



*"Building Enthusiasm for Learning"*

## STUDENT HANDBOOK 2019-20

**Principal:** Lewis Blessing  
**Assistant Principal:** Deborah Thomas  
**Assistant Principal:** Rebecca Shultz  
**Assistant Principal:** Stacy Stallworth  
**Dean of Students:** Dan Molinaro

**School Financial Accountant:** Amber Kristian  
**Office Secretary:** Marty McDonald and Lynn Merritt  
**Attendance & Discipline Secretary:** Cheryl Jones

**School Mailing Address:** 5789 Pimlico Drive  
Tallahassee, Florida 32309  
**Telephone:** (850) 412-8900 – **Fax:** (850) 488-9200

**Guidance Office:** Telephone: (850)412–8900 Fax: (850) 922-4848  
**Guidance Counselors:** Sonja Gitlin & Elizabeth Hirst  
**Registrar:** Lori Hager      **Clinic Nurse:** Jennifer Day, LPN

**Building Maintenance Supervisor:** Darryl Sanders

***This student handbook belongs to:***

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**HOME PHONE #** \_\_\_\_\_ **PARENT/GUARDIAN CELL PHONE #** \_\_\_\_\_

**STUDENT NUMBER** \_\_\_\_\_ **1<sup>ST</sup> PERIOD TEACHER** \_\_\_\_\_

**SCHOOL WEBSITE:** <http://www.leonschools.net/montford>

**LISTSERV:** <http://listserv.leon.k12.fl.us>

**DISTRICT WEBSITE:** <http://www.leonschools.net/site/default.aspx?PageID=1>

## **A MESSAGE FROM YOUR PRINCIPAL**

Welcome to Montford Middle School! On behalf of the faculty, staff, administration, and PTSO, it is my pleasure to welcome you. This handbook has been prepared to acquaint you with the general policies and procedures that govern our school. Students, please take the time to read this handbook with your parents.

It is our goal that you have a productive, happy, and prosperous year. Although middle school years are some of the most challenging, we are here to work with students and parents to increase student learning in a safe environment. We will also provide a smooth transition to middle school and eventually provide a smooth transition to high school. If there is anything the staff or I can do to help you at Montford, please don't hesitate to ask.

## **MISSION**

The mission of the William J. Montford, III Middle School is to establish a culture of respect and responsibility; engage students in an active, emotionally, and physically safe learning environment; model enthusiasm for and love of learning; and prepare students to contribute and to care for the community and the environment by providing opportunities to explore interests and creatively solve problems.

## **AGENDA BOOK (STUDENT HANDBOOK)**

The first agenda book is free, and the replacement cost, if lost, is \$5.00. If a student's agenda book needs to be replaced, please send your child to the front office with correct change of \$5.00.

## **ATTENDANCE POLICY**

**Attendance is taken each period. Each student must be in his/her classroom at the time designated for the beginning of each class.**

Requests for pre-excused absences must be submitted for approval three days in advance of the absence and must be for an excusable reason. The request must be in writing and with the understanding that the student bears the responsibility for getting and completing assignments. Pre-excused absences must be approved by all teachers and the principal. Pre-excused absence forms may be picked up in the main office.

If a student is absent due to illness for more than one week, the parent may wish to pick up assignments. This can be done by e-mailing the teachers or checking the school's webpage. Upon return to school, the student must contact his/her teachers to finalize work missed. If there is a particular concern, the teacher should be contacted by the parent.

The Attendance Office will determine the status of the absence based on the Leon County Attendance Policy and issue the student a pass. Students who return to school after an absence and are not in possession of a note from the parent/guardian are to report directly to their first period class. The written note must be presented to the Attendance Office no later than the **second day** of the student's return to school. Parents may also submit notes via e-mail. *Any questions in regard to attendance on the report card must be handled within one week of each nine-week grading period.*

***A student who is absent for illness more than ten days during a semester may be required to furnish medical verification for the absences to be excused. Please contact the Guidance Office to see if your child qualifies for hospital homebound.***

## **Parent Responsibility**

**Florida Statutes 1003.24 defines the responsibility of parents for the attendance of their child at school and requires parents to provide an explanation for any absence from school.**

If a student has unauthorized absences sufficient enough to jeopardize academic progress, and it is determined that the student's parent or legal guardian is at fault for the absence, in accordance to F.S. 1003.24, the procedures under Florida Statutes 1003.26 and 1003.27 shall be followed by the appropriate school personnel.

## **Excused and Unexcused Absences**

***It is the parent/guardian's responsibility to notify the school regarding the reason for a student's absence in a timely fashion.***

**Absence is nonattendance of a student at school or in an approved educational activity/field trip or program on days school is in session.**

A student who is not physically present at school or not participating in an approved school activity as defined under the compulsory school attendance law shall be counted absent and shall not be recorded as in attendance on that day.

The law allows absences for illness or medical care, death in the family, religious holidays, prearranged absences for educational purposes approved by an administrator, financial and certain other special circumstances, or insurmountable conditions. A student with an excused absence is not subject to any disciplinary or academic penalties.

**An unexcused absence takes place any time a child is out of school for reasons not recognized in the law. In these cases, the child may be subject to academic penalties.** Unexcused absenteeism sufficient enough to jeopardize academic progress at the elementary and middle school levels is defined as a student being absent without an acceptable reason five (5) times in calendar month or ten (10) times in a 90-calendar day period.

