

**Lake Asbury Junior High**  
**2015 - 2016**



**Student Handbook**

**LAKE ASBURY JUNIOR HIGH SCHOOL**

**2851 Sandridge Road  
Green Cove Spring, Florida 32043  
291-5582**

**STUDENT HANDBOOK AND PLANNER  
2015-2016**

**COLORS: GARNET AND GOLD  
MASCOT: TIGER**

**Becky Murphy – Principal  
Rodney Ivey – Vice Principal  
Carolyn Ayers – Assistant Principal**

**Erika Bishop, Ellen Suedkamp  
Guidance Counselors**

**Daily Rotation**

<u>1</u>	<u>6</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>
1	6	5	4	3	2
2	1	6	5	4	3
3	2	1	6	5	4
4	3	2	1	6	5
5	4	3	2	1	6
6	5	4	3	2	1

**Bell Schedule**

<b>1<sup>st</sup> Hour</b>	9:30-10:20
<b>2<sup>nd</sup> Hour</b>	10:24-11:14
<b>3<sup>rd</sup> Hour</b>	11:18-1:00
<b>A Lunch</b>	11:18-11:48
<b>B Lunch</b>	11:42-12:12
<b>C Lunch</b>	12:06-12:36
<b>D Lunch</b>	12:30-1:00
<b>4<sup>th</sup> Hour</b>	1:04-1:54
<b>5<sup>th</sup> Hour</b>	1:58-2:48
<b>6<sup>th</sup> Hour</b>	2:52-3:42

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**ATTENDANCE** – Research shows that the single greatest factor contributing to student achievement is school attendance. Students will be able to make up assignments, but class discussion and clarification is missed. School attendance is the responsibility of parents and students. LAJH will encourage regular attendance, maintain attendance records, and follow reporting procedures set up by the county and state legislature. Regular attendance is required between the ages of 6-16 (with certain exceptions outlined in Florida Statutes Chapter 232) and is the responsibility of the parent. Students have the responsibility to provide the school with adequate documentation indicating the reason for an absence.

Attendance at school is to be encouraged. Perfect attendance certificates for students who have been neither absent nor tardy during the school year are available for issuance to students.

### **ABSENCE PROCEDURES –**

1. A written note from parents is required upon returning to school.
2. The note must contain the following information:
  - a. Student's name
  - b. Date
  - c. Date(s) of absence
  - d. Reason for absence
  - e. Home or work phone # of parent/guardian
  - f. Parent/Guardian signature
3. A blank form is available for your use at [laj.oneclay.net](http://laj.oneclay.net) under the 'more' tab, then click parent links. Scroll down to the bottom of the page and select 'printable excuse note'.
4. These notes are to be brought to the Front Office within three (3) school days following the return of the student to school.
5. The school has the authority to require a doctor's note for excessive or prolonged absences.

### **Types of Absence**

- **Excused Absence** – The principal has administrative discretion in cases of excessive absences to reject a written note and consider the absence as unexcused when absences are seriously impacting academic progress, with the exception of sickness, injury or insurmountable conditions.
- **Permitted Absence** – The absence was with the knowledge and consent of the principal. Parents should write a letter to the Principal for approval one week prior to the absence. The student will carry this letter to each teacher, who will then assign make-up work. All assignments are due upon the first day of the student's return.
- **Unexcused Absence** – all absences other than excused or permitted will be considered unexcused.
  - The absence was without the parent/guardian's knowledge, consent or connivance.
  - Permission for the absence was requested but denied by the principal.

- No written statement of the absence from the parent/guardian has been received by the school explaining the reason for the absence within 3 school days.

Students with five (5) or more unexcused absences in a calendar month or ten (10) or more unexcused absences within a 90 calendar day period must be referred to the School's Attendance Team.

### **Make-Up Work Policy**

1. Work missed during absences must be made up. The student will be allowed 2 days per absence to complete make-up assignments.
2. For an unexcused absence, the teacher has the authority to decide whether or not to count the make-up work.
3. Tests, exams, or major projects assigned prior to unexcused absences, shall be accepted for credit.

### **ATHLETIC INFORMATION** – Sports offered at LAJH included the following:

1. Fall Sports – Volleyball, Football, and Flag Football.
2. Winter Sports – Boys' and Girls' Soccer, Boys' and Girls' Basketball and Wrestling.
3. Spring Sports – Baseball, Fast-Pitch Softball, and Track.

