



Julia Landon
College Preparatory and Leadership
Development
Middle School

2010 - 2011

**Parent and Student
HANDBOOK**

Teaching tomorrow's leaders today ...

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MISSION STATEMENT

Our mission at Julia Landon College Preparatory and Leadership Development School is to create college bound students with a deep commitment to public service and a true understanding of their leadership skills within the global community.

Principal

Dr. Kelly Coker-Daniel

Assistant Principals

Ms. Sara Bravo
Ms. Porshia Jones
Ms. Tonya A. Marx

Guidance Counselor

Ms. Teresa Garrett

Athletic Director

Ms. Dana Long

Webmaster

Mr. Kristopher Beckstrom

Community Education

Ms. Reni Fenton

Phone Numbers and Extensions

Principal's Secretary	Mrs. Lovely	Ext. 108
Main Office	Mrs. Mobley	Ext. 101
Bookkeeper	Mrs. Jacobs	Ext. 106
Guidance Office	Ms. Cameron	Ext. 114

2010 - 2011 Academic Year

First Day of School:	August 23, 2010
Last Day of School:	June 10, 2011

ACADEMIC TIMELINE

<i>Quarter</i>	<i>Begin Date</i>	<i>Progress Report</i>	<i>End Date</i>
Quarter 1	August 23	September 21	October 22
Quarter 2	October 21	December 7	January 19
Quarter 3	January 20	February 22	March 24
Quarter 4	March 25	May 10	June 10

EARLY DISMISSAL DAYS

<i>2010</i>	<i>2011</i>
September 8	January 12
September 22	January 26
October 6	February 2
October 20	February 16
November 3	March 2
November 17	March 23
December 8	April 6
	April 20
	May 4

STUDENT HOLIDAYS

Student holidays may be found at
www.duvalschools.org.

SCHOOL HOURS

Regular School Hours: 7:50 A.M. – 2:05 P.M.
Early Release School Hours: 7:50 A.M. – 12:50 P.M.

BELL SCHEDULES

Regular Bell Schedule

2010-2011

Period 1A	7:50 – 9:20 (90 minutes)
Team Time	Team Leadership 9:24 – 10:14 (50 minutes) Announcements 10:14 – 10:22 (8 minutes)
Period 2A	10:26 – 12:26 (120 minutes)
	Lunch A (6 th grade) 10:26 – 10:56 Lunch B (7 th grade) 10:58 – 11:28 Lunch C (8 th grade) 11:30 – 12:00 (8A, 8B) Lunch D (8th grade) 11:56 – 12:26 (8C)
Period 3A	12:30 – 2:00 (90 minutes)
	Dismissal 2:00 – 2:05

Period 4B	7:50 – 9:20 (70 minutes)
Team Time	Team Leadership 9:24 – 10:14 (50 minutes) Announcements 10:14 – 10:22 (8 minutes)
Period 5B	10:26 – 12:26 (120 minutes)
	Lunch A (6th grade) 10:26 – 10:56 Lunch B (7th grade) 10:58 – 11:28 Lunch C (8 th grade) 11:30 – 12:00 (8A, 8B) Lunch D (8th grade) 11:56 – 12:26 (8C)
Period 6B	12:30 – 2:00 (90 minutes)
	Dismissal 2:00 – 2:05

Early Release Bell Schedule

Period 1A	7:50 – 8:45 (55 minutes)
Team Time	Team Leadership 8:49 – 9:39 (50 minutes) Announcements 9:39– 9:47 (8 minutes)
Period 2A	9:51 – 11:51 (120 minutes)
	Lunch A 9:51 – 10:21 (6 th Grade) Lunch B 10:21 – 10:51 (7 th Grade) Lunch C 10:51 – 11:21 (8A and 8B) Lunch D 11:21 – 11:51 (8C and Electives)
Period 3A	11:55 – 12:45 (55 minutes)
	Dismissal 12:45 – 12:50

Period 4B	7:50 – 8:45 (55 minutes)
Team Time	Team Leadership 8:49 – 9:39 (50 minutes) Announcements 9:39– 9:47 (8 minutes)
Period 5B	9:51 – 11:51 (120 minutes)
	Lunch A 9:51 – 10:21 (6 th Grade) Lunch B 10:21 – 10:51 (7 th Grade) Lunch C 10:51 – 11:21 (8A and 8B) Lunch D 11:21 – 11:51 (8C and Electives)
Period 6B	11:55 – 12:45 (55 minutes)
	Dismissal 12:45 – 12:50

