

2023-2024

**PARENT & STUDENT
HANDBOOK**



**Building a Culture Where
Academic Achievement is
Celebrated**

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SCHOOL VISION STATEMENT

The vision of Mayport Coastal Sciences Middle School is to enable all students to reach their full potential as creative, inquiring learners who respect our Florida Marine Ecosystems

SCHOOL MISSION STATEMENT

Our mission is to teach our students to become self-directed researchers, analytical thinkers, problem solvers, prolific readers and writers, and lifelong stewards of the coastal environment. Our methodology will be inquiry-based, differentiated, and aligned with preparing our students to enter any high school accelerated program.

Administration

Mr. Chris Koek
Principal

Mrs. Brooke Hitzeman
Assistant Principal
Student Services & Assessments

Mrs. Jill Jenkins
Assistant Principal
Curriculum

Mr. Jeffrey Rose
Dean of Students

Guidance Office 904-247-5977

Ms. Rebecca Corbat Guidance Clerk Ext: 999920
Ms. Heather Wakefield Guidance Counselor (A-L)
Ms. Fabuelah Pierre Guidance Counselor (M-Z)

Main Office 904-247-5977

Ms. Natasha Evans	Principal's Secretary	Ext. 999902
Ms. Cheryl Ryner	Data Entry Clerk	Ext. 999920
Ms. Rosyln Matos	Attendance Clerk	Ext. 999951
Ms. Michelle Oglesby	Bookkeeper	Ext. 999904

Athletic Director

Mr. Joshua Santillan

Assistant Athletic Director

Mr. Brennan Adams

Webmaster

Ms. Jessica Fernandez

MAYPORT COASTAL SCIENCES SCHOOL HOURS

Regular School Hours:

Instructional Time: 9:30 a.m. - 4:15 p.m.
Arrival Time: 9:05 a.m. - 9:25 a.m.
Dismissal: 4:15 p.m. - 4:25 p.m.

Early Release Hours:

9:30 a.m. – 2:30 p.m.
9:05 a.m. – 9:25 a.m.
2:30 p.m. – 2:40 p.m.

PUNCTUALITY

Students are expected to be at school on time and in their 1st period class when the bell rings at 9:30 a.m. Since traffic can be a factor in getting to school on time, be sure to allow enough time for unforeseen problems. Any student arriving after 9:30 a.m. is considered tardy. A note, e-mail or telephone call by the parents will determine if the tardiness is excused or unexcused. Any student arriving after 10:00 am must be accompanied by an adult and checked in at the front office. Students who are habitually tardy to school will be subject to detention and/or in school suspension.

DROP-OFF & PICK-UP PROCEDURES AND TIMES

Arrival: Instruction begins each morning at 9:30 a.m. Students can be dropped off at the school **no earlier than 9:05am**. There is no supervision for your child prior to 9:05 a.m. Violations of dropping off your child earlier than 9:05 a.m. will result in the notification of law enforcement.

Parents/guardians are expected to be extremely cautious when driving on our campus. Student drop-off will only take place in the car rider loop in the back parking lot near the gym. **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. Students will enter the doors aligned with the crosswalk that is supervised into the main building. Please have your child exit the car once your car comes to a complete stop anywhere along sidewalk. 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. As a magnet school where students are coming from all over Jacksonville, there will be many parents dropping off students. Carpooling and leaving the house early will reduce the chance of being late for school.

Dismissal: Dismissal time is at 4:15pm. Students may NOT be checked-out between 3:30 & 4:15 pm without prior notice from parents with approval from administration, as this impedes dismissal procedures and the safety of our students. Students who are car riders will not be allowed to cross the parking lot during dismissal. Parents are expected to remain in their vehicles, in the car-loading lane with the student sign on the dashboard to expedite student pick-up. **Student pick-up will take place in the car rider loop by the gym for 6th grade and the front pond circle drive for 7th and 8th.** 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 designated areas.**

TARDY POLICY

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 MCSMS is considered tardy if s/he is not present *inside the classroom* when the bell rings. Students who report late to school are expected to report to the front desk clerk in the main office to receive a tardy slip before entering class late. Tardies are documented through the school’s electronic tracking system.

