

Fruit Cove Middle School



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Master Calendar
2021-2022 School Year
Board Approved – March 9, 2021

Friday	August 6, 2021	Optional Teacher Planning Day
Monday – Friday	August 9, 10, 11, 12, 13, 2021	Teacher Pre-Planning
Monday	August 16, 2021	Students Report to Class
Monday	September 6, 2021	Labor Day – Student/Teacher Holiday
Friday	October 15, 2021	First Quarter Ends
Monday	October 18, 2021	Teacher Planning Day – Student Holiday
Thursday	November 11, 2021	Veterans Day – Student/Teacher Holiday
Wednesday - Friday	November 24-26, 2021	Thanksgiving Break – Student/Teacher Holiday
Tuesday	December 21, 2021	Second Quarter/First Semester Ends
Wednesday – Tuesday	Dec 22, 2021 – Jan. 4, 2022	Winter Break - Student/Teacher Holiday
Wednesday	January 5, 2022	Teacher Planning Day – Student Holiday
Thursday	January 6, 2022	Classes Resume for Students – Second Semester Begins
Monday	January 17, 2022	Martin Luther King Day - Student/Teacher Holiday
Monday	February 7, 2022	Teacher Inservice Day – Student Holiday
Monday	February 21, 2022	Presidents Day - Student/Teacher Holiday
Thursday	March 10, 2022	Third Quarter Ends
Friday	March 11, 2022	Teacher Planning Day – Student Holiday
Monday – Friday	March 14 -18, 2022	Spring Break - Student/Teacher Holiday
Monday	March 21, 2022	Classes Resume for Students
Friday and Monday	April 15 and 18, 2022	Holiday - Student/Teacher Holiday
Monday	May 30, 2022	Memorial Day - Student/Teacher Holiday
Thursday	June 2, 2022	Last Day for Students – Fourth Quarter Ends
Friday	June 3, 2022	Last Day for Teachers – Teacher Planning Day

All schools will be dismissed 1 hour early on Dec. 21, 2021 and June 2, 2022

All schools participate in weekly early release on Wednesdays: Middle at 12:50.

Interims Issued:	Report Cards:
September 14	October 26
November 16	January 19
February 8	March 29
April 26	June 2 * Elementary Only

FCMS Bell Schedule 2021-2022

6th Grade	7th Grade/ 8th Grade	
	Lunch time is dependent on your 4 th period teacher	
Homeroom/Period 1 7:30 – 8:16 (46)	Homeroom/Period 1 7:30 – 8:16 (46)	Homeroom/Period 1 7:30 – 8:16 (46)
Period 2 8:20 – 9:06 (46)	Period 2 8:20 – 9:06 (46)	Period 2 8:20 – 9:06 (46)
Period 3 9:10 – 9:56 (46)	Period 3 9:10 – 9:56 (46)	Period 3 9:10 – 9:56 (46)
Period 4 10:00 – 10:46 (46)	Period 4 10:00 – 10:46 (46)	1 st Lunch (w/Period 4) 10:00 – 10:30 (30)
Period 5 10:50 – 11:36 (46)	2 nd Lunch (w/Period 4) 10:50 – 11:20 (30)	Period 4 10:34 – 11:20 (46)
3 rd Lunch (w/Period 5) 11:40 – 12:10 (30)	Period 5 11:24 – 12:10 (46)	Period 5 11:24 – 12:10 (46)
Period 6 12:14 – 1:00 (46)	Period 6 12:14 – 1:00 (46)	Period 6 12:14 – 1:00 (46)
Period 7 1:04 – 1:50 (46)	Period 7 1:04 – 1:50 (46)	Period 7 1:04 – 1:50 (46)