JULIA LANDON STANDARDS FOR SUCCESS

Performance Standards for Academic Magnet Students

Middle School may be the first time that students encounter the importance of a grade point average. In order to remain in an academic magnet program, students must pass all core courses and maintain an overall Grade Point Average of 2.0 at most magnet schools in Duval County. At Julia Landon, students must maintain a Grade Point Average of 1.5. During the school year, teachers maintain systems of safety nets within their classrooms along with the school wide academic safety nets that are in place for all students. In keeping with the Student Progression Plan, any students earning a D or F in a core academic class are expected to participate in Compass Odyssey based Grade Recovery each nine weeks.

GRADING SYSTEM

Quarterly averages in each course are computed using test grades, exams, homework grades and daily performance grades. Letter grades will be assigned based on numeric averages as indicated:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

All teachers utilize OnCourse, the electronic grading system used across Duval County. Parents are given access to OnCourse through a personal password and can view their child's grades at any time over the course of the school year. All parents will be notified via Parentlink, the automated phone communication tool, when 2010-2011 OnCourse parent passwords are available.

Mid-quarter progress reports are printed directly from OnCourse.

TEXTBOOKS

A textbook is a necessary tool for academic success. Textbooks are assigned to students during orientation or upon enrollment. Should a text book be lost, destroyed, or damaged, students will be required to pay the full purchase price of that textbook. Textbooks should be covered for added protection; however adhesive paper such as contact paper may not be used. Students should see the textbook coordinator about replacing a lost or damaged textbook. The textbook coordinator will issue another textbook and provide price information for replacing the lost or damaged book. Cash in exact change is required for textbook or bar code replacement.

All students will be issued the textbook they will use in their daily classes and no classroom sets are available, so students are responsible for the safekeeping and transportation of all issued textbooks.

Textbook Coordinator: Ms. P. Jones

HOMEWORK

Homework is an integral part of a meaningful learning experience. Homework reinforces classroom lessons, develops initiative and independence, and promotes responsibility. Homework is defined as work, projects and presentations that are assigned to be prepared outside of class. Homework is best done in a quiet, well-lighted place with parental support and supervision.

Since Julia Landon students are on an A/B schedule, students are expected to maintain a well-organized system of time management to ensure that homework is done in a timely manner and ready for teacher review on the appropriate class day. 6th grade students eligible to take elective courses will take Junior Great Books which incorporates Covey's Seven Habits of Highly Effective Teens. This curriculum teaches middle school students the importance of establishing goals, maintaining an effective personal system of time management, and proactively working toward continued success in middle school and beyond.

STUDENT AGENDAS

Students will be issued a Julia Landon College Prep Student Agenda on the first day of school. Teachers expect students to have their agendas with them in class. Students will use the agendas to plan and track assignments.

Additionally, it is mandatory that students utilize their agendas as student hall passes. The teachers will use the student agendas to communicate with parents, and parents may use them to write notes to the teachers. Parents are encouraged to take time every day to review their children's agendas. If lost, the cost of replacing an agenda is \$5.00 in cash. New agendas may be purchased in the Guidance Office.

GRADE RECOVERY

Students will be offered an opportunity to recover a grade in accordance with the policy established by the Duval County School Board which may be found within the Pupil Progression Plan at www.duvalschools.org. Julia Landon's system for Grade Recovery is very proactive. Students at each grade level earning a D or F in a core academic class move through a three day cycle of recovery each nine weeks in addition to attending morning computer lab time five days a week, Team-Up and Community Education, and continued support from teachers and parents to allow students to work outside of school hours. Additional supports, contingent upon district funding, include a Saturday credit recovery program through the month of May for any students in danger of failing a course in its entirety. Students who continue to need credit recovery at the end of the school year have the option of a two week June credit recovery program prior to the start of the District Summer School. Students in grade recovery may not earn a grade higher than a "C". Students in credit recovery may make any grade earned higher than an "F".

Students earning a Grade Point Average lower than a 2.0 at the mid-year point are asked to participate in administrative Mid-Year conferences with their House Administrator and parent. These conferences are centered around a student success plan which outlines strategies and goals for each student to follow that will create an environment of academic success.

