

TLAM's 3D Vision



***Dedication **Differentiation ***Determination**

PARENT GUIDE

Twin Lakes Academy Middle is dedicated to providing high levels of learning for all students.

TWIN LAKES ACADEMY MIDDLE SCHOOL
8050 POINT MEADOWS DRIVE
JACKSONVILLE, FLORIDA 32256
PHONE 904-538-0825 FAX 904-538-0840

Welcome to Twin Lakes Academy Middle School! We are pleased to share the exciting Middle School experience with you and your child. At Twin Lakes Academy Middle, your child will be challenged to strive for success and academic excellence each day. Your involvement in this transition will be a rewarding and beneficial experience.

TLAM'S MISSION STATEMENT

The mission of Twin Lakes Academy Middle is to provide all of our students with a safe, caring, and challenging learning environment that promotes the rigorous and relevant educational experiences necessary to perform at or above grade level standards.



NORMAL SCHOOL HOURS: 9:45 AM- 4:00 PM

EARLY DISMISSAL HOURS: 9:45 AM- 2:45 PM

**** For supervision purposes, students are not allowed on campus before 9:15 AM and must be picked up by 4:15 PM.**

DUVAL COUNTY ATTENDANCE POLICY

Any student who misses more than eight days of a course during one grading period must meet both criteria below to be eligible for a passing grade (A-D) in that course:

- 1) The student passes the required comprehensive quarter exam or the required comprehensive project in the course. A comprehensive exam or comprehensive project will be given to all students in courses for each grading period; and
- 2) The student has an overall passing grade in the course for the grading period.

Any student absent five days or more per quarter regardless of turning in absentee notes will automatically receive a letter from the district regarding their numerous absences.

AGENDA/PLANNER: The planner is a wonderful organizational tool that is required at TLAM. The school will provide the first planner for free. There will be a replacement cost (CASH ONLY) of \$5 if lost.

ID CARDS: All students will be provided an ID for free. The cost of a replacement ID is \$5.00. Students are expected to have IDs in their possession daily and present it upon request.



Bicycles are permitted to be ridden to and from Twin Lakes Academy Middle School. All bikes must be parked and locked in the racks provided. Students are not allowed to ride bicycles through our parking lot, bus loading area, or on campus. The Florida State Law requires children under 16 to wear helmets. Tickets will be written for violators.

** Students are not permitted to ride or bring skateboards, scooters or roller blades to Twin Lakes Academy Middle.



Morning drop off and afternoon pick-up: The front of the school is designated for car riders. The back parking lot is strictly for buses and faculty parking.

CHECK-IN POLICY

Students arriving to school late should be escorted into the Main Office and signed in by a parent/guardian. When your child returns from an absence, please provide him/her with a written note explaining the reason for the absence. It should be given to his or her 1st period teacher.

CHECK-OUT POLICY

If a student needs to be checked out of school early, the parent/guardian must come into the main office to request student for check out then sign the appropriate sign out clipboard. Students are not allowed to wait in the main office for their parent/guardian to pick them up. Only those people listed on the student's emergency card are allowed to pick up the requested student. It is important to keep this card updated at all times throughout the school year. Also, students cannot be checked out during testing times. To facilitate this process, we ask that parents be aware of your child's team schedule.



Students are NOT allowed to carry any form of medication. Student medication is kept in their Assistant Principal's office because we do not have a clinic. Written permission from the parent/guardian is required for staff to administer the medication. Permission forms are located in each House Office.



LOCKERS



Each student will be assigned lockers for their books (\$6) and Physical Education clothes (\$2). However, the lockers remain the property of the school. Book bags will not be allowed in the classrooms or gym areas. Book bags will be kept in the lockers once students are released from their morning arrival areas. In accepting the lockers, the student understands that the administration may search the lockers at any time.



TECHNOLOGY

Middle school students are familiar with the various forms of communication via cell phones, Internet, MySpace, chat rooms etc. For this reason, we encourage parents to become comfortable with technological terminology and understand how and for what purposes your child is using it.

- *Blog*- an online journal that's regularly updated and written for others to read. Students need to be very careful about what they write. Once it is posted for others to read, it cannot be taken back.
- *Chat Room*- a place on the Internet where people go to discuss an agreed upon topic in real time. Students need to realize that people who visit chat rooms aren't always who they claim to be.
- *Cyber bullying*- using technology to threaten, harass, or taunt another person.
- *Instant Messaging*- a way to communicate with someone online in real time.
- *MySpace/Facebook*- popular social networking sites students use to post personal profiles and blogs and to communicate with friends.
- *Phishing*- a scam that tricks people into providing personal information online.
- *Pirating*- downloading music, movies or software without permission.
- *Text Messaging*- using a cell phone to send a message.
- *Twitter*- a free social networking service that allows users to send and receive short messages through their profile page.
- *YouTube*- a video-sharing website with a variety of amateur videos, movie/TV clips and music videos.