Wednesday Schedule

6th Grade	7th Grade/ 8th Grade	
	Lunch time is dependent on your 4 th period teacher	
Homeroom/Period 1 7:30 – 8:08 (38)	Homeroom/Period 1 7:30 – 8:08 (38)	Homeroom/Period 1 7:30 – 8:08 (38)
Period 2 8:12 – 8:49 (37)	Period 2 8:12 – 8:49 (37)	Period 2 8:12 – 8:49 (37)
Period 3 8:53 – 9:30 (37)	Period 3 8:53 – 9:30 (37)	Period 3 8:53 – 9:30 (37)
Period 4 9:34 – 10:11 (37)	Period 4 9:34 – 10:11 (37)	1 st Lunch (w/Period 4) 9:34 – 10:04
Period 5 10:15 – 10:52 (37)	2 nd Lunch (w/Period 4) 10:15 – 10:45	Period 4 10:09 – 10:46 (37)
3 rd Lunch (w/Period 5) 10:56 – 11:26	Period 5 10:50 – 11:27 (37)	Period 5 10:50 – 11:27 (37)
Period 6 11:31 – 12:08 (37)	Period 6 11:31 – 12:08 (37)	Period 6 11:31 – 12:08 (37)
Period 7 12:12 – 12:50 (38)	Period 7 12:12 – 12:50 (38)	Period 7 12:12 – 12:50 (38)



Fruit Cove Middle School

Student Handbook

2021-2022



This handbook is intended as a guide for information, policies and procedures that govern the basic operation of our school. It is essential that all students know the contents and use the handbook throughout the year. Administrators, counselors, and teachers will help answer questions about this guide and/or topics, which it does not address. Rules and/or procedures set forth in this planner are subject to change due to necessary circumstances that may arise throughout the school year.

Attendance

In accordance with the Florida Compulsory School Attendance Law, F.S.232.17, the St. Johns County School District will enforce an attendance policy. Please refer to your St. Johns County Code of Conduct for updated information regarding attendance and new truancy procedures.

- Regular school attendance is a necessary part of a student's education. Excessive absences impair a student's educational progress, impacts whether the student passes or fails a grade, and may result in court proceedings and/or the loss of driving privileges. Students will be considered absent when they miss 50% of their school day, which is three or more periods of a seven-period day.
- Illness or other legitimate causes will be excused with the permission of the parent/guardian and the school principal, up to 15 days within the school year. After 15 total days of absences, **excused or unexcused, a student must have a doctor's verification for all subsequent absences due to illness.** The fact that the student's parent/guardian had knowledge of the absence does not, in and of itself, require school personnel to record the absence as an excused absence.

If a student is unable to attend school, upon returning, the parent/guardian must complete an online attendance form, to be found on the FCMS website, or submit a note from his/her parent/guardian **within 48 hours stating the date of the absence, the specific reason for the absence, and the parent/guardian's signature.** **Emails are not accepted for notes.** Students should turn in the notes to the attendance mailbox outside the front office. The fact that the student provides a note does not require the school administration to excuse the absence. The principal or designee will decide whether the absence meets the criteria for an excused absence, and that decision will be final.

Students must communicate with teachers about any class work that has been missed and assignments that need to be made-up. Classroom assignments will not be provided to students in advance of an absence.

The following reasons for absences are valid: personal illness, serious illness or death in immediate family, emergency medical or dental attention, scheduled medical or dental appointments, recognized religious holidays, and absences approved at least 5 days in advance by the principal.

The following are not excusable absences in accordance with state attendance laws: suspension, missing the school bus, pleasure trips, attendance at sports events, birthdays, or other celebrations.

Attendance and extracurricular events: Students must attend school the majority of the school day the day of an extracurricular event in order to attend the event.

Arrival and Dismissal/Checkout Procedures

School begins each day at 7:30 a.m. and ends at 1:50 p.m. (12:50 p.m. on **early release days**). Supervision of students begins at 7:10 a.m. For safety and security of our students, please do not arrive on campus until **7:10 a.m.** At 7:10 am the doors will be unlocked to allow student entry. Students are to report directly to their first period class. If a student is eating breakfast, they need to check in and drop off belongings with their first period class, first.

Early Checkout Procedures:

- Parent or guardian listed on Home Access Center (HAC) may report to front office and request student. (Valid government issued ID is required.)
- Parent or guardian signs student out on checkout sheet.
- Student will be called from class and released. Students cannot be called from class until parent/guardian is the front office.