MAKE-UP WORK

When absent from a class, students are expected to make immediate plans to hand in assignments due on that day and make-up missed assignments. Grades will suffer when missed assignments are not completed and submitted. It is THE STUDENT'S RESPONSIBILITY to talk to teachers and/or classmates about what was missed during an absence. It is a good idea to have the name and telephone number of a trusted classmate to contact about missed assignments when absent. In addition, all Julia Landon teachers maintain a blog which can be easily accessed through the school website: www.duvalschools.org/landon When absent, students and parents are encouraged to check individual teacher blogs and stay current on class work and homework missed.

For each day absent, an equal number of days is allowed to complete make-up assignments. If an absence is due to planned travel or an extended illness or emergency, parents should notify teachers in writing at least two days in advance prior to the absence requesting assignments which will be missed.

In case of illness lasting three or more days, assignments may be requested through the *Guidance Office at 346-5650 ext.114*. Please allow 24-hours for work to be compiled.

ATTENDANCE

It is important for students to be at school every day, particularly since Julia Landon operates on an A/B schedule and students do not attend each class each day. Students with good attendance generally demonstrate higher levels of learning than those with poor attendance. Upon returning from an absence, students are asked to bring a note from home verifying the reason for the absence. Notes should be taken to main office where students will receive a readmit slip. The readmit is to be signed by EACH teacher. The last teacher of the day will collect the readmit. For excused absences, students may earn up to 100% credit for make-up work depending on the quality, correctness, and if completed in the allotted time.

Absences are excused for injury, illness, serious illness or death in the family, doctor's appointments, court appearances, in-school suspension, official religious holidays of a religious sect, and religious instruction. Determining a legitimate school related absence or insurmountable situation is left to the discretion of the principal and/or designee.

GUIDANCE SERVICES

Julia Landon College Prep offers full-time guidance services to help better prepare students to meet their goals more successfully. The guidance counselor works with students, parents and teachers to make the educational process more effective and meaningful. Parents may contact the Guidance Office at 346-5650, ext. 114 if they wish to discuss individual student concerns, request make-up work for an extended absence, discuss student records, or schedule a parent/team conference.

The Guidance Department also serves students with illnesses or injuries that occur during the school day. A school nurse is on campus one day a week to assist students with specific health-related issues. Any time students report to the Guidance office with a complaint of illness, the student's temperature is taken and parents are notified. If a child is running a fever, that student is not permitted to return to class and a parent or approved guardian must pick up the student as soon as possible.

The Guidance Department also dispenses any parent-provided prescription or non-prescription medication to students once the appropriate paperwork is completed. Please call Guidance for further information regarding student medication guidelines.

PARENT CONFERENCES

Students are scheduled by grade level academic teams at Julia Landon College Prep. If a parent wishes to have a parent/teacher conference with an academic teacher, that conference will take place with the team of academic teachers. If a parent wishes to have a conference with an elective teacher, that conference will be with that teacher alone.

Conferences are scheduled through the Guidance Department: 346-5650 x114. All grade level academic teams meet for conferences either before school or during their planning period, and this time slot varies by team. The Guidance Department can provide parents with the necessary time availabilities to schedule any desired conferences.

PARENT VISITATION

The administration and faculty of Julia Landon College Preparatory and Leadership Development School welcomes parents and guardians to visit our school and observe in the classrooms. Parent/guardians must call the Guidance Office to set an appointment to visit classes, giving a minimum of 24-hours in advance to schedule a visit. The administration reserves the right to limit the number of visits for an individual teacher at any time.

Any parent visiting a classroom is asked to remain quiet and unobtrusive during their visit to allow for scheduled instruction to proceed as planned. Additionally, discussion of individual student concerns are not to occur during classroom visits. Parents are asked to schedule a parent/teacher conference through the guidance department in order to meet with and speak with their child's team.

All visitors must present a photo ID and sign in at the main office upon entering the building. Visitors will be issued a Visitor ID badge to wear while in the building.

STUDENT SERVICES

The student services offices handle a variety of student needs:

Telephone Use

Parents and students should discuss and agree upon after school plans for transportation and special activities before the student arrives at school in the morning. Telephone privileges are reserved for emergencies. A student may utilize a school telephone within their classroom, grade level student services office, the main office, or the guidance department. If students are ill, that student must utilize the telephone in Guidance so the call can be documented and a student temperature taken.

