

2015-2016 Student Handbook



Home of the Bullpups



Eddie L. Ellis
Principal

Amy Allen
Assistant Principal

Carlan Martin
Assistant Principal

4144 South Street
Marianna, Florida 32448
Phone: 850-482-9609
FAX: 850-482-9795

Name _____

Grade _____ Homeroom Teacher _____

**Marianna Middle School
Mission Statement**

We will establish a strong educational foundation for lifelong learning by nurturing, guiding, and challenging each individual student in a safe, productive environment.

Vision Statement

The Marianna Middle School team joins the parents and community to assist all students to become productive members of society.

Bell Schedule

First Bell 7:55 a.m.
Tardy Bell 8:00 a.m.
Dismissal 2:55 p.m. first bus
Dismissal 3:00 p.m. remaining students

**Supervision is available between
7:00 AM – 3:30 PM
During Regular School Days**

DIRECTORY

School's Number-----850-482-9609

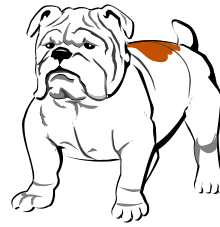
Fax Number-----850-482-9795

<http://mms.jcsb.org>

Philosophy

At Marianna Middle School we believe everyone has the right and responsibility to achieve his or her educational best. Successful student education results from a safe, supportive, and challenging environment that gives the early adolescent an opportunity to explore, discover, and learn. To be the best we can be, we will:

- Honor individual differences
- Clearly define the things we expect from everyone
- Hold each person accountable for his or her own behavior.



Bullpup Expectations

Be Responsible
Act with Self-Control
Respect Everyone
Keep Safe

Hallway Rules

Be Responsible
Get all necessary materials from locker at assigned times.
Act with Self-Control
Keep hands, feet, and objects to self.
Maintain soft tones.
Respect Everyone
Leave No Trace.
Keep Safe
Keep to right and move promptly.

Common Circle Area/Car Rider Area

Be Responsible
Have transportation arrangements taken care of by lunch.
Use walkways/sidewalks.
Act with Self-Control
Keep hands, feet, and objects to self.
Respect Everyone
Leave No Trace.
Keep Safe
Stay in designated area.
Promptly walk to destination.

Lunchroom Rules

Leave no trace.
Use safety rules.
Never take more than you can eat.
Control your voice, use soft tones.
Hold tray with two hands.

GENERAL POLICIES

Attendance Zones

Marianna Middle School has been assigned a specific geographical area from which to draw its attendance. Written approval for any exceptions must be obtained from the Superintendent of Schools. A copy of the recently adopted Jackson County School Choice Plan is available from the Principal upon request.

Checking Out Procedure

If a student must leave school at any time during the school day, an adult, **whose name appears on the Jackson County School Board official record system “FOCUS” in the office,** must sign the sign-out log located in the office before the student leaves campus. To insure safety of students and accuracy of instructions given to them, no student will be allowed to check out after 2:30 pm. Please bring photo identification with you to the school for verification when checking out students.

Communications

While an official calendar of the school year is provided in the student planner, MMS will provide flyers, letters, reminders, etc., of important school events and dates as necessary. Please encourage your child to take home these important notices when they are distributed. Our parent newsletter *TRACKS* is sent home several times throughout the year.

Inclement Weather

In the event of inclement weather (hurricanes, tornadoes, etc.) school closings or delayed openings will be announced on local radio and television stations beginning at 6:30 a.m.

For up to date information during inclement weather, please call 850-482-1200, the Jackson County School Board office.

Lockers/Searches

Lockers are assigned by home base teachers. According to current school law, students are notified that “the principal, or any person designated by the principal, if he has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within a

student’s locker or other storage area, may search the locker or storage area.” Book bags, lockers, or personal searches may be conducted as required.

Parent/Teacher Conferences

Parents may request a conference by calling your child’s teacher at 482-9609 or contacting the school counselor. Team scheduling allows the student’s academic teachers to participate together in conferences. For an administrative conference, call the Principal or Assistant Principals.

Personal Property

IPods, MP3 players, CD/DVD players, cameras, electronic games, pornographic or obscene material, skateboards, large sums of money, and any other items that cause disruption or confusion should not be brought to school. Personal property (books, e-readers, purses, and clothing) should not be left unattended. Students are responsible for all personal property and are cautioned that lockers are not theft proof. Valuables should not be brought to school or stored in lockers. Candy (or other items) may not be sold or traded at school. MMS will not be held responsible for an individual student’s missing and/or damaged property. The school is not responsible for these items.

Release of Directory Information for the 2015-2016 School Year

The principal or his designee may release your child’s directory information unless you request in writing that the information not be released. For example, your child’s name, grade level, and school may be released for Honor Roll or Yearbook purposes. If you have specific questions or concerns, please, contact the guidance department.

