



2022-2023 POLICIES & PROCEDURES

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FERNANDINA BEACH MIDDLE SCHOOL BELIEF STATEMENTS

1. Teachers, parents, and the community share the responsibility for the support of the school mission.
2. High teacher expectations result in greater student achievement on the Florida.
3. Every child should be provided the opportunity to explore and develop his or her own talents and creativity in all areas of the curriculum.
4. Every child is important and should have every opportunity to learn, achieve, and succeed.
5. We promote high self-esteem for our students by using positive action techniques.
6. Students will receive a quality education in a safe, caring environment, which actively promotes academic excellence.
7. All students will be treated in a fair, respectful manner, and are encouraged to accept responsibility, demonstrate self-reliance, and develop leadership skills.
8. Students learn in different ways and are therefore provided with a variety of learning experiences through whole group, small group, and individualized instruction.

NOTICE OF NON-DISCRIMINATION

The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Ray Poole / Chief of Legal Services
1201 Atlantic Ave. Fernandina Beach, FL 32034
904-491-9900
E-mail: poolera@nassau.k12.fl.us

FISCAL TRANSPARENCY

According to House Bill 7029, parents have the right to a report card about the school grade, including a school financial report that indicates the average amount of money expended per student in the school. Once this report is released, CMS will send a copy home with your student.

PLEDGE OF ALLEGIANCE / PATRIOTIC PROGRAMS

According to Nassau County Administrative rules, the Pledge of Allegiance is recited on a daily basis at school. Please know that House Bill 7029 authorizes student rights to not recite the Pledge of Allegiance should this be the desire of the student or family. Please contact the school should you desire to have your child opt out of the pledge or patriotic experiences.

To the knowledge of the Administration and Staff, there are no rules in this brochure which are contrary and not in complete accord and agreement with the policies of Nassau County School Board and the Florida State Board of Education. If there should be a difference in the policies adopted herein or in the manner of stating such policies herein, when compared with the policies of the Nassau County School Board, then the latter shall prevail.

FERNANDINA BEACH MIDDLE SCHOOL RULES & REGULATIONS

1. Disrespect. Students are expected to demonstrate courtesy and respect to faculty members, staff members, peers, and guests on the school campus and at any school activity.
2. Fighting. Fighting or aggressive behavior towards others is prohibited.
3. Destruction of School Property. Students must take care of school property and any student who destroys or defaces school property will be held responsible for restoration of that property. Parents will be expected to make financial restitution.

4. Intimidation. It is expected that students will not intimidate others.
5. Food (food, candy, nuts, etc.) Students are not able sell food items at school during the regular school day, to conform to federal guidelines governing our school lunch program. This is not intended to prevent students from selling such items after school hours for fund-raising purposes.
6. Defiance toward School Board Employees. Students are expected to follow directions given by school employees.
7. Chewing Gum. Students may not chew gum on school grounds to help maintain school property.
8. Weapons, Explosives or Facsimiles. Students are forbidden from bringing weapons, explosives, or facsimiles on school grounds or to school events. Any such item will be confiscated, and student is subject to suspension. Any student inflicting injury upon another student with any weapon may be referred to the School Board for expulsion from school.
9. Profanity. Students are expected to refrain from using profanity, obscene, or abusive language at school or at any school functions.
10. Tardiness. Students are expected to report to class on time. The third tardy will result detention.
11. Student Supervision. Students shall always remain in designated areas with proper teacher supervision. Students shall remain in classrooms, unless given a hall pass and permission to leave.
12. Flowers, Plants, Balloons, Food delivery, etc. Students will not be permitted to receive said items. These shall not be brought or delivered to the school. These items are prohibited on school transportation.
13. Wireless communication devices. Students shall not use said devices during regular school hours. (cell phones, smart watches, or wireless earbuds). They should be off and in backpacks.
14. Tobacco products, alcohol or drugs. Students shall not be under the influence or in possession of tobacco, alcohol or drugs.
15. Stealing. Students shall not steal something that belongs to someone else.
16. General Code of Appearance. Students must adhere to the dress code.