CONSEQUENCES FOR TARDINESS:

1st through 3rd Tardy: Student notification and warning from classroom teacher.

4th Tardy: Discipline referral issued; parent contacted by teacher and the Dean of Students. A phone conference is documented.

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

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

7th Tardy: Discipline referral issued; 1 day in-school suspension.

8th 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 9:30 a.m. must report to the main office for a tardy pass. Tardy counts reset after each 9-week period.

ATTENDANCE

It is important for students to be at school **every day**, particularly due to the rigorous schedule at MCSMS. Students with good attendance generally demonstrate higher levels of achievement 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 or e-mailed to the attendance clerk.

DCPS ATTENDANCE POLICY

School attendance is the direct responsibility of parents/guardians and students. All students are expected to attend school regularly, receive total instructional time, and to be on time for classes to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Open communication between parents/guardians and schools is an integral component of the educational process. Schools and parents/guardians shall work together to encourage students to attend school regularly. Regular attendance in each nine-week grading period is necessary for a student to be successful in school. Students who are absent shall receive a grade of zero (0) for work missed for the day(s) or class periods(s) in which the absence(s) occur. Students shall be responsible for making up missed work for each absence. Students shall receive 100% credit for the make-up work for all absences completed within the allotted time. Students returning from an absence will have an equal number of school days that they missed to complete the make-up work. See School Board Policy 5.42.

If a student has at least **five unexcused absences, or absences for which the reasons are unknown**, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar day period, the student's primary teacher shall report the student's attendance to the principal. The principal shall, unless there is clear evidence that the absences are not a pattern of non-attendance, refer the case to the school level Attendance Intervention Team (AIT). The AIT will schedule a meeting with the parents or legal guardian and a representative of the district attendance office. If appropriate, a contract will be developed and signed by the participating parties. **If the contract is violated, the case may be referred to the State Attorney's office.**

During each grading period, in middle school grades (6-8) and high school grades (9-12), the principal or designee shall notify parents/guardians by phone or in writing on or before the third absence of the student from any period or school day. Within each grading period, parents/guardians shall be notified in writing upon the fifth absence of the student from any class period or school day to request their cooperation in preventing further absences. (Board Policy 5.42)

Principals may authorize a waiver of notification if school personnel have determined the student has contracted an illness, such as a communicable childhood disease, resulting in an extensive number of absences. **Students who are absent shall receive a grade of zero (0) for work missed for the day(s) on which the absence(s) occur.** Students shall be responsible for making up missed work for each absence. Students shall receive appropriate grades for the make-up work to replace the zero (0). The make-up work should be turned in within a specific allotted time frame. The school principal shall determine the appropriate length of time for completion of assignments. Schools shall not exempt students from academic performance requirements, such as final exams, based on practices or policies designed to encourage student attendance. A student's attendance record may not be used in whole or in part to provide an exemption from any academic performance requirement (1003.33(2) F.S.).

A student is eligible for the Homebound/Hospital program if the following criteria are met:

1) certification by a licensed Florida physician that the student is expected to be absent from school

due to a physical or psychiatric condition for at least fifteen (15) consecutive school days or due to a chronic condition for at least fifteen (15) school days, which need not run consecutively, 2) confinement to home or hospital, 3) ability to participate in and benefit from an instructional program, 4) receiving medical care for illness or injury which is acute or catastrophic or chronic in nature, and 5) ability to receive instructional services without endangering the health and safety of the instructor or other students with whom the instructor may come in contact.

6) A medical form can be obtained from the counselor at the student's school or by calling the Homebound/Hospital Program office. Students participating in teenage parent programs shall be exempt from minimum attendance requirements for absences related to pregnancy or parenting but shall be required to make up work missed due to absence.

Students with unauthorized absences shall be held accountable through provisions in the Code of Student Conduct "Minor Offenses", Class 1.08 or 2.23. Other appropriate penalties, such as detention beyond the regular school schedule or appropriate counseling programs for students and parents, may be administered at the discretion of the school principal or designee.

