



2018-2019
Parent-Student
Handbook

Contact Information

Website www.duvalschools.org/mayportmiddle
Main Office 904-247-5977 x1102

Principal

Ms. McCray, Principal mccraym@duvalschools.org x1103
Ms. Harris, Principal's Secretary harrisa1@duvalschools.org x1103

Assistant Principals

Mr. Koek, Curriculum koekc@duvalschools.org x1410
Ms. Kent, Student Services kentj@duvalschools.org x1141

Dean's Office

Ms. Ronek, Dean of Students ronekn@duvalschools.org x1110
Ms. Gill, ISSP Teacher gillg@duvalschools.org x1121

School Counseling Office

Ms. Wakefield, School Counselor wakefieldh@duvalschools.org x1192
Ms. Taylor, School Counselor taylork2@duvalschools.org x1191
Ms. Corbat, School Counseling Clerk corbatr@duvalschools.org x1188
Nurse (Tuesday only) x1189

Exceptional Student Education Office

Ms. Orr, EESS/FRVE x1187

Athletics

Coach Chapman, Athletic Director chapmanr@duvalschools.org x1219
Coach Duncan, Female PE duncanc1@duvalschools.org x1160
Coach Wright, Male PE wrightd3@duvalschools.org x1159

School Resource Officer

Officer Bourque bourqueS@duvalschools.org x1115

Cafeteria

x1127

Sunrise Sharks

Ms. Skipper skipperd@duvalschools.org x1181

Yearbook Sponsor

Ms. Somday somdays@duvalschools.org x1250

Address/Phone If at any time your address of residence changes, it is necessary to notify the School Counseling 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 information. This policy also applies to changes in emergency phone number contacts.

Attendance Guidelines Students are required by Florida State Law to attend school regularly and promptly. According to state and county policies the following absences will be excused:

- *personal illness *family illness
- *doctor's appointment *court summons
- *authorized religious holidays *death in immediate family
- *inclement weather (as declared by superintendent)

A note from a medical professional or parent must accompany a student upon return from absence stating student name, reason, date/duration of absence, a valid adult signature, and working phone number. The note should be turned in to the Main Office. Teachers are not to be handed any documentation verifying reason of absence from school. The attendance clerk will document as excused or unexcused according to documentation received.

School attendance is the direct responsibility of the parent/guardian and student. The Attendance Intervention Team (AIT) will contact a student's legal parent/guardian to attend an AIT meeting conducted at the school once 5 unexcused absences occur within a calendar month or 10 unexcused absences occur within 90-calendar days. Mayport Middle's AIT works in conjunction with the State Attorney's Office in ensuring students and parents are held accountable for student's presence in the classroom and academic achievement.

Any person planning to pick up a student from school should report to the Main Office with a current picture ID and the adult signing the student out must be a legal parent/guardian and/or appear on the student's blue card for the student to be released.

Students will not be called from class for parent pick up for any reason (other than extenuating medical or family emergency reasons and approved by the Dean of Students) after 3:30 p.m. on regular schedule days. On early release days, as indicated on the district calendar, the cut-off time for parent pick-up will be 2:15 p.m.

Authorized Areas

Students are assigned by grade level to morning holding areas from 9:00 – 9:20 a.m.: 6th grade (lower gymnasium bleacher area), 7th grade (upper gymnasium bleacher area), & 8th grade (cafeteria area). Students desiring to eat breakfast must report directly to the cafeteria prior to entering their holding area. Once a student has entered his/her grade level holding area he/she will not be permitted to leave that assigned area to report to the cafeteria or any other desired area until escorted as a whole class by a scheduled teacher @ 9:20 a.m.

Students not reporting to their designated areas will receive consequences according to the Duval County Public School Student Code of Conduct and/or possible removal from participation in before/after school activity, at the discretion of administration/activity coach or advisor.

Bell Schedule 7 Period Schedule

Regular Bell Schedule

<u>Time Interval</u>	<u>Description</u>
9:00-9:20	morning holding area
9:20-9:30	transition from holding area to classrooms/morning news
9:30-10:22	Mod 1
10:25-11:10	Mod 2
11:13-12:28	Mod 3
11:13-11:43	6 th Grade Lunch
11:58-12:28	7 th Grade Lunch
12:31-1:01	8 th Grade Lunch
12:31-1:46	Mod 4
1:49-2:34	Mod 5
2:37-3:22	Mod 6
3:25-4:10	Mod 7
4:10-4:15	Dismissal (bell@4:10 pm) *bus departure at 4:20pm sharp

EARLY RELEASE SCHEDULE 2018-2019

9:30-10:00
10:03-10:33
10:36-11:36 *6th Grade lunch* 11:06 - 11:36
11:39 - 12:39 *7th Grade lunch* 12:09-12:39
12:42 - 1:42 *8th grade lunch* 12:42-1:12
1:45-2:15
2:18-2:48

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.