#### Physicals

- Physicals are valid for a year after the date signed by the doctor.
- Athletes trying out for Sports must have their **physical and consent forms** turned into the athletic director or coach at LAJH before they are able to participate. Please keep a copy for your personal records.

#### Financing of the Sports Programs

- Though the county has provided us with our basic needs in order to start our sporting programs, there are many items that our programs need that Athletics will have to purchase. We are a self-funded program. Athletics will not receive money to run our programs; therefore we will have to raise our own funds through fundraisers and donations.
- Student Athletes will be required to participate in fundraisers.

A mandatory 2.0 GPA is required for participation in sports. More specific requirements for each of the school activities will be given to the student by the sponsors.

**BULLYING and HARASSMENT** – Any bullying or harassment behavior should be reported to a teacher, guidance or an administrator immediately. Students should be very careful with the way they speak to and treat others. Gossiping, especially when congregating with friends, can cause a great deal of damage. Also, pushing, shoving, and general horseplay may seem fun and innocent to you, but can develop into serious problems. Bullying and harassment will be treated VERY SERIOUSLY and will be grounds for disciplinary action.

**BUS PASSES** – Bus passes are given only when it is necessary to ride a bus that is different than the one assigned. Requests for bus passes must be turned into the office at the beginning of the day.

**CAFETERIA** – Students who are eligible can participate in the Free and Reduced Lunch program. Applications are available through the Records secretary. Prepayments into the account of the student may be made in the cafeteria from 9:15 to 9:30 or on-line. You can add funds to your child's lunch account electronically by signing up on the MyNutrikids website. Please note that only credit card or debit card payments will be credited immediately to your child's account. E-checks may take up to a week to clear and the money will not be put into your child's account until the E-check does clear. Students may pay cash for lunch daily at a cost of \$2.10 [this includes milk]. Students may also purchase water for \$1.00. We also offer a la carte items. You can go to our website for additional information on our website at: <http://oneclay.net/food-service/> Breakfast costs \$1.25. Reduced Breakfast .30 and Reduced Lunch .40. Students who forget their lunch money will not go hungry - they may request a vegetable and milk for their lunch.

#### **Lunch Procedures**

1. Teachers will accompany students to the cafeteria door and wait with the class until they are admitted to the cafeteria.
2. Students must enter the cafeteria in an orderly manner – no running.
3. Students buying lunch or other food items should line up in three straight lines – one student behind another. No skipping the line. Students who are not buying lunch should go immediately to their seats.
4. Once seated, students should remain seated at their tables until told to clear the table or until an adult comes to dismiss them.
5. Students may use the cafeteria restrooms using the passes along the wall.
6. Any throwing of food or other items, or any misbehavior in line or at the tables will result in disciplinary action.
7. Student may talk in a quiet voice and stop talking immediately when an adult speaks on the microphone or raises their hand for quiet.
8. Student must clean up around their tables before leaving. Report students who leave a mess at the table.
9. Student must push their chair under the table to make it easier for others to get in and out of the area.
10. Student must wait until their section is dismissed by an adult, and then leave quickly and quietly. Remember that there are classes in session when you are going to and from the cafeteria.
11. Do not take food or drinks out of the cafeteria.

**CELL PHONE/WIRELESS COMMUNICATION DEVICES**– Students may possess a phone/wireless communication while the student is on school property or in attendance at a school function for after-hour usage. **Cell phones may not be used at any time during the school hours unless a teacher gives specific permission.** They are to

be **turned off and out of sight.** Failure to follow this policy will result in disciplinary action of 1 day in ISS. Repeated offense will result in progressive discipline.

**CHECK POLICY –**

- Your checks are welcome!
- We accept checks under the following conditions: If your check is returned or rejected for any reason, you expressly authorize your account to be electronically debited for the amount of the check plus a processing fee of \$25.00 or the maximum amount allowed by law. The use of check for payment is your acknowledgment and acceptance of this policy and its terms and conditions.
- Insuracheck 866-268-0030.