Each school shall develop a written plan for encouraging and motivating students to attend school. Such plans may include certificates, awards, special events, and participation grades for exemplary attendance during a grading period.

NOTE: A student must be enrolled through the end of the school year to receive final grades and be eligible for promotion. Failure to attend through the last day of school may affect final grades and promotion.

All state End of Course (EOC) exams, district EOCs and final exams will be administered following the district testing calendar. No exams may be given prior to the approved exam window.

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.

TRANSFER OR WITHDRAW NOTICE

Please notify the school office of your child's withdrawal or transfer at least a day in advance. To process a withdrawal from the school, the parent/guardian must come into the school office and complete the necessary paperwork with the data entry clerk to effectuate a transfer. Parents must show proof of a new residence by showing a JEA bill, a lease or similar document.

A parent/guardian is required to come by the Data Entry Office a few days in advance of the student's last day of school to sign an intent to withdraw form. A transfer involves notification of a change in address, the return of textbooks, computer and charger, student ID, uniforms, and paying any outstanding fines. On the student's actual last day, he/she will need to go to the Data Entry Office to get the withdrawal form and have teachers supply

withdrawal grades and turn in books. The withdrawal form should be returned to the Data Entry 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, Mayport Coastal Sciences Middle School will forward all necessary documents to the receiving school.

PLEDGE OF ALLEGIANCE

Mayport Coastal Sciences Middle School is a Nationally Recognized Purple Star school for supporting our military families. Every morning it is expected that teachers, students, and staff recite the pledge of allegiance and stand for a moment of silence. However, upon written request by a parent, a student can be excused from reciting the pledge including standing and placing the right hand over their heart.

If you request your student to be exempt from reciting the pledge of allegiance, please provide a written request to the guidance office.

BEFORE SCHOOL EXTENDED DAY:

7:00 am- 9:05 am: Sunrise Sharks is a before-school program that offers academic support for MCSMS students in grades 6-8. Students attend every day that school is in session. Registration and payment are managed by DCPS through the extended day office.

AFTER SCHOOL PROGRAM:

4:25-6:00pm: Team-Up is a free after-school program sponsored by Community in Schools that provides a safe environment where students receive enrichment in academics, sports, recreation, and life skills.

Duval County Public Schools 2023-2024 District Calendar

"If the district must close schools for a day or more due to hazardous weather, the school district will utilize weather day/s to provide for any lost instructional days. Given the placement of weather days on June 3, 4, and 5, there is a possibility that the school year could extend past May 31". Should there be no need to use the Weather Days on June 3, 4, and 5, teacher post-planning days would be moved up to begin on the first available non-instructional day during that week.

JULY					AUGUST					SEPTEMBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7		1	2	3	4					1
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28	29	30	31		25	26	27	28	29
OCTOBER					NOVEMBER					DECEMBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6			1	2	3					1
9	10	11~	12	13	6	7	8	9	10	4	5	6	7	8
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22	23	24	18	19	20	21~	22
30	31				27	28	29	30		25	26	27	28	29
JANUARY					FEBRUARY					MARCH				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2					1
8	9	10	11	12	5	6	7	8	9	4	5	6	7	8
15	16	17	18	19	12	13	14	15	16	11	12	13	14~	15
22	23	24	25	26	19	20	21	22	23	18	19	20	21	22
29	30	31			26	27	28	29		25	26	27	28	29
APRIL					MAY					JUNE				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5			1	2	3	3	4	5	6	7
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
29	30				27	28+	29+	30+	31+~					