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 Dean, who 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

Breakfast and lunch will be provided to all students at no charge. A la carte items will be available for students to purchase. A Student ID must be worn and scanned to receive or purchase food on the cafeteria premises.

Celebration Items

MCSMS faculty understands there are many monumental moments in the lives of our students. For safety reasons, MCSMS 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 administration 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 schoolwide 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 Mayport Coastal Sciences Middle.

**Coastal
Sciences
Field Studies**

Students must:

- *Follow school board rules for swimming and behavior
- *Wear closed-toe or appropriate water shoes
- *Wear Mayport red polo shirt
- *Bring lunch, healthy snacks, and water bottle while in the field
- *Bring a journal for field study reflections

Suggestions:

- *Hats and other clothing to acclimate while exposed to elements
- *Sunscreen
- *Bug spray

Parent chaperones are requested for all field studies. Please see the teacher in charge of the field study to meet district requirements for volunteering.

Mayport Coastal Sciences Middle School is a school dedicated to the education, conservation, and preservation of our coastal environment. Please review the Leave No Trace Guidelines and appropriate manners for public behavior.

Leave No Trace Guidelines

1. Plan and prepare:
 - *Know how to reach your parent/guardian in the event of an emergency
 - *Must stay with their designated group at ALL times
2. Dispose of waste properly. Do not litter.
3. Leave what you find. Teacher must have permit for any type of collection.
4. Respect wildlife:
 - *Observe wildlife from a distance, never approach or follow
 - *Never feed
5. Travel on durable surface such as trails.

**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 attending Extended day, an 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.

Behavior Interventions

Parents will be provided 24 hour notice via phone and/or in writing prior to student attending the assigned discipline. A copy of the discipline referral will be available online through FOCUS upon completion of conference with Dean of Students or administrator. According to the DCPS Code of Student Conduct, it is the responsibility of the student to transfer information from the school to the parent regarding disciplinary actions. Transportation is the parent/guardian's responsibility. Class suspension, In School Suspension Programs, and Restorative Justice are all clearly described in the DCPS Code of Conduct. Outside of those, MCSMS also offers full day character building, conflict resolution, peer mediation, and CHAMPs enhancement workshops. 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 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 will 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. A student is not permitted to change into a PE uniform to rectify his/her dress code infraction. If a student does not have appropriate garments or accessories to correct the dress code violation in his/her possession on campus, a parent cannot arrange for additional student garments/accessories to be delivered, or the parent cannot arrange for the student to be picked up from school, the student will be placed in In School Suspension for the remainder of the school day.

MCSMS has a zero tolerance for the wearing of bedroom shoes/slippers, any type of halter, tank, backless, or spaghetti strapped tops, and hats. Any item of clothing that is designated by a member of MCSMS 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 for

rectification.

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 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.

Students participating in athletics will be required to wear khaki pants with a belt and school polo shirt to school on game/event days. Participation in the after school athletic game/event will not be permitted if the student does not comply with the in-school dress policy.

ANY STUDENT who desires to attend ANY TYPE of field trip/study with MCSMS must either wear a MCSMS red polo shirt or wear a plain red polo shirt. Otherwise the student will not be permitted to board the bus for school departure.

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 kept in the OFF position and kept out of sight AT ALL TIMES. If the device is seen or heard in any way, the student will 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 only to the specific student's parent or guardian that comes to campus in-person to sign for release of the device.

Mayport Coastal Sciences Middle is NOT 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 School Counseling 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 School Counseling Office to get the withdrawal form and have teachers supply withdrawal grades and turn in books. The withdrawal form should be returned to the School Counseling 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, MCSMS 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 permanently confiscated immediately by a faculty/staff member.

**Guidelines
for Success**

Self-control

Self-control means having restraint over one's own impulses, emotions and desires.

Wise choices

Wise choices mean making a decision based on careful thought and good judgment.

Independent

Independent means not relying on others.

