

Excellence in Academics, Athletics, and the Arts

MANDARIN MIDDLE SCHOOL

2022-2023

STUDENT
AND
PARENT
HANDBOOK



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Vision Statement

Mandarin Middle School is committed to preparing all students to be productive citizens who will have the tools necessary to be successful in a culturally-diverse and global world.

Mission Statement

The mission of Mandarin Middle School is to ensure a rigorous educational experience in a safe, respectful and supportive learning environment that promotes high academic expectations, civic responsibility, and a personal accountability for all.

Principal

Ms. Humphreys

Leadership Team

Ms. Bailey - Assistant Principal of Curriculum
Ms. Van Dyke - Assistant Principal of Student Services
Ms. Warner - Dean of Student Services

School Counselors

Ms. Cassidy – Harkleroad

Athletic Director

Coach Shmunes

Activities Director

Ms. Duarte

School Resource Officer

Officer Dreher

School Phone Numbers

School Main 904-292-0555
School Counseling Office 904-292-0555 ext. 1259999925
School Fax 904-260-5415

ACADEMIC TIMELINE

Quarter 1 Aug. 15 – Oct. 11
 Quarter 2 Oct. 12 – Dec. 16
 Quarter 3 Jan. 4 – Mar. 10
 Quarter 4 Mar. 21 – June 2



ACADEMIC YEAR

First Day of School Aug. 15, 2022
 Last Day of School June 2, 2023

Regular Bell Schedule		Early Release Bell Schedule	
1st/5th	9:30 – 11:00	Wellness Wednesdays 1st/5th	9:30 – 10:00 10:00 – 10:46
2nd/6th	11:04 – 1:07	2nd/6th	10:50-12:50
1 st Lunch	11:19 – 11:53	1 st Lunch	11:00 – 11:34
2 nd Lunch	11:57 – 12:30	2 nd Lunch	11:38 – 12:12
3 rd Lunch	12:34 – 1:07	3 rd Lunch	12:16 – 12:50
3rd/7th	1:11 – 2:41	3rd/7th	12:54 – 1:40
4th/8th	2:45 – 4:15	4th/8th	1:44 – 2:30

Weather Days/Holidays	Early Release Days
September 5 – Labor Day	August 31
October 14 – Weather Day	September 28
October 17 – Planning Day	October 26
November 11 – Veterans Day	November 30
November 23 – 25 – Thanksgiving Break	December 14
December 19 – January 2nd – Winter Break	January 25
January 3 – Teacher Planning Day	February 22
January 16 – Dr. Martin Luther King Jr Holiday	March 29
February 17 – Weather Day	April 26
February 20 – Presidents' Day	May 17
March 13 – 17 – Spring Break	
March 20 – Planning Day	
April 7 – School Closed	
May 29 – Memorial Day	
June 2 – Last Day of School	
June 5 – 7 – Weather Day	
June 8 – 9 – Employee Planning Day	

MANDARIN MIDDLE SCHOOL HOURS

Breakfast in Cafeteria.....9:05 am – 9:25 am
 Instructional Time.....9:30 am – 4:15 pm
 Parent Conference Times..... 9:05 am – 9:25 am
 Morning Care Extended Day.....7:00 am – 9:05 am
 After School Extended Day.....4:15 pm – 6:00 pm

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. 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 present a picture ID at the time of retrieving their FOCUS password. Mid-quarter progress reports are published directly in FOCUS four (4) times throughout the school year.

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

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. 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.

ATTENDANCE

It is important for students to be at school every day, particularly due to the rigorous schedule at Mandarin Middle. 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 student services. 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) 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). Please see the DCPS Student Progression Plan for more details on the attendance policy. Determining a legitimate school related absence or insurmountable situation is left to the discretion of the principal and/or the principal's designee.

STUDENT ABSENCES AND EXCUSES

Students returning from an absence shall be required to present a written explanatory excuse from their parent(s) or legal guardian, stating the cause for the absence. The following causes are acceptable excuses for being absent:

1. Illness or injury of the student
2. Participation in therapy services, to include, without limitation, the treatment of autism spectrum disorder provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida Statutes.
3. Serious illness or death in the student's family
4. Inclement weather
5. Official religious holiday of a religious sect or for religious instruction (see below)
6. Insurmountable conditions as determined by the school principal or other designated district or school personnel
7. A bus failure or irregular schedule which causes the absence or tardiness of a student who is eligible for and regularly transported by the District.
8. Students participating in educational activities which constitute a part of the school approved instructional program shall be deemed in attendance.
9. A student shall be excused from attendance on a particular day or days, or for part of a day, and shall be excused from any examination, study, or work assignment for observation of a religious holiday or because the tenets of his or her religion forbid secular activity at such time. Teachers shall give each student the opportunity to make up any examination, study, or work assignment which has been missed for religious purposes and the student shall receive full credit for such work.