## **Types of Excused and Unexcused Absences**

### **EXCUSED**

1. Pupil's illness
2. Death in family
3. Religious holiday as approved by the district
4. Appointment with health care providers
5. Legal reasons

### **UNEXCUSED**

1. Shopping
2. Extracurricular lesson (art, music, dance, etc.)
3. Truants
4. Missed bus/overslept
5. Transportation problems

## **Absences and School-Sponsored Activities (Afternoon/Evening)**

Students absent from school, if **excused**, are allowed to participate in school-sponsored activities on that particular afternoon/evening of the absence. Students with **unexcused** absences are **NOT** allowed to participate in such events.

## TARDIES

**Tardiness is any arrival at school after the tardy bell has sounded without an approved excuse.** Likewise, students who leave school before the end of the school day have their learning interrupted. Unless the reason for leaving or late arrival is covered under Florida Statute, elementary and middle school students who are chronically tardy or leave early without an acceptable excuse more than five (5) times in a calendar month or ten (10) items in a 90-calendar day period will be subjected to action as dictated by 1003.27, F.S.

If a parent is the cause of the chronic tardiness or leaving early without an acceptable excuse, then 1003.27, F.S. shall be used to gain compliance. **Tardiness and leaving early without an acceptable excuse are seen as a form of nonattendance, which is in violation of compulsory attendance statutes.**

## TRUANCY

A **truant** is one who is not in attendance, with or without approval of the parent or other person having charge of the student, and whose absence has not been excused.

A **habitual truant** is a student who has fifteen (15) unexcused absences within ninety (90) calendar days with or without the knowledge or consent of the student's parent or legal guardian. A student's primary teacher shall report to the principal or his/her designee if the student is exhibiting a pattern of nonattendance and is a potential habitual truant because of at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reason are unknown, within a 90-calendar-day period.

**If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent, the guardian, the Superintendent or his/her designee shall refer the case to the district staff and the Child In Need of Services/Family In Need of Services (CINS/FINS) provider committee. If the child has had more than 15 unexcused absences on a 90 calendar-day period, the Superintendent or his/her designee may final a truancy petition pursuant to the procedures in F.S. 984.151.**

### Before-School Procedures

- All 6<sup>th</sup> grade students will report to the gym at 8:45 a.m.
- All 7<sup>th</sup> and 8<sup>th</sup> grade students will report to the cafeteria at 8:45 a.m.

### After-School Procedures

- All students walking, bike riders, and parent pick up students will report to their designated area for departure.
- All bus riders need to go to the bus ramp immediately after dismissal. Busses will depart on time between 4:00 p.m. – 4:10 p.m.

### Signing Students In and Out

Late students (those who report to school after 9:40 a.m.) must be signed in by a parent or guardian in the front office before receiving a pass to class.

Students can only be signed out before dismissal for **EMERGENCY** reasons which fall under the excused absence policy. No person may pick up or sign out a student other than the listed parent/guardian unless that person is listed as an emergency contact. **Please bring ID when signing out a student. Students will not be dismissed to leave campus on the basis of a phone call. They must be picked up and signed out of the front office during school hours. Additionally, the school will not call students out of class to leave early after 3:40 P.M.**

## BELL SCHEDULE

8:45	Supervision begins/Breakfast begins (no bell)
9:23	First Bell
9:30	Tardy Bell
9:30-10:32	First Period
10:37-11:29	Second Period
11:34-12:59	Third Period (Lunch included)
11:34-11:59	1 <sup>st</sup> Lunch
12:04-12:29	2 <sup>nd</sup> Lunch
12:34-12:59	3 <sup>rd</sup> Lunch
1:04-1:56	Fourth Period
2:01-2:53	Fifth Period
2:58-3:50	Sixth Period
3:50	Dismissal
4:20	Campus closed- Supervision ends

## BOOK BAGS / BACKPACKS

Students using book bags to transport materials to and from home must place the book bag in his/her hall locker before the first period tardy bell. The book bag shall remain in the hall locker until after the bell dismissing school in the afternoon. Students may retrieve book bags from lockers before going home. No bags of any kind (e.g., book bags, gym bags, etc.) will be permitted on campus during the early release/final exam days of school.

## BULLYING and HARASSMENT

1. It is the policy of Leon County Schools (LCS) that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. LCS will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
2. **Definitions**

- a. **Bullying** means systematically and chronically inflicting physical hurt or psychological distress on 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 an adult or student, that is severe or 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:
  - i) Teasing
  - ii) Social Exclusion
  - iii) Threat
  - iv) Intimidation
  - v) Stalking
  - vi) Physical violence
  - vii) Theft
  - viii) Sexual, religious, or racial harassment
  - ix) Public humiliation
  - x) Destruction of property
- b. **Harassment** means any threatening, insulting, or dehumanizing gesture, use of data, telecommunications facilities (e.g., wireless phone, text messages), or computer software or technology (e.g., email, social networking sites, blogs, web pages), or written, verbal or physical conduct directed against a student or school employee that:
  - i) Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
  - ii) Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
  - iii) Has the effect of substantially disrupting the orderly operation of a school.
- c. **Bullying and harassment also encompass:**
  - i) Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
  - ii) Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
    - (1) Incitement or coercion;
    - (2) Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
    - (3) Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.
- d. **Cyber-stalking** as defined in s. 784.048 (1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**"Bullying," "Cyber-Stalking," and "Harassment,"** (hereinafter referred to as *bullying*, as defined in Section (2). a., for the purpose of this Policy) also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee by any Board member, District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the district.

