

## 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. Applications can be picked up at FBMS or the 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 themselves with proper decorum at all times. Siblings or other children may not accompany parents who are volunteering.

## 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 student contact time (8:30-3:35). 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.

## STUDENT CELL PHONE/ELECTRONICS

All cellphones need to be off, up, put away and secured in a backpack, purse, or bag during school hours unless directed by a teacher solely for educational purposes. FBMS is not responsible for replacement or recovery of any lost, damaged, misplaced, stolen, or unaccounted for cellular phones and/or headphones. If a student has a cell phone or air pods/ear buds visible on campus, they are at risk of receiving discipline.

## SCHOOL TELEPHONE

The school telephone is for school business or in case of an emergency. Should a student need to use the phone for emergency purposes, they will be directed to the phone in the front office.

## STUDENT SUPERVISION/SAFETY RULES

Student safety is our 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 8:30. Supervision is provided 30 minutes before school. (FS 232.25)
- Students are considered to be skipping class anytime they are out-of-area roaming around campus without permission.
- Students should have a pass from a teacher when out of class.
- Upon arrival to school, students are to obtain breakfast if they choose so and then report to their first period. Students are not to roam around campus before school begins. If a student is roaming campus prior to first period, they will be at risk of receiving discipline.

## 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 Main Office first thing in the morning for approval. Unfortunately, additional students on blocked busses at full capacity cannot be honored. 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.

## TIP LINE: FortifyFL <https://getfortifyfl.com/>

Students are encouraged to report suspicious or inappropriate behavior/actions to school personnel immediately. FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to the appropriate law enforcement agency and school officials.

## ATTENDANCE, ABSENCES, AND TRUANCY

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. (FS 1003.21—1003.27)

### **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) Parent notes will be accepted for student illness. 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, extra curricular (non-school related) sports competitions.
- Students must be present 30 minutes of the class period to be marked present for the day. Students leaving early from school may not attend extra-curricular athletics or dances unless they have been present through fourth period entirely.

## ADMINISTRATION OF MEDICATION

All medications must be prescription drugs contained in the original bottle from the pharmacy. The proper forms 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.

## ATHLETICS

FBMS students participating in athletic competition are expected to exemplify FBMS CREW expectations 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 current physical examination 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 and the entire FBMS Sports Packet for their child to participate.

## BELL SCHEDULE

<u>Regular Schedule</u>		<u>Wednesday Schedule</u>	
Advisory	8:35-8:55	Advisory	8:35-8:55
1st Pd	9:00-9:49	1st Pd	9:00-9:40
2nd Pd	9:52-10:40	2nd Pd	9:43-10:22
3rd Pd	10:43-11:31	3rd Pd	10:25-11:04
4th Pd	11:34-1:02	4th Pd	11:07-12:29
5th Pd	1:05-1:53	5th Pd	12:32-1:11
6th Pd	1:56-2:44	6th Pd	1:14-1:53
7th Pd	2:47-3:35	7th Pd	1:56-2:25

## **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, and will still be 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. **No notes will be accepted if a bus is blocked due to capacity limits.** The note must be approved by the principal to be valid.

## **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 in order to get an ID and password. Students are not permitted to access prohibited websites 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 computer activity is monitored.

## **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.

## **FIELD TRIPS**

Field trips provide students with educational hands-on learning experiences. **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. **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.

## **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.

## **LUNCHROOM**

Students may bring their lunch or purchase a hot lunch. Students may also establish a School Café account for lunch. Students will not be permitted to charge this account once funds are exhausted. Parents may deposit money online or apply for free & reduced priced meals at - <https://linqconnect.com> OR download the FREE app on your phone - just search Linq Connect. Free and Reduced Lunch Applications must be resubmitted each school year. Parents are welcome to eat lunch with their child at reserved tables in the Cafeteria and under the pavilion in our center courtyard only after obtaining a visitor's badge from the main office Main Office.

## **MAKE UP WORK**

The responsibility of making arrangements for make up work and for the completion rests solely upon the student and parent. Students will have the same number of days as the student was recorded absent.

## **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.

## **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. Please contact the Data Entry Operator 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. Please contact our data entry operator, Mrs. Tara Bowen, if you have any questions.

At FBMS we work to create 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 and can be scheduled during non-student contact times. Please contact the guidance department to schedule a parent-teacher conference. Please note: a parent-teacher conference is necessary prior to any administrative decision regarding schedule changes. **Please make sure parent contact information on your student's Emergency Card is up-to-date.**

## **POSITIVE BEHAVIOR INTERVENTION SERVICES (PBIS)**

FBMS students are expected to follow school-wide rules and procedures. Students are expected to be part of our CREW. Courageous, Responsible, Excel in All You Do, and Have a Winning Attitude. 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. Minor mis-behaviors will be documented on a detention form. Parents are expected to be a collaborative member of the behavioral intervention team. Parents will receive a phone call from their child's teacher each time a detention form is completed. 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, work detail, after-school detention, in-school suspension, and/or out of school suspension.

## **REPORT CARDS AND PROGRESS REPORTS**

### **Grading Scale**

A	90-100	Outstanding Progress
B	80-89	Above average Progress
C	70-79	Average Progress
D	60-69	Lowest Acceptable Progress
F	0-59	Failure

Progress Reports will be provided at the mid-point in a nine week period. Report Cards are given out each nine weeks. Please feel free to contact your child's teacher concerning academic performance. You may contact the school guidance department to make an appointment. Parents may check student progress at any time on the FOCUS website:

<https://nassau.focusschoolsoftware.com/focus/>.