Bus Passes

Should it become necessary for a student to ride a different bus for the day or if a student must ride a bus home with a friend or relative, a note must be written by the parent giving permission. The note must include a contact number where the parent may be reached. The note must be brought to Ms. Bravo's office on the 3rd floor before the student's first period class. After the note has been verified by phone, a bus pass will be issued. Ms. Bravo can be reached at 346-5650, ext. 125.

PUNCTUALITY

Students are expected to be at school on time and in their 1st period class when the tardy bell rings. Since traffic can be a factor in getting to school on time, be sure to allow enough time for unforeseen problems. Students who are habitually tardy to school will be subject to detention and/or in school suspension.

MORNING TARDY POLICY

The following **Tardy to School Procedure** will be followed at Julia Landon College Prep for the 2010-2011 school year. Students will not be marked tardy until August 26, 2010. After that date, a verbal warning will be issued for the first two tardies followed by:

The Tardy Policy for Julia Landon is still pending due to continued changes in the District Student Code of Conduct policy. This portion of the handbook will be updated shortly.

Students are encouraged to ride the school bus to Julia Landon College Prep. Students riding a late school bus are not marked tardy.

ALL CAR RIDER STUDENTS ENTERING THE BUILDING AFTER 7:50 A.M. MUST REPORT TO THE MAIN OFFICE FOR A TARDY PASS.

ALL BUS RIDER STUDENTS ENTERING THE BUILDING AFTER 7:50 DUE TO A LATE BUS WILL BE ISSUED A LATE PASS BY AN ADMINISTRATOR.

These tardy procedures begin anew at the beginning of each quarter.

BEHAVIOR

In addition to following the Duval County Code of Conduct, each student is expected to show respect for other students, the faculty, and all other staff. This respect should also be shown in the care of the building and surrounding grounds. Classroom management is the general responsibility of each member of the teaching faculty, but when necessary, students will be referred to their House Administration for more severe disciplinary action.

Please refer to the Duval County Student Code of Conduct for information regarding action steps taken as consequences for disciplinary referrals.

Cell phones brought to school must be kept out sight and in the “off” mode while on the school property during regular school hours. Cell phones or other electronic devices seen or heard by adults will be confiscated and sent to the grade level House Administrator. A parent must come to school to collect these items. Any electronic item brought on campus is the sole responsibility of the student. The school system assumes no responsibility/liability for these items at any time.

DRESS CODE

- A. Administrators and teachers of the Duval County Public Schools shall enforce dress and grooming guidelines that promote successful operation of the school. The site administrators shall be the final judge as to neatness and cleanliness of wearing apparel and whether or not such apparel is appropriate, disruptive, distracting, or in violation of health and safety rules.
- B. Each student has the responsibility to dress appropriately for the school environment. Wearing apparel, hair and general appearance shall not disrupt the classroom atmosphere, shall not be unusual, provocative, or shall not violate health and safety rules of the school. These guidelines for dress and grooming are provided to assist parents and to all students of Duval County Public School.
Students dress and grooming shall be neat and clean and follow the general guidelines:
 - ✓ The wearing of overly tight, low cut, very loose, short or distracting, extreme or inappropriate apparel is not permitted on campus.
 - ✓ The length of shorts, skirts and dresses should be at least mid-thigh (3 inches above the knee). When in doubt, the length should be fingertip length. Garments such as boxer shorts, traditionally designed as undergarments, may not be worn as outer garments. Undergarments should not be displayed. Boy’s swimwear may not be worn as shorts.

