

Dr. John Long Middle School

2025 Mansfield Boulevard
Wesley Chapel, FL 33543
(813) 346-6200

STARTING/ENDING TIMES

The JLMS school day officially begins at **9:10 A.M.** and officially ends at **3:30 P.M.**



IMPORTANT NOTE

State law limits student supervision responsibilities to 30 minutes before and/or after official school times and events! At the end of the school day, all students who are not involved in official after-school activities are to depart the buildings and grounds as soon as possible. Parents must provide transportation away from the school campus for their children **NO LATER THAN 4:00 P.M.** Students need to be picked up promptly at the conclusion of all after school events, including dances, games, and performances.

EMERGENCY INFORMATION

Every parent must complete emergency card information electronically on the Parent Portal in myStudent at the beginning of the school year. After that time, if there is a change in home address, home or cell phone number, please contact the school at (813) 346-6200.

STUDENT FEES (estimated)

INSURANCE

The school board does not carry insurance to cover student accidental injury. To relieve the students and parents of a financial burden, insurance is available to all students. It is strongly suggested that all students avail themselves of the school insurance. In case of an accident, claim forms may be obtained in the Main Office.

CLINIC

The clinic is in the Main Office. Minor first aid treatment will be provided in the clinic. If the injury or illness is severe, the clinic staff will contact you to come to school to pick up your child. Every accident on the school campus or at a practice session must be reported immediately to a teacher/adult in charge and to the clinic. **Except in emergencies, students must have a signed pass by a teacher before reporting to the clinic.**



MEDICATION

Only prescribed medicine may be administered in the clinic, and it must be checked in to the Clinic Assistant *before school.* Medicine must be in the original bottle and accompanied by a note from doctor/home. **Students are not permitted to be in possession of either prescribed or over-the-counter medication while on school grounds.**

GRADES

The grading scale is as follows:

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
Below 59	F

Letter grades are given each quarter and a final grade is given at the end of the course based on the numerical average of the quarter grades. Students also receive **S** (satisfactory), **N** (needs

improvement), or U (unsatisfactory) citizenship grades.

ACADEMIC HONORS

The faculty of JLMS strives to encourage student academic success. As such we recognize two levels of academic honors: (district criteria may change after publication of this document)

A/B Honor Roll – recognizes students with As or Bs (no C's allowed)

Principal's Honor Roll – recognizes students who have an "A" in all of their classes.



GRADE REPORTING

Report cards are posted to myStudent after each quarter. Interim progress reports are posted to myStudent halfway through each quarter to indicate adjustments that students should make for improvement. Please contact your child's teachers for specific information about your child's progress.

MIDDLE SCHOOL PROMOTION REQUIREMENTS

Students in middle school must successfully pass Math, Science, Social Studies, and Language Arts **ALL** three years to be promoted to high school. **Any student receiving an F in any of the above courses will not be promoted to high school until the F course has been successfully recovered.** Students must also successfully complete a career planning course to be promoted to high school.

STUDENT ACTIVITIES

Students are encouraged to participate in student activities as long as they meet state and district eligibility requirements. Most social activities (dances, assemblies, field trips, etc.) are

incentive activities requiring passing grades and clean discipline records.

STUDENT ATTENDANCE

We encourage students to attend school every day. If a student has been absent from school, please submit electronically through the JLMS website "Report an Absence". Please refer to the **Code of Student Conduct** (located on the district website) for valid reasons for student absences. An absence will not be recorded as excused unless explanation is received within 3 school days following a student's return to school.

If the pattern of written excused notes is deemed excessive by administration, a referral will be made to the attendance committee to determine if a doctor's note will be required to excuse any future absences. Contact from an attendance committee member will be made to the parent in regards to the decision.

It is the responsibility of the student to ask for make-up work within two days upon returning from an excused absence. The teacher will not be obligated to issue make-up work after that time.

If a student is absent from school for an extended period of time, without prior approval from administration, and has not excused those absences with a doctor's note, he/she will be referred to school personnel.