**"Hazing" (5516- The School Board of Leon County Bylaws & Policies)** activities of any type as a condition for membership and/or participation in a District club or activity or a non-district sponsored club or activity, or for acceptance by any group of students, are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other School Board employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing. No volunteer of the School District shall plan, direct, encourage, aid, condone, or engage in hazing . . . A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

#### **CAFETERIA / LUNCHROOM**

Food is prepared in the self-contained kitchen at Montford Middle School. For lunch, the cafeteria provides a choice of a regular hot lunch or a' la carte meal each day. Breakfast is served in the cafeteria from 8:45 a.m. – 9:20 a.m.

Cost for students: **BREAKFAST-\$1.00 LUNCH- \$2.25** Cost for faculty/staff/adults: **BREAKFAST- \$1.50 LUNCH- \$3.00**

Students may bring lunch from home OR purchase it from school. Each student has his/her own personal identification number (PIN) to use for all purchases in the cafeteria. **NO CHANGE WILL BE GIVEN IN THE LUNCH LINE. ALL MONEY IS CREDITED TO THE STUDENT'S ACCOUNT.**

Parents should prepay by check or cash (in the morning) or can use the online Pay Pal method. Be sure the student's full name is included somewhere on the check itself so proper credit will be given to the account. Students may NOT charge lunch except in cases of rare emergencies. The charge will ONLY be made for the plate lunch and NOT a' la carte items. The charge MUST be repaid the following school day.

**When lunchroom rules are not followed and the noise level is excessive and safety is an issue, administration will impose appropriate consequences such as but not limited to, students not being able to talk during their lunch period (silent lunch), change of seating, or lunch detentions as deemed necessary.**

#### **GENERAL LUNCHROOM RULES:**

1. Students are expected to sit in the designated area at all times.
2. Students are expected to use appropriate manners in the lunchroom
3. Students may not take any food, drinks, straws, utensils, cans, bottles, etc., from the lunchroom.
4. Students who purchase food from surrounding businesses must dispose of the food and all bags, containers, etc., before arrival on campus, unless food was purchased for breakfast or lunch and is eaten in the cafeteria at the designated breakfast or lunch times. No food may be

consumed as students are waiting for the start of the class in the morning or walking through the school walkways or hallways.

## **CHANGE OF ADDRESS**

*Whenever a family moves, parents must provide the registrar with documentation of the new address.* Frequently, a change of address also means a change of bus or bus stop and might even mean a change of schools. Having the correct address and phone number is essential, especially if a student becomes ill or is injured.

## **CLINIC**

The clinic is available for students who are too ill to remain in class or for emergency purposes. A student requiring a band aid may obtain it from his/her teacher. Before any medication may be left at the school for administration, parent permission and instructions must be provided. The parent or legal guardian shall file (with a school administrator) a dated, signed permission form (available in the main office) authorizing the school to supervise the student in self-administration of medication. All prescription and non-prescription medication must be kept in the clinic. All non-prescription medication can only be kept for five (5) calendar days *unless a physician's note is provided.*

## **COMMUNICATION**

The administration, faculty, and staff are looking forward to working with you throughout the year. If you have a question or concern, please do not hesitate to call. There are several active committees that facilitate smooth communication. We would encourage you to participate on one of these committees.

Be sure to sign-up for listserv communication: <http://listserv.leon.k12.fl.us> . ListServ electronic newsletters are distributed weekly from the administration. Please allow up to five days for faculty to respond to written communications. Phone calls will be returned within 48 hours if possible.

## **CONFERENCES (Parent/Teacher/Student)**

1. Anyone wishing a conference (parent, teacher, student, or administrator) should contact the Guidance Office (412-8900) to make an appointment.
2. If not enough conference attendees are available on that particular date, the Guidance Office will contact the requester for an alternate date.
3. Parents: if you are unable to attend, please call the Guidance Office to cancel an appointment.
4. Student's presence is required at all parent/teacher conferences unless otherwise noted.

## **DRESS CODE**

All students are expected to dress in a manner which respects the rights of all and demonstrates appropriate Montford campus attire. Parents will be called to bring appropriate attire or remove students from school should offenses occur. In the event that a parent cannot bring clothing, students will wear clothing from the school supply of appropriate clothes or will spend the day in In-school detention (ISD). Any class time missed because of improper dress is unexcused. When appropriateness of clothing is in question, the principal or designee shall make the final decision. All dress code violations will be documented, and repeated violations will result in disciplinary action. A total of three (3) violations will result in one disciplinary referral.

### **Shirts or dresses**

- No strapless tops, tube tops, halter tops, or spaghetti straps permitted, even underneath a sweater or jacket.
- No cleavage may be shown.
- The midsection must be covered when one hand is raised.

### **Pants, shorts, skirts, and dresses**

- Must be no shorter than the length of the student's arms, at the middle finger, with the arms placed by the legs with the Shoulders relaxed
- Leggings, tights and Spandex pants must be worn with a shirt, sweater, or dress that is no shorter than the length of the student's arms, at the middle finger, with the arms placed by the legs with the shoulders relaxed.
- Must not be ripped, torn, or have holes in them above the knee
- Must be worn at the waistline – no sagging

### **Shoes**

- Must be worn at all times and must be safe for any school activity in which the student will take part
- Open-toed and backless shoes are acceptable at school, but not on out-of-school activities like field trips.

