



**Julia Landon**  
**College Preparatory**  
*& Leadership Development*  
*School*

**2020 ~ 2021**

**Parent and Student**  
**HANDBOOK**

**Teaching Tomorrow's Leaders Today**

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## SCHOOL VISION STATEMENT

*Our mission at Julia Landon College Preparatory and Leadership Development School is to create college bound students with a deep commitment to public service and a true understanding of their leadership skills within the global community.*

### Principal

Ms. Katrina Blakely

### Leadership Team

**Ms. Tracy Oliver** – Assistant Principal Testing and Principal Designee  
ex-999912

**Ms. Michelle Bell** – Assistant Principal of Curriculum  
ex-999911

**Ms. Michelle Bourgholtzer** – Student Services Director and Athletic Director  
ex-999961

### School Counselors

Mr. Maurice Edwards  
6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Boys  
ex-999921

Ms. Tracy Greene  
6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Girls  
ex-999922

### Webmaster

Mr. Daniel Geary

### Community Education Director

Mrs. Megan Slack

### Phone Numbers and Extensions to JLCP Staff

Principal's Secretary	Mrs. Linda Harrison	Ext. 999902
Main Office	Mrs. Evelyn Mobley	Ext. 999950
Bookkeeper	Mrs. Gwen Eubanks	Ext. 999904
Guidance Office	Mrs. Janice Logan	Ext. 999925

## **2020~2021 Academic Year**

First Day of School for students: **August 20, 2020**

Last Day of School for students: **May 29, 2021**

### **ACADEMIC TIMELINE**

<i>Quarter</i>	<i>Begin Date</i>	<i>End Date</i>
Quarter 1	August 20	October 14
Quarter 2	October 15	December 19
Quarter 3	January 6	March 24
Quarter 4	March 25	May 29

### **EARLY DISMISSAL DAYS**

<i>2020</i>	<i>2021</i>
August 26	January 13 & 27
September 9 & 23	February 10 & 24
October 7 & 21	
November 4 & 18	April 14 & 28
December 9	May 19

### **SCHOOL NOT IN SESSION**

September 7 – Labor Day	February 17 – Presidents’ Day
October 12 – Planning Day	March -8-12 Spring Break
November 11 – Veterans’ Day	March 22 – Planning Day
November 25-27 – Thanksgiving	April 2 – Spring Holiday
December 18-January 3 – Winter Break	May 31 – Memorial Day
January 4 – Planning Day	May 28- Last Day
January 18 – M. L. King Birthday	

### **SCHOOL HOURS**

Regular School Hours: 8:10 A.M. – 2:55 P.M.

Early Dismissal School Hours: 8:10 A.M. – 1:10 P.M.



## Bell Schedule 2020-2021

<b>6<sup>th</sup> Grade</b>		
<b>REGULAR BELL SCHEDULE</b>	<b>PERIOD</b>	<b>EARLY DISMISSAL</b>
8:10-8:59	1st Period	8:10-8:45
9:03-9:52	2 <sup>nd</sup> Period	8:49-9:23
9:56-10:45	3 <sup>rd</sup> Period	9:27-10:01
10:49-11:19	Lunch	10:05-10:35
11:27-12:16	4 <sup>th</sup> Period	10:42-11:16
12:20-1:09	5 <sup>th</sup> Period	11:20-11:54
1:13-2:02	6 <sup>th</sup> Period	11:58-12:32
2:06-2:55	7 <sup>th</sup> Period	12:36-1:10

<b>7<sup>th</sup> Grade</b>		
<b>REGULAR BELL SCHEDULE</b>	<b>PERIOD</b>	<b>EARLY DISMISSAL</b>
8:10-8:59	1st Period	8:10-8:45
9:03-9:52	2 <sup>nd</sup> Period	8:49-9:23
9:56-10:45	3 <sup>rd</sup> Period	9:27-10:01
10:49-11:38	4 <sup>th</sup> Period	10:05-10:39
11:42-12:12	Lunch	10:43-11:13
12:20-1:09	5 <sup>th</sup> Period	11:20-11:54
1:13-2:02	6 <sup>th</sup> Period	11:58-12:32
2:06-2:55	7 <sup>th</sup> Period	12:36-1:10

<b>8<sup>th</sup> Grade</b>		
<b>REGULAR BELL SCHEDULE</b>	<b>PERIOD</b>	<b>EARLY DISMISSAL</b>
8:10-8:59	1st Period	8:10-8:45
9:03-9:52	2 <sup>nd</sup> Period	8:49-9:23
9:56-10:45	3 <sup>rd</sup> Period	9:27-10:01
10:49-11:38	4 <sup>th</sup> Period	10:05-10:39
11:42-12:31	5 <sup>th</sup> Period	10:43-11:17
12:35-1:05	Lunch	11:21-11:51
1:13-2:02	6 <sup>th</sup> Period	11:58-12:32
2:06-2:55	7 <sup>th</sup> Period	12:36-1:10

**JULIA LANDON STANDARDS FOR SUCCESS**  
*Academic & Performance Standards for Magnet Students at JLCP*

Middle School may be the first time that students encounter the importance of time management, establishing study skills and prioritizing multiple subject areas and expectations. All students at Julia Landon must take Algebra I Honors prior to completing eighth grade. Algebra I Honors is a high school credit class and will be part of their high school transcripts record. Three other high school credits that may be taken, but are not mandatory at Julia Landon, are Geometry Honors, Biology Honors, and Spanish I. During the school year, teachers maintain systems of safety nets within their classrooms along with the school wide academic safety nets that are in place for all students. Julia Landon adheres to all academic promotional guidelines outlined in the Student Progression Plan, available at [www.duvalschools.org](http://www.duvalschools.org).