If a student is absent from a class without prior approval, that student will be referred to Administration. If a student wishes to be excused from a class, a special request signed by the teacher in charge of the activity is to be presented **BEFORE** the intended absence.

JLMS has a closed campus. Once arriving on campus, a student may not leave the school grounds before dismissal time without permission from the Main Office staff.

When parents or guardians pick up a student before dismissal time, they must come to the Main Office or to the Clinic to sign the student out. ID is required. *Due to the afternoon announcements and the hectic nature of the end of the school day, please try to pick your child up before 2:45 pm unless it is an absolute emergency.*

Release of a student to someone other than a parent or guardian requires written permission from the parent and proof of ID for the person taking the student out.

DAILY ATTENDANCE

1. Attendance is taken in all classes and reported in *myStudent*.
2. Parents will receive an automated phone call if their child is marked absent.
3. All students arriving to school late or leaving early must sign in/out at the Main Office.

EXCESSIVE ABSENTEEISM

1. To monitor habitual absenteeism, students are referred to the attendance committee for one of the following reasons:
 - a. 3 consecutive days of absence;
 - b. 5 unexcused absences within a 10-day period; or
 - c. 10 unexcused absences within a 90-day period.
2. Teachers working within their academic teams monitor student attendance. Students identified as having excessive absences receive additional monitoring and encouragement from the academic team teachers.

3. The attendance committee meets regularly to discuss student attendance and the status of student referrals.
4. When a student has excessive absences for the current school year, the following interventions are employed to improve attendance:
 - a. Student is seen by a member of the attendance committee. A parent contact is made by phone or by letter.
 - b. A letter is sent to the parent and a home visit is arranged by the social worker.
 - c. If after the following interventions there is no improvement in attendance, the parent and student will be referred to a truancy intervention program.

Note: By state law, students who demonstrate a pattern of excessive absenteeism are not permitted to obtain driving permits or licenses between ages 15 – 17.

EXCUSED ABSENCES

School District policies excuse student absences for personal illness, major illness or death in the immediate family, religious holidays, and trips that are pre-arranged and approved by administration. Parents should be aware that attendance is critical to successful learning. Trips and vacations should **not** be scheduled during school time except in the most unusual of circumstances. In addition, the state testing window for end of year testing occurs during the entire month of May until the end of the school year. Trips and vacations should **not** be scheduled during this time. **It is absolutely essential that the Principal approve non-emergency student trips in advance. Parents should write letters for approval and submit**

them to administration. If prior permission has not been granted, the absence will be recorded as unexcused.



TARDINESS

All classes begin promptly. Students are expected to be in place with necessary materials, including books, paper, and pencils/pens at the start of each class. Classes are about 50 minutes in length. Students will be dismissed by the teacher at each period's end and must arrive at their next assigned location on time.



Unexcused tardies to class are monitored and subject to teacher/team consequence, including a discipline referral. Excessive tardies are referred to Administration and are dealt with as a discipline issue.

Tardies present barriers to successful achievement in school. We feel this problem can only be solved with the cooperation of parents. Our plan emphasizes this cooperation and support.

HALL PASSES

Students are not permitted outside of the classroom during class periods unless they are in possession of pass that is signed by an authorized staff member. Passes will not be issued for such reasons as a personal business, phone calls, or misplaced materials.

ELECTRONIC DEVICES

Personal Electronic devices (which include cell phones, earbuds, headphones, text messaging devices, smart watches, MP3 players, PSP'S, CD players, radios, electronic games, etc.) must be turned off during class. Personal speakers should not be brought to campus.



Students who bring WCDs to school must ensure that they remain on silent mode and completely out of view for the entire school day. Classroom teachers may also provide (and students may utilize) a cell phone storage area in their classroom. Students who are found to be in possession of an electronic device that is in view during class will have to have his/her device checked in to the back office for the remainder of the day. The student will receive a letter documenting the infraction and the device will be returned at dismissal. Upon the second infraction, the student will receive a letter documenting the infraction and will have to check his/her device into the back office for a five-day period. The third infraction will result in thirty-day phone check-in to the back office. The fourth infraction will result in the loss of phone privileges during the school day for the remainder of the year.

