



2018-2019  
Parent-Student  
Handbook

## **Contact Information**

**Website** www.duvalschools.org/mayportmiddle  
**Main Office** 904-247-5977 x1102

### **Principal**

Ms. McCray, Principal mccraym@duvalschools.org x1103  
harrisa1@duvalschools.org x1103

### **Assistant Principals**

Mr. Koek, Curriculum koekc@duvalschools.org x1410  
Ms. Kent, Student Services kentj@duvalschools.org x1141

### **Dean's Office**

Ms. Ronek, Dean of Students ronekn@duvalschools.org x1110  
Ms. Gill, ISSP Teacher gillg@duvalschools.org x1121

### **School Counseling Office**

Ms. Wakefield, School Counselor wakefieldh@duvalschools.org x1192  
Ms. Taylor, School Counselor taylork2@duvalschools.org x1191  
Ms. Corbat, School Counseling Clerk corbatr@duvalschools.org x1188  
Nurse (Tuesday only) x1189

### **Exceptional Student Education Office**

Ms. Orr, EESS/FRVE x1187

### **Athletics**

Coach Chapman, Athletic Director chapmanr@duvalschools.org x1219  
Coach Duncan, Female PE duncanc1@duvalschools.org x1160  
Coach Wright, Male PE wrightd3@duvalschools.org x1159

### **School Resource Officer**

Officer Bourque bourqueS@duvalschools.org x1115

### **Cafeteria**

x1127

### **Sunrise Sharks**

Ms. Skipper skipperd@duvalschools.org x1181

### **Yearbook Sponsor**

Ms. Somday somdays@duvalschools.org x1250

**Address/Phone** If at any time your address of residence changes, it is necessary to notify the School Counseling Office with proof of change (i.e. electric bill, water bill, rental agreement) verifying your new address. Please complete a new blue card with the school to ensure that all necessary record sources are updated with your most current information. This policy also applies to changes in emergency phone number contacts.

**Authorized Areas**

Students are assigned by grade level to morning holding areas from 9:00 - 9:20 a.m.: 6<sup>th</sup> grade (lower gymnasium bleacher area), 7<sup>th</sup> grade (upper gymnasium bleacher area), & 8<sup>th</sup> grade (cafeteria area). Students desiring to eat breakfast must report directly to the cafeteria prior to entering their holding area. Once a student has entered his/her grade level holding area he/she will not be permitted to leave that assigned area to report to the cafeteria or any other desired area until escorted as a whole class by a scheduled teacher @ 9:20 a.m.

Students not reporting to their designated areas will receive consequences according to the Duval County Public School Student Code of Conduct and/or possible removal from participation in before/after school activity, at the discretion of administration/activity coach or advisor.

**Bell Schedule** 7 Period Schedule

Regular Bell Schedule

9:00-9:20	morning holding area
9:20-9:30	transition from holding area to classrooms/morning news
9:30-10:22	Mod 1
10:25-11:10	Mod 2
11:13-12:28	Mod 3
11:13-11:43	6 <sup>th</sup> Grade Lunch
11:58-12:28	7 <sup>th</sup> Grade Lunch
12:31-1:01	8 <sup>th</sup> Grade Lunch
12:31-1:46	Mod 4
1:49-2:34	Mod 5

## **EARLY RELEASE SCHEDULE 2018-2019**

9:30-10:00  
10:03-10:33  
10:36-11:36     *6th Grade lunch*     11:06 - 11:36  
11:39 - 12:39     *7th Grade lunch*     12:09-12:39  
12:42 - 1:42     *8th grade lunch*     12:42-1:12  
1:45-2:15  
2:18-2:48

### **Bicycles**

Students are permitted to ride bikes to school. They must be properly locked in the rack area of the parking lot and must wear appropriate helmet dictated by law for safety reasons.

### **Bus Passes**

Students are expected to ride their assigned bus daily. Students will not be issued bus passes to ride another bus or change bus stops except in emergency or extenuating situations. This will require a written request

formal written bus pass if approved.

### **Bus Schedules**

Bus schedules are available online or by requesting a copy through the Main Office.

### **Cafeteria**

Breakfast and lunch will be provided to all students at no charge. A la carte items will be available for students to purchase. A Student ID must be worn and scanned to receive or purchase food on the cafeteria premises.

### **Celebration Items**

MCSMS faculty understands there are many monumental moments in the lives of our students. For safety reasons, MCSMS cannot allow students to carry balloons, any flower arrangements, stuffed animals, or any other large type of celebratory item that may pose an unsafe, hazardous, or distracting environment. These items if brought on campus will have to be stored in the administration office area until the end of the school day.

### **CHAMPs**

CHAMPs is an acronym standing for Conversation, Help, Activity, Movement, and Participation. This behavior system is used schoolwide in all common areas (hallways, cafeteria, gymnasium, media center, etc.) and classroom settings. Each student will be instructed in the various CHAMP rules, rituals, and routines to guide every aspect of their daily events at Mayport Coastal Sciences Middle.