***Early Checkout Reminder: No student checkouts within ½ hour of dismissal time. (1:20 pm; 12:20 pm on early release days.)**

Make-up work

Parents may request make-up work for students who have been absent a minimum of three days. Please allow 24 hours for work to be delivered to the front office. Students should also check Schoology for missed assignments.

Tardy to Class

It is important that students report to each class on time. Failure to do so will result in consequences according to the FCMS discipline plan.

Tardy to School

Students must be in their first period class by 7:30 a.m. or they will be considered tardy. Students are required to check in at the front office to receive a tardy pass when arriving after 7:30 a.m. Failure to bring a note with an acceptable excuse will result in an unexcused tardy. An acceptable excused tardy includes illness, doctor/dentist appointment. Oversleeping, cold or rainy weather, waiting in the student drop off line, or missing the bus are **NOT** considered excused tardies. **Excessive tardiness to school will result in disciplinary action.**

Code of Conduct

The Student Code of Conduct outlines behavior standards for all students. Students are expected to behave in a manner that contributes to a positive school environment at all times- in classrooms, in the lunchroom, in the halls, on school grounds, on buses, and at all school functions. Students are responsible for the choices they make.

Students can view a copy **St. Johns County Code of Conduct** on the SJCS website, which supports our goal for excellence at Fruit Cove Middle School. **Students and parents should read this code carefully.** Nothing in this section shall be constituted to pre-empt the authority of the principal to act contrary to statements contained herein in specific cases when, in her opinion, a student is attempting to use this code to disrupt the educational process of the order and discipline of this school. (A copy of the Student Code of Conduct is, also, available on the FCMS website homepage.)

Twice per year (at the beginning of each semester), all students will attend a behavior expectations assembly. Students will be reminded of our behavior expectations and will be encouraged to make good decisions. We will also review how to be a successful middle school student.

Behavior Expectations

FCMS Flight Plan

Fruit Cove guides students to display the 6 pillars of character. We focus our behavior expectations on the following pillars in all areas of the school and during after-school events.

	CLASSROOM	LUNCHROOM	HALLWAYS/Media Center/School Events
<u>Responsibility and Trustworthiness</u>	<ul style="list-style-type: none"> • Be on time • Take out materials • Use phone ONLY as guided by the teacher • Stay on task during group work • Ask for clarification or help, if needed • Turn in assignments • Clean up your area 	<ul style="list-style-type: none"> • Sit at your assigned table • Use your ID card when purchasing lunch • Show integrity 	<ul style="list-style-type: none"> • Move efficiently to arrive to your next location on time • Keep your phone put away • Use a pass to leave class • Maintain appropriate walking pace during transition • Use self-control • Return library books in good condition and on time
<u>Respect and Fairness</u>	<ul style="list-style-type: none"> • Go quietly to your assigned seat • Use appropriate language • Be kind to others • Use time wisely • Raise your hand • Allow others to learn • Stay seated until dismissed • Treat people fairly 	<ul style="list-style-type: none"> • Follow directions given by adults • Remain in your spot in line • Throw away trash • Use kind words and good manners 	<ul style="list-style-type: none"> • Follow directions given by adults • Respect others' space • Be polite and courteous • Use appropriate language • Be positive
<u>Citizenship and Caring</u>	<ul style="list-style-type: none"> • Greet your teachers and classmates • Have a positive attitude • Engage in your learning • Always try your best • Demonstrate good sportsmanship • Be kind • Show empathy • Express gratitude • Help people in need 	<ul style="list-style-type: none"> • Keep the school clean • Follow lunch expectations • Talk with someone new 	<ul style="list-style-type: none"> • Support a peer in need who may be lost, needs help carrying items, hold a door open • Help keep the school areas clean • Observe and follow traffic rules • Follow rules for after-school events

FCMS implements **Positive Behavior Intervention Support (PBIS)**. PBIS aims to build effective environments in which positive and appropriate behavior is recognized and rewarded. Students have the opportunity to earn **Pilot Points** that can be used to “purchase” items in the **Flyer Store**.