**GRADING SYSTEM**

Quarterly averages in each course are computed using test grades, exams, homework grades and daily performance grades. Letter grades will be assigned based on numeric averages as indicated:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

All teachers utilize FOCUS, the electronic grading system used through all Duval County Public Schools. Parents are given access to FOCUS through a personal password and can view their child's grades at any time over the course of the school year. Teacher have up to ten (10) working days to submit grades into FOCUS from the time in which the assignment was due. Parents of existing Duval County students keep the same user access password through high school graduation. Parents of students new to DCPS need to visit [www.duvalschools.org](http://www.duvalschools.org) and create a FOCUS account. Parents/Guardians must present a picture ID at the time of retrieving their FOCUS password.

Mid-quarter progress reports are printed directly from FOCUS four (4) times throughout the school year. Students sign for receipt of progress reports. Reminders will be given to parents, via School Messenger, when Progress Reports are issued.

**TEXTBOOKS**

Textbooks will be online.

**HOMEWORK**

Homework is an integral part of a meaningful learning experience. Homework reinforces classroom lessons, develops initiative and independence, and promotes responsibility. Homework is defined as practice work, projects and presentations that are assigned to be prepared outside of class. Homework is best done in a quiet, well-lit place with parental support and supervision. As technology-driven assignments become a larger part of school-based expectations, it is also strongly recommended that students be supervised closely when utilizing a computer to access virtual learning environments. Students should also use their internet access to review teacher blogs on a consistent basis. Parents are strongly encouraged to view the blogs as well.

Students are expected to maintain a well-organized system of time management to ensure that homework is done in a timely manner and ready for teacher review on the appropriate class day. All 6th grade students take a 6<sup>th</sup> grade leadership course which

incorporates Covey's *Seven Habits of Highly Effective Teens*. This curriculum teaches middle school students the importance of establishing goals, maintaining an effective personal system of time management, and proactively working toward continued success in middle school and beyond.

### **STUDENT PLANNERS**

Students will be issued a Julia Landon College Prep Student Planner on the first day of school. Teachers expect students to have their planners with them in class at all times. Students will use the planners to track assignments. Additionally, it is mandatory that students utilize their planners as student hall passes. Parents are encouraged to take time every day to review their children's planners. If lost, the cost of replacing a planner is \$5.00 in cash. New planners may be purchased in the Main Office.

### **LEARNING RECOVERY/CREDIT RECOVERY**

Students will be offered an opportunity to recover a grade in accordance with the policy established by the Duval County School Board which may be found within the Student Progression Plan at [www.duvalschools.org](http://www.duvalschools.org). If a student is promoted to the 7<sup>th</sup> or 8<sup>th</sup> grade with one outstanding core credit to recover, the recovery process will involve that student taking the failed course in place of one elective for the duration of the school year. These students will be monitored closely throughout the school year to ensure their academic and promotional success. Summer school is only offered to 8<sup>th</sup> grade students attempting to recover a failed credit to enter high school.

### **MAKE-UP WORK**

May look different based on the adjusted school schedule.

When absent from a class, it is the **student's** responsibility to make immediate plans to hand in assignments due on that day and make-up missed assignments. It is **THE STUDENT'S RESPONSIBILITY** to talk to teachers about what was missed during an absence. It is a good idea to have the name and telephone number of a trusted classmate to contact about missed assignments when absent. In addition, all Julia Landon teachers maintain a blog which can be easily accessed through the school website: [www.duvalschools.org/landon](http://www.duvalschools.org/landon). When absent, students and parents are encouraged to check individual teacher blogs and stay current on class work and homework missed.

For each day absent, an equal number of days is allowed to complete make-up assignments. If an absence is due to planned travel or an extended illness or emergency, parents should notify teachers in writing at least one week in advance prior to the absence requesting assignments which will be missed.

In the event that an illness lasts three or more days, assignments may be requested through the *Guidance Office at 346-5650 ext. 999925*. Please allow 24-hours for work to be compiled.

### **ATTENDANCE**

All 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade attendance will be adjusted due to schedule.

It is important for students to be at school every day, particularly due to the rigorous schedule at Julia Landon. Students with good attendance generally demonstrate higher levels of learning than those with poor attendance. Upon returning from an absence, students are asked to bring a note from home verifying the reason for the absence. Notes should be taken to the main office where students will receive a readmit slip. The readmit is to be signed by EACH teacher. The last teacher of the day will collect the readmit. For excused absences, 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. (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.

### **GUIDANCE SERVICES**

**\*\*Services will be adjusted based on COVID guidelines.\*\***

Julia Landon College Prep offers full-time guidance services to help better prepare students to meet their goals more successfully. The guidance counselors work with students, parents, and teachers to make the educational process more effective and meaningful. Parents may contact the Guidance Office at 346-5650, ext. 999925 if they wish to discuss individual student concerns, request make-up work for an extended absence, discuss student records, or receive information about credits, promotion, or exceptional education services.

The Guidance Department also houses the school clinic and serves students with illnesses or injuries that occur during the school day. A school nurse is on campus one day a week to assist students with specific health-related issues. Any time students report to the Guidance Office with a complaint of illness, the student's temperature is taken and parents are notified via phone call. All students visiting the clinic are noted in the log book and all parent calls are documented as well. If a child is running a fever, the student is not permitted to return to class and a parent or approved guardian must pick up the student as soon as possible.

The Guidance Department also dispenses any parent-provided prescription or non-prescription medication to students once the appropriate paperwork is completed. Please call the Guidance Office for further information regarding student medication guidelines.