CONSEQUENCES: Students who violate the above rules are subject to disciplinary action ranging from parent contact, in-school detention, after school detention on Wednesdays, out-of-school suspension or expulsion. Repetitive infractions will result in a more serious consequence.

DETENTION

Detentions will only be held after school on Wednesdays from 2:45-3:30 in 03-03.

When students receive 4th detention:

- Student will have ISS.

When student receives 5th detention:

- Student will have ISS and parent/teacher conference.

When student receives 6th detention:

- Student will have ISS and conference with admin and counselor.

After 6th (7 or more) detention:

- Student subject to OSS.

BATHROOM POLICY

- Students will use the restrooms located by Guidance or building 5 depending on the classroom they are coming from.
- The restrooms in building 3 and 6 will not be unlocked for student use during the day.
- Student will sign in/out and should only leave classroom for emergencies.

HALL PASSES

Students must have a pass in order to leave class and must sign in/out when leaving the classroom.

ANONYMOUS TIP LINE

Students are encouraged to report suspicious or inappropriate behavior/actions to school personnel immediately. Fortify- <https://getfortifyfl.com/> Fortify FL is a suspicious activity reporting tool that allows you to instantly relay information to the appropriate law enforcement agency and school officials.

FIELD TRIPS

Field trips provide students with educational hands-on learning experiences. Please take notice that field trip forms must be correctly completed and returned with money by the deadline. **Field trip deadlines are strictly adhered to.** Please return forms early to eliminate last minute problems that may prevent a student from attending a field trip. New students will have one week from their enrollment date to provide field trip forms and money if it is possible for us to make necessary arrangements to include them. **No refunds will be given, due to bookkeeping procedures and the necessity for advance arrangements for ticket purchases and transportation contracts. If tickets are still valid, they will be given to students that are unable to participate. Many tickets are for the specific day of purchase only.** All students are required to travel to and from school field trips with the school group. Chaperones must be 21 years of age or older. No siblings or other children may accompany a chaperone on a school field trip. Chaperones will be required to ride on the bus unless space prohibits.

BELL SCHEDULE

Regular Bell Schedule

9:00-9:49
9:52-10:40
10:43-11:31
11:34-1:02
1:05-1:53
1:56-2:44
2:47-3:35

Wednesday Bell Schedule

9:00-9:40
9:43-10:22
10:25-11:04
11:07-12:29
12:32-1:11
1:14-1:53
1:56-2:35

Half Day Dismissal 12:30

- Students may be dropped off through the drop off loop at 8:35. Supervision is not provided prior to 8:35.
- Please do not pick your child up before the end of the school day except in extenuating circumstances.

This minimizes disturbances in our classrooms and provides the optimum learning time.

PICK UP PROCEDURES

All students being picked up in the afternoon shall be picked up in the designated pick-up zone in front of the school. For the safety of all students, parents must stay in their vehicle and proceed through the pick-up circle in one line. To expedite the pick-up process, please display your school pickup card in the window. After 3:05 p.m., **ALL** students must be picked up in the pick-up line.

STUDENT DISMISSAL

The student must have a note signed by their parent or guardian to go home any alternative way. These notes should be brought to the office first thing in the morning for approval. Only persons listed on the emergency card may pick up a student from school in the event of an emergency. Any other time, a note must be presented from the parent/guardian for anyone to pick up a student. Please be prepared to show identification. No students shall be dismissed without clearance through the front office.

SCHOOL TELEPHONE

The school telephone is for school business or in case of an emergency.

