

# MICANOPY MIDDLE SCHOOL



STUDENT HANDBOOK  
2011-2012

## **Welcome to our school!**

This parent/student handbook is provided for the families of students at Micanopy Middle School (M.M.S.), to give you information about our school that affects your child's involvement with school. We hope that you will find it helpful. The handbook is based on the Board of Directors policy manual and the employee handbook, which are available for your review during school hours.

Micanopy Middle School is a charter school, which is defined as an independently run public school. Our sponsor is the School Board of Alachua County. M.M.S. is a non-profit 501 (3)(c) corporation, was founded in 2001 by a group of community members. Some charter schools are created to serve a particular type of student, such as special needs or at-risk students. Micanopy Middle School was created because the citizens in the vicinity of Micanopy wanted a public middle school near their homes. Under state law, the program must be secular (i.e. non-religious) and admission is open to any child regardless of race, creed or gender. An entrance lottery may be held in the event that more than 25 children have applied for any grade.

We hope that you take full advantage of the opportunities here at Micanopy Middle School. There are endless opportunities and possibilities for you to be involved in your child's education.

M.M.S. values parent involvement. In fact, part of our mission as stated below addresses parent involvement. In general, the Board of Directors has adopted policy that asks parents to:

- ✓ Ensure that students are dressed appropriately (according to dress code outlined in this handbook).
- ✓ Ensure that students are on time everyday.
- ✓ Work with school staff to solve academic and behavioral problems pertaining to their child.
- ✓ Maintain up-to-date family information at the school, especially information concerning child custody.

Micanopy Middle School also expects families to contribute volunteer hours each school year. This can be done in many ways.

### **M.M.S. Mission Statement**

Our mission, as stated in our contract with the School Board of Alachua County (SBAC) is to provide middle school students with a community-oriented educational environment that stimulates and motivates them. This environment is to be achieved by:

1. Providing a small student-staff ratio.
2. Incorporating the town of Micanopy as the classroom.
3. Using a performance based curriculum
4. Involving parents and other family members in all aspects of their child's education.

### **PICK UP & DROP OFF**

7:45 AM-8:00AM	Students arrive and greeted by teachers
2:45 PM	Students dismissed.

## **SCHOOL HOURS**

ALL Grades 8:00 AM-2: 45 PM\*

Office 7:30 AM-3:00PM

\*Classrooms open 15 minutes before official start time. Some teachers begin work during this time.

## **ACCIDENTS**

If a student has an accident while at school, an accident report form will be filled out and sent home to the parent to sign and return to school. If an accident requires immediate medical care above general first aid, the parent(s) will be notified immediately; in emergency situations the school Principal or other designee will call 911.

## **ANIMALS**

Animals are not allowed on campus without permission of the Principal.

## **ATTENDANCE/TARDINESS**

When your child is absent from school, please send in an excuse note to your student's teacher when returning to school. The office manager or designee may call absent student's homes each day to check on students.

Once a student has accumulated 7 unexcused absences within 90 days, the school will contact the family to determine how best to get the student back into school. After a student has accumulated 15 unexcused absences in a 90-day period, Micanopy Middle School considers him/her a potential truant. The Principal will discuss the problem with the parent(s)/guardian(s) in a conference, which can be a phone conference. The SBAC also monitors student absences. A form letter will be given to the school by SBAC to forward to the parent when a student has accumulated seven unexcused absences. It is the policy of the school to follow SBAC policy by forwarding this letter to the family.

A doctor's note will be required for any absence after 20 absences (either excused or unexcused) in a school year to be considered excused. Parents will be informed that their names will be sent to the State Attorney's Office/Corner Drug Store if any student is absent more than 20 days and no doctor's note is subsequently submitted.

Students are considered tardy if they come to school after the official start time. The tardy student and parent must check into the office, sign-in and receive a late pass to enter class.

## **CHECK-IN/CHECK-OUT**

While students are on campus for a school program Micanopy Middle School is responsible for their safety. This includes ensuring that the check-in/check-out procedure is closely

monitored. Authorization for someone other than the parent(s)/guardian(s) picking up a student must be on file in the office.

Anyone wishing to check out a student will be asked for ID. Students will only be released to persons listed on the student's emergency form.

Any student checking in late by a parent to sign him/her in and the student will receive a late pass to class.

### **END OF DAY DISMISSAL**

Those students attending any After-School Program (ASP) will go to the after-school employee who is checking in students. Student's safety is our first concern. Students may not go home with anyone other than the parent/ guardian unless the teacher has received notice from the parent/guardian. If you have any question please contact the office.