### **PARENT CONFERENCES**

**\*\*Parent Conferences will be virtual.\*\***

If there are questions or concerns regarding a child's performance in a particular class, parents are encouraged to call or email the teacher directly prior to contacting school counselors or assistant principals. If a parent would like to request a face-to-face conference with a teacher, the grade level school counselor or grade level assistant principal will be present as a means of support and meeting facilitation. To schedule parent conferences, please call the Guidance Office at 346-5650, ext. 999925.

Conference times are not available before or after school unless preferred by the teacher.

### **PARENT VISITATION**

**\*\*Parent Visitation new guidelines will be in compliance to COVID guidelines.\*\***

Requests to observe a student within the classroom setting should be submitted by the parent to the principal or designee. The principal, or designee, will ensure that a minimum of 24 hours is provided to inform the teacher of the parent/guardian visit. Requests cannot be denied but can be delayed due to testing schedules. Requests to visit classrooms should be shared with the teacher(s) in advance by the principal or his/her designee.

Parent Observations may not exceed three (3) per class over the course of the school year.

Requests for observations must be done in writing to the principal, or designee, outlining the nature of the request. In addition, the request must be specific to the classroom(s) to be observed.

Observations may not interfere with the delivery of instruction or disrupt the learning environment. Visitors should not have any direct interaction with their child or any other child during the course of the observation.

Exit conferences with the teacher or principal/designee must occur at a prescribed time away from students and after instructional time.

Visitors may not take photos, take video, or audio recordings while in the classroom observing. Visitors may not utilize phones or other electronic devices while in the classroom observing.

Upon arrival, visitors must follow established procedures for entering the main building including but not limited to: signing in, presenting a photo ID, and wearing a visitors' badge. The visitor badge must be worn at all times and placed in a visible location.

Visitors are to be escorted to the classroom by a staff member prior to the start of class. At the conclusion of the observation a staff member should be called to escort the parent/guardian back to the office.

Parents/guardians may not have access to student performance or behavioral records outside of their own child's. In addition, the principal/designee should discuss with the parent/guardian the importance of maintaining confidentiality regarding observations of other students within the classroom.

### **STUDENT SERVICES**

The student services offices are those of the Assistant Principals and Student Services Director. All parents and students are strongly encouraged to become familiar with the Duval County Student Code of Conduct, also available on our school website.

All level 3 or 4 infractions go directly to the principal.

### **SCHOOL TELEPHONE USE**

Parents and students should discuss and agree upon after school plans for transportation and special activities before the student arrives at school in the morning. Telephone privileges are reserved for emergencies. A student may utilize a school telephone within their classroom, student services office, assistant principal's office, the main office, or the guidance department. If students are ill, the telephone in Guidance Office will be used to document the call.

\*\*Use of school phones will be sanitized before and after each use.\*\*

### **CELL PHONE POLICY**

If students possess a wireless communication device (including a smart watch and wireless earbuds), 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 or student based on the discipline matrix found in the Code of Student Conduct. 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, smart watches, tablets, personal computers, tablets, cell phones headphones, or wireless ear buds, 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

### **PUNCTUALITY**

Students are expected to be at school on time and in their 1<sup>st</sup> period class when the tardy bell rings at 8:10 a.m. Since traffic can be a factor in getting to school on time, be sure to allow enough time for unforeseen problems. San Marco is also known for some very slow moving trains. Students who are habitually tardy to school will be subject to detention and/or in school suspension.

### **MORNING/AFTERNOON CAR DROP-OFF/PICK-UP**

Students can be dropped off at the school **no earlier than 7:30am**. There is no supervision for your child prior to 7:30am. Violations of dropping of your child earlier than 7:30am will result in the notification of law enforcement.

Student drop-off should only take place in the car rider zone on Thacker Avenue. **For the safety of the students, pedestrians, and drivers, please DO NOT drop off your child anywhere other than the car rider zone.** Following this established procedure will prevent any tragic accidents from occurring that could cause potential death or injury to our students or drivers. For drop-off, students will enter the far doors in the front of the school. Please have your child exit the car once your car comes to a complete stop anywhere along Thacker Ave and have him/her walk to the school doors. Do not wait until you get in front of the doors to release your child. This causes the flow of traffic to slow down and leads to students being tardy at the 8:10am bell. As a magnet school where students are coming from all over Jacksonville, there will be many parents dropping off students. Car pooling and leaving the house early will reduce the chance of being late to school.

Student pick-up should only take place in the car rider zone on Thacker Avenue. Having your child walk to another location for pick up increases the risk of tragic accidents that could lead to potential death or injury of our students and drivers. **For the safety of the students, pedestrians, and drivers, please DO NOT pick up your child anywhere other than the car rider zone.**

### **TARDY POLICY**

The following **Tardy to School Procedure** will be followed at Julia Landon College Prep for the 2020-2021 school year. Students will not be marked tardy until Monday, August 31<sup>st</sup>, the first day of the second week of school. **Starting on that date, the following tardy policy will be followed.**

According to the Student Code of Conduct:

*“Tardiness is defined as the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present. 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.*

*A student has the responsibility to be in class on time. A student failing to make an effort to attend class in a timely manner shall be considered truant and subject to disciplinary action. A student's excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action."*

A student at JLCP is considered tardy if s/he is not present ***inside the classroom*** when the bell rings. Students who report late to school are to report to Ms. Mobley in the main office to receive a tardy slip before entering class late. All tardies are documented through the school's electronic tracking system.