### **Items NOT permitted to be worn during school hours**

- Hats, head coverings, hoods over the head, bandanas, or sunglasses in the classroom, hallways or other instructional spaces. Any item taken from a student will require that a parent or guardian retrieve it from the office. Hats not retrieved by the end of the month will be discarded.
- Bedroom clothing, slippers, see-through clothing, or skin-tight clothing

### **Attire, jewelry, and other personal possessions must NOT**

- Be sexually suggestive
- Depict drugs, tobacco, or alcoholic beverages
- Feature crude/vulgar commercial lettering, printing, or drawings
- Be indicative of gang membership

**Undergarments, including but not limited to boxer shorts, bras, camisoles, bandeaus, must not be exposed at any time.**

**Dress and grooming shall not be permitted to disrupt the teaching-learning process or school activity!**

## ELECTRONIC DEVICES / CELL PHONES

Electronic devices such as, but not limited to; pagers, cell phones, Smartwatches (if used for anything other than telling time), iPods, CD/DVD players, video games, PDA's, cameras, etc., are NOT permitted to be visible, used, or audible from the time a student steps on campus during school hours. **All the above named electronic devices are NOT permitted to be visible, used, or audible from the time a student gets off the bus or out of the car onto campus until the dismissal at the end of the school day. If these items are on display or in use, the item(s) WILL BE confiscated and HELD OVERNIGHT UNTIL THE NEXT SCHOOL DAY and will ONLY be returned to a parent/guardian. (see Class II Offense)**

## GRADING / CITIZENSHIP POLICY / SCALE

<i>Academic</i>		<i>Scholastic Citizenship</i>	
A	90-100	Outstanding Conduct	4
B	80-89	Satisfactory Conduct	3
C	70-79	Conduct Needs Improvement	2
D	60-69	Unsatisfactory Conduct	1
F	0-59		

**Citizenship Expectations and Grading Policy:** Montford Middle School believes that citizenship is a vital part of the educational experience. We have outlined below the specific behaviors we are expecting of our students when we assign citizenship grades. Should you ever have a question about your child's citizenship grade, you are encouraged to contact your child's teacher.

A student who earns a **4 (Outstanding)** as a citizenship grade consistently exhibits all or most of the following behaviors in and out of class:

- Sets an example for peers by coming to class prepared to work with a good attitude and necessary materials
- Uses agenda book effectively for daily and long-term planning
- Works to foster a sense of community by respecting all viewpoints
- Volunteers to assist teachers and classmates

A student who earns a **3 (Satisfactory)** as a citizenship grade exhibits all or most of the following behaviors in and out of class:

- Demonstrates responsibility by coming to class prepared with class materials
- Uses agenda book effectively for daily planning
- Maintains a good attitude and helps classmates when asked by the teacher
- Respects and cooperates with others during small-group activities.

A student who earns a **2 (Needs Improvement)** as a citizenship grade exhibits all or most of the following behaviors in and out of class:

- Comes to class unprepared on occasion
- Does not use agenda book on a daily basis
- Shows little motivation completing assignments
- Shows disrespect to teacher and classmates at times throughout the grading period
- Disrupts class occasionally and interrupts the learning of others

A student who earns a **1 (Unsatisfactory)** as a citizenship grade exhibits all or most of the following behaviors in and out of class:

- Comes to class unprepared frequently
- Does not use agenda book on a daily basis
- Shows disrespect to teacher and classmates
- Demonstrates dishonesty by submitting plagiarized assignments
- Disrupts class regularly and interrupts the learning of others

## OPPORTUNITY FOR IMPROVEMENT (OFI)

For minor disciplinary problems, the administration or designee may assign a student to OFI for all day or part of a day. Students will be assigned to a special classroom and will be assigned an OFI work packet to complete. Once the student has completed the assigned work packet, he/she will be able to begin working on makeup work from his/her classes. It is the student's responsibility to complete all assignments and return them to the appropriate teachers when he/she completes their time in OFI. Parent notification will be attempted prior to the student being placed in OFI. **The consequence for not cooperating or completing assignments in OFI is OSS (Out of School Suspension).**

## INTERNET USAGE

The use for the Internet is a privilege, not a right, **AND INAPPROPRIATE USE WILL RESULT IN A CANCELLATION OF THOSE PRIVILEGES.** Each individual who receives an electronic account must have a signed Internet Permission/Agreement form on file.

## LOCKERS

Each student will be assigned a hall locker and gym locker (if enrolled in PE). Hall lockers and locks are issued by 1<sup>st</sup> Period teachers. The **school** will furnish locks for each student. Students are not to share lockers, combinations, or change lockers **without** permission. Students should always make sure that their lockers are secure. Students are held accountable for returning locks to their 1<sup>st</sup> Period teachers at the end of the year.

**NOTE: All lockers remain the property of the school and are subject to search by school officials.**

## **MEDIA CENTER**

**Overdue Books** – There are no overdue book fines; however, the Montford Middle School Media Center requires that books be turned in before students participate in any field trip activity. At the end of the year, all books must be returned to the Media Center before report cards will be sent home.

**Missing Books** – Books which have been lost are expected to be paid for by the student before participation in any field trip activity. At the end of the year, all books must be returned to the Media Center before report cards will be sent home. Refunds will not be issued after replacement books have been ordered by the Media Center

**Computer Use** – Computers in the Media Center may be used at any time after 9:00 a.m. provided students have a pass specifically for computer use from their classroom teacher.