Make a positive difference

Make a positive difference means to improve other people's lives.

Hall Passes

EACH student must be given a hall pass to leave a classroom.

Hall passes are reserved for emergency restroom breaks, office visits when requested by an administrator, School Counseling Office visit upon request, for 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 ten 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 MCSMS 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 with administration 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.

St. Vincent's Care Mobile offers students **free services** including school physicals, sports physicals, and immunizations. This service is available on a monthly basis. If interested, please contact the school for more information. Applications for the Care Mobile can be accessed in the School Counseling Office upon request.

If your child is in need of medical care or attention and has not been seen by a family physician or pediatrician, contact the school nurse for further assistance.

Basic band-aids, gauze products, and ice can be obtained in the School Counseling office. If your child is not feeling well during the school day or on a day the nurse is not on site, the School Counseling 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. The administration office does not have space, supervision, or accommodations for students to lie down or safely be kept isolated until feeling better.

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.

Incentive

Any before, during, or after school activities, which may include but not limited to, school dances and parties. Activities and parties are limited to **MCSMS students ONLY**. Students must meet the academic and/or behavioral requirements set forth by administration in order to be admitted. Ticket money will **not** be refunded regardless of when the student purchased the ticket and/or failed to meet the academic and/or behavioral expectations set forth verbally or in writing to the student body prior to the event. If a student enters the event/building and decides to

leave on his/her own will, the student will not be readmitted for any reason. **All Duval County Public Code of Student Conduct behavior and dress code expectations and consequences apply.**

Locks & Lockers

Physical Education requires a \$3.00 charge 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. Mayport Coastal Sciences 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 a closet between the gym and car rider entrance. Students can obtain and submit a Lost Item slip from the front office. Student will be notified for pickup if their item is found. All items left without an owner will be turned into the Lost and Found closet. Mayport Coastal Sciences 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 from the Dean's office. 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.

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 \$10.00 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. Mayport Coastal Sciences 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 a 2-3 days, it is recommended the student's family contact the School Counseling Department at 247-5977 ext 1187 to discuss arrangements to collect and pick up missed class work so the student will not academically fall behind 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 School Counseling Department at 247-5977 ext 1187 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. Students must have an ID to check out books or use computers 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. Please call your student's assigned School Counseling Counselor 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 \$12.00/set or \$6.00 each for a shirt or 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) per grade level:

6th Grade: gray shirt, black shorts

7th grade: white shirt, black shorts

8th grade: red shirt, black shorts

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, call the School Counseling Office to obtain a photocopy of the most recent update.

FOCUS system is utilized by all teachers at Mayport Coastal Sciences 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 School Counseling 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, School Counseling, 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.

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 MCSMS property, the student should be holding/carrying his/her skateboard. Skateboards will be locked in the bike rack area during the school day with a lock provided by the student. 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 charges.

Student IDs

Student IDs **MUST BE WORN DAILY** while the student is on campus grounds. Each student will receive one (1) laminated photo ID free of charge at the beginning of the school year. Replacement IDs will cost \$5.00 each. A replacement ID will be provided to students upon entering the building if they do not bring theirs with them.

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 for identification and privilege reasons.

Student Statements

ANY STUDENT who feels he/she is being unjustly treated by peers and needs to report it to a School Counseling Counselor or the Dean of Students should pick up a student statement form from the School Counseling Office and return it completely filled out with details of the incident or event of concern. The School Counseling Counselor or 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 School Counseling Counselor or Dean of Students. Students **ARE NOT** to sit in the School Counseling Office or Dean of Students Office to fill out the statement forms. Valuable instructional time can and will be lost in order to do so. The form can be taken out of the office and returned upon completion

Tardiness

Upon entering the building late to school, a student should enter the Main Office, sign the tardy board, and 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 keeping track of individual students' tardy violations to his/her classroom. Classroom tardy policy consequences per nine week quarter according to the Duval County Code of Student Conduct include:

Tardy #1: Warning

Tardy #2: Parent Contact, Behavior Contract

Tardy #3: Parent Contact, Detention

Tardy #4: Parent Contact, 1 day ISSP, Referral to Attendance Intervention Team

Tardy #5: Parent Contact, 2-3 days ISSP, Referral to Attendance Intervention Team

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.

**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 School Counseling 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 Mayport Coastal Sciences Middle School 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 for \$35 cash. Please reserve your student's copy as early as possible.