### **Consequences for Tardiness:**

***1<sup>st</sup> through 3<sup>rd</sup> Tardy:*** Student notification by way of tardy slip.

***4<sup>th</sup> Tardy:*** Discipline referral issued; parent contacted by teacher. A phone conference is documented.

***5<sup>th</sup> Tardy:*** Discipline referral issued; parent contacted by Assistant Principal or Dean of Student Services. Restorative practices issued.

***6<sup>th</sup> Tardy:*** Discipline referral issued; one day of afternoon detention. If the student does not report to afterschool detention, in-school suspension is assigned.

***7<sup>th</sup> Tardy:*** Discipline referral issued; 1 day in-school suspension.

***8<sup>th</sup> Tardy (or more):*** Discipline referral issued; 2-3 days in-school suspension; Parent conference is requested and may involve a representative from the district truancy office along with the principal and school resource officer.

*Administration reserves the right to contact the district truancy office if a student's tardy occurrences are deemed excessive over the course of a nine weeks' period.*

ALL STUDENTS ENTERING THE BUILDING AFTER 8:10 a.m. MUST REPORT TO THE MAIN OFFICE FOR A TARDY PASS.

**Tardy counts reset after each 9-week period.**

## **BEHAVIOR**

In addition to following the Duval County Student Code of Conduct, each student is expected to show respect for other students and the faculty. This respect should also be shown in the care of the building and surrounding grounds. Classroom management is the general responsibility of each member of the teaching faculty, but when necessary, students will be referred to the Student Services Director or Grade Level Assistant Principal 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.

## **DRESS CODE**

Administrators and teachers of the Duval County Public Schools shall enforce dress and grooming guidelines as outlined in 1006.07 F.S. that promotes 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 infraction of health and safety rules.

When students are on campus, 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), 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.

1. Elementary school students are not allowed to wear shoes without closed heels or back straps.
2. Shoes must be worn. However, bedroom shoes or slippers shall not be worn.
3. Halter-tops, tank tops, backless tops, tops with thin or no straps, or tops that show midriff or expose the body are prohibited.
4. See-through or mesh garments shall not be worn without appropriate undergarments.
5. Form-fitting or overly tight clothing shall not be worn without appropriate outer garments.
6. Properly hemmed outer 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.
7. 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.
8. 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.
9. 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.
10. 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 infractions.

### **COMPUTER LABS**

Julia Landon College Prep houses two full computer lab(s). One main lab is housed on the first floor of the building, and one smaller lab in the media center on the second floor of the building. All labs are used daily by classes and for individual student needs.

Teachers are scheduled into the computer labs on a rotating basis and all Julia Landon students are given the opportunity to learn in a virtual environment on a regular basis.

### **CAFETERIA/DUVAL SCHOOL FOOD SERVICES**

The District has instituted a procedure that allows students in grades Pre-K to 12 to run a maximum negative balance equivalent to one paid lunch (\$1.80 elementary; \$2.35 secondary) if they do not have money to purchase their meal.

- Students can receive up to 5 free lunches during the first week of school if they have no money to purchase a lunch without accruing any negative charges.
- Lunch: If the student reaches the maximum negative balance amount of \$2.35 (paid lunch equivalent) after the first week of school, the students will receive a non-reimbursable “substitute meal” of a cheese sandwich and a juice for lunch; the student will receive this “substitute meal” until the balance in their account has been cleared or until cash is brought to purchase a lunch.
- Breakfast: As of January 11th, 2016, Duval County Public Schools provides Universal Free breakfast to all students.
- No students will be allowed to charge ala carte items.

The cafeteria provides both hot and cold serving lines. The computerized lunch ticket system allows parents to pre-pay for school meals. There are two ways to put money in a student lunch account in order to avoid having the student carry cash.

1. Chartwells has a website. Log into [mylunchmoney.com](http://mylunchmoney.com) and submit the student’s ID# (this can be found on the student ID cards and report cards) along with the Julia Landon school number (#031).

MyLunchMoney.com is a convenient and easy to use a credit card prepayment system that allows parents to add money to their child's meal account at the school he/she attends. When a child goes through the food service line the money for his/her meal is deducted from the account balance, eliminating the need to send money each day for lunch or breakfast. The service allows parents to set recurring payments based on a low balance amount that they determine.

2. The Chartwells cafeteria accepts cash, money orders, or checks payable to the Julia Landon Cafeteria.

**\*\*Lunch guidelines will be based on COVID guidelines\*\***

Students must eat lunch in the cafeteria and on special occasions utilize the school’s side green space for an outdoor lunch area. In order for lunch to be a pleasant experience for all students, the following cafeteria guidelines will be followed. Students are to:

1. Buy everything wanted the first time through the line.
2. Clean the table, chairs, and floor area before being excused.
3. Remain seated at assigned table throughout the lunch period.

4. Enjoy lunch time by talking quietly with others at assigned table once all students are seated with their lunch.
  5. Place trash in designated receptacles when instructed to do so.
  6. Be respectfully responsive to those in charge.
- All students are given 30 minutes for lunch. An Assistant Principal will establish the above noted expectations during the first week of school. Other adults managing the cafeteria during student lunch times are the school security guard, the school resource officer, and the student services director.
  - Parents are welcome to eat lunch with their children on any regular school day. Please note that a students' lunch time may be altered on days that involved district or state-based testing.
  - Parents and visitors ARE NOT permitted to enter the cafeteria from the Minerva side of campus prior to checking in at the main office and receiving a visitor's pass. Please park on the Thacker side of campus and enter using the main office doors. You will be guided to the cafeteria from there.