**CLINIC –** The clinic is open to students who become ill at school, receive an injury or need to take prescribed medication. Students must have a pass from their teacher to be admitted in the clinic. Any student with health problems will need a letter on file stating the problem. Students who need to take medication during the day must leave it with the school nurse in the clinic. The nurse will give the student a pass to come to the clinic at the appropriate time to take their medication. **UNDER NO CIRCUMSTANCES IS A STUDENT TO BE IN POSSESSION OF PRESCRIPTION OR OVER THE COUNTER MEDICATIONS DURING THE SCHOOL DAY OR AT A SCHOOL FUNCTION.**

The clinic does not provide medication, INCLUDING ASPIRIN.

**Infectious Disease Control Procedures –** In order to safeguard the school community from the spread of certain communicable diseases, the Clay County School District follows the recommendations provided by the Florida Department of Health and the Clay County Health Department.

**CODE OF STUDENT CONDUCT -** All students will be instructed in the content of the Code of Conduct and will be held accountable for violations of the Code. The Code of Conduct is located on-line at our website under the student and parent tab. If you are unable to view this, you may request a printed copy of the 2015-2016 Student Code of Conduct.

**COMMUNICATION –** Parents are encouraged to complete the e-mail transmission of student information form. This allows you to communicate with teachers via e-mail.

**DISCIPLINE –** Lake Asbury Junior High does utilize corporal punishment as a consequence in discipline referral actions. Corporal punishment is only administered after parent contact, discussion and permission given.

**DRESS CODE –**

- All students shall be properly groomed and attired when on school property or participating in school activities. Outfits should be tailored in such a manner that because of fit, design, color, texture, or inadequate coverage of the body does not create a classroom or school disruption as determined by the administration.
- Students who are dressed inappropriately for school in the opinion of an administrator or designee may be required to change into appropriate clothing.

Time missed from class as a result of a dress code violation will not be excused. Continued violation of the dress code will result in disciplinary action. A good rule of thumb: If there is any question about whether an outfit would be acceptable, choose another. The policy of student attire includes, but is not limited to, the following:

- To ensure the dress and personal appearance of students positively reflects the high standards of our students, our families, our schools, and our community; the following guidelines have been established:

### **Permitted Apparel**

- Outfits are to be tailored in such a manner so as not to expose the body while in normal activity.
- Shorts, dresses or skirts should be **3 inches above the knee or longer**. If leggings are worn, then the top MUST be the proper length of 3 inches above the knee or longer.
- Pants and shorts should be worn at the waistline without the necessity of support whether a shirt is tucked in or out and fastened at the top closure. Belts will be buckled at all times if worn.
- Jeans/pants that have frays/holes above the knee must have something underneath them, such as leggings that cover the skin, so as not to expose skin or undergarments.
- Shirts must cover the shoulder and not expose undergarments in any manner or the midriff.
- The neckline of a shirt must limit exposure of the body.
- Footwear, other than bedroom slippers, must be worn at all times.

### **Non-Permitted Apparel**

- Apparel with off-color remarks, pictures, or emblazoned with drug, alcohol or tobacco related slogans.
- Apparel displaying violent imagery.
- Apparel that is deemed to be tight fitting, such as yoga pants, spandex skirts/dresses, leggings without proper length top, cheer shorts, etc. **YOGA Pants are not acceptable attire for school.**
- Sleepwear, such as bedroom slippers, pajamas, etc.
- Tank tops, halter tops, tube tops, spaghetti straps, mesh/see-through shirts.
- Muscle shirts
- Hats, hoods, bandannas, and caps are not to be worn in class unless approved by the administration or for special events.



- Any apparel or accessory deemed by administration to present a safety hazard for the student or the school.

Teachers and other school personnel are responsible for sending students to the school administration for dress code violations. Administrators will determine if the student is in violation of the school policies and be responsible for the discipline process. The discipline process is defined as follows:

**1<sup>st</sup> Offense:** Parent/guardian notified and the student will be given the following options:

- Change the clothing item that violated the school policy by:
  - Using clothing items that belong to the student (ex.: gym clothes, other personal garments, etc.);
  - Ask parent/guardian to bring approved garment(s);
  - Be issued a school approved garment (ex.: school shirt, gym clothes, plain shirt and/or pants, shorts or athletic gear).
- If the student refuses to take any of the options, they are placed in ISS for the remainder of the day and issued a referral for “failure to follow school rules.”