School Dress

The Jackson County School Board recognizes the effect which student dress and grooming has upon student behavior and commitment to learning. The Board further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to

maintain an atmosphere conducive to learning and to prepare students for working environments, the Jackson County School Board requires that all students, grades 6-12, exercise good taste with regard to their personal appearance. Attire considered disruptive or risky to health or safety is not appropriate. With this in mind, the attached rules concerning dress and grooming are mandatory to students in grades 6-12 for the 2015-2016 school year. (See **Appendix for Dress Policy**)

School Safety Hotline

Jackson County School Board has developed a Crisis Management Plan for the schools in Jackson County. We urge you to report any information pertaining to safety to the School Safety Hotline at 850-482-1217.

Telephone and Cell Phone Use

Use of the telephone by students is discouraged. Calls should be restricted to emergencies only. Parents who wish to call the office to leave messages for students should call before **2:00 p.m.**

CELL PHONE NOTICE

Cell phones are not to be turned-on or taken out at any time on campus **before** 3:30 PM unless permission received from Administration or staff. The Jackson County School System believes that students have a right to orderly, disciplined classrooms conducive to learning without the distraction caused by disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students. With this in mind, the middle school and high school principals have agreed to a specific list of consequences regarding cell phones and all other electronic devices brought on school campus.

The county discipline policy will apply.

1st Offense – Warning Parent must pick up phone/device from school office.

2nd Offense – Warning Parent must pick up phone/device and will be given a letter that the next violation will result in a 3 day placement at the Alternative School.

3rd Offense – 3 Days Alternative School – Short Term Placement – Parent must pick up

phone/device (See **Appendix regarding Alternative School Placement**)

4th Offense – 5 Days Alternative School – Short Term Placement – Parent must pick up phone/device. (See **Appendix regarding Alternative School Placement**)

5th Offense – 10 Days Alternative School – Short Term Placement – Parent must pick up phone/device. (See **Appendix regarding Alternative School Placement**).

6th Offense – Placement into the ACE Program at Alternative School for 90 good days. (See **Appendix regarding Alternative School Placement**).

An assignment of 3 days to the Alternative School- Short Term in addition to a warning or any days already assigned to the Alternative School will result if a student refuses to give their cell phone or other electronic device to School Staff when requested.

We recommend that parents check phones regularly for content and time of use.

Visitors

All adult visitors are welcome; however, please report to the office for assistance, directions, and temporary ID. Non-MMS students may not visit in classrooms. Permission from the Principal is required to visit during lunch. High school students are not allowed to visit teachers or students on campus.

Procedure for Visiting Classrooms

Parent and/or guardian are more than welcome to visit their child in the classroom. However, during the classroom visit, the adult will be accompanied by an administrator or designee during the classroom visit after completion of proper documentation.

VIPs

The parent support group at Marianna Middle School is known as the VIPs (Volunteers & Interested Parents). Everyone is encouraged to become a member of the VIPs. For more information call the school.

Absences

Due to the legislature's increased emphasis on student attendance in determining student grades, we are informing parents that attendance will be rigorously monitored with ALL absences recorded.

Attendance is taken each period during the school day. If a student misses any part of the school day, a signed note from the parent explaining the student's absence must be sent to the school within 5 days of the student's return to school (or before the absence if possible). This note is **required** for an excused absence. However, the presentation of a note does not ensure the absence will be excused. Parents are allowed to write three (3) excuse notes per grading period for no more than three (3) consecutive days per absence. Absences for more than three (3) days must be excused with a medical note. **ALL** parental notes will be subject to administrative review.

Make-up Work

If you are absent LESS than three consecutive days: Contact a classmate on your team who can tell you what homework was assigned by the teacher. Also, speak with the teacher upon return to class. Always bring a note to your home base teacher after any absence.

If you are absent three or more consecutive days: You may contact the school secretary, 482-9609 x221, before 9:00 AM and ask that homework assignments be collected from your teachers. Homework can be picked up in the front office from 3:00-3:30 PM. Always bring a note to your home room teacher after any absence.

Books and Materials

Books and materials are issued to students for use during the school year. Students are expected to care for these books and materials properly and responsibly. **It is the responsibility of the student to pay for lost or damaged books or materials.** Report cards will not be issued to students at the end of the year until all obligations are met.

Curriculum

All students will be required to successfully complete the following courses during the middle school years:

3 years of **mathematics**

3 years of **English** (literature, composition, and technical text)

3 years of **science**

3 years of **history**; one semester must include the study of state and federal government and civics

1 semester of **career** planning in 8th grade

3 semesters of physical education for all non-band students

Intensive Remedial classes will be required for those students meeting the legal requirements set by the state.

Wheel classes are scheduled to enrich the student's academic career at the middle school level. These classes include band, computers, art and physical education.

Field Trips

Field trips are planned for the purpose of enriching and extending the opportunities for students. Written permission must be given before your child leaves the school to go on any field trip. A notarized form must be completed at the beginning of school. Specific arrangements will be made by the classroom teacher or trip sponsor.