Discipline Plan

The vision of the FCMS Discipline Plan is to help students learn from their mistakes by utilizing restorative practices. The progression of the Discipline Plan starts over at the beginning of each semester- "**Clean Slate Policy.**"

Warning System

1. Teacher documents **first** warning, speaks to the student individually, and parent contact is made by email or phone.
2. Teacher documents **second** warning, speaks to the student individually, and parent contact is made by phone.
3. Teacher documents **third** warning. The teacher issues a lunch detention notice to the student, and in collaboration with the dean, the student will serve a lunch detention.
4. If a student earns a **fourth** warning in class, the teacher will assign a **Dean Referral**. The dean will contact the parent with the details and earned consequences.

Students who receive two or more dean referrals, two or more in-school suspension days, or a referral which results in out of school suspension, will not be eligible for positive behavior reward field trips. This policy applies to the 8th grade Washington D.C. trip. *Administration reserves the right to revoke field trip privileges and deny refunds. The "Clean Slate Policy" does not apply to the DC trip.

EXCEPTIONS: Fighting, obscenity, abusive or threatening language, property damage, skipping, overt defiance toward administration/teacher/staff or participation in any activity that is deemed dangerous to any student or any other serious violation will result in automatic referral to the Dean.

Bullying

The St. Johns County's Student Code of Conduct defines "bullying" as:...systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees and may involve: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual/religious/racial/ethnic harassment, public humiliation, destruction of property. Bullying can be 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 interferes with the individual's school performance or participation; is often characterized by an imbalance of power."

ALL students, whether they are victims or bystanders, are encouraged to report bullying incidents. Students should report incidents to any FCMS faculty or staff member or through our bullying incident form located in the Media Center. All cases of bullying should be reported immediately and will be handled in accordance with school district policy.

Cell Phones

Students may **not** use technology (cell phones/Smart Watches etc.) to talk, text, record, access apps, search the internet, email, take and/or send photos or videos, read books, or listen to music while on campus. **Unauthorized use of technology** (cell phone/Smart Watch etc.) use will result in confiscation by a school employee. Confiscated technology is subject to search. Students may receive behavior consequences for not following these guidelines. **Cell phones must be turned off during the school day and put away.** **Earbuds/AirPods:** Earbuds/AirPods should not be used at school for entertainment

activities. Ex. Listening to music.

Exceptions

- Students may use their cell phones to text or talk after they are dismissed from the last period of the day.
- **Students may use cell phones in the classroom, under the direction and supervision of the teacher, for educational activities connected to the curriculum.**
- Earbuds/AirPods may only be used, with teacher permission, when accessing technology in the classroom.

Contraband

Video cameras, recording devices, toys, laser pointers, video games and/or players, playing or trading cards, magazines (nonacademic), and TV's are not to be brought to school for any reason. **Personal cameras are not allowed on campus unless approved by administration.** Administration reserves the right to prohibit any items deemed unnecessary for the academic environment.

Profanity/Abusive Language/Materials

Profanity, including racial slurs, is not permitted at Fruit Cove Middle School. Also prohibited are the use of words, gestures, pictures, or objects that are otherwise not acceptable at school and/or upset the normal day or any school activity. The use of profanity will result in disciplinary action.

School-based Behavioral Consequences

Lunch Detention

Students assigned lunch detention will report, or be escorted, to the cafeteria to get their lunch, then will report, or be escorted to room 740 (ISS room). They will spend their 30-minute lunch in that location.

Detention

It may be necessary to keep students after school for disciplinary reasons. If this occurs, parents will be given a 24 hour notice either by phone or in writing. Students will not be kept after school for more than one hour. The teacher, dean of students, or administration will assign the day and time for detention. The detention will be held in a designated room. Parents are responsible for providing transportation from detention.

In-School Suspension (ISS)

When a student is assigned ISS, he or she is removed from the traditional classroom environment and reports to the ISS room. Parents will be notified. The student is expected to complete class assignments in the ISS room.