## **OUT OF ZONE STUDENTS**

Students who display inappropriate behavior, or are consistently tardy, or are in nonattendance, or remain on campus after supervision has ended will be sent back to their home zone school **AND WILL HAVE THEIR REASSIGNMENT REVOKED.**

## **PARENTS VISITING CLASSROOMS**

Parents are encouraged to observe in classrooms. Please contact the Guidance Office to arrange visitation. A minimum of 24 hours is needed in advance. Visitors must sign in and obtain a visitor tag from the front office.

## **PASSES**

The student handbook contains hall/bathroom passes. Students without passes will be considered skipping.

## **PROMOTION REQUIREMENTS**

Specific promotion requirements for each grade level can be found at the following site: [www.tandl.leon.k12.fl.us/Promotion\\_Brochures.htm](http://www.tandl.leon.k12.fl.us/Promotion_Brochures.htm)

Additionally, School Board Policy 4.15, Regular Student Progression Plan, and 4.15i, Special Pupil Progression, clearly define student progression requirements. The documents below can be found by visiting the Leon County Schools website:

**Regular Student Progression Plan**

**Promotion Brochure**

**Special Pupil Progression Plan**

## **RAINY DAY PROCEDURES**

In case of severe weather, we will follow Montford's rainy day procedures. The school resource deputy will be in contact with the Leon County Weather Center, and school administration will continually be in touch with Leon County Schools Safety and Security. Administration will keep parents posted through the MMS Listserv. Depending on the severity of the weather, all students will be restricted from moving throughout the building, which in turn, will require an adjustment to the class schedules. This decision will be made by administration accordingly.

### **Morning**

- Seventh and eighth graders will report to the cafeteria @ 8:45am.
- Sixth graders will report to the gym @ 8:45am.

### **Afternoon:**

- Teachers will keep all 6th Period students in their class until the office calls for them to be dismissed.
- Bus riders will be called when their bus arrives.
- Parent pick up students will be called to the cafeteria by the office. Bike riders and walkers will be released as weather permits.

## **RECOVERY PROGRAM**

Students who fail to pass all of their core classes may be assigned to the Grade Recovery Program (if available). Students in the 8<sup>th</sup> Grade will

have the first opportunity to attend the Grade Recovery Program. This program begins the second week of June for three weeks. The site is to be determined, and transportation is the responsibility of the parents.

### LEON COUNTY SCHOOLS 2019-2020 CALENDAR

<b>2019 - August</b>	5	Teachers Report
	5-9	Teacher Planning/Inservice Days
	12	Students Report
September	2	Labor Day Holiday (Districtwide)
	30	Fall Holiday (Districtwide)
October	11	End of First Nine Weeks
	14	Teacher Planning/Inservice Day (Students Out)
November	11	Veterans Day Holiday (Districtwide)
	25, 26, 27	Thanksgiving Holidays (Students & Teachers Out)
	28-29	Thanksgiving Holidays (Districtwide)
December	18, 19	Middle & High School Exam Days/Elementary, Middle & High Full Days
	20	Middle & High School Exam Days/Elementary, Middle & High Half Days
	20	End of Second Nine Weeks
	23-31	Winter Holidays (Districtwide)
<b>2020 - January</b>	1-3	Winter Holiday (Districtwide)
	6	District Staff & Teachers Return
	6	Teacher Planning/Inservice Day (Students Out)
	7	Students Return
	20	Martin Luther King Holiday (Districtwide)
February	17	Presidents Day Holiday (District Wide)
March	13	End of Third Nine Weeks
	16-20	Spring Break (Students & Teachers Out)
	23	Teacher Planning/Inservice Day (Students Out)
	24	Students Return
April	10	Spring Holiday (Districtwide)
May	25	Memorial Day Holiday (Districtwide)
	27, 28, 29	Middle & High School Exam Days/Elementary, Middle & High Half Days
	29	Last Day of School/End of Fourth Nine Weeks (47-day-nine weeks/94 day sem.)
June	1, 2	Teacher Planning/Inservice Days
	1	Four-Day Workweek Begins
	TBD	Teacher Inservice ESE/Reading Summer Academy
	TBD	First day of SRA and ESE Summer Services
	TBD	SRA and ESE Summer Services



July	TBD	SRA and ESE Holiday Break
	2	Fourth of July Holiday (Districtwide)
	TBD	SRA and ESE Summer Services
	30	Last Day of 4 Day Workweek

#### IMPORTANT DATES

Orientation	August 9
Open House	September 12
End of Nine Weeks	October 11, December 20, March 13, May 29
Holidays	September 2 & 30, November 11 & 25-29, January 20, February 17, April 10, May 25
1 <sup>st</sup> Semester Exams/Full Days	December 18-19
1 <sup>st</sup> Semester Exams/Early Release	December 20
Winter Break	December 23 - January 6 (Students return January 7)
Spring Break	March 16-20
Teacher Planning Days	October 14, January 6, March 23
Final Exams/Early Release	May 27-29

#### 9-WEEK GRADING PERIODS

1 <sup>st</sup> 9 Weeks	August 12 - October 11
2 <sup>nd</sup> 9 Weeks	October 15 - December 20
3 <sup>rd</sup> 9 Weeks	January 7- March 13
4 <sup>th</sup> 9 Weeks	March 24 – May 29