### **ILL STUDENTS**

Students who are ill or injured at school will be attended to immediately. All teachers are given a supply of bandages for their classroom. For minor scrapes students should wash scrape with soap and water and cover with Band-Aid. For more serious accidents or illnesses students will be escorted to the office. Depending on the student's illness or injury, the office will allow the student to lie down; an attempt to contact the parent/guardian for permission to administer medicine or pick-up will be made. The office will keep the teacher apprised of the situation.

Students on medication must inform the office and supply appropriate documentation. Aspirin and non-aspirin pain reliever are not allowed without a note from parent(s)/Guardian(s). Micanopy Middle School does not administer medication.

### **EMERGENCY PLANS**

In accordance with school policies and state laws, there shall be at least two emergency evacuation drills during the school year. Drills shall be held at unexpected times and under varying conditions to simulate the possible conditions attained in case of fire or other emergencies.

### **PHONE USAGE**

Student phone calls to home will be kept brief and only made in cases of emergency with Principals permission.

### **VISITORS**

All visitors, including parents, must sign-in at the front office.

## **INFORMATION**

Our primary way of communicating with parents will be with **newsletters**. Please read the information sent home as soon as possible. There is also a bulletin board inside the office with board agendas, board member names and telephone numbers.

## **HOMEWORK**

Micanopy Middle School recognizes that homework can be beneficial because it reinforces the skills that are taught during the school day. Homework is not intended to introduce new material that has not been covered in class.

## **FIELD TRIPS**

Teachers will utilize field trips throughout the year as a supplement to classroom learning. Students with discipline problems will not be taken on trips at the discretion of the teacher and school Principal.

Permission forms are required for all field trips. If a student does not turn in a permission form he/she will not be allowed to attend the trip.

## **STUDENT RECORDS**

Parents may have access to permanent record of their own children upon request. The office manager will be available upon request to assist parents in interpretation of data. A staff member must be with the parent while he/she looks at the folder.

## **BEHAVIOR OF STUDENTS**

Students are expected to behave in a manner that is appropriate for any public place. This makes it possible for them to feel comfortable in other situations, to know what is appropriate, and to be welcome wherever they go. If students behavior adversely effect the learning environment, the student will asked to pursue an alternative educational institution. The student may also not be accepted the following year if more than two referrals are written within the academic year.

1. Running is allowed only during P.E. not indoors or on sidewalk
2. Students should learn to use quiet voices inside.
3. Students are expected to clean up after themselves inside and out.
4. Materials and property must be handled properly at all times.
5. No violent games or play allowed.
6. Students are to be respectful to others at all times. Hurtful words are as harmful as hitting

7. If any employee has reasonable suspicion that a student has a weapon or drugs on their person, or in their belongings, the student or object may be searched for such items.
8. Students must remove all pencils, pens, etc. from their pockets before going to P.E.

### **GENERAL RULES**

1. Respect everyone.
2. Listen and follow directions the first time they are given.

### **DISCIPLINE STEPS THAT MAY BE IMPOSED**

Discipline actions shall be taken along with the infraction.

1. Verbal warning: Remind student of expected behavior.
2. Teacher will call parent: Teacher and parent will develop appropriate consequence (i.e. no recess, being sent to another classroom)
3. Referral to School Principal at which time one or more of the following may occur:
  - a. Talk with student
  - b. In-school suspension
  - c. Parent accompany student in class for 1 day
  - d. Out-of-school suspension
  - e. Other
4. Violent actions against any student may result in dismissal

### **CONCERNS/QUESTIONS/CONFERENCES**

The school principal or any other Board or Staff member receives a parent concern; the first step will be to direct the concern to the staff member involved. If that step has been taken and the parent is still not satisfied, the school Principal will meet with the parent(s) and the staff member if the concern is about an instructional issue. The last resort for the parent is to address the issue as an agenda item at a public Board of Directors meeting.

Micanopy Middle School will always take parents' concerns seriously and attempt to find satisfactory solutions for both the parent and the school.

#### **Conferences**

1. Teachers may hold conferences with their students' parents at the request of the parents or teacher.
2. The teacher should set up a sign-up schedule for the school-wide conferences at least two days before a parent conference day.
3. Conferences will not interrupt the normal instructional day.

Violence that is portrayed in the media and video games gives students the idea that violent means are acceptable in solving problems. This idea is contrary to the values that Micanopy Middle School seeks to instill. All violent images and pictures of characters that represent violence are inappropriate at school. M.M.S. requests that clothes, shoes, backpacks, lunch boxes and notebooks not portray any violent images. Micanopy Middle School works to develop in its students a sense of responsibility, respect and concern for all people and all other living things/property. M.M.S. also works to help students resolve conflicts peacefully with words. Violence is unacceptable and is not tolerated.