GUIDANCE SERVICES

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational and career information, and help with home, school, and personal problems. Any student wishing to see a counselor

should fill out a guidance request electronically at JLMS.pasco.k12.fl.us to arrange an appointment.

PARENT/TEACHER CONFERENCES

Parents are invited to confer regularly with the teachers concerning their child's progress. Parents may make arrangements for conferences by contacting the Team Leader on their child's academic team.



VISITORS

Only regularly enrolled Dr. John Long Middle School students may attend classes or visit the campus during school hours. Parents are encouraged to attend classes after receiving permission from the Main Office staff.

CAFETERIA



The Cafeteria is a place where students can enjoy lunch in a clean, wholesome atmosphere. Students are expected to behave as ladies and gentlemen at all times. The following guidelines are in effect for the Cafeteria:

- Students are to stay in a single-file line and should not save places in line for friends. Seats in the cafeteria may not be saved; seating is on a first come basis.
- Students should not purchase items for anyone other than themselves.
- Backpacks are not allowed in split lunches (B & D Lunch)

- Backpacks are not permitted in lunch line.
- Quiet talking is permitted. No yelling is allowed.
- All food and drink brought from home, as well as that purchased in the Cafeteria, is to be consumed **only** in the Cafeteria.
- Carbonated or caffeinated beverages are not sold during school hours and should not be brought from home.
- Food, candy, slushies, and drinks (**excluding bottled water**) are not permitted outside of the Cafeteria.
- Upon finishing their food and when their table is dismissed, students are expected to take all trash and garbage items to the disposal/recycle area. Students may also use the rest room at this time if given permission by an adult.
- All students are responsible for keeping their lunch area clean. Tables will be dismissed only after all of the trash has been disposed of properly.
- During lunchtime, students must stay seated unless an adult gives them permission to get up out of their seat.
- The Cafeteria Monitor will assign students who fail to comply with the Cafeteria rules separate seating. Repeated violations of the rules will result in the loss of Cafeteria privileges.

FREE/REDUCED LUNCH PROGRAM

Applications for the free and reduced lunch program are available on the Pasco County Schools Website. Students can utilize this program for both our lunches and for our breakfast program.

BREAKFAST PROGRAM



We are proud to provide our students with the opportunity to purchase breakfast every morning in the cafeteria. **Breakfast will be served approximately from 8:50 – 9:05 A.M.** Late buses are taken into account, but all other students, including car riders and walkers, must be in line at the specified time in order to receive breakfast.

ACTIVITIES & ATHLETICS

Activities and athletics are scheduled throughout the school year both during school hours and after school, and all students are urged to participate. Students who are active in athletics or other extracurricular activities often do better academically and enjoy school more. **To participate in interscholastic athletics, you MUST HAVE a 2.0 grade point average for the previous semester.**

JLMS ATHLETIC PROGRAM



Eight interscholastic sports are available to all grades during the year.

<u>SPORT</u>	<u>STARTING DATE</u>
Football	August
Volleyball	August
Girls Basketball	October
Boys Soccer	October

Boys Basketball	January
Girls Soccer	January
Track & Field	March
Cheerleading	May (prior year)

All dates are approximate. Students must turn in a current physical. Upon making the team, students must pay a \$50 team membership fee and a \$30 per-team fee for each additional team in which the student is a member.

******All athletic fees are non-refundable.**

TEAM RULES

Practice Policies

- 2 unexcused practice absences = 1 game suspension
- 3 unexcused practice absences = removal from team

School discipline problems resulting in OTS, ISS, OSS may result in game suspension(s) and/or dismissal from team.

ISS = suspension from 1 game minimum

OSS = suspension from 2 games minimum

Smoking/Drinking/Drug use = removal from team

Sportsmanship

As a JLMS athlete, you represent yourself, your family, your school, and the coaching staff. Any misconduct (yellow card, technical foul, or official complaint) will result in:

1st offense = Coach's choice (laps, game suspension, etc.)