#### REPORT CARDS

1 <sup>st</sup> 9 Weeks	October 23
2 <sup>nd</sup> 9 Weeks	January 15
3 <sup>rd</sup> 9 Weeks	April 1
4 <sup>th</sup> 9 Weeks	June TBD depending upon EOC testing schedule

#### MID-TERM / INTERIM REPORTS

1 <sup>st</sup> 9 Weeks	September 11
2 <sup>nd</sup> 9 Weeks	November 13
3 <sup>rd</sup> 9 Weeks	February 5
4 <sup>th</sup> 9 Weeks	April 22

#### SCHOOL HOURS and SUPERVISION (SAFETY)

Students enter the building at 9:23 a.m. and exit at 3:50 p.m. unless under the supervision of a teacher or staff member. All parents/visitors must sign in at the front office. We need ALL parents to assist us with our after school safety plan. We are concerned that too many students are unsupervised from 3:50 until 5:00 p.m. and later. Please note the current rules that are in place for reasons for child safety:

- General supervision is from 8:45 a.m. to 4:20 p.m.
- School dismisses at 3:50 p.m.
- All students must go to an authorized area, bus stop, parent pick up, or a supervised after school activity by 4:00 p.m.
- Supervision is provided at the bus stop until the last bus leaves (approximately 4:00 p.m.) .
- Supervision is provided at parent pick up until 4:20 p.m. (see posted signs)
- No school child is authorized to be in an unsupervised area after 4:20 p.m.
- ALL after school activity students must be picked up by 6:00 p.m. as a condition of continued participation, unless other arrangements are made with the activity sponsor. **Parents, please work with us to ensure that all of our students are always supervised and safe.**

#### SCHEDULING

Schedule change requests will be honored only if a clearly inappropriate course assignment has been made. All such requests should be submitted by the parent in writing to the assistant principal. Requests must include the child's name, parent name, and daytime phone numbers. Academic schedules are based upon state test scores. Electives are chosen in the spring for the upcoming year.

#### SEARCH and SEIZURE

Lockers, individuals, and their belongings are subject to being searched without a warrant when the principal or his/her designee has reasonable suspicion to believe that there is a threat to the safety, health, or welfare of any person or the educational process. The use of metal detectors shall be permitted.

#### SEXUAL HARASSMENT (LCSB Policy 7.13)

All students and employees shall be allowed to learn and work in an environment free from sexual harassment. Any person who witnesses sexual harassment is required to report it to the proper authorities. Violation of the district's sexual harassment policy (Policy 1.31) may result in an in-school detention, out-of-school suspension, expulsion, or other disciplinary or criminal penalties being imposed.

Any student who believes he or she has been placed in a hostile environment or is being harassed by another student or any other person in the school, on a school bus, or while participating in a school activity may file a complaint utilizing the Student Grievance Procedure in the Code of Conduct with the

## SPORTS

Any student interested in trying out for a sport must have an updated physical covering the current year. Students who **do not** have a current physical on file **will not** be allowed to try out for the sport. Students must also have a current Activity Participation Form on file.

## TARDIES

All tardies are unexcused with the exception of student illnesses and/or appointments with a doctor or dentist.

## SCHOOL TELEPHONES and DELIVERIES

The telephone is not available to students during class time, except for emergencies as determined by the office. Arrangements for after-school activities are to be made before school begins to reduce disruptions during the school day. Messages will not be delivered to students except in *extreme emergencies*. In addition, no deliveries will be accepted for students.

## TEXTBOOKS

Students are issued textbooks in courses where appropriate. The student is responsible for maintaining textbooks in good condition. If a book is lost, payment must be made before a replacement will be issued. Damage fees will be assessed when necessary. Students will not be allowed to go on end of the year trips if any monies are due, such as, but not limited to, fines, dues, and textbooks.

## TRANSPORTATION and BUS CHANGES

**Bicycles:** A bike rack is available in front of the school. Bicycles must be secured with a lock in the bike rack upon arrival to school.

**Drop Off / Pick Up:** Parents/Guardians or others who bring students to school and/or pick them up from school in a privately owned vehicle are asked to use the parent drop off/pick up area.

**Busses:** Transportation will be provided for students who live more than two miles away from the school. Bus routes may be obtained from the Back to School section of the newspaper or by calling LCS Transportation (488-2636). Busses load and unload at the bus ramp. Students who qualify to ride a school bus must ride the bus which they are assigned. Students wishing to ride a different bus or get off at a different bus stop must bring a signed note from a parent/guardian to the front office in the morning and include phone numbers for verification.

**Transportation Changes:** Any transportation changes need to be made **prior to 3:30 p.m.** to ensure the student receives the message before dismissal.

## VISITORS

All visitors, including parents, volunteers, and mentors, must sign in at the front office and obtain a visitor pass indicating the reason for being on school grounds.

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## DISCIPLINE PLAN / STUDENT CODE OF CONDUCT

The goal of Montford Middle School is to provide a safe and caring environment where all students can learn. This discipline plan may be revised at any time during the school year. **The disciplinary action taken by the administration may deviate from this plan when appropriate.** This discipline plan will be followed for all school and school-sponsored activities.