UNEXCUSED SCHOOL ABSENCE

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

1. Absences due to vacations, personal services, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

If you have additional questions regarding attendance, please reach out to Ms. Timmermans at timmermanss@duvalschools.org

SCHOOL COUNSELING OFFICE

Mandarin Middle School offers full-time counseling services to help better prepare students to meet their goals more successfully. The counselors work with students, parents, and teachers to make the educational process more effective and meaningful. Parents may contact the Counseling Office 904-292-0555 ext. 125999925 or email Ms. Dukes at dukesc@duvalschools.org 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.

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, Mandarin Middle will forward all necessary documents to the receiving school.

CALENDAR

Mandarin will have a calendar of school-related activities on the school website www.duvalschools.org/mandarin. The school calendar will be updated monthly. Important dates and events will also be communicated in the weekly electronic newsletter and on Social Media Accounts. If you have any questions, please contact our Activities Director Ms. Duarte at hayesj1@duvalschools.org.

STUDENT SERVICES

Student services is located in the Media Center. The services provided to students will include Textbooks, ID's, Computers, Tardies, and turning in notes for absences. For additional information, please contact Ms. Ware at warej@duvalschools.org.

PARENT VISITATION

Upon arrival, visitors must follow established procedures for entering the main building including but not limited to:

1. Signing In
2. Presenting a Government Issued Photo ID
3. Wearing a Visitors' Badge.

****The government issued photo ID cannot be a copy or picture on your phone.****

PARENT CONFERENCES

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 Counseling Office at 904-292-0555 ext. 125999925 or you can email Ms. Dukes at dukesc@duvalschools.org. Conference times are only available from 9:05 am to 9:25 am.

PUNCTUALITY

Students are expected to be at school on time and in their 1st period class when the tardy bell rings at 9:30 a.m. Since traffic can be a factor in arriving to school on time, be sure to allow enough time for unforeseen problems. Students who are habitually tardy to school will be subject to detention and/or in school suspension.

MORNING EXTENDED DAY AND AFTER SCHOOL CARE

Extended Day Enrichment is available to Mandarin Students from 7:00am -9:05am every weekday. Parents may also apply for Extended Day Enrichment for After School Care from 4:15 to 6:00pm. If you are interested in Extended Day, please contact Ms. Hughes at richardsol1@duvalschools.org.

WALKERS AND BIKE RIDERS

Students who are walkers or bike riders will enter and exit in the front of the school immediately after school.

INTAKE

When students arrive on campus, they are to report to their holding areas. The holding areas for each grade level are as follows:

- Sixth Grade - Auditorium
- Seventh and Eighth Grades - GYM

Students that wish to eat breakfast in the mornings need to report directly to the cafeteria and remain inside the cafeteria until the ringing of the bell to dismiss from student holding areas and report to 1st period.

DISMISSAL

Dismissal time is at 4:15 pm. Students may NOT be checked-out after 3:45 pm without prior notice from parents, as this impedes dismissal procedures and the safety of our students. On days that it is early dismissal, check-out cannot occur after 1:30pm. The extended day students will report to the extended day hallway. All students will be required to be off campus or with an adult by 4:20. Students will not be allowed to sit on the benches at the car rider loop and wait for their parents. Families who anticipate they will be late picking up their child need to sign up for extended day. Students will not be supervised after 4:25 outside at the car rider loop.

THE DEPARTMENT OF CHILDREN AND FAMILIES WILL BE NOTIFIED OF STUDENTS ARRIVING PRIOR TO 9:10 A.M. OR BEING PICKED UP AFTER 4:30 P.M. IF VIOLATIONS PERSIST.