Grading/Reporting to Parent

The school year is divided into four grading periods. At the end of each grading period students receive a report card. The report card assesses their performance for that grading period. Students in grades 6, 7, and 8 receive grades in all subjects based upon a percentage assessment. These letter grades are assigned as follows:

90-100	A-superior achievement
80 -89	B-good achievement
70 -79	C-average achievement
60 -69	D-poor achievement
0 -59	F-failing work

Report Cards/Progress Reports

Report cards will reflect the student's attendance, conduct and academic progress for the grading period. Progress reports will be sent home with the student each grading period.

Report Card Dates

October 20, 2015
January 15, 2016
March 18, 2016
Final report card in June, 2016

Progress Report Dates

August 28, 2015
September 18, 2015
November 4, 2015
December 2, 2015
January 27, 2016
February 19, 2016
April 8, 2016
May 3, 2016

Media Center

The media center opens at 7:10 a.m. and closes at 2:45 p.m. daily. Students must have a pass to be admitted to the media center before school and during class periods. Students may check out two (2) books at a time (one fiction and one non-fiction) and may keep them for a period of two (2) weeks. Students will not be allowed to attend recess or field trips if they have an overdue library book or fine.

Physical Education

Each student is required to complete and pass 3 units of physical education. Any exception must be approved by the principal. Students must be appropriately dressed for physical education activities. Grades are based on dressing out, participation, written and skill tests. Marching band may substitute for the PE requirement.

End of Course Exams

The end-of-course (EOC) exam will have to be taken during the designated time-frame provided by the state. Algebra 1 EOC will be for high school credit.

Technology

A contract must be signed and notarized by both student and parent in order for students to have access to the internet at school.

TRUANCY

I. Purpose: School Attendance is Important

In accordance with the provisions of Florida Statutes, Chapter 232 – Compulsory School Attendance, Child Welfare; Chapter 39 – Florida Juvenile Justice Act; School Board Policy, and the Florida Administrative Code Rule 6A-6.0713, the parties hereto enter into the following cooperative agreement for improving attendance and dealing with truant students of compulsory school attendance age residing in Jackson County, Florida. This agreement becomes effective the date signed by all parties. Students are expected to attend all their classes each day unless they are excused by the school. Absence from school without permission is a serious violation of School Board Policy and Florida School Law. Students who are absent without permission are subject to school disciplinary actions and/or referral to court. The above mentioned agencies are working together to assure that all students in Jackson County attend school regularly.

II. Definitions:

- A. Truant:** Absent one (1) day or (1) class period without permission of the school with or without the knowledge or consent of the parent or guardian.
- B. Habitual Truant:** Fifteen (15) or more days or periods of unexcused absences in a 90 day period without permission of the school, with or without the knowledge or consent of the parent or guardian.

A copy of the entire revised JCSB Truancy Plan is available from the school. This plan outlines in detail the referral process for truancy.

Tardy to School Policy

Students who are late to school three times within a nine-week period will be assigned one day of in-school suspension. While they are in in-school suspension they will be expected to complete the work assigned by their regular teachers. Other work may be assigned if needed

to use the time they are there. Students who are late to school four times within a nine-week period and subsequent tardies will be marked as “unexcused absent” with parent notification and documentation. All unexcused absences in excess of three (3) will require an attendance conference with the parent/guardian and student in order for the absences to be designated as excused/unexcused. A parent and/or guardian must request an attendance conference within five (5) calendar days of the student’s return to school, after all unexcused absences in excess of three (3) When a student has four (4) or more unexcused absences in a class during a nine (9) week grading period, that student could be referred to Truancy Court by the Child Study Team

Car Riders

Students **must** be dropped off/picked up at the **designated supervised area**. Food is to be consumed before arriving on campus. Cars must enter campus from South Street onto the one way service road exiting back onto South Street. **Students may not be picked up in front of the school at the end of the day for safety reasons.**

Riding the School Bus

Riding the school bus is a privilege extended to students, and students can be removed at any time for disruptive and unsatisfactory conduct. Students are expected to adhere to the published bus rules. Other rules may be provided by the bus driver. **(See Appendix for 2014-15 rules and consequences.)** The bus will stop at regular designated bus stops. The school administrators or their designee must speak with a parent or guardian to obtain approval for students to ride a different bus or get off at a different stop. All bus notes need to be approved before 2:00 and are required to have address of drop off location.

Early Morning Procedures

**Car Riders: Grades 6 report to cafeteria
Grade 7 report to the gymnasium
Grade 8 North report to the gym
Grade 8 South remain in car rider area**

All 6th grade Bus Riders will report directly to the cafeteria, be seated, and remain until the 7:55 bell.

7th Bus Riders will report directly to the gym, be seated, and remain until the 7:55 bell.

8th North Riders will report directly to the gym, be seated and remain until the 7:55 bell.

8th South Riders will report directly to car riders’ area

All Breakfast Eaters, grades 6, 7 & 8, will report directly to the cafeteria. 7th graders and 8th North students will report to the gym after they have eaten. 8th South will report to car riders’ area and 6th grade will remain in cafeteria.

All Walkers/Bicycle Riders
6th grade report to the cafeteria,
7th and 8th North grade report to the gym.
8th South report to car riders’ area.