### **DRESS CODE FOR STUDENTS**

Student attire must be inoffensive and must not create a distraction to the learning environment. For this reason, students are also not allowed to wear tube tops, cut off shirts, midriff blouses, head gear, sunglasses, exposed underwear, pants worn below the waist or clothing promoting drugs, alcohol, tobacco, profanity, gang identification and/or sexual behavior. Belts must be buckled and shoes must be worn at all times on campus. Shorts must be long enough to reach the thumbs when standing with hands at the sides. Shoes allowable do include flip-flops and sandals. Students who are not dressed properly will have two choices:

1. Call parents to bring another outfit.
2. Turn the clothing inside out.

Tank tops will be acceptable only if shoulder straps are at least 2 inches wide. These are just two of the changes to the Alachua County Public Schools student conduct code that go into effect when students return to area classrooms.

Additionally, students must wear their pants up around the waist, and skirts, shorts, dresses and culottes must reach at least mid-thigh. Saggy or baggy pants, clothing with holes and visible midriffs, underwear, bra straps or cleavage are all considered violations to the dress code.

Final judgment will be at the discretion of the Principal.

### **MEALS**

Good manners and appropriate behavior are expected in the classroom and the dining area.

Simple rules of courteous behavior, which make for a more pleasant, relaxed lunch period, are:

- ✓ Walk in quiet, orderly manner.
- ✓ Maintain an orderly lunch line
- ✓ Leave a clean table and place the tray, paper, leftovers, napkin and silverware in the proper receptacle.
- ✓ Observe good table manners.
- ✓ Refrain from loud talking.
- ✓ Wait to be dismissed.

Micanopy Middle School participates in the Federal Free/Reduced Lunch Program. All families must fill out the free/reduced lunch form even if you think you do not qualify, since the school's ability to compete for certain grants is enhanced by this information.

**Lunch Pricing**

Regular	Reduced
\$2.25	\$.40
Extra Milk \$.50	

Lunches come with a milk and/or juice (to get juice a student must have a note from the doctor stating that the student is lactose intolerant). Students may purchase milk separately if they bring a home lunch. Students are not permitted to exchange food. No student will ever be forced to eat, but food will be offered.

Money Collection

**SCHOOL LUNCHES ARE ON A PRE-PAID BASIS**

Payments may be made in the office. Preferred payment is by check but cash is also accepted.

\* **Please make checks payable to Idylwild Elementary.**

\* **You may also pay on line at [www.mylunchmoney.com](http://www.mylunchmoney.com) (You will need your student's four digit identification number to complete this transaction.)**

Student lunch status does not carry over from year to year. It is important that you get your new free/reduced applications as soon as possible. There is a 30-day grace period for students who were in Alachua County last year and on free/reduced lunch. If applications are not in by the end of this 30 days you must pre-pay at full price until an application is filed.

**GOVERNANCE**

Board of Directors

A Board of Directors governs Micanopy Middle School. Their job is to make and review policy as well as holding the ultimate accountability in making sure Micanopy Middle School meets the terms of our Charter. Board members cannot act individually on policy or procedure matters, but only as a group during scheduled Board meetings. The Board Chairman is responsible for setting the board agendas. Board members are elected volunteers. The board meets the 3rd Thursday every month at 5:30 PM in the Cafeteria. Meeting agendas are posted at least 7 days in advance of the meeting outside the office, town hall, and the post office. All meetings are open to the public.

School Principal (Director)

The School Principal manages/leads the daily operations of the school. Duties include overseeing all operations of the school as directed by the Board of Directors.

**ORGANIZATIONS**

### SAC (School Advisory Committee)

The SAC is a group of people which includes staff, parents and community members which provide organized opportunities for parents and community members to make known ideas and concerns to the Board of Directors and the school Principal. Any interested person may attend SAC meetings. Members become voting members by attending two SAC meetings during the current school year or by completing 8 hours of volunteer work during the current school year and by two weeks prior to an election.

### PTO (Parent Teacher Organization)

All parents are encouraged to participate in the PTO. The PTO assists and promotes the link between teachers and parents through providing classroom resources, volunteers and encouragement. They also work with the school Principal in organizing fund-raisers, volunteers and events.