LIMITED STUDENT SUPERVISION/SAFETY RULES

Student safety is a priority. As such, we work to make sure students are supervised adequately. The following rules are meant to ensure student safety: Students may not be dropped off at school before 8:35. Supervision is provided 30 minutes before school. (F.S. 232.25) Students are considered skipping

class anytime they are out of class roaming around campus without permission. Students should have a pass or teacher note when out of class. Upon arrival at school, students are to grab breakfast from a grab and go cart and report to 1st period for Advisory by 8:40am. Students are not to roam around campus before school begins.

SCHOOL VOLUNTEERS

All volunteers must sign in at the front office and **wear a volunteer badge while on campus.** Volunteers must complete a Nassau County Volunteer Application and be approved by NCSB. Volunteers are always welcome and are encouraged to join us. To provide our students with a safe and wholesome learning environment, volunteers are expected to dress modestly and conduct self with proper decorum at all times. **Siblings or other children may not accompany parents who are volunteering.**

SCHOOL ASSEMBLIES

Parents and guests are invited and encouraged to attend grade level or school-wide presentations and assemblies.

SCHOOL VISITORS

For your child's protection, everyone must sign in at the office using our computerized check-in system. **All visitors will be required to provide proper identification before visiting a classroom or picking up a child for dismissal.** **All visitors will be required to wear a Visitor's ID Badge at all times when on campus.** No visits may be made to talk with the teacher during class time. (8:40-3:35) You may call and leave a message on the teacher's voicemail, and you will be contacted as soon as possible. Appointments to meet with the teacher can be made by contacting the guidance counselor.

DRESS CODE

Each student has the responsibility to dress appropriately for the school environment. Any apparel, jewelry and hairstyles shall not disrupt the classroom environment. The following guidelines apply to students at FBMS and mirror that set by NCSD.

All students shall be properly groomed and attired appropriate to the activity when on school property or participating in school-sponsored events. Students shall be dressed so they will not present a clear danger to health and safety; should be tailored in such a manner that because of fit, design, color, texture, or inadequate coverage of the body does not create a classroom or school disruption as determined by administration.

Dress Code Requirements:

1. Students shall wear shoes at all times. Closed toed shoes are recommended. Athletic shoes are required for P.E.
2. Students' pants shall be worn at the waist and pants may not have holes higher than fingertip length. Tape is not allowed to cover holes or frays. Undergarments should not be exposed. Form fitting pants such as yoga pants or leggings should have coverage that is at least fingertip length.
3. Students shall be permitted to wear shorts. Short or extremely tight shorts or skirts are not appropriate. Shorts must be the length of the fingertips when standing straight up with arms fully extended on the thigh.
4. All students shall wear full coverage shirts or blouses reaching the armpit area. Shirts must cover midriff area and may not have spaghetti or thin straps less than 3 inches. NO racer back cut tank tops or see-through clothing. Undergarments should not be exposed.
5. Clothing displaying profanity or inappropriate material such as off-color remarks or pictures, emblazoned with drug, alcohol or tobacco related slogans may not be worn at school.
6. Apparel displaying or suggesting violence.
7. Costume masks, face paint, disguises, and costumes are prohibited.
8. No head coverings, including, but not limited to: caps, hats, bandanas, or hoods shall be worn in the school buildings. (Exception: Knit caps may be worn outside during cold weather.)
9. Students are required to wear a PE uniform when participating in gym.
10. Sleepwear, such as bedroom slippers, pajama pants, etc. are not acceptable school attire and shall not

be worn.

11. Any apparel or accessory determined by administration to present a safety hazard for the student or the school.

****Please note dress code must be followed on special event or dress up days. ****

Please refer to Nassau County Code of Conduct for a more extensive explanation of the Dress Code.

MOMENT OF SILENCE

In accordance with HB 529, each Nassau County School shall require teachers in first period classrooms in all grades to provide one minute for a moment of silence during which students may not interfere with other students' participation. A teacher may not make suggestions as to the nature of any reflection that a student may engage in during this time.