Suspension

The principal or a designated representative may suspend a student from school for willful disobedience, open defiance of authority, profane or obscene language, other serious misconduct, and for repeated misconduct of a less serious nature. The suspension shall be reported immediately in writing to the parent/guardian of the student. Each day a student is suspended the absence is unexcused. Suspended students will be given the opportunity to make up all work as specified in the Student Code of Conduct.

*****The Student Code of Conduct is followed re: all behavioral incidents.*****

Dress Code

Students and families should reference the SJCS D Code of Conduct Re: Dress Code to address any questions about appropriate attire for school.

Honor Code/Cheating

In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school. Cheating prepares a student for failure, and not success. By establishing the honor code, the faculty and administration of Fruit Cove Middle School indicate their commitment to work to eliminate such acts as cheating and to deal with offenses in a firm and decisive manner. Cheating involves one or more of the following:

1. Using the work of another person as your own.
2. Copying from or providing information to another student for test, examination, theme, book report, homework, class work, or term paper.
3. Preparing for cheating in advance. Such action involves:
 - a. having in your possession a copy of the test to be given or that has been given by a teacher before you take it;
 - b. having in your possession and using previously prepared answers to a test or quiz (this includes information written directly upon your person);
 - c. unauthorized use of text or notes during a test or examination;
 - d. asking or giving test information to or from another student during the test, quiz, or examination.
4. Plagiarism: Using another person's ideas, expressions or work without giving the original author credit.
5. Forging parental and/or guardian signatures.

It is not our intention to place students in a position where they can easily, and without intent, violate the honor code. Therefore, teachers will be careful to communicate to their respective classes what they expect of them while taking quizzes and tests, in completing class work, and other assignments.

Cheating may be proven against a student only under one of the following conditions:

1. A teacher or administrator personally observes an act of cheating as defined above.
2. A student admits to a teacher or administrator that he/she has committed an act of cheating.
3. Investigation by a teacher, dean, or administrator proves positive.

When a teacher determines to his/her satisfaction that an honor code violation has taken place, consequences will follow in accordance with the SJCS D code of conduct.



Grades

Home Access Center

Parents may view their student's grades and educational information via a secure password-protected website. Parents can receive their account information by visiting the front office during school hours with a photo ID. A link to the website can be found on the homepage of the FCMS website.

Report Cards and Interims

As a measure of student progress, report cards are posted in HAC four times during the school year. An interim report will also be available online through HAC (Home Access Center) halfway through each nine-week grading period, as shown on the master calendar. Parents are encouraged to contact the teacher or call the Guidance Department if there are questions regarding these reports.

Promotion

The criteria for promotion are based on the Pupil Progression Plan set forth by the St. Johns County School Board. This plan is available in the Guidance Department. Academic progress will be reported as follows.

A	90-100	Excellent
B	80-89	Good
C	70-79	Average
D	60-69	Needs Improvement
F	0-59	Failure

Athletic requirement for Fruit Cove Middle School

Being on an athletic team is a privilege. Student athletes are to be exemplars of the six pillars of character. The student athletes must follow the guidelines set by the coaches and behave appropriately at all times.

- Maintain a minimum GPA, as set by the county policy, and all passing grades.
- If a student receives a lunch detention, it is an automatic suspension of one game. Student is required to attend all games and practices during suspensions.
- If a student receives ISS, it is an automatic suspension of two games. The student will still be required to attend all the games and practices during suspension period.
- Out of school suspension means that the student is no longer able to participate for the remainder of the season.
- On game day, every athlete must attend school at least half the school day.

Guidance/Communication

Guidance Department

The guidance program at Fruit Cove Middle School is an educationally-based developmental guidance program that centers on helping students develop positive self-concepts so they can learn more effectively and efficiently. Counselors facilitate parent conferences for ELL, 504 meetings and assist in scheduling students. It is the objective of the guidance department to enhance the quality of Fruit Cove Middle School and provide a balanced guidance counselor program for all students. Students may ask a teacher to see a guidance counselor or come to the front office. Any student desiring to see the guidance counselors must first secure a written pass from his/her classroom teacher.