- ✓ Shirts or blouses must be worn at all times. No undershirts, or mesh/net shirts may be worn without appropriate undergarments. Tank, halter, midriff, backless, and spaghetti- strap tops are prohibited. Straps on top must be of at least a “three finger” width to ensure coverage of lingerie. Bare midriffs should not show when hands or arms are raised.
- ✓ The waistband of shorts, slacks and similar garments should not be worn below the hips. If belt, suspenders, or straps are worn, they shall be worn in place and fastened.
- ✓ Shoes must be worn at all times. Bedroom shoes are not permitted due to safety reasons.
- ✓ Clothing and accessories shall not be worn if they display profanity, violence, discriminatory messages, sexually suggestive phrases, drawing and advertisements. Symbols and words depicting alcohol, tobacco, violence, weapons, gang actions, sex, or drugs are not permitted.
- ✓ Head coverings, including, but not limited to, caps, hats, scarves, bandanas, and/ or sunglasses shall not be worn inside school buildings, unless required by a physician or authorized by school administration.
- ✓ Hairstyles shall be appropriate and consistent with good grooming. Preparatory grooming (such as curlers or hair picks) and hair styles that are distracting and disruptive to the educational process are not permitted. Hair color, if dyed, should be of natural coloring (brown, black, blonde, red (natural hue)).
- ✓ Excessive safety pins in clothing, spiked jewelry, wallet chains, or any articles of clothing or jewelry that may cause injury to oneself or other students are not allowed.
- ✓ Torn clothing with holes will not be permitted. This includes holes in the knees of jeans.
- ✓ Pajamas and/or sleepwear of any kind are not permitted

C. The code of appearance is intended to provide guidelines for acceptable apparel and appearance. Any school may modify these guidelines addressing student appearance at that school.

MEDIA CENTER

The Media Center can be a student's greatest resource outside the classroom if used correctly and often. The media specialist will orient and assist both individuals and class groups. Books may be checked out daily. Books checked out of the Media Center are the responsibility of the student who has checked them out. Losing or damaging books will incur a fine. Teachers may send individual students to the Media Center during class time with their student planner signed as a pass. The teacher may also schedule entire classes to the Media Center for research. Times for using the Media Center other than class time will be posted. Students must wear their ID badges and have parent permission forms on file to use the internet.

COMPUTER LABS

Julia Landon College Prep houses two computer labs, one on the first floor of the building, and one smaller lab on the second floor of the building. Both labs are used daily by classes and for individual student needs.

The first floor computer lab is used mainly for Compass Odyssey, a web-based virtual learning tool endorsed and highly encouraged by the district. Compass Odyssey is used as a tool for enrichment as well as remediation. Students may access Compass Odyssey from home or the public library as well as from Julia Landon. The first floor computer lab is open Monday through Friday from 7:00 A.M. to 7:45 A.M. for students recovering grades, students doing additional research for a class, or for students needing additional assistance in their math course.

The second floor computer lab is used mainly for computer-based formative assessments and Gizmos, another virtual learning tool used primarily for enrichment in Math and Science.

Teachers are scheduled into the computer labs on a rotating basis and all Julia Landon students are given the opportunity to learn in a virtual environment on a regular basis.

CAFETERIA

The cafeteria offers a wide variety of food. Students may purchase breakfast (\$1.25) or lunch (\$2.10) at school. Of course, students are welcome to bring lunch from home.

The cafeteria provides both hot and cold serving lines. The computerized lunch ticket system allows parents to pre-pay for school meals. There are two ways to put money in a student lunch account in order to avoid having the student carry cash.

- 1) Chartwells has a website. Log into mylunchmoney.com and submit the student's ID# (this can be found on the student ID cards and report cards) along with the Julia Landon school number (#031).

MyLunchMoney.com <<http://www.mylunchmoney.com/>> is a convenient and easy to use credit card prepayment system that allows parents to add money to

their child's meal account at the school he/she attends. When a child goes through the food service line the money for his/her meal is deducted from the account balance, eliminating the need to send money each day for lunch or breakfast. The service allows parents to set recurring payments based on a low balance amount that they determine. The charge for this service is \$1.95 fee per transaction. In the past, DCPS paid this cost which was \$10,000 per month on average. But, due to severe budget shortfalls, DCPS can no longer pay these fees. Just like ATM, bank or other service fees, such fees are usually paid by the individual customer choosing to use that service.

MyLunchMoney.com provides customer service from 8:00 A.M. to 7:00 P.M. EST by calling 1-800-479-3531 option 5. This service allows parents to monitor a child's spending by creating daily spending limits and ensures that there is always money in the child's account through automatic withdrawals, eliminating the concern of lost or stolen lunch money. However, any transactions made require from 24 to 48 hours before they become effective.

2) The Chartwells cafeteria accepts cash, money orders, or checks payable to the Julia Landon Cafeteria.