*Please note: Montford adheres to a policy of Progressive Discipline in which the consequences escalate as the behavior or frequency of the behavior escalates. The offenses listed are not all inclusive, and a student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the principal.*

**Students assigned OSS may NOT enter ANY Leon County School property during the period of suspension.**

**During the duration of the school year, if at any time a student accumulates more than 5 disciplinary referrals, 3 assignments to In School Detention, or 2 assignments of Out of School Suspension, that student will be subject to automatic OSS for any disciplinary referrals acquired after that point, regardless of the class offense committed. Administration will make the final determination regarding consequences issued.**

### Class I Offenses

- |      |  |
|------|--|
| 1.1  | Cheating/Plagiarism  |
| 1.2  | Class, lunchroom, or assembly disruption   |
| 1.3  | Dress Code violation   |
| 1.4  | Failure to return required forms   |
| 1.5  | Failure to serve detention   |
| 1.6  | False information  |
| 1.7  | Gambling   |
| 1.8  | Gum and inappropriate items (iPods, iPads, tablets, toys, games, playing cards/action cards, CD/DVD players, fidget spinners, MP3s, speakers etc.) |
| 1.9  | Illegal organization   |
| 1.10 | Inappropriate display of affection   |
| 1.11 | Loitering  |
| 1.12 | Tardiness  |
| 1.13 | Verbal confrontations- student   |
| 1.14 | Running on school grounds  |

### Class I Consequence

- |    |  |
|----|--|
| 1) | teacher/student conference/probation             |
| 2) | teacher/administrator detention/parent contacted |
| 3) | 1 day OFI (Opportunity For Improvement)          |
| 4) | 2 days OFI                                       |
| 5) | 3 days OFI                                       |
| 6) | 4 days OFI                                       |

### Class II Offenses

- |     |  |
|-----|--|
| 2.1 | Disrespect or disobedience which results |
|-----|--|

### Class II Consequence

- |  |
|--|
| Referral, administrator/student conference, parent contacted |
|--|

	in class/school disruption (includes minor defiance)	1) 1 day OFI
2.2	Instigating or escalating conflicts	2) 3 days OFI
2.3	Horseplay/pushing and shoving	3) 1 day OSS
2.4	Directing obscene or profane language/gestures toward another student	4) 2 days OSS
2.5	Use of prohibited electronic device (including cell phones) during school hours	5) 3 days OSS
2.6	Skipping class or lunch (or leaving class without permission)	
2.7	Profanity	
2.8	Misuse of Internet (may be subject to no access for remainder of school year)	
2.9	Destruction of property/vandalism (Minor); less than \$300	
2.10	Tampering with another student's locker (including but not limited to 'dummy' locking)	
2.11	Selling of unauthorized items	

### Class III Offenses

### Class III Consequence

3.1	Dangerous or unsafe play (Including but not limited to slap boxing)	Referral, administrator/student conference, parent contacted
3.2	Defiance of authority (major)	1) 3 days OFI or 1 day OSS
3.3	Group incidents which disrupt the learning environment	2) 2 days OSS
3.4	Leaving school grounds without school authorization	3) 3 days OSS
3.5	Threats, harassment, or intimidation of another student	4) 5 days OSS
3.6	Stealing or possession of stolen merchandise (petty theft under \$300)**	
3.7	Physical altercation (no punches thrown)	
3.8	Possession of fire paraphernalia (Including but not limited to matches, lighters, or fireworks)	
3.9	Possession of weapon paraphernalia (including but not limited to bullets, clips, or holders)	
3.10	Directing racial, religious, or sexually-oriented slurs toward another student	
3.11	Entering an unauthorized area without permission	
3.12	Recording another student without permission	

**\*\*Protocol for stolen merchandise. It is the student's responsibility to report personal property missing to their teacher, school administrator, or school resource deputy (SRD) immediately. The school is not responsible for lost or stolen items.**

### Class IV Offenses

### Class IV Consequence

4.1	Destruction of property/vandalism (Major); more than \$300	Referral, administrator/student conference, parent contacted
4.2	Directing obscene or profane language/gestures to a school board employee	1) 3 days OSS
4.3	Physical aggression towards another student	2) 5 days OSS
4.4	Fighting***	3) 10 days OSS
4.5	Petty theft (over \$300 or items stolen from a school board employee)	
4.6	Voyeurism towards another student or school board employee	
4.7	Igniting fire paraphernalia (including but not limited to matches, lighters, or fireworks)	
4.8	Threats, harassment, or intimidation of a school board employee	
4.9	Offensive and/or inappropriate touching of another individual	
4.10	Cyberbullying (occurring on school grounds, bus, or any school-related activity)	
4.11	Indecent exposure	
4.12	Use or possession of tobacco products or paraphernalia (including smokeless vaporizers, electronic cigarettes, etc.)	

**\*\*\*Fighting, FIRST offense, is 10 days OSS. Administration will make the final determination as to the number of days for fighting.**

### Class V Offenses

### Class V Consequence

5.1	Aggravated behavior	Referral; SRD, Principal, parent conference; suspension, possible recommendation for expulsion, and possible arrest
5.2	Arson	
5.3	Battery	
5.4	Bomb threats	
5.5	Burglary of school board property	
5.6	Creating a hostile environment that includes harassing physical, verbal, graphic or written conduct that is sufficiently severe, pervasive or persistent as to interfere with an individual's ability to participate in or benefit from school activities. This includes all forms of sexual, racial, national origin, disability or other forms of discrimination or harassment prohibited by School Board policies.	
5.7	Criminal mischief	
5.8	Discharging of a pistol	
5.9	Inciting major student disorders	
5.10	Making false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or any Leon County School District employee	
5.11	Possession of any weapons	
5.12	Possession of firearms, including look-alike firearms	
5.13	Possession of or setting off explosives	
5.14	Possession, sale, or use of illegal drugs, including alcohol	
5.15	Robbery	
5.16	Serious threat	