## **PICK UP PROCEDURES**

All students being picked up in the afternoon shall be picked up in the designated pick up line at the front of school. For the safety of all students, parents must stay in their vehicle and proceed through the pick-up line. Students will not be allowed to traverse into the parking lot due to safety concerns. Students will not be allowed to be called out of class for early dismissal no more or less than 30 minutes prior to the last bell on any day without explicit principal approval to protect the instructional integrity of our classrooms.

## NASSAU COUNTY BELIEF STATEMENTS

We believe that:

- All people have intrinsic worth.
- All people are responsible for their actions.
- Effective relationships are developed and maintained through mutual respect, trust, and communication.
- The higher the expectations, the higher the performance.
- Everyone can learn and that life-long learning is essential for individuals and communities to thrive.
- The role of the family is critical in the moral development of an individual.
- Strength of character is essential to making quality life choices.
- The community is strengthened when the potential of each person is developed

### **Mission Statement**

**The mission of the Nassau County School District is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.**

### 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.

### FISCAL TRANSPARENCY

In accordance with 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, FBMS 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.

### STUDENT ID

Students will be issued a school ID and will be expected to have it on and visible at all times (except during PE if in a PE uniform) during school hours while on campus.

## FBMS RULES & REGULATIONS

**DESTRUCTION OF SCHOOL PROPERTY:** Students who destroy or deface school property will be held responsible for restoration of that property. Parents will be expected to make financial restitution.

**BULLYING/HARASSMENT:** Bullying means systematically and chronically inflicting physical hurt or psychological harm to one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a child or adult, that is severe and pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve, but is not limited to, unwanted teasing or taunting, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual/religious/racial harassment, public humiliation, or destruction of property.

**DISRESPECT/DEFIANCE:** 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.

### **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. 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. Still will have to dress in PE uniform for PE class. Please refer to school website for more information regarding dress code.

**FIGHTING:** Fighting or aggressive behavior towards others is prohibited.

**INTIMIDATION:** Students shall not intimidate others.

**WEAPONS, EXPLOSIVES, OR HARMFUL OBJECTS:** Students are forbidden from bringing weapons, explosives, or objects that may inflict bodily harm on school grounds or to school events. Any such item will be confiscated and student is subject to suspension and possibly expulsion. Any student inflicting injury upon another student with any weapon may be referred to the School Board for expulsion.

**PROFANITY/ABUSIVE LANGUAGE:** Students are expected to refrain from using profanity, obscene, or abusive language at school or at any school function.

**STUDENT SUPERVISION:** Students shall remain in designated areas with proper teacher supervision at all times. Students shall remain in classrooms, unless given a hall pass and permission to leave.

**FLOWERS, PLANTS, BALLOONS, ETC:** FBMS does not accept these deliveries for students as these items are prohibited on school transportation.

**FOOD AND/OR DRINKS:** Food and/or drinks, with the exception of water, are not permitted in the classrooms.

**TOBACCO PRODUCTS, DRUGS, OR ALCOHOL:** Students shall not be under the influence or in possession of tobacco, nicotine, vaping devices, alcohol, or drugs.

**STEALING:** Students shall not steal something that belongs to someone else.

## **TARDINESS**

Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Students tardy to school are at risk of receiving a detention. Tardiness to school will be excused only when a parent or guardian escorts the student to the Main Office or presents a written formal excuse from a doctor or court order. After receiving 5 tardies to school, parents will be contacted for a conference. Students arriving tardy to class during the school day will also be at risk of receiving a detention. Continued tardiness between classes may result in further disciplinary action.

## **TRUANCY**

A student may be deemed truant after five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or ten 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 MTSS Committee.
2. If attendance pattern is not resolved, the student will be referred to the Attendance Interventionist for truancy.
3. The Attendance Interventionist 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.

## **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 it to the school. Such forms are valid for one school year.

The Nassau County Secondary Code of Student Conduct is available in its entirety at <https://www.nassau.k12.fl.us/>.

## **FBMS CREW**

FBMS students are expected to be part of our Pirate CREW while on and off campus. They are expected to be courageous by being engaged in learning, asking appropriate questions, serving as a positive role model, and by saying something if they see something not appropriate and/or unsafe. They are expected to be responsible by having all materials for learning, being on time to school and class, staying engaged in learning, and holding themselves accountable for their own actions. They are expected to excel in all they do by staying actively engaged, turning in all assignments all time, and communicating concerns with teachers and staff in a respectful manner. Lastly, they are expected to have a winning attitude by showing perseverance, having a growth mindset, and continuing to try even when it's hard. We will work to build positive relationships with students and parents and ask that you play a vital role in your child's success here at FBMS. If a concern shall arise, we kindly ask that you follow procedure and reach out to our school by phone or email.



# Fernandina Beach Middle School 2023-2024 Policies & Procedures



Scan for FBMS website

Dr. Anna Crawford- Principal  
Mrs. Mandi Matricardi- Assistant Principal  
Officer Michelle Arseneau- SRO

Dr. Margaret Johnson- Guidance A-K  
TBA-Guidance L-Z



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