### LOCKERS

**\*\*NO Lockers this year.\*\***

### STUDENT ID BADGES

All students, faculty, and staff are required to wear Julia Landon College Prep ID badges. The first ID set, which includes a picture ID card and Julia Landon lanyard, is free. Students will be issued this initial ID card and lanyard on the 1<sup>st</sup> day of school. The replacement cost is \$3 for the picture ID card and \$2 for the lanyard. A Julia Landon lanyard is recommended. Only cash is accepted for replacing the photo ID or lanyard and payment is made in the main office. For student safety purposes, the ID set must be worn around the neck at ALL times while on campus. Wearing IDs on belt loops, hanging from pockets, or using a clip or pin is not acceptable. **No defacing of any kind may be done to the ID. Students who deface, damage, or lose the ID will be required to purchase a replacement.**

### BACKPACKS/BOOK BAGS

Instructional materials will be provided in each classroom. Students will be expected to carry personal items such as notebooks, paper, and writing instruments. If a bag is necessary, the bag must be an appropriate size.

#### NOT ALLOWED (in classrooms):

- Unusually large backpacks
  - Rolling bags of any kind (except in the event of a medical necessity)
  - Bags with any inappropriate pictures or writing
- \*\* The school leadership team reserves the right to judge the size appropriateness of a student's bag and will not allow a student to utilize a bag that is deemed inappropriate for use during the school day at JLCP.
  - If a student brings anything inappropriate as noted in the student code of conduct in their bag, the student will not be permitted to utilize a bag at school for the remainder of the school year.

## ATHLETICS

All boys and girls interested in trying out for a sport must bring a completed county physical (health) form, consent form, and proof of insurance before the **first day** of tryouts. The physical and consent forms may be obtained during summer orientation before school begins, or from the athletic director once school is underway. The required 2.0 GPA must be maintained in order to participate in our sports program. County guidelines will be followed.

Please read through the *Athletics Parent and Player Handbook* located on the school website under the Athletics tab for more detailed information.

You may also contact the Athletic Director, Ms. MiChelle Bourgholtzer, with any questions pertaining to the JLCP athletic program at [werred@duvalschools.org](mailto:werred@duvalschools.org) or 346-5650 ext. 999961.

## P.E. UNIFORMS

All students are expected to wear P.E. uniforms during physical education class. P.E. uniforms will be available for purchase at summer orientation and the first few days of school. Julia Landon P.E. uniforms are \$11 for a set of shorts and t-shirt. If a new P.E. uniform is needed during the year, it may be purchased through the P.E. coaches.

## BUS TRANSPORTATION

Julia Landon students will be sharing buses with students from Kirby-Smith Middle School, another dedicated magnet. For further information including bus schedules and activity bus information, please go to [www.duvalschools.org](http://www.duvalschools.org), click on Departments and go to Transportation. You may also call the DCPS Transportation Department at (904) 858-6200. All bus routes will be published on the district website approximately two weeks prior to the first day of school.

## BIKE RACK

Julia Landon students who ride their bike to school should lock their bikes in the Auditorium courtyard bike rack. This bike rack is located under the fire escape stairwell. This bike rack is the most secure on campus and is also under video surveillance. Bike rack will include social distancing guidelines.

## EMERGENCIES

Parents are required to complete one [blue emergency contact sheet](#) at summer orientation and this will remain at Julia Landon College Preparatory. It is vital that we receive this completed emergency contact sheet including the names and contact information of other adults who may pick up a student who are not his/her primary parent or guardian. The person's name listed on the blue emergency contact sheet must match the ID presented in order to check a student out. If the person is a non-guardian/parent and there is no permission given on the blue emergency contact sheet, the person **cannot** check the student out. Phone calls by or to the parent to verify a person without an ID or someone not on the blue emergency contact sheet **will not be permitted**.

**Any person picking up a student during the school day or from an after-school activity MUST be 18 years of age or older and provide a valid driver's license. When necessary, the principal or principal's designee will make final judgment calls regarding the safe transportation of Julia Landon students.**

## **SAFETY AND SECURITY**

Julia Landon has a strong safety plan in place which will include social distancing guidelines. Reviews of the plan, drills conducted by students and staff, and district-based training are ongoing items that make the school safety plan a living document. School security personal sweep through the campus at the start of each day before students arrive, to ensure that the campus is clear and secure.

Exterior doors to the school will remain locked at all times during the school day. All visitors must enter the school using the main doors on Thacker Ave and MUST report to the main office to sign in and receive a visitor's pass. This includes PTSA, SAC, and Athletic Booster parents.

Classroom doors remain locked at all times throughout the school day. Students must have a hallway pass to leave a classroom for any reason, and unnecessary movements during class time are restricted. A security camera system is in place school-wide with viewing accessibility conducted by the main office, all administrators, the school security guards, and the school resource officer.

If at any time parents wish to review or discuss the school safety plan, please contact any member of the leadership team.

## **SAFETY DRILLS AND PROCEDURES**

Fire and emergency drills are required routinely to ensure our safety. Students should remain silent, walk quickly, and follow directions from all adults as they move to their pre-designated areas during drills. All teachers/classrooms are equipped with a safety clipboard which contains class lists, emergency plan procedures, and evacuation routes and maps.

The primary evacuation site for Julia Landon students and staff is Southside Baptist Church. The secondary evacuation site is the San Marco Library. Both sites are within a one-block walking distance from the school.

Classroom weapons searches are required weekly by the Duval County Public School District and are conducted for the safety and security of all Julia Landon students. These searches are conducted by the Julia Landon Leadership and Security Team and are done in randomly selected classes. Female team members search female students and male team members search male students. All personal belongings are searched including purses, book bags, gym bags, and lunch boxes or bags. Additionally, body wand searches are conducted with the utmost respect and care given to maintaining the dignity and privacy of each child.