2nd offense = suspension from team

3rd offense = removal from team

- *Grades should be maintained according to state standards throughout the year and will be checked by the Coaches periodically.*

- *The Coach, Athletic Director, or Administration may recommend the removal of any student from the team at any time.*
- *The Coach will distribute team rules for each individual team.*

**PROPERTY IDENTIFICATION,
LOST AND FOUND,
INAPPROPRIATE ITEMS**

Students are to identify all notebooks, wallets, purses, PE clothing, jackets, etc. by writing their names on them. Students who have lost items should check the Lost and Found in the Back Office during their lunch period. **Perfumes, body sprays, and aerosol sprays** are not permitted on campus or on the bus. Toys (**fidget spinners**), trading cards, etc. are inappropriate items to bring to school. Although electronic games, music players, and headsets, may be allowed on the bus, they are to be put away and out of sight once the bell rings at 9:05. If used on the bus, they may only be used by the student/owner. *School staff members are not responsible for such articles if they are lost or stolen, nor will they investigate thefts regarding such items.* Any items not picked up from lost and found by the end of each quarter will be donated to charity.

SCHOOL SPIRIT AND PRIDE

The school has a responsibility to promote patriotism and develop an understanding of our democratic process. Students are encouraged to say the Pledge of Allegiance with proper decorum and dignity. Exceptions are made for religious reasons or a written notice from a parent to exclude from participation.



The faculty and staff of Dr. John Long Middle School encourage all students

to have pride in themselves, pride in their school, and pride in caring for the school and other students.

STUDENT SAFETY & BEHAVIOR

The faculty and staff have focused on behaviors that are appropriate within the school setting and have decided on interventions that they believe are suitable when modifying student behavior. Specific expectations and methods of modifying behavior will be reviewed with students in a team or class setting. Teachers will ask for parental assistance when students exhibit inappropriate behavior.

There is never any need to resort to violence when dealing with others! Problems must be reported immediately to any adult staff member. That person will see to it that help is received. Fighting, bullying, intimidating, threatening, or harassing behavior will not be tolerated. Students who engage in such acts or encourage others to do the same will be subject to suspension and all legal authorities will be notified.



Students are **required** to report any unsafe or dangerous school activities to their teachers or other officials immediately. This includes rumors, threats, or any activity that could pose a threat to the safety of students, faculty, or staff of the school.

DISCIPLINE PLAN

The faculty and staff of Dr. John Long Middle School have the highest expectations for all of our students and have adopted the following general guidelines for dealing with disruptive students:

Warning, Contact with Parents, Lunch Detention, Time Out, Work Detail, On Team Suspension, ISS, Administrative Team Meeting, OSS.



Teachers will record warnings and time outs and will make the decision as to when to refer students for team meetings. Parents will be asked for their help, suggestions, and support in solving problems.

In schools where parents, teachers, counselors, and administrators work together to help children, misbehavior becomes of minimal concern.

TRANSPORTATION

A bus will be available to all students that live within the district zones. Bus passes will be available on myStudent once issued by the Transportation Department. Bus rules will be strictly enforced. Safety is our primary concern.



BUS BEHAVIOR

Bus safety is of utmost priority. Any action that endangers the safety of the passengers or driver will not be tolerated. These actions include, but are not limited to, fighting, possession of fireworks, and the propulsion of objects. Actions that lead to disruptions and/or are distracting to the driver, such as loud talking, eating, or being out of an assigned seat are also not allowed. Students are expected to pay attention to and cooperate with the driver at all

times. Students should always follow the **Code of Student Conduct**.



Students are to ride only their assigned bus and are to board or leave the bus only at their regular bus stop. Permission to ride buses other than one's assigned vehicle will be granted **only in cases of serious family emergency (NOT for prearranged supervision situations, social functions, parent convenience, or school projects), and then only if a parent has made written contact** with a school administrator. An "Emergency Bus Pass" may be issued by the District Transportation department and is good for one (1) trip.