**2<sup>nd</sup> Offense:** Parent/guardian will be notified and a discipline referral will be issued. In addition, the student will be required to change the clothing using the options listed above. The student may also be assigned a school determined discipline (ex.: work detail, after school detention, conferencing with student, ISS for remainder of the day).

**3<sup>rd</sup> Offense:** Parent/guardian will be notified and a discipline referral will be issued. In addition, the student will be required to change clothing using the options listed above. The student will be assigned ISS for **1 day** or given another consequence deemed appropriate by the administration.

**4<sup>th</sup> and Future Offenses:** Parent/guardian will be notified and a discipline referral will be issued. In addition, the student will be required to change the clothing using the options listed above. The student will be assigned ISS for **2 days** or given another consequence as deemed appropriate by the administration, including **OSS**. A parent conference is required.

**EARLY CHECK-OUT** – Parents checking their child out of school, for any reason, must report to the front office; the office will then call the student out of class. An ID must be presented to check a student out. No student will be released to an adult if they are not on the Contact List taken from the Emergency and Medical Information card. Last check out of the day is 3:30.

**EXTRACURRICULAR ACTIVITIES** – Participation in extra-curricular activities is a student's own choosing: therefore, sportsmanship, exemplary behavior and academic performance will be expected.

Students will not be allowed to attend school functions under the following circumstances:

1. If the student owes money for a lost or damaged textbook or library book.
  2. If a student receives more than two Level II discipline referrals within two months prior to the activity.
  3. If a student has any Level III or Level IV discipline referrals.
  4. If the student has not met the other requirements that may be designated by the sponsor of the event.
  5. If a child is serving OSS
- **FIELD TRIPS, DANCES, and ACTIVITIES** – These extra-curricular activities are planned from time to time depending on sponsor, chaperone, student and parent cooperation for the activity. Students participating in authorized school-sponsored activities before or after regular school hours must be under the immediate supervision of a member of the school staff at all times. **However, the school does not assume responsibility beyond 30 minutes before or after a school sponsored activity, as provided in Florida Statutes 232.25.** Parents are expected to be there to pick up their child when the activity is over.

**EXTRA CURRICULAR ACTIVITIES –**

- Technology Students of America (TSA)
- Fellowship of Christian Athletes (FCA)
- National Junior Honor Society (NJHS)
- Academic Club and Math Club
- Future Farmers of America (FFA)
- Fishing

**ELECTRONIC DEVICES** – Electronic devices such as, but not limited to, radios, iPods, CD players, electronic games, etc...are not permitted on school grounds or buses. Items taken up by the teacher will be sent to the administration and student may face disciplinary action. The school is not responsible for any item of value that is unrelated to the educational process that is stolen or lost.

**FOOD AND DRINK** – Food and drinks of any kind are not allowed in classrooms unless designated by the teacher. Selling candy, gum or any other items on school grounds is not allowed.

## **Grades**

The grading scale is as follows:

A = 90-100	Conduct Grades
B = 80-89	O – Outstanding
C = 70-79	S – Satisfactory
D = 60-69	N – Needs Improvement
F = 59 and below	U – Unacceptable

**HALL PASSES** – Students should not be out of class without a pass signed by a teacher. Students must also sign out of the classroom before leaving and must have the teacher’s permission.

**HOMEWORK** – Homework is a separate activity to be completed at home as assigned. It will be counted as no more than 20% of the total grade for each class.

**LOCKERS** – Students must rent a locker and lock for \$4.00. Lockers or combinations should not be shared. Each student is responsible for the contents of their locker. No personal locks can be used. All locks must be rented from the school.

**LOST AND FOUND** – The school assumes no responsibility for lost articles. All articles which are found should be taken to the front office. Articles left unclaimed will be donated to charity at the end of each nine weeks.

## **MEDIA CENTER –**

1. The media center will be open from 8:20 until school begins unless there is a meeting.
2. Students must do school related activities while in the media center.
3. Students are responsible for the books they check out and will be required to pay for any lost or damaged books.

**NON-EDUCATIONAL MATERIALS** – Items such as, but not limited to, skateboards, playing cards, cameras, laser pointers, squirt guns, radios, fireworks, computer games, tape recorders, iPods, CD players or other electronic devices are not to be brought to school. Items taken up by the teacher will be sent to the administration and student may face disciplinary action. The school is not responsible for any item of value that is unrelated to the educational process that is stolen or lost.