Board Approved 01/10/2022 Rev 01.09.23

<p>Legend:</p> <table border="0"> <tr> <td style="background-color: #FF69B4; padding: 2px;">#*</td> <td>Early Dismissal</td> <td style="background-color: #DDA0DD; padding: 2px;">#</td> <td>First & Last Day of School</td> <td style="background-color: #FFD700; padding: 2px;">#</td> <td>Schools Closed</td> <td style="background-color: red; color: white; padding: 2px;">Weather</td> </tr> <tr> <td style="background-color: #ADD8E6; padding: 2px;">#~</td> <td>End of Grading Period</td> <td style="background-color: #ADD8E6; padding: 2px;">#</td> <td>Employee Planning/Inservice</td> <td style="background-color: #90EE90; padding: 2px;">#</td> <td>Schools/Admin Offices Closed</td> <td></td> </tr> <tr> <td style="background-color: #90EE90; padding: 2px;">#+</td> <td>Dismiss 3 Hours Early</td> <td style="background-color: #90EE90; padding: 2px;">#</td> <td>Weather Closure</td> <td style="background-color: #ADD8E6; padding: 2px;">#w</td> <td>Former Weather Day</td> <td></td> </tr> </table>	#*	Early Dismissal	#	First & Last Day of School	#	Schools Closed	Weather	#~	End of Grading Period	#	Employee Planning/Inservice	#	Schools/Admin Offices Closed		#+	Dismiss 3 Hours Early	#	Weather Closure	#w	Former Weather Day	
#*	Early Dismissal	#	First & Last Day of School	#	Schools Closed	Weather															
#~	End of Grading Period	#	Employee Planning/Inservice	#	Schools/Admin Offices Closed																
#+	Dismiss 3 Hours Early	#	Weather Closure	#w	Former Weather Day																

STANDARDS FOR SUCCESS

Academic & Performance Standards for Students at MCSMS

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. Middle school students are in a constant state of development and will experience stages of remarkable acceleration as well as frustrating plateaus. Our highly qualified teachers and staff are familiar with the unique needs of middle school students and can effectively nurture the student as they grow and learn. We aim to provide a safe learning environment for students to develop resiliency. We provide a rigorous curriculum for students, including the opportunity to take high school credits courses. These courses are not mandatory, but available to our advanced learners. 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. MCSMS adheres to all academic promotional guidelines in the student Progression Plan, available at www.duvalschools.org.

GRADING SYSTEM

Quarterly averages in each course are a measurement of benchmark mastery which is computed using assessment and assignment grades identified by each instructor. 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

FOCUS

All teachers utilize FOCUS, the electronic grading system used through all Duval County Public Schools. **Parents are expected to monitor their student's academic progress via FOCUS regularly.** 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. Teachers 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 and create a FOCUS account. Parents/Guardians must receive approval from enrolled school once FOCUS account request is made online.

PROGRESS REPORTS

Mid-quarter progress reports are published in FOCUS four (4) times throughout the school year. Reminders will be given to parents, via School Messenger, when Progress Reports are published. If you require a printed copy of a progress report, please contact the guidance office to complete request form.

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 their teacher's Microsoft Teams page on a consistent basis. Parents are strongly encouraged to view Microsoft Teams 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.

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. If a student is promoted to the 7th or 8th 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 8th grade students attempting to recover a failed credit to enter high school.**

MAKE-UP WORK

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.

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.

If an illness lasts three or more days, assignments may be requested through the *Guidance Office*. Please allow 24 hours for work to be compiled.

PARENT CONFERENCES

The partnership between parents, students and teachers is valued and an integral part of every student's academic success. If there are questions or concerns regarding a child's performance in a particular class, parents are encouraged to first call or email the teacher directly prior to contacting school counselors or assistant principals.

Evening conferences will be held once a semester. The dates for these conferences are strategically selected so that grade issues can be addressed and remediated. More information about dates and times and sign-up will be provided through parent email closer to dates.

If a parent would like to request a face-to-face conference with a teacher or school guidance counselor, please call the Guidance Office or e-mail Ms. Corbat at Corbatr@duvalschools.org.

GUIDANCE SERVICES

Mayport Coastal Sciences Middle School 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 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 health aide is on campus daily 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 logbook 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.

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 the main office or the guidance department. If students are ill, the telephone in the Guidance Office will be used to document the call.