WALKING TO & FROM SCHOOL

Only students who live in the neighborhoods adjacent to school are permitted to use the walkways to those areas. Students who receive rides from parents are to be dropped off and picked up only in the car loop, never in the nearby subdivisions, bus loop, the roadway leading to the school, or the side road between JLMS & WRES.



BICYCLE OPERATION

Students wishing to operate bicycles on campus must abide by a list of bicycle regulations and wear a helmet while riding anytime on school grounds, in accordance with Florida State Statute Section 316.2065(3)(D). Motorbikes or motorcycles are not permitted. Students are responsible for locking their bikes at the bike rack.



MEDIA CENTER MATERIALS

The Media Center houses and circulates books, magazines, and videos that support curriculum needs at JLMS. It also contains items that appeal to the recreational interests of the students and materials to be used in the school's silent reading program. Students may check out two items. They are asked to return them within a two-week period. Items may be renewed if they are needed for a longer period of time.



All the school media centers in Pasco County are connected via the Internet. Students may request items housed in other school media centers, should the need arise. An interlibrary loan form is available at the circulation desk in the media center.

The Media Center is open throughout the school day, and fifteen minutes before and after school.



COMPUTER USE

Media computers are used to locate media materials, prepare school reports, and search for information on classroom projects. Students are NOT allowed to use the media computers for recreational or personal reasons. Before using the computers in the media center, students must sign the *Electronic Network Use Guidance for Students Form* (located in the planner).
**Please visit the Media Center's web page for help with finding books and information.

FOCUS ON LEARNING AT ALL TIMES!

Balloons, cakes, flowers and other celebratory items should not be brought to school on the bus at any time. Additionally, these items should not be delivered to the school or to classrooms. Although students may bring their lunch from home, cakes, cupcakes and cookie cakes should not be brought in to the cafeteria at any time.

DRESS CODE

Florida Statute requires each district school board to adopt a dress code policy that prohibits a student, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

The Principal, or designee, shall determine the appropriateness of dress and appearance in accordance with the guidelines distributed by the school, school board policy, and guidelines contained herein. The Principal, or designee, will make the decision if a student's appearance meets school and community standards. The Principal's decision on the appropriateness of dress is final as long as it does not contradict official district policy listed herein or elsewhere.

These guidelines are in effect while on any District School Board of Pasco County school or campus, at any school function or on any school-sponsored transportation.

- Students must wear clothing that has fabric in the front, back and on the sides (under the arms) and shoes
- Shirts and dresses must have fabric in the front, back and on the sides (under the arms)

- Shirts must have straps and extend to the waist
- Clothing must cover undergarments (this includes straps and waistbands)
- Fabric covering chests, genitals and buttocks must be opaque
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop and other activities where unique hazards exist
- Specialized courses may require specialized attire, such as sports uniforms or safety gear

The following types of clothing, items, accessories, and apparel are considered inappropriate for school environment:

- Any clothing that exposes underwear, body parts and/or skin in an indecent or vulgar manner
- Any clothing that substantially disrupts the school environment or causes safety concerns
- Any clothing that depicts profanity, drugs, or alcohol, violent images, or vulgarity in any form
- Any clothing that depicts sexually implicit or explicit images
- Any clothing that depicts gang-related images, indicates gang affiliation or antisocial group affiliation
- Wallet chains, spiked jewelry, dog collars or similar items
- Slippers or similar shoes
- Pajamas or costumes (unless approved by school administration for special events, etc.)
- Hats, bandanas, or head coverings (unless preapproved administratively for medical, religious reasons and/or for special school activities)

Students in violation of the dress code:

- Will be required to change into appropriate clothing, contacting the parent/guardian as needed
- Students may be required to remain in the front office until the above

condition is met per Principal or designee discretion

- May receive a discipline referral and receive consequences as appropriate for repeated breaches of the policy

ESCHOOL CLASSES

Due to extremely limited availability for students to take eSchool classes on campus (for classes not offered at JLMS), parents should not rely or plan on supervision for eSchool students after on campus class concludes. All students can start their school day after 2nd period or end their school day after 5th period to take online class at home.