### **CHARTER SCHOOL DISPUTE RESOLUTION**

Disputes between the SBAC and Micanopy Middle School will be resolved as follows:

1. The persons having responsibility for implementing the Charter will write to the other party to identify the problem, propose action to correct the problem and explain reasons for the proposed action.
2. The other party will respond in writing within fifteen (15) calendar days, accepting the proposed action or offering alternative solutions(s) to the problem. A meeting of representatives of the parties may be held to reach a solution and subsequent action.
3. If the parties are unable to reach agreement. They will jointly appoint a mediator, who will meet with the parties separately and/or together to assist them in resolving the problem. The parties shall share cost of mediation equally.
4. Upon resolution of the problem, the responsible personnel from both parties will develop a joint written explanation indicating the resolution. This document will be retained with this Charter. If an amendment to the charter is necessary both parties will submit the amendment for action.
5. If all efforts at agreement within a reasonable time are unsuccessful, the parties may have recourse to their available legal remedies.

### **BIRTHDAYS**

You are welcome to send invitations for birthday parties to the school if there is an invitation for every member of the class

### **SPIRIT**

School colors are Gold and Black. The school mascot is the Mustang. Spirit day is scheduled each Friday. Students, staff and faculty members are encouraged to wear the school colors.

### **VOLUNTEERS**

Each Micanopy Middle School family is asked to contribute 8 hours of volunteer time during the school year. All volunteer hours must be recorded in the office. Upon arriving at Micanopy Middle School, please come to the office to sign-in.

### **POSSESSION/USE OF WIRELESS COMMUNICATION DEVICES**

#### **DEFINITION:**

- Wireless communication devices are defined to include portable two-way telecommunication devices, including cellular telephones, beepers, walkie-talkies, hand-held video games, personal digital assistants and other electronic devices.

#### **POSSESSION, DISPLAY AND USE**

1. Students may possess, display and use wireless communication devices before or after the instructional day.
2. To avoid classroom disruptions, students shall not display, use or activate wireless communication devices during the instructional day. The instructional day includes study halls, lunch breaks, class changes and any other non-structured activity.
3. Students are responsible to ensure that the devices are turned off and out of sight during the instructional day.
4. At school-sponsored activities, including extended day and other before and after school programs, students may activate, display or use a wireless communication device provided they do not interfere with the activity and the use conforms to directives of the school administration. Students will be disciplined for disruptive or inappropriate behavior related to possession or use of wireless communication devices.
5. The School is not responsible under any circumstances for the loss, destruction, damage and/or theft of wireless communication devices or any communication ill associated with the authorized or unauthorized se of the wireless communication devices. Students are responsible for locating such lost or stolen items.

The policy prohibits the use of other electronic devices, including video or phone cameras and audio recording equipment.

## **DISCIPLINE**

Violations will result in the following disciplinary actions:

1. A first infraction will result in the suspension of the student's right to possess that device while on school grounds for six weeks.
  - a. A written warning will be sent to the parent/guardian
  - b. For the device to be returned, this warning letter should be signed and returned to the appropriate school personnel by the parent/guardian.
2. A second infraction and the student shall forfeit his or her right to possess a wireless communication device for the rest of the school year. Also, this infraction constitutes Level III violation of the code of student conduct, typically punishable by in-school suspension or out-of-school suspension.
3. Subsequent infractions shall constitute Level IV violations of the code punishable through suspension from school.

## **Micanopy Middle School School/Parent Contract**

Micanopy Middle School is committed to meeting its responsibility for providing high-quality curriculum and instruction in a supportive and effective learning environment. The minimum goal is that children will meet the State academic performance standards, although it is expected that many students will exceed these standards and will be encouraged to do so. The Micanopy Middle School staff and Board of Directors are expected to comply with state law regarding charter schools, our charter and the Micanopy Middle School policy Manual and Employee Handbook, available for review in the school office.

### **Parent(s) and Guardian(s)**

In general, the Board of Directors has adopted policy that requires parents to:

- ✓ Ensure that student(s) are dressed appropriately according to the guidelines set in the student handbook.
- ✓ Ensure that student(s) are on time every day.
- ✓ Work with school staff to solve academic and behavioral problems pertaining to their child.
- ✓ Maintain up-to-date family information at the school, especially information concerning child custody.

In accordance with the above policy, we ask that parents:

- ✓ Attend class with your child if this is deemed necessary for disciplinary reasons by the teacher, and to come and pick the child up from school immediately if this is necessary for disciplinary reasons.
- ✓ Encourage a positive attitude about school and learning in your child.
- ✓ Read with your child, let your child see you reading and be sure your child has a library card.
- ✓ Contribute 8 volunteer hours per school year. This can be done in many ways. A volunteer survey will be sent home during the first couple weeks of school for you to fill out your volunteer interests.

### **Students:**

Must obey school rules, treat other students with respect, and cooperate with teachers and school staff.