ATTENDANCE, ABSENCES, AND TRUANCY

1. Regular attendance of the student is required by Florida School Law and is the responsibility of the parent or guardian. Regular attendance is defined as attending school for the full day of each day during which school is in session. (1003.21—1003.27)

2. **A Written Explanation is Required for EACH Absence.**

The parent is responsible for immediately submitting a written explanation when a student returns to school from an absence. (Within 48 hours— per district attendance policy)

- a. Parent notes will be accepted for student illness.
- b. Other forms of excused documentation:
 - Appointment slip or note signed by doctor or Health Department
 - Evidence that student has been out because of death in the family
 - Religious holiday
 - Official letter, subpoena, or other legal documents
 - School sponsored events
 - Administrative approved exceptional cases of family need

Unexcused Absences include but are not limited to vacations, shopping trips, extracurricular (non-school related) sports competitions.

TRUANCY

A student may be deemed truant after (i) five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month, or (ii) ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period.

Students are subject to the following actions for preventing and correcting truancy:

1. Student will be referred to the school's attendance committee.
2. Parents will be required to meet with the school attendance team to discuss the pattern of truancy and identify and implement potential remedies.
3. If attendance pattern is not resolved, the student will be referred to the Superintendent for truancy.
4. Superintendent will refer student to the District Truancy Staffing. District Truancy Staffing is conducted with representation from law enforcement, school district personnel, parent, and student. A decision may be made to file a petition in truancy court at this time.

Students must be present 30 minutes of the class period to be marked present for the day.

MAKE UP WORK

The responsibility of making arrangements for make-up work and for the completion rests solely upon the STUDENT AND PARENT. STUDENTS AND PARENTS MUST ARRANGE TO MAKE UP WORK WITHIN FIVE (5) SCHOOL DAYS AFTER RETURNING TO SCHOOL.

TARDINESS

Tardiness is disruptive to the learning environment and can have a negative impact on student achievement.

Students tardy to school will be assigned lunch detention. Upon the fifth 5 tardy to school, parents will be contacted for a conference. The third tardy will result in a detention. Continued tardiness between classes may result in disciplinary action.

LUNCHROOM

Students may bring their lunch or purchase a hot lunch, which includes milk. Students may also establish an account for purchasing extra lunch. Students will not be permitted to charge this account once it is empty. Parents may deposit money online at www.schoolcafe.com. Free and Reduced Lunch Applications are available in the front office and must be resubmitted each school year.

The school meals website for menus, free & reduced app and to put money on their account to buy extras is <https://family.titank12.com/>

TEXTBOOKS

Textbooks are the property of Nassau County School Board and are loaned to pupils attending Fernandina Beach Middle School. Parents or guardians of the student are liable for any loss, destruction, or damage to these materials or for failure of such pupil to return the materials when requested by the teacher.

COMPUTER USE

Students will have access to computers and the Internet to complete work at school. Students must sign and return a Network Acceptable Use form at the beginning of each year to get an ID and password. Students are not permitted to access prohibited websites at school or to bypass computer security measures or software. Violating these rules or the terms of the acceptable use agreement may result in loss of computer privileges. All internet activity is monitored. Damages to student issued devices will incur a fee set by the NCSD.

REPORT CARDS AND PROGRESS REPORTS

Grading Scale:

A= 90-100	Excellent
B= 80-89	Good
C= 70-79	Average
D= 60-69	Lowest Acceptable Progress
F= 0-59	Failure

Progress Reports will be provided after the first 22 days in a nine-week period. Report Cards are given out each nine weeks. Parents may check student progress at any time on the FOCUS website: <http://ncsb-portal.nassau.k12.fl.us>. Please feel free to contact your child's teacher concerning your child's performance in school. You may contact the school guidance department to make an appointment.

HONOR ROLL

Students may qualify for honor roll each nine weeks by maintaining all A's and B's as well as satisfactory in all other areas.