Afternoon Procedures

All Walkers/Bicycle Riders will depart campus immediately after 3:00 pm bell.

All Car Riders will report to the car rider area immediately after the 3:00pm bell.

All 1st Load Bus Riders will report to the bus loading area immediately after the 2:45 bell and/or announcement. All other bus riders will report to the cafeteria/designated area immediately upon release.

FOOD SERVICES

Breakfast/Lunch Program

Students are encouraged to participate in the school lunch program. Breakfast is served free to all students. Students may purchase meals or bring lunch from home. Lunches are to be eaten in the cafeteria, and each student is responsible for the immediate area where he/she has eaten lunch. Lunch will cost \$2.25 for students. **(See Appendix for cafeteria procedures.)**

Free and Reduced Meals

Every student is provided with an application for free and reduced meals. Parents wishing consideration in this matter must fill out the application completely and return it to the school at once. The application is also available for

completion and submission at www.lunchapp.com.

HEALTH SERVICES

Emergencies

The health aide may administer first-aid in case of emergency. Parents or guardians will be notified as quickly as possible by telephone. Parents are responsible for providing accurate contact information to the school. Please notify the office (482-9609) of any changes of address or phone number at any time during the school term.

Illness at School

Should a student become ill during the school day, he/she will be sent to the health clinic. The health aide or a designated person will care for the child and will contact parents if necessary.

Immunizations

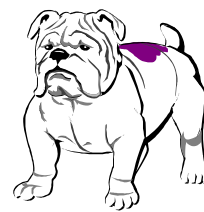
Seventh grade students will not be allowed to attend school without having received the following immunizations: hepatitis B, TD booster, and the second measles vaccine, if not already given. Immunization should begin prior to January of the student's sixth grade year. All 6th & 7th graders must have one dose of Varicella (chickenpox) vaccine. Please contact the Jackson County Health Department at 526-2412 if you have any questions.

Medication Policy

Every effort should be made to minimize the administration of medicine in schools. If at all possible, parents are urged to administer medication before school and/or after the child returns home. If the physician deems it necessary for a child to receive medication during the school day, parents must provide the school with a complete **Medication Permission Form** containing the following:

1. Complete written instructions from the prescribing physician including the date of order, identification of drug by name, dose time and circumstances of administration, length of time medication is to be continued, reason for prescription, and possible side effects.
2. Signature of parent stating his/her desire to have medication administered and relieving the school, its agent, employees, or representatives of any responsibility for ill effects resulting from the administering of the prescribed drug.
3. Only medication prescribed by a physician will be administered by the health aide. The medication should be sent to school in the pharmacy container with all labeling information intact. School personnel will not administer unlabeled medicines. Medications carried on school property without labeling information will be confiscated and parents contacted. Medication Forms are available at the MMS school clinic.

**School Colors: Purple, White
& Black**
School Mascot: Bullpups



APPENDIX

District Wide Appropriate Dress

The Jackson County School Board recognizes the effect which student dress and grooming has upon student behavior and commitment to learning. The Board further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, the Jackson County School Board requires that all students, grades 6-12, exercise good taste with regard to their personal appearance. Attire considered disruptive or risky to health or safety is not appropriate. With this in mind, the following rules concerning dress and grooming are mandatory for students in grades 6-12 beginning with the 2013-2014 school year.

Definition of Standard District Wide School Attire Includes the Following:

Acceptable Attire in the Jackson County Schools:

- A. Khaki colored or plain blue denim jean pants, khaki colored or plain blue denim jean capris pants, khaki colored or plain blue denim jean shorts, khaki colored or plain blue denim jean skirts. Pants, capris, shorts, or skirts must be dress style or casual dress style.
- B. Collared, buttoned golf style shirts with short or long sleeves, in the solid color of white may be worn. Individual schools may designate up to two additional solid colors for acceptable shirts. Collared long sleeved or short sleeved button up shirts in the solid color of white may be worn. Individual schools may designate up to two additional solid colors for acceptable shirts. Plain solid white shirts or plain school colored shirts may be worn underneath the approved polo style and must be worn underneath button up style shirts provided that only the top button is left unbuttoned.
- C. Chests and midriffs must be covered. Pants, capris, shorts, or skirts with elastic waistbands must be worn at the waist and do not require a belt. All others require a belt and must be worn at the waist. Shorts and skirts must extend to the knee.
- D. All clothing must be hemmed. No holes, other than button-holes, may be in any garments; no drawstrings, cut-offs, or rolled-up pants legs are allowed on pants, capris, shorts, or skirts.
- E. No clothing shall be modified, rearranged, adorned, or added to (such as rhinestones, patches, etc.)
- F. Sweatshirts must be school colors (white, purple, or black). (No writings or pictures)
- G. Jackets or sweaters that button, zip, or snap in the front.
- H. **NO HOODIES** of any type.
- I. School Sponsored shirts may be worn with the permission of the school Principal on special school sponsored days (such as homecoming week). Principals will have the authority to approve occasional variations from Standard District Wide School Attire for particular groups of students. For example, athletic team members or cheerleaders may wear their sleeveless tops layered over an approved school shirt. Members of school clubs or students involved in a school sponsored activity may wear school-sponsored apparel on days designated by the Principal.