TEXTBOOKS

Should a textbook be lost, destroyed, or damaged, students will be required to pay the full purchase price of that textbook. Students should see one of the textbook coordinators about replacing a lost or damaged textbook. The textbook coordinator will order another textbook and provide price information for replacing the lost or damaged book. Cash in exact change is required for textbook or bar code replacement.

Students are responsible for the safekeeping and transportation of all issued textbooks.

CELL PHONE POLICY



It is a violation of the Code of Student Conduct when the possession of a wireless communication device disrupts the educational process. If students possess a wireless communication device (including a smart watch or wireless earbuds) the following rules apply at school:

- **Phones 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. This includes during all classes, transitions, events, restrooms, and lunches.**
- **Students are prohibited from capturing images or recordings without permission during school hours.**
- **Parents/guardians should only contact students through the school office during school hours. Please do not text or call students during school hours.**
- **Students are prohibited from unauthorized use on school buses in the absence of an emergency concerning safety-to-life issues (defined as a bus accident, mechanical breakdown which delays the normal route, and/or thirty (30) minutes or more in a route delay).**

Violation of this policy will result in confiscation of the device(s).

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 violations. 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.

LAPTOPS & TECHNOLOGY



Students are issued a DCPS laptop and charger for authorized educational use only. Parents can view information about their assigned laptop in [OneView](#) under the “My Devices” tab.

- Students are permitted to bring the laptop to and from home.
- Students are expected to bring a fully charged laptop to school every day.
- Loaner laptops are limited. Students may be expected to complete paper-based assignments if they forget their laptops at home.
- It is crucial that the laptops are charged and restarted regularly to receive necessary updates.
- Do Not remove protective cover.
- Do Not remove keys.
- If you lose or damage the power cord families can replace the power cord by purchasing a new one. Be sure to examine the model of the laptop to ensure the correct cord is purchased.
- Should a problem arise with the device, families can contact the service desk at 904-348-5200.
- Students can bring the device to the guidance office for a service ticket.
- Damaged laptops will be charged to the students account at fair market value.
- Students are expected to return the laptop and cord at the end of the school year in good condition.
- Technology-based infractions may result in a suspension or limited access of network and or Internet access. Alternative instructional materials may be provided.

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 Dean or 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.

STUDENT ID BADGES

Students are issued a SMART ID card every year. The SMART ID card has embedded student information (Name, ID number, School Assignment. Therefore, SMART ID cards cannot be altered. Each student is provided with an initial free lanyard with their first SMART ID card at no charge. Students will receive their initial ID card and lanyard during orientation or the 1st week of school.

For student safety purposes, the ID set must be always worn around the neck while on campus or riding school transportation. 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. **DO NOT HOLE PUNCH ID CARDS.** Students who deface, damage, or lose the ID will be required to purchase a replacement.

- The replacement cost is \$5 (exact cash only) for the SMART ID card. Any lost ID cards will become inactive. Students that have lost their ID are required to report to the cafeteria upon arrival.
- If the ID was forgotten and not lost, students may purchase a temporary wrist band for \$1. These bands are only valid for 1 day and cannot be worn for multiple days in a row. Only cash is accepted for replacing the photo ID or lanyard for \$3.00 and Replacement IDs, wrist bands, or lanyards should be purchased upon immediate arrival to school in the cafeteria.

BACKPACKS/BOOK BAGS

Most instructional materials are provided in each classroom. Students will be expected to carry items such as laptops, notebooks, paper, and writing instruments. Backpacks or book bags must meet the following criteria:

- Appropriate size. Unusually large backpacks are not permitted.
- No rolling bags of any kind (except in the event of a medical necessity)
- Free of 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 MCSMS.

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.

DRESS CODE

Administrators and teachers at Duval County Public Schools shall enforce dress and grooming guidelines as outlined in 1006.07 F.S. that promote the successful operation of the schools. The site administration shall be the final judge as to neatness and cleanliness of wearing apparel and whether such apparel is appropriate, disruptive, distracting, or violation of health and safety rules.

Each student has the responsibility to dress appropriately and have respect for self, others, and the school environment. Wearing apparel, jewelry (such as body piercing(s),

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.