**PHYSICAL CONTACT BETWEEN STUDENTS** – Physical conduct between students is limited to holding hands. Hugging and kissing are not allowed while on school property, this includes before and after school. Students who are involved in fighting or other aggressive physical contact may be subject to one or more of the following consequences: suspension, arrest, expulsion or placement at Bannerman Learning Center. Florida state statutes also state that corporal punishment is allowed. However, if the need to administer such punishment becomes necessary, the parent/guardian would be notified before hand. Corporal punishment would only be administered by a school administrator.

**PARENT/TEACHER CONFERENCES** – In the event you would like to schedule a conference with your child’s teacher, you may do so through Mrs. Percival at 291-5582. Conferences will be set for Mondays, Wednesdays and Fridays between 8:20-9:00 am.

**PROFANITY** – Profanity will be interpreted as any profane, vulgar, or unnecessarily crude utterance or gesture. Such instances will be referred to the appropriate administrator for disciplinary action.

**RESPECT** – All students are expected to show respect for themselves and others. Students who are disrespectful to adults and other students will face disciplinary action. Profanity, name-calling, racial or ethnic slurs of any kind are not tolerated and could result in suspension from school. Specific clothing, activities, handshakes or other symbols of gang activity will not be allowed at any time on school property. **Bullying, threats or intimidation will not be tolerated.**

**TARDIES** – Being on time for classes is necessary for learning to begin. Punctuality will be expected of students throughout their educational and professional career. Therefore, if students are not in their classrooms when the bell rings, they are considered tardy. Disciplinary action such as after school detention and/or loss of extracurricular activity participation will take place for excessive or intentional tardiness.

Tardies will be handled using the following system:

First Offense – Warning

Second Offense – Parent contacted

Third Offense – Teacher initiated consequence

Fourth & Subsequent Offenses – Discipline Referral

**TARDIES TO SCHOOL** – In the event a student is late getting to school, the parent must either sign the student in or send a note stating the reason for the tardy.

Otherwise, the tardy will be marked as unexcused. All students must check in at the front office when they are tardy to school. They will then be given a pass to class.

**TELEPHONES** – Students are to use the telephone in the Front Office only. Emergency telephone messages may be delivered to students through the Front Office. Students are not allowed to use their cell phones for phone calls or texting. Use of cell phone will result in In-School Suspension (ISS).

**TEXTBOOKS** – **Books that are misplaced, damaged or lost must be accounted for financially.** Students are responsible for all books issued to them. It is to their advantage to see that ALL books are covered upon issue. The good care given to texts will result in little need of paying fines. **Failure to pay for lost or damaged books may result in suspension from participation in extracurricular activities or repayment of the debt by the pupil through community service activities at the school site as determined by the administration.**

**VIDEOTAPING OF STUDENTS** – Taking photographs or videos by any means whatsoever on school property or while on school transportation is prohibited. The only exceptions to this prohibition are:

1. Taking photos for reproduction in a school sponsored publication.
2. Taking photos during a school sponsored event, sporting event, awards ceremony or other school sponsored activity or function at which photography is allowed and the photographs or video are images of activities which are reasonably considered part of the activity or event.
3. Taking photographs with the permission of the school administration.

Publication on any internet site of any photographs, videos or images taken in violation of the prohibitions listed above is strictly prohibited, will be deemed disruptive to the order of the school and will be sufficient reason to impose disciplinary measures which may include, but not be limited to, in school suspension, out of school suspension and recommendation for expulsion.

**VISITORS** – All visitors must report to the front office. No one should go directly to a classroom without first obtaining a visitor's pass. Parents are welcome to visit classrooms, but an appointment must be made 24 hours in advance to minimize disruption to the class.

**VOLUNTEERS** – Parent volunteers are a valuable resource to LAJH. If you are available and interested in helping the students, please fill out and return the LAJH Volunteer Form which will be sent home with students the first week of school. Volunteers are needed for tutoring, chaperoning, setting up labs in classrooms, etc.

**WEAPONS** – Weapons, including knives and chains of any kind, are not to be in the possession of the students while at school. Possession of weapons will result in disciplinary action.