## **ANNOUNCEMENTS AND COMMUNICATION**

Announcements will be presented daily in the morning, during lunch, and afternoon. Students are encouraged to listen carefully for information regarding sports events, club/organization meetings, and general school news. Be aware of informational signs and bulletins posted in the hallways. Students and parents are kept informed using the following modes of communication: School Messenger is an electronic voice message system through which Julia Landon's principal and administrators can communicate to all parents, or to specific groups of parents. School Messenger is generally used to communicate important upcoming events, any last minute changes in a school-based event or expectation or to send emergency notifications to Julia Landon families.

Parents will receive a weekly call via phone and/or email from the principal outlining the events for the upcoming week. This call will occur on Sunday evenings or the day prior to the first day of the upcoming week. Parents who have a working number or email address in FOCUS will receive the calls automatically.

The school website is kept up-to-date and information specific to grade levels, clubs, athletics, and other school-based organizations can be found through the site. Also available on the school website are two calendars, school-wide and athletics, updated weekly. Students and parents can access overall school and testing information on the [main school calendar](#) and information regarding athletic events, games, practices and meetings on the [athletics calendar](#).

### **FIELD TRIPS**

The same rules that apply at school also apply on field trips. Signed parental permission forms must be on file prior to each field trip. Phone call permission is not permitted. Field trip refunds are not available. Any parents attending a field trip as a chaperone MUST have proof of clearance as a Duval County Public Schools Volunteer.

Field trip privileges can be revoked due to excessive student discipline issues. No refund will be issued to parents or students if dismissed from a field trip.

### **DELIVERIES**

\*\* **Lunch Deliveries are NOT allowed.** To the few outside vendors that come onto campus, please note that all food deliveries are hereby suspended. A delivery from a food vendor will not be accepted at Julia Landon College Preparatory.

If students have left their homemade lunch or other items at home, we will accept these deliveries from parents or a person who is on a student's emergency contact information only.

GUIDELINES FOR BECOMING A LEADER AT  
JULIA LANDON COLLEGE PREPARATORY  
*& LEADERSHIP DEVELOPMENT SCHOOL*

- *Think before you act and make positive choices*
- *Plan ahead and set reasonable goals*
- *Set priorities and do the important things first*
- *Think more about “we” than “me”*
- *Remember why you have two ears and one mouth (listen more, talk less)*
- *Keep in mind that we accomplish more by working together than working alone*
- *Take good care of your body, your mind, and your spirit.*

**L**eadership

**I**ntegrity

**O**wnership

Nobleness

Stewardship



## **School Year Choices:**

- 6-8<sup>th</sup> Grade Students: Attend Duval Homeroom Virtually- this is with Landon Teachers in the same schedule as face to face. Students will go to classes 1 through 7 virtually through Duval HomeRoom (Teams)
- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade: Bridge Option (also known as-Hybrid/Face to Face)
  - 6<sup>th</sup> Grade 4 Days per week- MONDAY, TUESDAY, THURSDAY, FRIDAY
  - 7<sup>TH</sup> Grade 3 Days per week- MONDAY, WEDNESDAY, THURSDAY
  - 8<sup>TH</sup> Grade 3 Days per week- TUESDAY, WEDNESDAY, FRIDAY
- Attends DVIA (Duval Virtual Instructional Academy) five days a week, this is a year long commitment and not with Landon Teachers.



## **Safety Procedures**

- Temperature Checks: All Students, Teachers and Staff Members will have a daily temperature check. If anyone has a temperature of 100.4 or greater, they will not be allowed into the school. We will immediately have students call parents to be picked up. Prior to the start of school, all students whose temperatures are 100 or greater, they will be kept under a tent until the breakfast eaters have been cleared from the cafeteria. This is where they will remain until picked up. This allows us to keep students separated so they are not passing germs to one another. Faculty/Staff with temperatures greater than 100 will be sent home and classes will be covered by a substitute or another adult on campus.
- Masks: All students and teachers/staff will wear masks/face shields in common areas or when travelling from class to class (Secondary Code of Conduct page 6) Everyone will receive a Black Mask with the Duval Country Public Schools Logo on it. The first one is free, disposable masks will be given to students if they forget. The only masks that are not acceptable or approved are: ski masks, any full face covering, plastic masks (ie- halloween), bandana's
- Classrooms: Desks will be distanced 6ft as much as possible
- Hallways: Students will treat all hallways as a "road". They will stay to the right at all times. The stairwells in the front of the school will be the stairwells that go up, the stairwells in the back of the school will be the ones that go down.
- Visitors: In an effort to keep our students, teachers, and staff members safe, we will not be allowing visitors on campus. Parents who need to pick up their students for emergencies or appointments, will need to call a head with a time that you will be arriving
- Deliveries: All deliveries (food, birthday or otherwise will NOT be allowed per the Health Schools Act and additionally for the safety and wellbeing for all our school community
- Cafeteria: Students will be distanced as much as possible. We are moving the picnic tables that are in the side courtyard for additional seating. On good weather days, students will be able to eat outside on our basketball courts, picnic style. If weather does not permit we will use the gym as a second cafeteria.



