KIRBY-SMITH MIDDLE SCHOOL

A Dedicated Mathematics, Science & Technology Middle School

2034 Hubbard Street • Jacksonville, Florida 32206 • (904) 630-6600

KIRBY KIDS HAVE
Preparation
Responsibility
Integrity
Dedication
Effort

VISITS
The Main Office is open daily from 8 am until 4 pm. For the safety of our students, we ask that you check in at the main office and obtain a visitor's pass.

ATTENDANCE
Regular and prompt attendance is a must at our school. Excused absences include illness or death in the family, doctor appointments, and extreme inclement weather conditions. Absences for other reasons are unexcused.

TARDINESS
Students must get to school and all classes on time. The parent/guardian should ensure the punctuality of a student. Excused tardies include doctor appointments, illnesses, death of a family member or inclement weather. Bus students are not considered tardy when the bus is late.

STUDENT ARRIVAL
Students should arrive at school no earlier than 7:40 a.m. All students are to report to their designated areas until the bell rings at 8:10 a.m. Breakfast is served from 7:40 – 8:10a.m. each morning.

INJURY OR ILLNESS
A student who becomes ill or injured will be sent or taken to the clinic. Students should ask for a clinic pass if they feel too ill to remain in class. Office personnel will contact the parent or guardian. It is vitally important that we have emergency phone numbers on file.

HALL PASSES
During the school day, students in the hallways must have their agenda book-hall log signed by their teacher.

TEXTBOOKS
Students are responsible for all of their textbooks. Students will be charged for any lost or damaged books. **Only Mesh or Clear Backpacks are allowed in class.**

DISMISSAL
Students must leave the school grounds immediately at 2:55 unless they are in an approved school activity. Any students staying after for an authorized activity should report to the auditorium immediately upon dismissal. Please make arrangements to have your child picked up at either 2:55 or at the conclusion of the activity.

EARLY DISMISSAL
No student is allowed to leave school grounds after he/she arrives at school. Students must be checked out through the attendance office. Parents/guardians must show a picture I.D. in order to check students out of school. Early check-outs should be limited to emergencies only.

CONDUCT & DISCIPLINE
The Duval County Code of Student Conduct defines the behavior expected of students and prescribes consequences when misbehavior occurs. Each student will be provided with a copy of the code. Students receiving suspension within 45 school days of a field trip may not be allowed to attend.

MAKE-UP WORK
After an absence, it is the student's responsibility to collect make-up work. Students will be given two days for each day's absence to make up their work. Credit will not be given for work incomplete at this time. If 3 or more days are missed, make-up work may be requested by calling the guidance office at 630-6600 ext. 116.

PROGRESS REPORTS
Progress Reports once during each grading period.

PROMOTIONAL POLICY
Duval County Public Schools promotional policy requires that middle school students pass language arts, math, science and social studies. A Grade point average of 2.0 is required for participation in sport. Students must be eligible for promotion to remain at Kirby-Smith.

TELEPHONE
We ask that students limit their use of the school phone to emergencies only.

PHYSICAL EDUCATION
Middle School students are required to dress out for physical education. A parent/ guardian may write a note requesting their child be excused from participation, but the student must still dress out. Parental excuse can only be honored for 3 days without a doctor's note. Acceptable uniforms include gray or white shirt and red, or blue shorts.

CONFERENCES
Conferences may be arranged with each team by calling the guidance office at 630-6600 ext. 116. Check your child's grades at https://dcps.mygradeportal.com. Parents should call the school for username and password.

CODE OF APPEARANCE
The following guidelines have been established to assist parents in the selection of appropriate attire:

1. Overly-tight, distracting apparel is not permitted. Exposed midriffs, revealing and bareback clothes may not be worn.
2. Skirts, shorts and dresses must come at least mid-thigh.
3. Bicycle shorts, cut-offs, tights, or jeans with holes are not permitted. See-through or mesh garments shall not be worn without appropriate undergarments.
4. Hats, caps, sweatbands, sunglasses or any kind of head covering will not be worn inside the building.
5. Shoes must be worn at all times. Backless shoes or sandals are not permitted.
6. Tank tops, mesh shirts, see-through, white t-shirts and net shirts are not permitted.
7. Students will wear their shirts tucked into pants, skirts, or shorts. Pants may not be worn low on the hips. Skin or underwear may not be exposed.
8. Students must be clean and well groomed. Preparatory products such as curlers or combs may not be worn to school. Students may not dye their hair an unnatural color.
9. Special costumes may be worn only when approved by the principal.
10. Wearing of studded apparel or excessive chains is not permitted.
11. Students may not wear any clothing or display any items which are obscene, profane, suggestive, or derogatory to others, including items which promote alcohol, tobacco, or any other illegal substances or which create an atmosphere which may incite inflammatory behavior.

IMPORTANT DATES
Aug 24<<<<<<<<<<<<First Day of School
Sept 7<<<<<<<<<<< Labor Day/No School
Oct 30 <<<<<<<< Planning Day/No School
Nov 11 <<<<<<< Veteran's Day/No School
Nov25-Nov.30</Thanksgiving Holiday/WD
Dec21-Dec.23<.Weather Days
Dec.24-Jan1<<<<<<<<<<<<<Winter Break
Jan 22 <<<<<<<< Planning Day/No School
Jan 18<<<<< ML King Birthday/No School
Feb 15 <<<<<< President's Day/No School
March 18–28th <<<< <<<<<< Spring Break
April 8<<<<<<.Planning Day/No School
May 30 >>>>>>>>>>>>>>>Memorial Day
June 10<<<<<<<<<<<<< Last Day of School

PROGRESS REPORT DATES
Sept 17 Dec 3 Feb 18 May 5

It is the mission of Kirby-Smith Middle School to prepare our students for high school success through a specialized magnet program emphasizing mathematics, science, and technology.