onto campus MUST be ALWAYS kept out of sight**. If the device is used in any unauthorized manner, the student may receive a disciplinary referral to be submitted to the Dean of Students for disciplinary consequences. Specific direction will be given to students by individual classroom teachers if the students are permitted to have a device out and used for curriculum related research/activity. Confiscated electronic devices will be returned to the student at the end of the day. For repeated electronic device infractions, only the student's parent or guardian that comes to campus in-person to sign for release of the device.

Twin Lakes Academy Middle WILL NOT BE HELD RESPONSIBLE for the replacement of any lost, stolen, or damaged electronic device brought onto campus.

Enrollment & Withdrawal

A parent/guardian is required to come by the CRT Office a few days in advance of the student's last day of school to sign an intent to withdraw form. On the student's actual last day, he/she will need to go to the CRT Office to get the withdrawal form and have teachers supply withdrawal grades and turn in books. The withdrawal form should be returned to the CRT Office by the end of the last day where a photocopy will be provided to the student and any other necessary paperwork for enrollment to the new school. Upon receipt of a request for records from the receiving school, Twin Lakes Academy Middle will forward all necessary documents to the receiving school.

Food & Drink

The only location on campus that food and drink is permitted is in the school cafeteria. This includes but is not limited to gum, candy, and sunflower seeds. **ALL** food related trash must also be thrown away in the cafeteria prior to leaving (i.e. straws, napkins, wrappers, etc.). Disciplinary action will be taken if a student refuses to comply with this request and a disruption to the safety and order of common areas or classroom instruction time occurs. Food and drink items students have in their possession in unauthorized areas will be confiscated immediately by a faculty/staff member.

Guidelines for Success

Positive attitude

Always do your best

Curiosity in learning

Kindness towards others

Hall Passes

EACH student must have his/her own hall pass to leave a classroom.

Hall passes are reserved for emergency restroom breaks, office visits when requested by an administrator, Guidance Office visit upon request, check-in/check-out reasons by the Main Office, or other teacher directed site for instructional reasons. **If a student is found without a pass in the hall, it is understood that the student is skipping class and will be disciplined accordingly.** Hall passes will not be issued by teachers during the first and last fifteen minutes of each class period under any circumstances.

Supervised restroom breaks will be scheduled into the student's day.

Health Services

A nurse is available for health consultations one day per week at Twin Lakes Academy Middle from 8:00 a.m. – 4:30 p.m. Please notify the school nurse if your child has a chronic disease or medical condition. A signed medication form must be completed and on file in the Student Services Office for any student to receive prescribed or over-the-counter medications. **ALL MEDICATION** must be in the original container with the student's name on it in order to be dispensed.

Basic band-aids, gauze products, and ice can be obtained in the Student Services Office. If your child is not feeling well during the school day, the Student Services office will assist students within reason and professional capabilities. The child will always be given the opportunity to use a school phone to contact a parent/guardian to inform of medical condition. If a parent/guardian cannot be reached for pick up and the office personnel has done all possible to assist the student, the student will be expected to return to class for the duration of the class/day.

Immunization Requirements:

Florida law requires that students must have on file a Florida Certification of Immunization (DH Form 680) or have an exemption on file at their school. To meet the requirements for a Florida Certification of Immunization, a child must have the following:

- At least four doses of the DTP or DTap (diphtheria, tetanus, pertussis) vaccine with the last dose given on or after the fourth birthday (otherwise, a fifth dose is required);
- At least three or four doses of polio (IPV/OPV) vaccine with the last dose given on or after the fourth birthday (otherwise a fifth dose is required);
- The MMR (measles, mumps, rubella) vaccine given on or after the first birthday with a definite recorded date. Proof of one dose is required for pre-school. Proof of two doses of the MMR vaccine is required for Kindergarten through 12th grade students;
- HIB (haemophilus influenza type b) vaccination for children under five years of age;
- Hepatitis B series is required to attend pre-school through 12th grade;
- Varicella (chicken pox) vaccine or documented history of the disease is required to attend pre-school through 10th grade;
- A second dose of Varicella (chicken pox) is required for Kindergarten through 4th grade
- Students entering, attending, or transferring into 7th-10th grade must have documented proof on a "Florida Certificate of Immunization" one dose of Tdap

(tetanus, diphtheria, pertussis) vaccine. All other vaccinations should be complete.

The required immunizations are available at your child's medical provider or the Duval County Health Department's Immunization Center at 5222 North Pearl Street, (904-253-1420).