Parent Conferences

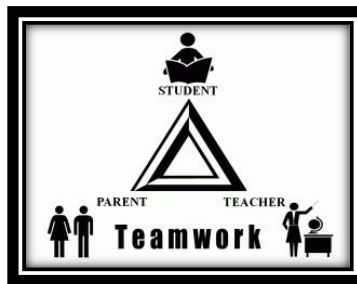
Parent-Teacher-Student conferences are encouraged and are scheduled through the student's teachers or the guidance department. For individual teacher conferences, contact the teacher. Contact the guidance department to schedule team conferences. Conferences are scheduled between 1:50 p.m. and 2:40 p.m.

Communication

Communication is vital between school and home. The FCMS website (www-fcs.stjohns.k12.fl.us) contains valuable information. "The Pilot" newsletter is emailed to families twice a month. The newsletter provides Fruit Cove families with knowledge of upcoming school, as well as, district events and community outreach programs. Morning announcements are posted on the FCMS Web page.

Schoology

Parents may view their child's educational information, including instructional resources and important dates via a secure password-protected website. Student username and password are required any time a student is asked to log on to software programs at school (HAC, Schoology and Clever).



Policies and Procedures

Bicycles

Students may ride their bikes to school under two very important conditions; (1) All bikes must be parked and **locked in** the racks provided. (2) Students may only ride their bikes through designated riding areas. Bicycles should not be left in the bike racks when school is not in session. All students are required by law to wear a bike helmet when riding bikes. Roller blades and motorized scooters are not allowed on campus.

Backpacks

Students may bring backpacks to school. Backpacks with wheels are prohibited due to safety hazards and a large number of students in the hallway.

School authorities may search student lockers, backpacks, personal property or other areas, including private vehicles, when there is reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area pursuant to Florida Statute.

Buses

The St Johns County School District Provisional Transportation Waiver Program (PTWP) extends transportation services to students assigned to district schools based on space availability and criteria.

Applying for a Bus Waiver:

- Only the Transportation Department may approve waivers
- Parents/guardians may apply for waivers
- Principals may apply for waivers on behalf of students and parents/guardians on an as needed basis
- Parents/guardians and/or principals may apply for waivers at any time
- Waiver applications are available at www.stjohns.k12.fl.us/transportation

- For emergency waivers, see the emergency waiver paragraph below

Criteria for a Bus Waiver:

- Only the Transportation Department may approve waivers
- Parents/guardians substantiate extenuating circumstances for the student, parent/guardian, and/or family
- Bus and/or buses have space availability for the student
- Student utilizes existing buses, routes, stops, and schedules only
- Student may not transfer from bus to bus
- Waivers are approved for the period requested not to exceed the school year
- For applications submitted in advance of a school year, the Transportation Department will inform parents/guardians and/or principals of approved/disapproved waivers by the start of the third full week of school
- Approved waivers are effective at the beginning of the fourth (4th) full week of school once eligible ridership is established for buses
- Parents/guardians are encouraged to make alternative transportation arrangements until when/if waiver applications are approved
- Parents/guardians are encouraged to develop contingency plans for transportation services in the event waiver applications are not approved
- The Transportation Department may suspend waivers with two (2) weeks' notice to parents/guardians due to space availability reasons
- The Transportation Department may revoke waivers for reasons outlined in the Student Code of Conduct
- The Transportation Department will register a student with approved waivers as an eligible rider for the bus or buses in Bus Planner (routing system) to ensure accountability of the student and effective communications with parents/guardians
- Parents/guardians may suspend waivers by contacting the Transportation department.
- Waivers are applicable only for the approved student, buses, routes, schedules, and stops
- "Bus passes" generated by students, parents/guardians, and/or school staff are not authorized for use on district school buses at any time

Cafeteria

- Lunch is available in the cafeteria on a daily basis.
- All food and drink must be consumed in the cafeteria. At no time is food or drink to leave the lunchroom.
- Students may not leave campus for lunch or have food delivered to the school (i.e. pizza, McDonalds, Wendy's).
- The school lunch is free for all students for the 21-22 school year. This excludes outside vendors such as Chick Fil A, Papa Johns, Zaxby's, and a la carte items.
- Parents with concerns, please contact the cafeteria manager at 547-7886
- Parents may deposit money into their child's account. They may pre-pay for school meals at www.paypams.com. The student's personal identification number is needed.
- If a student forgets his/her lunch, it may be delivered to the school by a parent/guardian. If parents drop off lunch money, it will be deposited into the student's lunch account and the student will be notified.