- 5.17 Sexual acts
- 5.18 Strong armed robbery
- 5.19 Unjustified activation of a fire alarm system
- 5.20 Threats, harassment, or intimidation of a school board employee
- 5.21 Simple assault on a school board employee
- 5.22 Hazing

**BUS CONDUCT (Leon County School Board Policy 7.19)**

The importance of proper conduct while waiting for, boarding, riding, or leaving from a Leon County School bus cannot be overemphasized. Any behavior that distracts the bus driver instantly endangers all persons on the bus and those near the bus should an accident occur. **In the interests of safety, all students should understand and parents are urged to impress upon their children the necessity for strict compliance with the following rules:**

1. Students are to remain off of the roadway while waiting for the bus.
2. Students should get on and off the bus in an orderly manner.
3. Students are to remain seated while the bus is in motion.
4. No part of the body should ever be extended outside the bus.
5. Aisles should be kept clear at all times.
6. Conversations should take place in normal tones of voice. A sudden scream or yell is especially dangerous. The following will NOT be tolerated:
  - a. Throwing any item in or from the bus
  - b. Smoking
  - c. Crowding, pushing, shoving, etc.
  - d. Eating or drinking
  - e. Fighting
  - f. Rude or discourteous behavior to the bus driver
7. Attitudes of helpfulness and cooperation will do much to insure safe and comfortable bus transportation for all.
8. Bus notes requesting to ride a bus or a different bus must be turned in to the office by 9:45 a.m. for approval.
9. Food or drink will not be allowed on the bus ramp.
10. Be on time and stand off the roadway while waiting for the bus.
11. The driver shall have the authority to assign pupils to certain seats, if necessary, to promote order on the bus.
12. District Policy 7.08 regarding infractions requiring formal consequences will apply in all cases.
13. The above offenses and consequences apply to all students riding Leon County transportation vehicles to and from school or school sponsored activities and incorporate existing policy and procedures as they pertain to students with disabilities.
14. Parents or guardians have the right to appeal any action taken by the bus driver or the school related to bus transportation.
  - a. Driver actions may be appealed to the school principal or Director of Transportation.
  - b. School decisions shall be made by the principal or his designee. A request for review of any school decision shall be made to the school principal.
  - c. Appeals of the school principal or Transportation Director's action may be made to the appropriate area leader.
  - d. The superintendent shall be the final step in the appeal process regarding bus driver or school action unless a violation of Board Policy or Florida Statute is involved. In those cases further appeal may be made to the School Board.
15. Electronic devices are NOT PERMITTED TO BE USED while a student is riding on the bus except in case of an emergency or illness. Students who violate this rule will be subject to disciplinary action in accordance with the school's code of conduct.

**STUDENTS WHO VIOLATE BUS RULES WILL BE SUBJECT TO BOTH BUS AND SCHOOL-RELATED DISCIPLINARY ACTIONS IN ACCORDANCE WITH THE BUS AND SCHOOL'S CODE OF CONDUCT.**

VIOLATION TYPE	1st Written	2nd Written	3rd Written	4th Written	5th Written
Out of Seat	PN/warning	Parent conference and/or A.M. detention	1 day Off Bus	5 days Off Bus	Off Bus
Shouting	PN/warning	Parent conference and/or A.M. detention	1 day Off Bus	5 days Off Bus	Suspended Off Bus
Throwing Objects/ Littering	1 – 3 days off bus; admin. Final decision	1 – 3 days off bus; admin. Final decision	1-5 days Off Bus	10 days Off Bus	Suspended Off Bus
Eating/Drinking	PN/warning	Parent conference and/or A.M. detention	1 day Off Bus	3 days Off Bus	Suspended Off Bus
Foul Language	PN/warning	1-3 days Off Bus	3-5 days Off Bus	10 or more days Off Bus	Suspended Off Bus
Racial Slurs	1-3 days Off Bus	3-5 days Off Bus	3-5 days Off Bus	10 or more days Off Bus	Suspended Off Bus
Defacing Property	3-5 days Off Bus	3-5 days Off Bus	5-10 days Off Bus	10 or more days Off Bus	Suspended Off Bus
Fighting	3-5 days Off Bus	5-10 days Off Bus	Off Bus Suspension		
Threatening the Driver	3-5 days Off Bus	5-10 days Off Bus	Off Bus Suspension		

<b>Weapons</b>	Off Bus Administration Final Decision	Administration Final Decision			
<b>Drugs/Alcohol</b>	Off Bus Administration Final Decision	Administration Final Decision			

*(PN: Parent Notification/phone calls as well as conferences at school)*

*Cross Reference: Bus Drivers' Manual; ESE Student/Parent Transportation Handbook; Field Trip Manual*

### **Nondiscrimination Notification and Contact Information**

“No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Dr. Kathleen L. Rodgers, Assistant Superintendent  
Equity Coordinator (Students) and  
Title IX Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7306  
[rodgersk@leonschools.net](mailto:rodgersk@leonschools.net)

Deana McAllister, Labor and Relations  
Equity Coordinator (Employees)  
(850) 487-7207  
[mcallisterd@leonschools.net](mailto:mcallisterd@leonschools.net)

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Karin Gerold, 504 Specialist  
(850) 487-7160  
[geroldk@leonschools.net](mailto:geroldk@leonschools.net)