Transfer students

Florida laws authorize school officials to permit transfer students who present proof of measles vaccination to attend school up to 30 school days until their records can be obtained UNLESS the student is transferring into a grade covered by a policy for two doses of the MMR vaccine and/or documentation of Hepatitis B vaccine series or Varicella. **Students transferring into 7th, 8th and 9th grades require an additional proof of a recent Tetanus, diphtheria, pertussis vaccine.** Students who do not have the required vaccinations will not be permitted to be on campus. Parents/guardians will receive a phone call for student pick-up and the student will only be permitted to return to regularly scheduled classes when appropriate documentation can be provided for the student's file indicating all required vaccinations have been received.

Locks & Lockers

Physical Education requires a \$2.00 fee for lock & locker rental. Physical Education locks & lockers are monitored through the Physical Education teachers. Students **SHOULD NOT SHARE THEIR LOCK COMBINATION** with peers at any time for any reason. It is also strongly advised that students store only his/her own personal property in his/her locker, not a friend's personal property. Twin Lakes Academy Middle is **NOT HELD RESPONSIBLE** for any items stored in any locker. Students are not permitted to use this locker throughout the day to store personal belongings. Students are **ONLY** permitted to enter the locker room during dress-in and dress-out time during their assigned class period per their student schedule.

Lost & Found:

Lost and found is located in Student Services and the Main Office area. Lost and found items can be retrieved between 9:00 a.m. - 9:30 a.m. All items left without an owner will be turned into this area for pick-up. Twin Lakes Academy Middle is not responsible for any misplaced or left items throughout the school. Only electronic devices will be locked up in a filing cabinet requiring a parent pick-up. Lost and found items will be donated to a local charity on the last day of each quarter if the items have not been claimed. Verbal announcements will go out to students to remind them to periodically check the lost and found area for missing items.

Large amounts of money or checks written for large quantities should not be brought to school and carried around by a student for any reason. If a student needs to carry cash or monies over the amount needed for lunch, the student should report immediately to the Main Office to have the money accurately labeled and locked in a file cabinet until the student can directly disperse it to

the appropriate teacher, club advisor, or athletic coach. **TWIN LAKES ACADEMY MIDDLE WILL NOT BE RESPONSIBLE for any lost or stolen money while on school grounds.** It is the personal responsibility of the student to follow through with safeguarding the monies.

Make-Up Work

For any absence, students can be provided one day of make-up work per day of absence of class and will have the total number of days absent to complete and return work to individual teachers for full credit. It is the **RESPONSIBILITY OF THE STUDENT** to ask for, retrieve, complete, and return work for credit to the assigned teachers upon his/her return. If the absence is anticipated to last for a duration of more than 2-3 days, it is recommended the student's family contact the Student Services office at 538-0825 to discuss arrangements to collect and pick up missed class work so the student will not fall behind academically, nor in content or pace.

For any absence dictated by disciplinary action (i.e., suspension), it is the responsibility of the student's parent/guardian to contact the Dean of Students office at 538-0825 to arrange for work compilation and pick-up. It is the **RESPONSIBILITY OF THE STUDENT** to return all completed class work to his/her assigned teacher.

Media Center

Students may request a Media Center pass from teachers to checkout or return books and/or perform research. No more than five (5) students from one class may come to the Media Center at the same time. Students must sign-in and have an ID to check out books and may borrow no more than two books at one time. Loan privileges will be suspended for students with overdue, lost, or damaged books until all books are returned, replaced, or paid for in **cash**. Lost or damaged paperback books may be replaced with a new copy of the same book or pay the full cost replacement fee.

Parent Visitation

Parents are always welcome on campus, but for security reasons parents are to report directly to the Main Office located in the front of the building upon entering to present photo ID, sign in, and obtain a visitor badge.

It is necessary to call ahead for an appointment if you would like to speak with an administrator regarding a concern or program. Scheduled meetings will be honored and unscheduled meetings will be handled as the administrator's schedule is open.

If you would like to shadow your child for any reason, 24-hour notice is necessary for teacher notification and parents must complete volunteer application. Please call an Administrator to schedule your appointment.

Physical Education

ALL students assigned to physical education are expected to dress-out daily in the locker room setting. Gym uniforms are available through the Physical Education department for \$10.00 –shirts and \$10.00 -shorts. If a student chooses not to purchase a physical education uniform, he/she is still required to wear the following **solid** colors (without advertisements).

SHORTS- Black, Blue, Gray, White SHIRT – White, Gray, TLAM Spirit. TLAM Physical Education uniforms are also available for purchase.