Clinic First Aid

- The clinic is for temporary first aid only.
- Students must have written permission in their planner to go to the clinic.
- Students may not remain in the restroom when ill; they must report to the clinic or send for assistance.
- Students should not use their cell phone to contact a parent when feeling ill. Students have permission to call their parent(s) using the phone in the clinic.

- Administration of medications during school hours is discouraged. The term “medication” includes both prescription and non-prescription medication (over the counter). All prescription and non-prescription medication administered by the nurse must be directed by a physician who has determined that a student's health and well-being requires medication during school hours. All non-prescription medication in the possession of students, not administered by the school nurse, requires written permission from the parent to the school for self-medication.
- All medication must be in the original container in which it was purchased and must be accompanied by a medication authorization form. The form is available on the FCMS website, front office, and clinic. **No medication will be administered without parent authorization.** If a student does not have an authorized form, a hand-written note will be accepted for 24 hours and the student will be given a form to return the next school day.

Dances

- Dances for middle school students will be held several times during the school year.
- Only students currently enrolled at Fruit Cove Middle School may attend. Any student involved in the fraudulent admission of a person not currently enrolled at FCMS will be subject to suspension.
- Dress code: Dress code for dances will follow the school dress code policy unless otherwise announced. If there are any changes to dress code for dances, the school administration will set the dress standards one week prior to dances.
- **In order to attend the dance, students must attend school the majority of the school day the day of the dance.**

Field Trips

Educational and reward field trips may be planned by clubs, organizations (i.e. band, NJHS) and grade levels. Students will not be allowed to attend reward field trips due to: outstanding balances, overdue/lost books, excessive (5 or more) unexcused absences during that semester. **Students who receive two or more dean referrals, two or more in-school suspension days, or a referral which results in out of school suspension, will not be eligible for positive behavior reward field trips.** *The Clean Slate policy does **not** apply to the Washington DC trip.* *Administration reserves the right to revoke field trip privileges and deny refunds.

Students must ride to and from the event on school-provided buses. 8th grade end of the year field trip: Students must ride to and from Orlando on the provided buses. No exceptions will be made due to safety protocols.

Forgotten Projects/Homework The front office will **NOT** accept and deliver forgotten homework, PE uniforms, band instruments, school supplies, or projects after 7:45 a.m. Students are responsible for bringing these items to school. Students are responsible for their own work and supplies. The only exception to this policy is lunch or lunch money.

Hall Passes

It is the student's responsibility to have a hall pass when in the hallway. Students must have their planners with them and have the following information written in the planner:

- Date and specific time
- Destination
- Teacher's signature

Internet Access

All students are required to read and understand the St. Johns County Internet Acceptable Use Policy. This policy can be found in the Student Code of Conduct and on the FCMS Website. Both the parent and the student will be required to sign an Internet Access Procedure Agreement form that will be kept

on file at the school. Violation of this policy is unethical and may result in the student's internet access privileges being revoked, district disciplinary action, and/or appropriate legal action.

Lockers

Student lockers are optional. More guidance will be given at the start of the school year on locker options. All students who want to use a locker will be assigned a student locker by their homeroom/first period teacher. Lockers are school property. Students need to provide their own combination locks, and lockers must be locked at all times. The school is not responsible for items lost or stolen from unlocked lockers or that are placed on top of the lockers. Private locks that are placed on someone else's locker or that cannot be opened will be cut off without notice. Students are not allowed to change or share lockers at any time. Any request for changes of locker assignments must be directed to administration or your teacher. The administration reserves the right to inspect the contents of any locker.