MORNING/AFTERNOON CAR DROP-OFF/PICK-UP

Students can be dropped off at the school no earlier than 9:05 am. There is no supervision for your child prior to 9:05 am. Any student arriving after 9:30am will be considered tardy. Student drop-off should only take place in the car rider zone located on the eastside of the school off Hornets Nest Rd. 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, car riders should enter the building on the east side entrance. They will enter the building through the courtyard. Students should not be dropped off in the bus loading zone or the staff parking lots. Student pick-up should only take place in the car rider zone on Hornets Nest Rd. 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. Also, please DO NOT park in the grass or on the sidewalks off Hornets Nest Rd. Students are to wait under the covered walkway area only to be picked up.

BUS RIDERS

The bus ramp is located on the southside of the school and parents may not pick up or drop off students in this location. Bus riders will be dropped off in the parking lot adjacent to the auditorium. Bus transportation is a privilege. The school principal or designee may suspend any transported students who refuse to obey the rules from riding on a school bus.

Please read the Secondary Code of Student Conduct to review students' responsibilities as bus riders and bus safety rules.

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 of Student Services 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.

DISCIPLINE

Parents/Guardians will be notified immediately via phone, email, or in writing prior to student attending an assigned in-school or out of school discipline. A copy of the discipline referral is available through FOCUS. A hard copy of the discipline referral may be requested from an Administrator or Dean of Students. According to DCPS Secondary Code of Conduct, it is the responsibility of the student to notify and/or deliver to his/her parent/guardian all written communications from the school; failure to do so may result in further disciplinary action (Page 40).

Class suspension, In School Suspension Programs, and Restorative Justice are all clearly described in the DCPS Code of Conduct. 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 school-based 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 dean PRIOR to the time of the assigned discipline to reschedule. If the student does not attend assigned discipline, a Class II violation may occur, and an increased consequence will be assigned.

TARDY POLICY

Per Duval County Public Schools 1.04 (ZZZ) Tardiness - Reporting late to school or class. (Refer to individual school's tardy procedures) 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. Accumulation of tardies shall be on a nine-week grading period. **NOTE:** Pursuant to Florida law, out-of-school suspension is not a permissible disciplinary action for this infraction for students who are of compulsory attendance age. As such, action code 07 (out-of-school suspension) should not be used for this offense.

Mandarin Middle School Tardy Policy (Per Quarter Reporting—Electronic Tracking System)

- **First through Fourth Tardy** = Warning. Student notification by way of tardy slip from Student Services
- **Fifth Tardy** = Tardy Contract
- **Sixth Tardy** = 1 day of In School Suspension
- **Seventh Tardy** = 2 days of In School Suspension
- **Eighth Tardy** = 3 days of In School Suspension
- **Ninth Tardy** = Students with 9 or more tardies will lose ability to participate in extra-curricular activities (i.e. sports, band, cheer, and all clubs and afterschool activities). Parent conference will be required.
- **Tenth Tardy** = Student Option for Success (SOS) After school program that both the student and parent/guardian must attend for 6 weeks, 2 nights a week for a total of 12 sessions.

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-week period. These tardy procedures begin anew at the beginning of each quarter.

TARDY PROCEDURES

1. Students must receive a tardy from the media center before they enter a class.
2. After the tardy bell rings, teachers will immediately close their doors & students will report to the media center to receive an electronic tardy slip.
3. Once the student is checked in by the FOCUS system at a designated area, the "Late to School or Tardy" message is logged into FOCUS immediately.
4. After students receive their tardy slips, they are to report directly to their assigned class. If the students do not report to their class within a 5-minute period, the student will be subject to a skipping referral.

5. Teachers are to collect & document all tardy slips immediately upon the student entering the classroom to make sure the tardy slip is accurate (name, time, date, & period).

6. Any student who comes to class with a tardy slip dated after 10 minutes from receiving the slip will be deemed skipping and the teacher may input a skipping referral into FOCUS.

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. Students are not allowed to wear shoes without closed heels or back straps. Shoes must be worn. However, bedroom shoes or slippers shall not be worn.

2. Halter-tops, tank tops, backless tops, tops with thin or no straps, or tops that show midriff or expose the body are prohibited.

3. See-through or mesh garments shall not be worn without appropriate undergarments.

4. Properly hemmed outer garments such as shorts, divided skirts, and dresses may be worn, provided they are not disruptive or distractive, 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.

5. 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.

6. Head coverings, including, but not limited to ski-mask, caps, hats, bandanas, hair curlers/bonnets, and/or sunglasses, shall not be worn on school property, unless worn for religious observations, required by a physician or authorized by school personnel.

7. 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.

8. 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.