Marianna Middle School's two additional solid colors which are acceptable are: Purple and Black.

Marianna Middle School also has in addition to the District Dress policy the following:

1. No flip flops or athletic slides are to be worn on campus. (Class I Offense)

Alternative School Program—Short Term

Short Term Alternative (STA) program is a viable approach designed to keep students in school. It offers an alternative to out-of-school suspensions, serves as a deterrent to truancy, and helps students who are potential dropouts. Its objectives are: To reduce the number of out-of-school suspensions; to reduce disruptive and delinquent behavior in the classroom and on school campus; and to keep students attending school.

Referrals: Each student is placed in the program upon a referral by a school administrator. The referring school administrator determines the length of time the student must be present (ranges from 3-10 days), in accordance with the rules of the Plan. The school administrator, who refers a student to the Short Term Alternative (STA), must complete JC-167 and send a copy to the Jackson Alternative School (JAS) Principal/Designee before the student can begin the program.

Dismissals: Each student is dismissed from the program after the referral period has been satisfactorily served. The student cannot reenter the referring school without a signed form, JC-167, from the Alternative School stating dismissal has been granted or the home school has been verbally notified.

Short Term Alternative (STA) Guidelines

1. Attendance in the program is mandatory for students who are referred from their regular school.
2. The parent/guardian of the student placed into the Short Term Alternative (STA) must take the student to the Jackson Alternative School campus the first day of placement to meet with the JAS Principal/Designee.
3. Students sent to the Short Term Alternative (STA) are responsible for bringing their books and other materials needed. The Alternative School teacher will check to see that books and materials are brought to the Alternative School. Work assigned by the referring school must be completed before dismissal is granted. If the work assigned is not completed, the student will remain at the STA until the work has been completed.
4. Students referred to STA for the third time will be informed that the next referral to STA will be for a minimum of 90 days.
5. Students can not reenter the referring school until all days assigned are completed and all work is completed satisfactory. Days not in attendance at the Alternative School, without proper documentation, will be counted as un-excused absences from the referring school.
6. After the student has completed the STA, the student will be released to the guardian/parent to take back to the assigned school for re-admission.
7. If the student has behavior issues while assigned to the STA, the Alternative School Principal/Designee may take appropriate discipline measures including adding more days to the assignment or Out of School suspension. The student will still be required to complete the original days of assignment and any additional days if added by the Alternative School Principal/Designee before being dismissed. There will be no early/special dismissals from the program assignment due to referring school activities.
8. A student sent to STA will not be permitted to attend or participate in any extra-curricular activities back at the referring school while assigned to STA.

9. The parent/guardian of the student assigned to STA is responsible for transporting the student to the first day of the assignment. The parent/legal guardian is required to meet with JAS principal/designee the 1st day of attendance. The student will be allowed to ride district transportation to the JAS school site from the referring school, after the initial meeting with parents. Students are subject to the bus behavior rules of JAS while riding a school bus to and from JAS.
10. Students who fail to follow the rules of the Alternative School personnel will be subject to having extra days assigned to the school, or suspension from the program, or school expulsion at the discretion of the Alternative School's principal/designee.
Any tests to be administered to students attending STA will be sent to the JAS using electronic delivery. The tests, after being completed, will be returned to the sending school.

Classification of Violations

Violations of the Code of Student Conduct are divided into three classes. Class I—Minor; Class II—Intermediate; and Class III—Major. Each classification is followed by a disciplinary procedure to be followed by each school within the district. In the following classes of violations and disciplinary procedures, it is understood that the student will be provided with due process before any disciplinary action is taken. These classes of violations are designed to be used with students in Grades 5-12.

Class I – (Minor Offenses)

- A. Minor distraction of other students—any behavior that alters the teaching process of the classroom or educational activity.
- B. Use of profane or obscene language.
- C. Non conformity to Dress Code
- D. Minor misbehavior on a school campus.
- E. Inappropriate public display of affection between students (hugs, kisses, hand holding).
- F. Eating or drinking in unauthorized areas
- G. Locker misuse or abuse. Sharing lockers is not permitted. Violation of this rule will also result in loss of locker privileges.
- H. Littering of school property
- I. Use of IPODS, MP3 Players, CD players, video games, radios, cards, or any electronic device that has storage and communication capabilities; and other inappropriate devices during the school day without written administrative approval. (See Jackson County Cell Phone Policy for cell phones.)
- J. Sitting in parked vehicles after arriving at school and/or during the school day
- K. Intentionally providing false information to school personnel such as forgery of parent/guardian name
- L. Minor physical conflicts (example: pushing, shoving) on campus which stops when reprimanded
- M. Participation on campus in organizations not recognized by the school
- N. Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

Disciplinary Actions For Class I Offenses

First Offense: Conference with student, parental contact when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

Subsequent Offenses: Parental contact and disciplinary action such as corporal punishment, in-school suspension, etc. After three Class I Offenses are earned by a student, the next (fourth and future) Class I Offense may be considered a Class II Intermediate Offense.