Students must eat lunch in the cafeteria. In order for lunch to be a pleasant experience for all students, the following cafeteria guidelines will be followed. Students are to:

1. Buy everything they want the first time through the line.
2. Clean their table, chairs, and floor area before being excused.
3. Remain seated at their assigned table throughout the lunch period.
4. Enjoy lunch time by talking quietly with others at their assigned table once all students are seated with their lunch.
5. Place trash in designated receptacles when instructed to do so.
6. Be respectfully responsive to those in charge.

LOCKERS

Hall and P.E. lockers are provided for storage. Please note the following locker guidelines.

- ✓ Students will have limited access to their hall lockers during the day. All students will be escorted to lockers before 1st period and again before 3A or 6B. Due to the A/B block schedule, students are only attending three core classes along with one shorter research class each day, so locker time is limited. Students will not be permitted to go to their lockers after school.
- ✓ Combination locks are rented from the school at a cost of \$5.00 per lock and will be issued during summer Orientation.
- ✓ Every student will need a school issued lock for the hall locker as well as the gym locker. Locks may be rented when lockers are assigned. If the hallway lock is lost during the year, replacements may be purchased from Student Services.
- ✓ Students may NOT bring a lock from home or use a key lock. A lock will be cut off if it is not a school issued lock.
- ✓ After closing a lock, always rotate the knob to make sure it stays locked.
- ✓ Neither Julia Landon College Preparatory and Leadership Development School nor Duval County Public Schools can be held responsible for any items, including electronics, left in lockers.
- ✓ For safety and security, locker combinations should not be shared with other students.
- ✓ Students are expected to memorize their locker combination. If forgotten, homeroom teachers and house administrators will have a copy of the combination on file.
- ✓ **All items left in lockers are the responsibility of the student. If any property is lost or stolen from a locker, the student assigned to the locker is financially liable for the items.**
- ✓ Locks and lockers are school property. Damage to them can result in fines and/or disciplinary action.
- ✓ Lockers may be searched at the discretion of the administration.

BACKPACKS/BOOKBAGS

Instructional materials will be provided in each classroom. Students will only need to carry personal items such as notebooks, paper, and writing instruments. Those items should be carried in string bags, small messenger bags, or small shoulder/tote bags. Regular-sized backpacks or book bags are not allowed in classrooms and must be stored in lockers during the school day.

Please note the bag measurements below:

ALLOWED (in classrooms):

String backpacks: Must not exceed 11 inches x 16 inches



Small messenger bags: Must not exceed 13 inches x 13 inches



Small tote bags: Must not exceed 11 inches x 11 inches



NOT ALLOWED (in classrooms):

Large Backpacks

Rolling bags of any kind (except in the event of a medical necessity)

Bags with any inappropriate pictures or writing

Bags which exceed the measurements listed above

** A student's grade level administrator will not allow a student to utilize a bag that is deemed inappropriate for use during the school day at JLCP.

ID CARDS

All students, faculty, and staff are required to wear Julia Landon College Prep ID badges. The first ID set, which includes a picture ID card and Julia Landon lanyard, is free. Students will be issued this initial ID card and lanyard at summer orientation. The replacement cost is \$3 for the picture ID card and \$2 for the lanyard. A Julia Landon lanyard is recommended. Only cash is accepted for replacing the photo ID or lanyard. For student safety purposes, the ID set must be worn around the neck at ALL times while on campus. **No defacing of any kind may be done to the ID. Students who deface, damage, or lose the ID will be required to purchase a replacement.**

SPORTS

Sixth graders are not permitted to participate in inter-scholastic sports in Duval County public schools. Seventh and eighth grade boys and girls interested in trying out for a sport must bring a completed county physical (health) form, consent form, and proof of insurance on the **first day** of tryouts. The physical and consent forms may be obtained during summer orientation before school begins, or from the athletic director once school is underway. The required 2.0 GPA must be maintained in order to participate in our sports program. County guidelines will be followed.

P.E. UNIFORMS

All students are expected to wear P.E. uniforms during physical education class. P.E. uniforms will be available for purchase at summer orientation and the first few days of school. Julia Landon P.E. uniforms are \$11 for a set of shorts and t-shirt. Students should be dressed out by August 24th, the third day of school. If a new P.E. uniform is needed during the year, it may be purchased throughout the year as needed.