9. 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 neck and 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

If a student does not have appropriate garments or accessories to correct the dress code violation in his/her possession on campus, a parent can arrange for additional student garments/accessories to be delivered, or the parent can arrange for the student to be picked up from school, or the parent may choose for the students to take advantage of clothing provided here at MMS to rectify the dress code. If not, the student will be placed in in School Suspension for the duration of the day.

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 Mandarin Middle 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.

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. Cell Phones can be picked up from Ms. Timmermans in the Dean's Office.

CAFETERIA/LUNCH

Students must eat lunch in the cafeteria or the outdoor lunch area. Students will have assigned tables in lunch based on their 2nd/6th period teacher. In order for lunch to be a pleasant experience for all students, the following cafeteria guidelines will be followed.

Students are to:

1. Enter the lunch line only once. Please make sure to get everything you will need the first time because you will not be allowed to enter the lunch line again.
2. Clean the table, chairs, and floor area before being excused.
3. Remain seated at assigned table throughout the lunch period. DO NOT get up unless instructed to do so.
4. Enjoy lunch time by talking quietly with others at assigned table once all students are seated with their lunch.
5. Place trash at the end of the table and someone will be around to collect it.
6. Be respectfully responsive to those in charge.

7. Students are not allowed to get up from their assigned tables and walk around the cafeteria unless they have been given permission from an adult. You must raise your hand and use the notated sign language. Raising three fingers means you need water. Crossing your index and middle finger means you need to use the restroom.

8. When students enter the cafeteria with their teacher, students must sit at their assigned tables and wait for dismissal to the serving lines. At the end of lunch, students will wait for an adult to dismiss them from the cafeteria.

9. Students are not permitted to take food outside of the cafeteria.

10. Students waiting for lunch in the serving line must stand in an orderly single file. Horseplay is not permitted. If a student skips a person in line, they will be asked to go to the end of the line.

*All students are given 30 minutes for lunch. School meals will be FREE to all students with a school ID throughout the 2022-2023 academic year.



Bathroom



Water

LOCKERS

In order to maximize instructional time, student lockers will NOT be issued.

STUDENT ID BADGES

All students, faculty, and staff are required to wear Mandarin Middle School ID badges. The first ID set, which includes a picture ID card and lanyard, is free. Students will be issued this initial ID card and lanyard on the first week of school. The replacement cost is \$5. Only cash is accepted for replacing the photo ID or lanyard and payment is made in student services.

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.

Student lanyards will be color coded according to grade level. A temporary ID will be given at each entrance of the school during morning intake.

For each grade level, the color lanyard is:

- 6th Grade: White
- 7th Grade: Black
- 8th Grade: Blue

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 MMS. 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.

SCHOOL 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 Student Services 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.

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. For more information, refer to the schools website and go to Athletics tab. You may also contact the Athletic Director, Ross Shmunes at shmunesr@duvalschools.org

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. Mandarin P.E. uniforms are \$23 for a set of shorts and t-shirt. If a new P.E. uniform is needed during the year, it may be purchased online through our website at duvalschools.org/mandarin then click on the Athletics tab.

BUS TRANSPORTATION

This year, parents/guardians (not students) must log into their FOCUS account in order to register their students to ride the bus. Once the parent registers their student as a bus rider, the student will be assigned to a bus in approximately 5-7 business days. At that time, parents can then sign back into Focus to receive the specific bus number, bus stop location, and pick-up time.

If you have any questions or concerns regarding bus transportation for your student, please contact: Ms. Van Dyke: vandykec@duvalschools.org. For further 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.

EMERGENCIES/CHECK-OUT PROCEDURES

Parents are required to fill out the EMS/ROS (Blue Card) online in FOCUS. 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 card 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 card, 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 card will not be permitted. Any person picking up a student during the school day or from an after-school activity MUST be at least 16 years of age or older and provide a valid driver's license. It is vital that the school office be notified of any change of address and/or telephone number immediately. When necessary, the principal or principal's designee will make final judgment calls regarding the safe transportation of Mandarin students.

SAFETY AND SECURITY

Mandarin Middle School has a safety plan in place to ensure that our students and staff are safe while on our campus. 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 Hood Rd. 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 have a concern, 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. Classroom weapons searches are required weekly by the Duval County Public School District and are conducted for the safety and security of all Mandarin students. These searches are conducted by the Mandarin 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 the Mandarin Middle School 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 Mandarin 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. For more information on how to become a Volunteer, please visit the Duval County Public Schools website at duvalschools.org/volunteer.