## Locker Plan

- THERE WILL NOT BE LOCKERS FOR THE 2020-2021 SCHOOL YEAR.
- Students will be able to carry materials from class to class. All books are accessible online



## Employee Intake

- ALL Staff will come through the main entrance and have their temperature taken upon entrance at the double doors by Ms. Eubanks (back up Ms. Logan)
- ALL Faculty will enter the back-double doors closest to the M-Building. There they will have their temperature taken by Ms. Harrison (back up Ms. Mayer)



## Student Intake/Daily Temp Check

- Students who are getting off the bus will get their temperature taken in one of two places:
  - If they are Eating Breakfast, they will have their temperature taken at the cafeteria doors by Coach B and Ms. Green (back up Mr. Watson). If cleared they will receive a sticker
  - If they are entering the building to one of two holding areas, they will have their temperature taken at the back-double doors closest to the cafeteria by Ms. Bell and Ms. Mayer. (back up Blakely) If cleared they will receive a green sticker
- Car Riders/Walkers
  - Students will have their temperature taken as enter the double doors closest to the M-Building and have their temperature taken by Ms. Oliver and Ms. Logan (back up Blakely) If cleared they will receive a green sticker



## Holding Areas

- 6<sup>th</sup> Grade: Gym- Sitting in the bleachers every 6 feet, after bleachers fill, students will sit on the floor of the gym 6ft apart from one another. There will be markers
- 7<sup>th</sup> and 8<sup>th</sup> Grade: Auditorium- Every three seats, Boys on one side and Girls on the other side. On Wednesday's when 7<sup>th</sup> and 8<sup>th</sup> graders are on campus, 7<sup>th</sup> grade will report to the Gym.
- Breakfast Eaters: Cafeteria and then report to their holding area



## Cafeteria Plan

- Lunches:
  - 192 students can fit in and around our cafeteria with social distancing. The additional students for each lunch can eat outside at picnic tables, on the outdoor basketball court, or on days when weather does not permit, in the gym picnic style or socially distanced.
  - Picnic Tables will be moved to near the cafeteria from our side court yard.
  - On Good Weather Days- we will use our outdoor basketball courts and allow students to sit outside picnic style.
  - We will also use the Gym to distance as many students as possible. Students in each location will be decided by teachers and cohorts.
- Times: Lunch times are the same as last year. Please see the Bell schedule on our website.
- Coverage:

- Cafeteria- Dean Bourgholtzer, Ms. Quince, Mrs. Oliver, Mrs. Bell (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade lunches)
- Gym- Mrs. Bell, Ms. Greene, and Mr. Edwards (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade lunches)
- Cover/rotating: Blakely, Watson, Jordan
- Outdoor Seating- Picnic Tables/Basketball Courts (Blakey, Counselors, Ms. Jordan)



## **Bus Plan**

- Arrival
  - Students will head either to the cafeteria for Breakfast (temp taken before entrance) or students will enter back double doors and have temp taken) Students will remain 6 feet apart while waiting for temperature checks.
- Dismissal
  - 1<sup>st</sup> wave bus riders will be dismissed starting at 2:50 with 5 buses at a time called. All students must wear masks from the time they leave the classroom through their entire bus ride home.
  - 2<sup>nd</sup> wave bus riders will report to the Auditorium and will be distanced by bus number



## **Community Education**

- Dismissal Time:
  - Students will be released to community education last at 2:55, students are to wear their masks from exit of classroom until they are distanced and set up in the cafeteria
- Parent Pick up:
  - Parents will stay outside of the cafeteria for pick up of students and have a laminated sign to hold up for the directors to call for their student.



## **Car Riders/Walker Dismissal**

- Students will exit the doors at the front of the school.
- Dismissal for Car Riders and Walkers will begin at 2:45pm
- Walkers will be dismissed at 2:45
- Car Riders will be dismissed at 2:55



## **Hallway Transitions**

- Arrows on the Floor- X on the floor every six feet
- Front stairwells will go up
- Back stairwells will go down
- Possible Ambassador/Restorative Justice Student Hall Monitors to assist in direction



## **Restroom Plan**

- Teachers are not allowed to release more than one student at a time. Students using the restroom will have to wear their masks as well as wear/carry the laminated, color coded hall passes that will be sanitized after the student returns to the classroom.
- During Transition- No more than 5 students can be in any hallway restroom at a time.



## **Classroom/Learning Space Plan**

- Desks will be 6ft apart as much as possible
- Excess furniture will be removed from all classrooms to ensure there is space for the necessary desks/tables/student seating



### **VISTORS to Campus**

- To keep our students, teachers, and staff members safe, we will not be allowing visitors on campus.
- Parents who need to pick up their students for emergencies or appointments, will need to call a head with a time that you will be arriving
  - When the person (parent/guardian) arrives at the school, they will wear a mask to the front door and buzz for the front desk. Parents will provide their name and who they are picking up.
- There will be no deliveries allowed for the safety and well-being of our entire school community. This includes food deliveries from outside places.



### **Signage and Proximity Measures**

- There will be markers on the sidewalks entering the school both in the front of the school and in the bus loading zone. These markers will be six feet apart and must be used so that students socially distance.
- There will be arrows on stairwells, so students know that front two stairwells are for going up and the back two stairwells are going down.
- There will be tape on the floors of the hallway to indicate 6 feet to keep students distanced as much as possible.



### **Isolation Room**

- Location: Cafeteria after all breakfast eaters have exited.
- Anyone who has a temperature of over 100 will stay under a tent near the bus loop. Students will be entering the cafeteria, after breakfast eaters have all gone to class and will be separated beyond 6feet, while they wait for a parent to come and pick them up.
- The tables that students are seated at will be sanitized after all are picked up.
- If students are still waiting when lunches are to begin, they will be moved back to the outdoor tent.
- This keeps the entire school building to be kept clean and sanitized.



### **Students Gym/Health Class**

- Students will wear their face covering while in Gym Class. Gym will take place by grade level in every period during the day.
- On ALL days that have good weather, students will be outside participating in activities that are safe for them to do so.