BUS TRANSPORTATION

Duval County school bus schedules are available from Ms. Bravo in Student Services or can be obtained at www.duvalschools.org by clicking the Transportation link.

Buses drop off and load on the Minerva St. side of the school. Only buses are permitted to use Minerva St. in the morning and afternoon.

Riding the school bus is a privilege which can be denied because of repeated inappropriate behaviors on the bus.

In the morning, students are assigned a waiting area and remain there until released by their Assistant Principal. They may not be in other parts of the building.

Activity buses are provided as needed.

EMERGENCIES

Parents will be asked to complete two **blue emergency contact_cards** at summer orientation and these will be left at Julia Landon College Prep. It is vital that we receive **both** completed **blue cards** including who may pick up a student other than the parent. The person's name listed on the blue card must match the ID presented in order to check a student out. If the person is a non-guardian/parent and there is no permission given on the blue card, the person **cannot** check the student out. Phone calls by or to the parent to verify a person without an ID or someone not on the blue card **will not be permitted**.

SAFETY AND SECURITY

A full time School Resource Officer is assigned to every Duval County middle school. In addition to our Resource Officer, another full time security guard is on campus to assure that our students, faculty, and staff are able to enjoy an environment conducive to learning.

All Julia Landon students move through the building between classes using structured movement. Structured movement is a process by which students are escorted to each of their classes, to their locker areas, and to lunch as small groups and under the supervision of a classroom teacher, administrator, guidance counselor, security guard, or academic coach. Structured movement begins from the time students enter campus with specified waiting areas, designated by grade level. All students must report to their specified waiting areas prior to the start of morning structured movement. Teachers also walk their classes to and from the cafeteria for lunch. At the close of the school day students are dismissed separately as car riders and bus riders and also by floor to avoid any unnecessary hallway traffic, inappropriate behavior, bullying, and delayed parent or bus transportation concerns.

SAFETY DRILLS AND PROCEDURES

Fire and emergency drills are required routinely to ensure our safety. Students should remain quiet, walk quickly, and follow directions from all adults as they move to their pre-designated areas during drills.

Fire drills occur monthly, random classroom weapons searches occur monthly, and tornado drills occur twice a year.

Monthly classroom weapons searches are required by the District and are conducted for the safety and security of all Julia Landon students. These searches are conducted by the Julia Landon Leadership and Security team and are done in randomly selected classes. Female team members search female students and male team members search male students. All personal belongings are searched including purses, book bags, gym bags, and lunch boxes or bags. Additionally, body wand searches are conducted with the utmost respect and care given to maintaining the dignity and privacy of each child.

ANNOUNCEMENTS AND BULLETINS

Announcements will be presented daily through closed circuit television and are student produced with the guidance and direction of an instructor. Listen carefully for information regarding sports events, club/organization meetings, and general school news. Be aware of informational signs and bulletins posted in the hallways. Students and parents are always informed of upcoming events through newsletters, calendars, flyers, and the newest form of school communication, Parentlink. Parentlink is an electronic voice message system through which Julia Landon administrators can communicate to all parents, or to specific groups of parents. Parentlink is generally used to communicate important upcoming events, any last minute changes in a school-based event or expectation, or to send emergency notifications to Julia Landon families.

FIELD TRIPS

The same rules that apply at school bus also apply on field trips. Signed parental permission forms must be on file prior to each field trip. Phone call permission is not permitted.

DELIVERIES

Deliveries for special occasions such as flowers or balloons for birthdays are discouraged. Any such deliveries will be held in the main office area until the end of the class day to avoid distractions in the classrooms.

DANCES

Any dances during the year will take place at Julia Landon College Prep and will occur immediately after the school day ends. Dances will be for Julia Landon students only and will be adequately supervised by school personnel and volunteers. Students must provide their own transportation home.

GUIDELINES FOR BECOMING A LEADER AT JULIA LANDON COLLEGE PREPARATORY AND LEADERSHIP DEVELOPMENT SCHOOL

- *Think before you act and make positive choices,*
- *Plan ahead and set reasonable goals,*
- *Set priorities and do the important things first,*
- *Think more about “we” than “me,”*
- *Remember why you have two ears and one mouth,*
- *Keep in mind that we accomplish more by working together than working alone, and*
- *Take good care of your body, your mind, and your spirit.*

Teaching tomorrow's leaders today ...