DELIVERIES

**** Lunch Deliveries are NOT allowed. ****

A delivery from a food vendor will not be accepted at Mandarin Middle School. 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.

LAPTOPS/TEXTBOOKS

Students will be/have been issued a laptop with charger and books at the beginning of the school year. Students who LOSE their computer/books must let their teacher know so that they can receive replacements at a cost. Students will be charged for the replacement cost of the laptop/book. If the computer is lost or stolen a police report must be filed and school notified. If your computer is damaged you must take it to the student services.

HALL PASSES

EACH student must have his/her own 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, 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 15 minutes of each class period under any circumstances. Students will be required to sign the classroom hall pass log prior to exiting the classroom with a hall pass.

HALLWAY PROCEDURES

Students are expected to follow Mandarin Middle Schools Guidelines for Success. These guidelines are in place to ensure that students adhere to the behavior expectations.

In the hallway, students are expected to:

- Wear student ID with grade level color lanyard at ALL times
- No running in the hallway
- Walk on the right side of the hallway
- No horseplay on campus
- No cell phones/ air pods visible or in use
- No food or drinks

ELECTRONIC DEVICES

Any student who brings ANY electronic device (i.e., laptop, iPad, tablet, cell phone, MP3 player, handheld game device, headphones, etc.) BRINGS IT 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 ALWAYS kept out of sight. If the device is used in any unauthorized manner, the student may 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 to the student at the end of the day. For repeated electronic device infractions, only the student's parent or guardian that comes to campus in-person to sign for release of the device.

Mandarin Middle **WILL NOT BE HELD RESPONSIBLE** for the replacement of any lost, stolen, or damaged electronic device brought onto campus.

LOST AND FOUND

Each year many articles of clothing are lost and remain unclaimed. When these items are turned in they are placed in the Lost and Found area in the school office. At the end of each quarter, all unclaimed clothing/items will be donated to a local charity to support our Community Outreach.

GUIDELINES FOR MEDICATIONS

To have medicine administered to your child during school, you need to contact the school and provide medical documentation from your doctor for verification. All medications will be administered through the office by personnel who have completed the Health and Medicine training course. Only medications that are supplied in the original container, unopened, and authorized by a physician may be administered. Do not send your child to school with medicine and expect school officials to administer it unless you take the proper steps. The medication forms are available at the school and must be kept on record there.

In accordance with Section 1006.062, Florida Statutes, the following are guidelines for the administration of prescribed medication by school personnel:

1. The principal or a trained designee may administer prescription medication to a student while at school provided that for each prescribed medication, the student's parent or guardian shall provide to the school principal a written statement which shall grant the principal or his designee the permission to assist in the administration of each prescribed medication and which shall explain the necessity for the prescribed medication to be provided during the school day, including when the student is away from school property on official school business. The school principal or the trained school staff designee shall be allowed to assist the student in the administration of such medication.
2. All medication is to be brought to the school by a Parent or Legal Guardian.
3. All prescribed medications to be administered by school personnel shall be received, counted and stored in original containers. When a medication dose is given to a student, it must be recorded. If dosage is not recorded, it will be assumed that the student did not receive the required dose. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the principal.
4. There shall be no liability for civil damages as a result of the administration of such medication where the person administering such medication acts as an ordinarily reasonable prudent person would have acted under the same or similar circumstances.

Metered Dose Inhalers for Students with Asthma Section 1002.20, Florida Statutes, authorizes asthmatic students to carry a metered dose inhaler on their person while in school when they have approval from their parents and their physician. The school principal shall be provided a copy of the parent's and physician's written statement of approval.

Nonprescription Medication For nonprescription medication that is required to be administered at school, the above stated guidelines for prescribed medication will apply. For nonprescription medication (over-the-counter medicine such as aspirin, cough syrup, Murine), the parent or legal guardian must:

1. Request in person that the medication be administered to the student during school hours.
2. Sign a written request (to be kept on file in the school) that states the type of medication, amount of dosage, and time the medication is to be administered to the student.

Self-Carry Medication Once a "Medication Administration Authorization" form is completed by the parent, student and physician indicating the need for the student to self-carry a medication is on file at the school, the student may carry the following medications: albuterol inhaler, epinephrine auto injector, diabetic supplies, and pancreatic enzymes.