

# Things You Need to Know for 2019-2020

**Tardies:**

- Students who are tardy to class will report to the closest tardy station to receive a tardy. While in the tardy line, all students are subject to dress code checks and random searches. Students with multiple tardies will receive consequences, including being recommended to meet with the Attendance Intervention Team with the truancy officer.
- Students who are late to school will report to a tardy station. If the tardy stations are closed, students should report to the Media Center. Students who are checking into school late should have a note from their parent/guardian explaining why they are late. Tardies will not be excused without a note from the parent/guardian.
- Tardy Sweeps will occur throughout the school year. Consequences for being caught in the Tardy Sweep will result.

**IDs:**

- All students will need to have an ID on them at all times. The initial ID is free, a first replacement is \$1.00, second and all additional replacements will be \$5.00.

**Books:**

- Books can be picked up from the Book Room (room 124) before school and during lunch the first week of school. All textbook questions/concerns will go to Ms. Torres, located in Manta House (room 338)

**Lockers:**

- Students can purchase lockers for \$5.00 (CASH ONLY) in the Media Center before school, during lunch, and after school.

**Parking Decals:**

- Students who park on campus will be required to purchase a parking decal for \$40.00 (CASH ONLY). Cars without parking decals are subject to being towed at the owner's expense. Parking decals can be purchased in the Media Center during lunch.

**Early Dismissal:**

- Students will NOT be checked out after 1:30 p.m. on regular school days and 11:45 p.m. on Early Release days.

**After School Procedures:**

- Students are expected to leave campus or report to a coach, club sponsor, or teacher by 2:15 p.m. (12:30 p.m. on Early Release Days).
- Students who stay after school should not be without adult supervision. A Safe Room is provided Monday – Friday from 2:15 p.m.– 5:00 p.m. All students who are unsupervised after 2:15 p.m. will be required to report to the Safe Room or leave campus.

**People to Know:**

<b>School Counselors</b>				
Last Name	School Counselor	Location	538-5120	Email:
A-C	Ms. Felix	102	Ext. 1018	<a href="mailto:felixv@duvalschools.org">felixv@duvalschools.org</a>
D-H	Ms. T. Thomas	518	Ext. 1038	<a href="mailto:thomast@duvalschools.org">thomast@duvalschools.org</a>
I-Mi	Ms. Rennert	518	Ext. 1036	<a href="mailto:rennertk@duvalschools.org">rennertk@duvalschools.org</a>
Mo-Sh	Ms. Mashek	102	Ext. 1017	<a href="mailto:volzk@duvalschools.org">volzk@duvalschools.org</a>
Si-Z	Ms. McIntosh	518	Ext. 1037	<a href="mailto:mcintosh@duvalschools.org">mcintosh@duvalschools.org</a>
<b>Administration</b>				
Principal	Ms. Spaulding			Main Office
Asst. Principal 9 <sup>th</sup> Grade	Dr. Smith			<a href="mailto:Smithm6@duvalschools.org">Smithm6@duvalschools.org</a> Room 538 (River House) Ext. 1044
Asst. Principal 10 <sup>th</sup> Grade	Ms. McMahon			<a href="mailto:yarose@duvalschools.org">yarose@duvalschools.org</a> Room 538 (River House) Ext. 1042
Asst. Principal 11 <sup>th</sup> / 12 <sup>th</sup> Grades	Ms. George			<a href="mailto:georgee@duvalschools.org">georgee@duvalschools.org</a> Main Office Ext. 1009
<b>Deans</b>				
10 <sup>th</sup> , 11 <sup>th</sup> , and 12 <sup>th</sup> Grade	Dean Moses			<a href="mailto:mosest1@duvalschools.org">mosest1@duvalschools.org</a> Room 338 (Manta House) Ext. 1030
9 <sup>th</sup> Grade	Dean Copeland			<a href="mailto:copelandd@duvalschools.org">copelandd@duvalschools.org</a> Room 338 (Manta House) Ext. 1031
Assistant to Dean	Ms. Torres			Room 338 (Manta House) Ext. 1029

## Duval County Public Schools Code of Appearance

Unless an active uniform policy is in effect directly by the school, the following Code of Appearance guidelines apply to every elementary and secondary school student. Please contact the school directly for school based uniform policies, and/or any questions.

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 administration 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), and 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.

- Elementary school 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 out garments such as shorts, divided skirts, and dresses may be worn, provided they are not disruptive or distracting, 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.