Class II – (Intermediate Offenses)

- A. Leaving campus or class without permission
- B. Gambling—Any participation in games of chance for money and/or other things of value
- C. Defiance of school board employee’s authority—any verbal or non-verbal refusal to comply with a lawful direction or order of a school board employee. (Overt and continuing to be determined by an administrator).
- D. Fighting—any physical conflict between two or more individuals on school grounds, on a school bus, or at any school sponsored activity (mutual combat, mutual altercation) When two or more persons mutually participate in use of force or physical violence that requires either 1) physical restraint or 2) results in injury requiring first aid or medical attention..
- E. Instigating Conflict—the deliberate attempt to incite, provoke physical conflict or verbal altercation between individuals
- F. Vandalism—Any intentional and deliberate action resulting in injury or damages to public property or the real or personal property of another
- G. Stealing, Larceny, Petty Theft—The intentional unlawful taking or carrying away of property valued at less than \$100 belonging to or in possession or custody of another
- H. Possession of stolen property with the knowledge of having reason to believe that it is stolen
- I. Threats, Intimidation, Extortion, Harassment—Verbally or by written or printed communication, maliciously threatening any injury to the person, property or reputation of another, with the intent to extort money or take advantage of any person, to do any act or refrain from doing any act against his/her will
- J. Trespassing—Willfully entering or remaining on any school property without being authorized, licensed, or invited; or, having been authorized, licensed, or invited after being warned by an authorized person to depart and refuses to do so
- K. Possession of lighters, matches, fireworks/firecrackers etc.; and/or igniting fireworks or firecrackers
- L. Unjustified activation of a fire extinguisher
- M. Written or verbal proposition to engage in sexual acts
- N. Use of obscene gestures, racial slurs, illustrations, or language directed toward another person
- O. Illegal Organizations—any attempt to use the school day for activities that are not school related or school sponsored
- P. Mere possession of a knife (as defined in Florida Statutes),
- Q. Touching/hitting of another person against his/her will in a threatening or suggestive manner
- R. Possession and/or use of tobacco or tobacco products on school property—reported to school SRO for possible citation, including electronic cigarettes
- S. Major distractions—any behavior that alters the teaching process so as to prevent class activity from continuing in an orderly manner
- T. Any action by a student that constitutes an inappropriate use of a computer and/or network resource or to improperly restrict or inhibit others from using and enjoying those resources
- U. Speeding or exceeding campus speed limits or reckless driving
- V. Refusal to give name or intentionally giving false information to authorized persons
- W. Misuse of lunch codes
- X. Use of unauthorized video/recording devices on campus
- Y. Tardy to class or period—fourth (4th) and subsequent Tardy results in disciplinary actions being implemented at the 1st referral stage.

Disciplinary Actions For Class II Offenses

Upon a documented Class II Offense, the student will be given days at the Alternative School in the following order:

1st referral—assignment to STA for 3 days

Upon return from the 3 days assignment, the school's RTI Team shall convene and initiate/review RTI interventions.

2nd referral—assignment to STA for 5 days Upon return from the 5 days assignment, the school's RTI Team shall convene and initiate/review RTI interventions.

3rd referral—assignment to STA for 10 days Upon return from the 10 days assignment, the school's RTI Team shall review the student's referrals. In the event a pattern of misbehavior is occurring, the school's RTI team shall convene and review his/her Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) to implement interventions.

4th referral—assignment to the ACE Program at JAS for 90 good days with the exception of 5th grade, who after the 3rd and subsequent referral each will be assigned 10 days. The student's RTI Plan must be submitted to JAS for documentation of interventions if applicable.

Class III – (Major Offenses)

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.

These acts are so serious that they must include a Teacher-Student-Parent-Administrator Conference and require administrative actions which may result in the removal of the student from school or alternative placement.

Examples:

- A. Drugs or controlled substances and Alcohol—use of, possession of, distribution of, sale of, and/or under the influence of
- B. Possession of any instrument or object (as defined by Section 790.001(13), Florida Statutes,) that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.
- C. Battery Upon a School Board Employee
- D. Robbery, Stealing, Larceny, Grand Theft--\$100 or more
- E. Burglary of school property
- F. Criminal Mischief—in the excess of \$100
- G. Arson of school board property
- H. Bomb Threats
- I. Explosions—preparing, possession, or igniting on school board property
- J. Sexual Acts—including but not limited to battery, sexual intercourse, attempted rape, or rape, and/or other acts considered inappropriate for school environment by the Principal
- K. Aggregated Battery
- L. Inciting or participating in a major student disorder which results in destruction or damage of property or personal injury to others (major disruption of all or a significant portion of campus)

activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Example: Bomb threat, inciting a riot, initiating a false fire alarm. (Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.)