### **Electives**

- Student electives will be determined by grade level. We will keep all grade levels as separated as possible.
- Band and Chorus will be changed to Music Appreciation and Music Theory respectively.
- The first 90 7<sup>th</sup> grade students will be put into Spanish (as previously reported).
- We are NOT changing schedules if a student doesn't like their elective class.

### **What are the symptoms of COVID-19?**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

\* This list does not include all possible symptoms and will be updated by the Centers for Disease Control and Prevention (CDC) as they learn more about COVID-19

### **How is COVID-19 spread?**

- According to the CDC, COVID-19 is thought to spread person-to-person through respiratory droplets produced when an infected person coughs, sneezes, or talks.

### **What can be done to prevent the spread of illness?**

- Stay at home if you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water is not available
- Clean and disinfect frequently touched objects and surfaces
- Cover your nose and mouth when around others

### **Will my child be required to wear a cloth face covering?**

- A cloth face covering shall not be required for persons who present school officials with a certification from a health care provider that the person has a medical, physical, or psychological condition that prevents the person from being able to safely wear a cloth face covering. The student will then be expected to wear a face shield, unless otherwise indicated in the certification by the health care provider. Health care provider is defined as a Medical Doctor (MD, DO), Physician Assistant (PA), or Advanced Practice Registered Nurse (APRN), Mental Health Professional (Psychologist, Licensed Mental Health Counselor).

### **What is daily home screening?**

- The CDC recommends that the parent/guardian conduct a daily home screening on their child each morning before they leave for school. The child should be checked for a temperature of 100.4 degrees Fahrenheit or higher, sore throat, uncontrolled cough, diarrhea, vomiting, or abdominal and/or new onset of headache. If they have any of these symptoms, it is recommended that the child is evaluated by their healthcare provider and discuss possible COVID-19 testing.

### **What happens when a student or staff member is exhibiting symptoms of COVID-19 at school?**

- Any student or staff member exhibiting symptoms of COVID-19 will be sent home. A separate space will be designated for those students exhibiting symptoms of COVID-19. A parent or guardian will be called, and that parent is expected to pick the student up within one hour (60 minutes). If a parent cannot be reached, or has not arrived within an hour, the emergency contact person will be called to pick up the student. It is recommended that the child's health care provider or the local health department is contacted regarding testing.

### **What do I do if my child or a member of my household tests positive for COVID-19?**

- Parents are encouraged to notify the school immediately upon learning of a positive COVID-19 test. The child and household members should remain home and contact the local health department for further guidance.

### **If my child tests positive for COVID-19, what criteria is being used to come back to school?**

- If an individual tests positive, the local health department will provide instructions to the person and household contacts about when it is safe to return to work/school.

### **When a student tests positive, who is informed of this and who performs the contact tracing?**

- The school will follow direction from the Florida Department of Health – Duval regarding communication to students, families and staff. The Florida Department of Health – Duval will lead contact tracing and investigation efforts. The School Health Services team will assist with identifying close contacts of students and staff.

### **When contact tracing is performed what criteria are being used to determine who is a considered a "close contact"?**

- A close contact is any individual who has been within 6 feet of an infected person for at least 15 minutes during their infectious period, which includes the 48 hours before the day the person became sick (or the 48 hours before specimen collection if asymptomatic) until the person was isolated. All close contacts will be asked to quarantine and monitor for symptoms. If an individual becomes symptomatic during quarantine they should get tested for COVID-19.

### **If a child/staff is considered a close encounter of a positive case and needs to get tested, will they need to stay quarantined until a negative test?**

- An asymptomatic close contact will need to quarantine for the full 14 days and monitor for symptoms, regardless of a negative test.

### **During a potential quarantine how will my child participate in school?**

- If an entire class needs to quarantine for 14 days, they will transition to Duval HomeRoom.

### **What testing is considered necessary after exposure to COVID-19 and symptoms develop?**

- The Florida Department of Health recommends a PCR or antigen test.
- PCR Test – Polymerase chain reaction (PCR) looks for pieces of SARS-CoV-2, in the nose, throat, or other areas in the respiratory tract to determine if the person has an active infection.
- Antigen Test – looks for pieces of proteins that make up the SARS-CoV-2 virus to determine if the person has an active infection.

### **What is the difference between isolation and quarantine?**

- Isolation is what you do if you tested positive for COVID-19 or have symptoms consistent with COVID-19. You should stay home and away from others (including household members) as directed by the local health department to avoid spreading illness.
- Quarantine is what you do if you have been exposed to COVID-19. You should stay home and away from others as directed by the local health department and monitor for symptoms of COVID-19. Quarantine becomes isolation if you later test positive for COVID-19 or develop symptoms.

### **Are nebulizers allowed at school?**

- During the COVID-19 pandemic, the use of nebulizers should NOT be used in schools. According to the American Academy of Pediatrics, there is limited data on whether they increase the spread of COVID-19. Parents/guardians should work with their child's pediatrician to provide an alternate procedure (e.g., inhaler with spacer).

### **Does my child need to be current with their immunizations in order to participate in Duval HomeRoom or DVIA?**

- Immunizations are more important than ever and all students should be current on their immunizations unless they have an exemption on file.

### **For more information regarding COVID-19, please visit the following sites:**

- CDC: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- DOH: <http://www.floridahealth.gov/index.html>

### **What is the contact number for Florida Department of Health – Duval Office of Epidemiology?**

- 904-253-1850

### **What is the contact information for the Florida Department of Health COVID-19 Call Center?**

- 866-779-6121
- COVID-19@flhealth.gov