Students dress and grooming shall be neat and clean and follow the general guidelines:

1. The wearing of overly tight, low cut, very loose, short, or distracting, extreme or inappropriate apparel is not permitted on campus.
2. The length of shorts, skirts and dresses should be at least mid-thigh (3 inches above the knee). When in doubt, the length should be fingertip length. Garments such as boxer shorts or pajama pants, traditionally designed as undergarments, may not be worn as outer garments. Undergarments should not be displayed. Boys' swimwear may not be worn as shorts.
3. Shirts or blouses must be worn at all times. No undershirts, or mesh/net shirts may be worn without appropriate undergarments. Halter, midriff, backless and spaghetti-strap tops are prohibited. Straps on top must be of at least a "three finger" width to ensure coverage of lingerie. Bare midriffs should not show when hands or arms are raised.
4. The waistband of shorts, slacks and similar garments should not be worn below the hips. If belt, suspenders, or straps are worn, they shall be worn in place and fastened.
5. Shoes must always be worn. Bedroom shoes are not permitted due to safety reasons. Flip flops or backless sandals may be worn, but parents should remember that multiple flights of stairs are traveled during an average school day and make wardrobe decisions accordingly.
6. Clothing and accessories shall not be worn if they display profanity, violence, discriminatory messages, sexually suggestive phrases, drawings, and advertisements. Symbols and words depicting alcohol, tobacco, violence, weapons, gang actions, sex or drugs are not permitted.
7. Head coverings including, but not limited to, caps, hoodies, hats, scarves, bandanas, and/or sunglasses shall not be worn inside school buildings, unless required by a physician or authorized by school administration.
8. Hairstyles shall be appropriate and consistent with good grooming. Preparatory grooming (such as curlers or hair picks) and hair styles that are distracting and disruptive to the educational process are not permitted.
9. Excessive safety pins in clothing, spiked jewelry, wallet chains, or any articles of clothing or jewelry that may cause injury to oneself or other students are not allowed.
10. Torn clothing with holes will not be permitted if the holes are above the mid-thigh (3 inches above the knee). When in doubt, the length should be fingertip length.
11. Pajamas and/or sleepwear of any kind are not permitted.

The code of appearance is intended to provide guidelines for acceptable apparel and appearance. Any school may modify these guidelines addressing student appearance at that school.

CAFETERIA/DUVAL SCHOOL FOOD SERVICES

MCSMS is a Community Eligibility Provision (CEP) school. This program allows us to provide all students with free breakfast and lunch during the current school year. Schools approved for the CEP program are reevaluated and assessed each school year to determine eligibility and whether the provision can be financially supported by the department or district.

All students registered in Duval County Public Schools have an account with the food service department. They will use their student ID card or their student ID number to identify themselves in the cafeteria. Your student should memorize this number and/or keep their card with them and not share it with any other students, as this number is directly tied to their personal account and meal eligibility.

All students are given 30 minutes for lunch. The Dean of students will establish the cafeteria expectations for students during the first week of school. Students must eat lunch in the cafeteria and on special occasions utilize the school's outside dining area. For lunch to be a pleasant experience for all students, the following cafeteria guidelines will be followed. Students are expected to:

- Buy everything wanted the first time through the line.
- Clean the table, chairs, and floor area of trash before being excused.
- Remain seated at assigned table throughout the lunch period.
- Enjoy lunch time by talking quietly with others at the assigned table once all students are seated with their lunch.
- Place trash in designated receptacles when instructed to do so.
- Be respectfully responsive to those in charge.

Parents are welcome to each lunch with their children on any regular school day in a designated area. Please note that a students' lunch time may be altered on days that involve district or state-based testing.

Students are not permitted to receive food from outside delivery services at any time during the school day. If a delivery serve arrives at school to make a delivery, the food will be held in the main office until the end of the day and parent will be contacted.

PARENT VISITATION

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 within 24-hour notice.

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

Requests for observations must be made 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 observation.

Visitors may not take photos, take video, or audio recordings while in the school 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 always be worn 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 will 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.