- M. Indecent exposure
- N. Unprovoked assault or attack on another individual (The physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement or result in serious bodily harm. (To distinguish from Fighting, report an incident as Battery only when the force or violence is carried out against a person who is not fighting back.))
- O. Possession, distribution or manufacture of pornography
- P. Aggressive Bullying
- Q. Any other offense which the principal may deem reasonable to fall within this category after consideration of all circumstances.

Disciplinary Actions for Class III Offenses

- Out-of-school suspension – 9 days
- Recommendation for expulsion submitted to Superintendent
- Expulsion
- Alternative placement

The Jackson County School Board supports and enforces the zero tolerance policy for unlawful possession, use and distribution of illicit drugs, controlled substances of any kind, or is in possession of any drug paraphernalia. However, for a student's first offense of simple possession of a controlled substance, the student and parent will be offered alternative placement in the ACE program in lieu of expulsion. The terms of the alternative placement shall be as follows:

1. The student will be suspended for nine days and recommended for expulsion.
2. Prior to the expiration of the nine day suspension, the student and parents must notify the school district, in writing, that the student waives his/her right to an expulsion hearing and agrees to placement in the ACE program on the following terms and conditions:
 - a. ACE placement shall be for a minimum of ninety days and all rules and regulations of that program must be strictly adhered to;
 - b. The student shall submit to at least monthly drug testing by a Board-approved facility for the duration of his/her placement in ACE; however, ACE reserves the right to randomly test any student at the school's discretion. Drug testing shall be at the student's expense and it shall be the student's responsibility to schedule the monthly testing and have the testing facility provide the results to the principal of ACE.
 - c. The student shall participate in a substance abuse program which shall be approved in advance by the ACE principal. Participation in the program may be during non-school hours, at the student's expense and the student shall provide documentation of his/her completion of the program to the ACE principal.

- d. If the student fails to take the drug tests as agreed, tests positive for controlled substances, fails to attend and complete the substance abuse counseling program, or fails to adhere to the rules and regulations of the ACE program, he or she shall be expelled for one calendar year and shall not have the right to any further hearing before the Board.

This alternative placement shall only be available for a student's first offense for simple possession of a controlled substance.

Possible Criminal Penalties

The following is a list, which includes, but is not limited to, those acts which require disciplinary action by the school and may result in criminal penalties and/or criminal prosecution: F.S. 1001.42; 1006.07; 1006.13; 1006.21; 1006.22; 1006.28.

1. Illegal use, possession, or sale of controlled substances, as defined in Chapter 893
2. Possession of a firearm (as defined in Section 921, Title 18, GFSA), a knife, a weapon, or an item which can be used as a weapon
3. Violence against any school district personnel by a student
4. Violation of school board transportation policies, including disruptive behavior on a school bus or at a school bus stop, is grounds, also, for suspension of the student's privilege of riding on a school bus.
5. Violation of the school board's sexual harassment policy.
6. Possessing or discharging a firearm or weapon, as defined in F.S. 790.001, to school, any school function, or on any school-sponsored transportation or activity. Weapon means any dirk, knife, metallic knuckles, slingshot, billie, tear gas gun, chemical weapon, or device, or other deadly weapon except a common pocketknife, plastic knife, or blunt-bladed knife, except as authorized in support of school sanctioned activities.
7. Making bomb threats or false reports
8. Victimization of students (including bullying and hazing)

Interscholastic, Extracurricular Student Activities

In order for a student to be eligible to participate in interscholastic extracurricular student activities, he/she must maintain satisfactory conduct. If the student is convicted of, or is found to have committed, a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, participation in interscholastic extracurricular activities will be denied. A student in the situation described above will not be allowed to participate for a minimum of nine weeks after which a school-based discipline review committee will be convened to determine the status of the student in regard to participation in extracurricular activities. Beginning with the 2013-14 school year, a student placed/sent to the Alternative School –Short Term and ACE will not be permitted to attend or participate in any extracurricular activities at the referring school while assigned to STA. For any student that has been or will be staffed into the ACE/CACL program the student will remain ineligible for participation in any extracurricular activity until he/she reaches Level II and permission is given by the JAS principal and the referring principal.

BUS RULES

All students are expected to obey the bus driver and all posted rules. The primary consideration of the driver and the school is the safety of the children and other riders. Any action that jeopardizes the safety of those on the bus cannot be tolerated and will be grounds for the denial of bus riding privileges. As a minimum, students are expected to adhere to the following rules. Other rules may be provided by the bus driver.

1. Obey the instructions of the bus driver.
2. Board and leave bus as directed by the driver.
3. Keep hands, feet and objects to yourself.
4. Talk quietly as not to distract the driver.
5. Stay seated in your seat and wear seatbelt (if bus is equipped with seatbelts).
6. Do as the driver says – the first time.
7. No food, drinks, or electronic devices on the bus.
8. Severe clause: talking back to the driver, fighting, abusive or obscene language, threats

Bus Discipline—Grades K-12

A system of pupil transportation is provided to students attending the Jackson County School system. The bus is an extension of the classroom, therefore, students are required to observe all school rules while being transported to and from school. A violation of bus rules will result in denial of riding privileges according to the following actions:

1. 1st Referral Warning
2. 2nd Referral 3 Days suspension from the bus
3. 3rd Referral 5 Days suspension from the bus
4. 4th Referral 10 Days suspension from the bus
5. 5th Referral 15 Days suspension from the bus
6. 6th Referral 30 Days suspension from the bus
7. 7th Referral and all subsequent referrals 45 Days suspension from the bus.