**Coastal**  
**Sciences**  
**Field Studies**

**Students must:**

\*Follow school board rules

without authorization or purpose, the student will be charged with trespassing according to the Student Code of Conduct.

**Behavior Interventions**

Parents will be provided 24 hour notice via phone and/or in writing prior to student attending the assigned discipline. A copy of the discipline referral will be available online through FOCUS upon completion of conference with Dean of Students or administrator. According to the DCPS Code of Student Conduct, it is the responsibility of the student to transfer information from the school to the parent regarding disciplinary

suspension, In School Suspension Programs, and Restorative Justice are all clearly described in the DCPS Code of Conduct. Outside of those, MCSMS also offers full day character building, conflict resolution, peer mediation, and CHAMPs enhancement workshops. Some of these interventions are in lieu of or in direct result of a formal discipline violation being processed. This will be determined by the Dean of Students or the administrator handling the student matter based upon the individual circumstances. If a parent experiences an emergency situation or extenuating circumstances resulting in the student not being able to attend assigned discipline, it is the responsibility of the parent to contact the appropriate administrator or teacher PRIOR to the time of the assigned discipline to reschedule. If the student does not attend assigned discipline, a Class II violation will occur and an increased consequence will be assigned.

**Dress Code**

The DCPS Code of Student Conduct addresses specifically what can and cannot be worn on a school campus. Students will be removed from the hallway, classroom, cafeteria, or any other setting on campus and directed to an office area for parent contact. A student is not permitted to change into a PE uniform to rectify his/her dress code infraction. If a student does not have appropriate garments or accessories to correct the dress code violation in his/her possession on campus, a parent cannot arrange for additional student garments/accessories to be delivered, or the parent cannot arrange for the student to be picked up from school, the student will be placed in In School Suspension for the remainder of the school day.

MCSMS has a zero tolerance for the wearing of bedroom shoes/slippers, any type of halter, tank, backless, or spaghetti strapped tops, and hats. Any item of clothing that is designated by a member of MCSMS faculty to be distracting due to length, tightness, showing of excessive areas of body, showing of inappropriate undergarments, or stating offensive or indecent language or messages will also be addressed immediately for





**Enrollment**  
**&**  
**Withdrawal**





leave on his/her own will, the student will not be readmitted for any reason. **All Duval County Public Code of Student Conduct behavior and dress code expectations and consequences apply.**

**Locks &  
Lockers**

Physical Education requires a \$3.00 charge for lock & locker rental. Physical Education locks & lockers are monitored through the Physical Education teachers. Students **SHOULD NOT SHARE THEIR LOCK COMBINATION** with peers at any time for any reason. It is also strongly advised that students store only his/her own personal property in his/her locker,  
Middle is

**Make-Up  
Work**

For any absence, students can be provided one day of make-up work per day of absence of class and will have the total number of days absent to complete and return work to individual teachers for full credit. It is the **RESPONSIBILITY OF THE STUDENT** to ask for, retrieve, complete, and return work for credit to the assigned teachers upon his/her return. If the absence is anticipated to last for a duration of more than a 2-3 days, it

Department at 247-5977 ext 1187 to discuss arrangements to collect and pick up missed class work so the student will not academically fall behind in content or pace.

For any absence dictated by disciplinary action (i.e. suspension), it is the



Student IDs are required for clear student identification by faculty, utilization of computers, checking out textbooks and library books, and to obtain breakfast and lunch. The ID must be visible at all times for identification and privilege reasons.

**Student Statements**

**ANY STUDENT** who feels he/she is being unjustly treated by peers and needs to report it to a School Counseling Counselor or the Dean of Students should pick up a student statement form from the School Counseling Office and return it completely filled out with details of the incident or event of concern. The School Counseling Counselor or Dean of Students will call for the student who wrote the statement at his/her first available moment and proceed with action as necessary to resolve the concern. Parent contact will be made by the School Counseling Counselor or Dean of Students. Students **ARE NOT** to sit in the School Counseling Office or Dean of Students Office to fill out the statement forms. Valuable instructional time can and will be lost in order to do so. The form can be taken out of the office and returned upon completion

**Tardiness**

Upon entering the building late to school, a student should enter the Main Office, sign the tardy board, and retrieve a pass to class. If a student does not arrive inside the classroom by the designated time for each period, the -in sheet.

violations to his/her classroom. Classroom tardy policy consequences per nine week quarter according to the Duval County Code of Student Conduct include:

Tardy #1: Warning

Tardy #2: Parent Contact, Behavior Contract

Tardy #3: Parent Contact, Detention

Tardy #4: Parent Contact, 1 day ISSP, Referral to Attendance Intervention Team

Tardy #5: Parent Contact, 2-3 days ISSP, Referral to Attendance Intervention Team

Unauthorized absence occurs when a student leaves an assigned classroom without permission from the classroom teacher or administrator as well as when a student wanders off from a structured movement line during transitional times.

**Telephone**  
**Use**

Students are not permitted to use the classroom telephone or personal cell phones during the school day. Students may request to use a telephone in the School Counseling office with a valid pass from his/her classroom