ATHLETICS

All boys and girls interested in trying out for a sport must complete a county physical (health) form, consent form, and proof of insurance before the first day of tryouts. This paperwork is accessible on the school website and is required to be submitted electronically online at www.athleticclearance.com

The required 2.0 GPA must be maintained 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, Coach Santillan, with any questions pertaining to the MCSMS athletic program at santillanj@duvalschools.org.

P.E. LOCKERS

P.E. lockers are available and provided for storage. Please note the following locker guidelines:

- Combination locks are rented from the school at a cost of \$5.00 per lock and will be issued during summer Orientation or during the first week of school.
- Every student will need a school issued lock for the gym locker. Locks may be rented when lockers are assigned. If the lock is lost during the year, replacements may be purchased from the Athletic Director.
- Students may NOT bring a lock from home or use a key lock. A lock will be cut off if it is not a school issued lock.
- After closing a lock, always rotate the knob to make sure it stays locked.
- Neither Mayport Coastal Sciences Middle School nor Duval County Public Schools can be held responsible for any items, including electronics or cash, left in lockers.
- For safety and security, locker combinations should not be shared with other students.
- Students are expected to memorize their locker combination. If forgotten, the PE teachers will have a copy of the combination on file.
- All items left in lockers are the responsibility of the student. If any property is lost or stolen from a locker, the student assigned to the locker is financially liable for the items.
- Locks and lockers are school property. Damage to them can result in fines and/or disciplinary action.
- Lockers may be searched for reasonable cause at the discretion of the principal, principal's designee, or the School Resource Officer.

P.E. UNIFORMS

All students are expected to wear P.E. uniforms during physical education class. P.E. uniforms can be purchased from the school online store or local retailer and must consist of plain black shorts and a plain red T-shirt.

BUS TRANSPORTATION

Mayport Middle students will be sharing buses with students from all over DCPS due to magnet program. For further information including bus schedules and activity bus information, please go to 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

MCSMS students who ride their bike to school should lock their bikes in the back parking lot bike rack. This bike rack is in the car rider loop. This bike rack is the most secure on campus and is also under video surveillance.

EMERGENCIES

Parents are required to complete one [blue emergency contact sheet](#) at summer orientation or during the first week of school and this will remain at Mayport Coastal Sciences Middle School. 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 is not his/her primary parent or guardian. The person's name listed on the blue emergency contact sheet must match the ID presented 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 Mayport Middle students.

SAFETY AND SECURITY

Mayport Coastal Sciences Middle School has a strong safety plan in place. 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 personnel 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 always remain locked during the school day. All visitors must enter the school using the main entrance door on the circle drive across from fountain 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 always remain locked 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 Mayport Middle students and staff is Mayport Elementary. The secondary evacuation site is Anchor Academy Elementary. Both sites are within a mile 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 Mayport students. These

searches are conducted by the Mayport Leadership and Security Team and are done in randomly selected classes. All personal belongings are searched including purses, book bags, gym bags, and lunch boxes or bags. Additionally, if necessary, 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 occasionally in the afternoon. Students are encouraged to listen carefully to 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: Bloomz is an electronic voice message system through which Mayport's principal and administrators can communicate with all parents, or to specific groups of parents. Bloomz 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 Mayport families.

Parents will receive a weekly update via email from the principal outlining the events for the upcoming week. This call will occur on Sunday evening or the day prior to the first day of the upcoming week. Parents who have a valid email address in FOCUS will receive the communication automatically.

The school website and social media accounts are kept up-to-date and information specific to grade levels, clubs, athletics, and other school-based organizations can be found through the site.

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. Please apply using the link below.

https://dcps.samaritan.com/custom/506/#/volunteer_login

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

Deliveries for special occasions such as flowers or balloons for birthdays can make a students' day. We do ask that if you plan to bring food items during a student's lunch time that you notify administration in advance. Signing in at the main office and retrieving a visitor's pass is necessary upon entrance to the school. The student can be called to eat with you in a designated area.

All other deliveries, such as balloons or flowers, will be held in the main office area until the end of the school day to avoid distractions in the classroom.