Students suspended from the bus for fighting will also be suspended from school.

***When a student is suspended from riding the school bus, he/she is suspended from All School Buses (including field trips).

CAFETERIA PROCEDURES

In order to insure that our cafeteria is an inviting place to eat, we expect **all** students to:

- Enter quietly through the middle door.
- Move immediately to the serving line.
- Have your money and/or lunch number ready upon reaching the cashier. Use only your assigned number.
- If you bring your own lunch and do not wish to purchase any items, move directly to a table.
- Talk quietly with those nearest you during lunch. Stay seated while eating.
- Pick up all food, paper, bottles, and trays before leaving your table. All food and drinks must remain in the cafeteria.

SCHOOL SAFETY RULES

1. Interact with others in a positive, non-threatening way.
2. Move about campus in a safe and orderly manner.
3. Remain in assigned areas.
4. Follow all school rules.

NOTICE OF CONFIDENTIALITY

The purpose of this message is to make you aware of the law which protects the rights of pupils and students and their parents or guardians with respect to pupil and student records and reports as created, maintained and used by public educational institutions in the state. The intent of the Legislature is that pupils and students and their parents and guardians shall have rights of access, rights of challenge and rights of privacy with respect to such records and reports.

The Jackson County School Board, by policy, supports the law which gives protection to every parent, guardian, pupil and student entitled to rights relating to pupil and student records.

The authority and reference for this notice of confidentiality is Florida Statute 228.093, Pupil and student records and reports; rights of parents, guardians, pupil and students' notification; penalty. The complete text of this statute may be reviewed at the district office of the Jackson County School Board.

Jackson County School Board Acceptable Use Policy

The Jackson County School Board's telecommunications network provides an exciting opportunity to expand learning for students, parents, and educators. The fundamental goal of the network is to provide Jackson County students and educators with equal access to the computing resources which serve public education. Schools in the district will have the capacity to connect to the Internet. However, with this opportunity comes the responsibility for appropriate use.

General Policy and Guidelines

It is a general policy that the Network will be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Jackson County School Board. Users must acknowledge their understanding of the general policy and guidelines as a condition of receiving access. Failure to adhere to the policy and guidelines may result in suspending or revoking the offender's privilege of access.

Guideline 1: Acceptable uses of the network are activities which support learning and teaching in Florida. Users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic mail, conferences (video or audio), bulletin boards, data bases, and access to the Internet.

Guideline 2: Internet access is considered a privilege and not a right. This privilege can be denied to anyone who does the following **unacceptable uses of the network (Non-Exhaustive List)**:

1. Violating the conditions of the Education Code dealing with student's rights to privacy;
2. Posting, accessing, downloading, storing or printing materials that are considered pornographic, obscene, or inappropriate for educational purposes or which may be offensive to another user;
3. Using someone else's account or password at any time;
4. Downloading or installation of any commercial software, shareware, or freeware onto hard drives, network drives or disks without written permission from the Network Administrator;
5. Copying other people's work or intruding into other people's files;
6. Threatening to or trying in any way to interfere with or hack into the computer systems at Jackson County Schools, or anywhere, in an effort to obtain private information, have the computer malfunction, or destroy data;
7. Using the network for advertising, soliciting, or harassment of any kind;
8. Using the network for personal financial gain or for any commercial or illegal activity;
9. Copying commercial software in violation of copyright law;
10. Plagiarism or reposting personal communications without the author's prior consent;
11. Violating any federal or state law regarding network access or downloading of files.

Guideline 3: Users must be aware of the finite capacity of the network and must cooperate with the Network Director to conserve resources and assure equitable access for all. Users are expected to:

1. Observe a self-imposed limit of ninety minutes on-line during a given class time
2. Prepare text files for uploading before logging on
3. Log off before editing and printing download files
4. Delete e-mail files as soon as possible

5. Choosing words carefully to avoid misunderstanding; electronic text is devoid of context clues which convey shades of irony, sarcasm, or harmless humor.

Guideline 4: Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the network, and for assuring that students understand that if they misuse the network they will lose their privilege to use the network. Each year, students will participate in Internet safety classes in order

Guideline 5: Users must avoid knowing or inadvertently spreading computer viruses. Do not upload files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

Guideline 6: The network management accepts no responsibility for harm caused directly or indirectly by its use. Never consider electronic communications to be completely private. The network operators take every possible precaution to safeguard the privacy of e-mail; but, instances of misdirected mail, mail inadvertently forwarded to others, and public posting of private correspondence by users may occur from time to time.