Parents are encouraged to discuss the dangers of using the Internet with their child. Remind your child never to give personal information or agree to meet anyone they've met online.

Understanding Your Middle Schooler

Middle schoolers are changing physically, emotionally, intellectually and socially. Parents' awareness of the changes their child is encountering can assist with the provision of necessary guidance and support.

When children go through puberty, they often feel self-conscious and embarrassed by the things their bodies are doing. Since these changes are taking place at a time when students are very concerned about their appearance, parents should provide ongoing compliments. Due to emerging hormones and their growing bodies, middle school students sometimes feel tired, achy and just plain cranky. These mood changes are the normal result of the changes their bodies are going through as well as their need to figure out who they are and how they fit into this complicated middle school world.

Middle schoolers are ready to explore and learn about life. Parents can help their children develop intellectually by discussing serious topics with them, giving them opportunities to express their opinions and showing respect for their ideas. Friends are very important to middle schoolers which is why they often spend a great deal of time instant messaging, text messaging and talking to each other. They are also beginning to take a much greater interest in the opposite sex. Now is the time they tend to want to be part of the group and worry about what other people think. Because "fitting in" is so important, your child may be susceptible to peer pressure. However, students who are self-confident are less influenced by peer pressure. Therefore, it is imperative for parents to spend time with their children and help them develop a strong sense of who they are. Even though hanging out with acquaintances is a priority in the eyes of the middle schooler, doing things with their parents and their families provides them with a much needed sense of security.



WE ENCOURAGE INVOLEMENT!

The secondary school years are much different for you and your children than those years spent in elementary school. Here are some helpful hints to maintain a successful school experience during these transitional years.

- Stay involved with your children's school. Students need their parents involved. If your presence embarrasses your children, talk with them and let them know that your involvement is beneficial to them.
- Know your children's teachers. Make sure they are able to contact you at home or at work. If there is a problem of any kind at home, let the teachers know. Sometimes family illnesses, deaths, or other problems can affect how your children perform in school.
- Encourage your children to choose their friends wisely. Peer pressure is very strong during the teenage years. Get to know your children's friends. Make opportunities for close friends to be in your home in order for you to get to know them better.
- Talk with your children about their school day. Ask to see their work or any notices that were sent home from school.
- Listen carefully to what your children say about school. A conflict with a teacher or another student can distract the most dedicated student.
- Monitor homework, but make it your children's responsibility. Have a set time each night to do homework. Many assignments become long range in scope. Make sure your children work on these projects and do not leave everything to the last minute. Provide the supplies needed to successfully complete all homework and projects. Encourage your children to keep a written log of homework assignments to help them remember all assignments and to give you a quick reference point of what they need to be doing. Remember it is their homework. Help with concepts, but do not do the work for them.
- Encourage your children to:
 - Raise their hands and participate in classes so that teachers can get to know them.
 - Ask for help when needed.
 - Accept extra credit opportunities. Set goals high.
 - Always do their best.
 - Behave in class and follow the rules.
- Model the importance of reading and expect your children to read.
- Limit television use.
- Keep plenty of books and magazines available for all family members. Have library cards for all family members and use them.
- Make sure your children get plenty of sleep, eat breakfast, and arrive at school on time each morning.
- Set limits for your children. Most teenagers will tell you all their friends get to stay up late, watch whatever they want on television, go out with friends until late at night, and get many other privileges. Let them know that it is because you love and care for them that you set limits.
- Encourage your children to be involved in extracurricular activities. These activities either at school or in the community, when used, can shape a well-balanced child. Keep in mind though that their number one priority is schoolwork.

SUCCESS FOR ALL!!

Duval County Public Schools recently launched a new Web site tool for parents to see individual student information, including grades, attendance, a school calendar and more. The [dcps Parent Portal](#) allows parents and students instant access to their grades, and will save teachers, faculty and staff time that is currently utilized manually processing grades.

It not only allows teachers to easily record scores, but calculates grades and automates the progress report and report card processes. This enables teachers and administrators to collaborate and effectively communicate with parents on their student's performance.

"Improved communication between teachers and parents is essential in ensuring that students, parents and schools are working together to improve academic achievement," said Superintendent Ed Pratt-Dannals. "We are excited to offer an online tool that will streamline our communications efforts and make it easier for parents to track their students' success."

To access this tool, the parent will need to register for a login and password in the school's main office. Access the [dcps Parent Portal](#) today!

Parents can schedule a team conference by contacting the designated team representative. After a 48 hour period, if you are unsuccessful in your attempt to schedule the parent/teacher conference, please contact the House Administrator.

LET'S WORK TOGETHER