Progress Reports

Students are sent home with progress reports mid-way through each grading period containing grades for all classes currently scheduled. If you fail to receive a copy of your student's progress report, please check your Parent FOCUS Portal.

FOCUS is utilized by all teachers at Twin Lakes Academy Middle. FOCUS is an online accessible program that allows parents to view their student's current grades and academic progress at any time. Each parent must visit the Main Office in person with a current picture I.D. to register and obtain a username and password for access.

Individualized or small group academic interventions may be implemented during normal school hours as a pull-out, partial or full day program at the discretion of a team of teachers, guidance, or administration. This type of intervention may include, but may not be limited to, students in danger of receiving a 'D' or 'F' at progress reporting or report card times. Academic interventions strive to increase the student's current and future performance on daily classroom tasks and district/state assessments.

Pupil Progression Plan

Section: e) Assignment of Report Card Grades for Students with Disabilities:
Prior to assigning a failing grade to a student with an IEP/504 Plan:

1. The teacher must document the implementation of identified accommodations/adaptations and intensive instruction/interventions (services) as indicated in the student's IEP and/or 504 Plan
2. For students in danger of receiving a failing grade due to academic/behavioral deficits: Review on-going progress monitoring data to determine individual student remediation needs and to evaluate and revise classroom instruction/interventions based on the needs of the student, as identified in the current IEP and/or 504 Plan. Document provisions of remediation to support progress toward proficiency on grade level standards
3. For a student with an IEP in an inclusion setting, communication and collaboration between the ESE teacher and the general education teacher(s) must be documented throughout the grading period.

NOTE: If truancy/attendance issues are not addressed in the current IEP/504 Plan, a meeting must be scheduled, and district attendance policies followed.

Schedule Changes

Schedule changes will only be authorized by the Principal or his/her designee.

Skateboards

Skateboards are not to be ridden anywhere on school campus. Once a student steps onto Twin Lakes Academy Middle property, the student should be holding/carrying his/her skateboard. Skateboards will be stored in Student Service or in the Main Office during the school day. If skateboards are ridden or used on school grounds in an inappropriate manner that cause structural or paint damage to the building, the student will be charged with vandalism per the DCPS Student Code of Conduct.

Student ID Badges

Student IDs are required for clear student identification by faculty, utilization of computers, checking out textbooks and library books, and to obtain breakfast and lunch. The ID must be visible at all times. Initial IDs are free, 1st replacement ID is \$1.00, and second and all additional IDs are \$5.00.

Student Statements

ANY STUDENT who feels he/she is being unjustly treated by peers and needs to report it to a Guidance Counselor or the Dean of Students should pick up a student statement form from the Dean of Students office and return it filled out completely with details of the incident or event of concern. The Dean of Students will call for the student who wrote the statement at his/her first available moment and proceed with action as necessary to resolve the concern. Parent contact will be made by the Dean of Students.

Tardiness/Unauthorized Absence

Upon arriving late to school, a student should enter the Main Office to retrieve a pass to class. If a student does not arrive inside the classroom by the designated time for each period, the student is required to sign the individual classroom's tardy sign-in sheet. Each teacher is in charge of documenting in FOCUS individual students' tardy violations to his/her classroom. Classroom tardy policy consequences per nine-week quarter will be according to the Duval County Code of Student Conduct.

Unauthorized absence occurs when a student leaves an assigned classroom without permission from the classroom teacher or administrator as well as when a student wanders off from a structured movement line during transitional times. Unauthorized absence consequences will be according to the DCPS Code of Student Conduct.

Telephone Use

Students are not permitted to use the classroom telephone or personal cell phones during the school day. Students may request to use a telephone in the Student Services office with a valid pass from his/her classroom teacher outside of instructional time. Calls will be monitored by a sign-in log and be limited to 3 minutes.

Trespassing

Students on campus grounds before or after the designated open and close of school times should be actively engaged in an academic, athletic, or extracurricular activity with a supervising adult. If a student, enrolled at Twin Lakes Academy Middle or elsewhere in the district, is on campus for an unauthorized purpose, he or she will be detained and charged accordingly for trespassing.

If a student is formally disciplined with out-of-school suspension, the student may not be on campus without administration approval. Violation may result with the student being charged with trespassing and subject to arrest. This includes athletic and other extracurricular events.

Yearbook

Yearbooks can be purchased through the Yearbook Sponsor. Please reserve your student's copy as early as possible. Early Bird rate may apply.