School authorities may search student lockers, backpacks, personal property or other areas, including private vehicles, when there is reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area pursuant to Florida Statute.

Lost & Found

Lost and found items such as watches, jewelry, keys, and purses will be kept at the front office. All other items will remain in the classrooms. After 30 days, unclaimed items will be donated to charity. All student belongings should be labeled with the student's name.

Make-up work

Students are responsible for obtaining and completing their make-up work. Make-up work can be found on Schoology and by students communicating with their teachers. Students have 1 day for every day they are absent to make up work.

Media Center

The Media Center is for student use. Students may check out up to three books for a two-week period. Students will be permitted to borrow additional books and materials for research or assignments as needed. The Media Center is open from 7:10 a.m. until dismissal. Students may come to the Media Center during the school day with a pass from a teacher. Students not accompanied by a teacher must sign in when they enter the media center at the check-out desk. All books not returned to the Media Center on time will incur 5 cents per day charge. Fines will cap when they reach the replacement cost of the book. Books may be renewed as many times as needed, as long as, there is not a hold on the book by another student. Failure to return items or pay fines will result in loss of Media Center privileges. Computers are available for accessing the internet for research purposes provided the student has an Internet Access Procedure Agreement form on file and complies with the St. Johns County School District Acceptable Use Policy.

Parent Chaperones

We appreciate parent/guardian volunteers for school-sponsored events. All chaperones must be approved as volunteers through the school district. Chaperones, other than school personnel, must be a parent or legal guardian of an FCMS student. Siblings are not allowed to chaperone events, nor are siblings who do not attend FCMS allowed to attend school-sponsored events. All chaperones attending events where transportation is provided by the school, either through SJC school buses or chartered buses, must ride to and from the event with FCMS students.

Parent Volunteers

FCMS loves parent volunteers. All volunteers must be approved as volunteers through the school district.

Personal Electronic Property

Students who wish to use their own personal electronic devices in school (i.e. laptop, I Pad, Kindle, Nook) must have completed a *Student Waiver for Personal Electronic Property Form*. This form can be found in the Student Code of Conduct and on the FCMS Website, and is in the student planner. Both the parent and the student must sign the form. The completed form must be signed by an administrator.

Physical Education

All students enrolled in physical education classes will dress appropriately and participate in activities unless they have medical excuses. Excuses for a day's absence will be honored with a note from a parent. Extended medical excuses will require a doctor's note.

Pupil Detention, Search and Seizure

The principal, teacher, or any other member of the staff is authorized to temporarily detain and question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of law or a regulation of the school board.

1. If at any time reasonable suspicion arises that the student is unlawfully concealing any stolen or illegal property, an alcoholic beverage, illegal drugs, or any weapons as prohibited in these regulations, a member of the instructional staff, deans, or administration may search for the presence of these items.
2. If a search of a student of his/her locker or other property reveals stolen or illegal items as prohibited by law or school board regulations, such items or items may be seized and such action taken as provided for by law and/or school board regulations.

Skateboards

Students may ride their skateboards to school. All skateboards must be stored and locked in the racks on the cafeteria patio. Students must provide their own locks. Skateboards may not be brought into the school building.

Student Accident Coverage

SJCSD provides student accident coverage for students while they are in attendance during the regular school day.

Telephone Use

Students are not allowed to use classroom telephones, personal cell phones, or any other communicating device during the school day. Students may request to use the telephone in the main office to call home if they are ill, need lunch money, or need to contact home because an after school activity has been cancelled.

Textbooks

Students will receive textbooks for appropriate subjects. Textbooks are being loaned to students and they are expected to take proper care of them. Students are encouraged to write their name in all of their textbooks in ink. Textbooks will be turned in at the end of the school year. **Students/parents must pay for lost, destroyed, or damaged instructional materials (textbooks).** *Lost/damaged textbook material sums shall be determined by the school. Failure to remit such sum may result in the satisfaction of the debit by the pupil through community service activities at the school site as determined by the principal.*