CLASSROOM- DISCIPLINE

FBMS students are expected to follow school-wide rules and procedures. Students are expected to Be Respectful, Be Responsible, and Be Safe. Disruptive behavior in the classroom will not be tolerated, especially if this behavior is at the expense of other children learning or being safe. School-wide positive behavior management techniques will be used at FBMS to help students choose and maintain appropriate behaviors. Level I misbehaviors will be documented with a detention form. Parents are expected to be a collaborative member of the behavioral intervention team. Parents are to sign the infraction acknowledging notification of the inappropriate behavior demonstrated at school. Continued poor behavior choices will result in consequences set forth in the school-wide behavior plan. This action may include but is not limited to parental notification, Level I infraction form, after school detention, in-school suspension and/or out of school suspension. Level II and III violations will be addressed in accordance with the Student Code of Conduct. **Students making poor behavior choices may be ineligible for extracurricular activities, school wide assemblies, field trips, or other special events sponsored by Fernandina Beach Middle**

School.

ADMINISTRATION OF MEDICATION

All medications must be prescription drugs contained in the original bottle from the pharmacy. The proper form must be completed by the parent and submitted to the office **before** any medication can be administered. Parents are responsible for delivery and pick-up of all medication. Students should not bring medication on the bus. **NO** over the counter medications can be brought to school by students.

BUS

The same policy governing a student's classroom behavior is applicable to the student's behavior on the bus. Any student misbehaving on the school bus may be suspended from riding the bus but is still required to attend school. Students are to ride the bus to which they have been assigned. Only in an emergency is this changed and a note from home is required. This note must be approved by the principal to be valid.

EXTRA-CURRICULAR ACTIVITIES

- All school rules and regulations pertain to extra-curricular activities and/or trips.
- All rules specific to any extra-curricular activity will be consistently and uniformly applied.
- Students must be counted present for the school day to participate in any extra-curricular activity including after school practice.
- Student absenteeism, tardiness and conduct are a consideration for student's participation in extracurricular activities.
- Please read and discuss these rules and regulations with your child.

ATHLETICS

FBMS students participating in athletic competition are expected to exemplify Pirate Pride both on and off the field/court. FBMS abides by all state mandated FHSAA rules. State and district mandates require students to maintain a certain GPA in order to participate in athletics. Students must also have a physical examination dated between July 1, 2022 and one day prior to their participation in practice (including try-outs). Parents must provide an original, notarized copy of the Consent and Release of Liability form for their child to participate.

PARENT/TEACHER COMMUNICATION

Regular and timely communication between parents, teachers, and students is critical for student success. Parents can access student grades, assignments, upcoming events, and much more online through FOCUS. Students will receive a letter containing specific instructions on how to activate and use FOCUS. Please contact guidance if you need assistance with your account. FOCUS is a tool designed to give parents ease of access to student progress and should be monitored frequently. **FOCUS website:** <http://focus.nassau.k12.fl.us>. At FBMS, we work hard to keep open lines of school/family communication. Should any concerns arise, please contact your child's classroom teacher first to seek resolution. Parent-teacher conferences regarding student progress are encouraged. Parent conferences are scheduled during non-student contact times. Please contact the guidance department to schedule a parent-teacher conference. **Please make sure parent contact information on your student's Emergency Card is up to date.** Download the Nassau County School District App and follow Fernandina Beach Middle School to receive messages, updates, and link to the website. The official FBMS Facebook page is also a valuable resource for parents.

WITHHOLDING DIRECTORY INFORMATION

Legal guardians have the right to request withholding of any cumulative record information for a student enrolled in Nassau County Schools. To withhold student information, please request a form from the school, complete the form, and return the form to the school ASAP. The signed form will be placed in your child's cumulative record. Such forms are valid for one school year only.

The Nassau County Secondary Code of Student Conduct is available in its entirety at www.nassau.k12.fl.us. A reference copy is also available at Fernandina Beach Middle School.