

OAKLEAF JUNIOR HIGH SCHOOL
STUDENT HANDBOOK
2017-2018

ATTENDANCE

Research shows that the single greatest factor contributing to student achievement is school attendance. The School District of Clay County takes pride in offering quality education to all students, and believes that regular school attendance is a very important part of educational success. Although missed school assignments can be made up, missed instruction cannot.

Florida Law requires all children between the ages of 6 and 18 to attend school regularly. Students between the ages of 16 and 18 (with certain exemptions outlined in F.S. 1003.21) are exempt only if the parent has signed **Intent to Withdraw Form**. Please remember to monitor your child's attendance as well as grades on our FOCUS portal.

If excused absences become excessive, medical documentation may be required by the principal to excuse further absences. If your child has a chronic medical condition that may lead to his/her absence from school on a regular basis, a doctor's statement is required.

Students with 5 or more unexcused absences in a month or 10 unexcused absences in 90 calendar days must be referred to the school's Attendance Team, and the school will attempt to set up a meeting with the parent or guardian to try to resolve the attendance problem. When a parent or guardian does not participate in activities requested by the school to improve school attendance, legal action may result in the filing of a Truancy Petition with the court or referral to the State Attorney's Office (F.S. 1003.24).

Additionally, students beginning at age 14 may lose their future or current driving privileges for excessive unexcused absences. Students who are habitually truant will have their driving privilege taken away until they attend school for 30 days without unexcused absences. To be habitually truant means that a student has 15 unexcused absences within 90 calendar days. (F.S. 1003.27).

Learnfare (formerly known as AFDC) requires children of cash assistance recipients to attend school regularly or they risk having their cash assistance reduced.

The following policies regarding attendance are in effect county-wide:

- Schools will contact a parent or guardian, wherever possible, to notify them of an absence
- Following an absence, a note must be received from the parent or guardian no later than the 3rd day following return to school. Notes will not be accepted after the 3rd day and the absences will be considered unexcused
- It is at the discretion of the principal whether absences for family emergencies or extended absences are considered excused or unexcused

A written note from parents, guardian, and/or doctor explaining an absence is to be brought to the school within 3 days of the student's return. Notes are to contain the following information:

- **Student's full name and grade level**
- **Date note is written**
- **Date(s) of absence(s)**
- **Home or work phone numbers**
- **Parent signature**

A form to use for submitting an absence note may be accessed on the OLJH website. Notes should be brought to the attendance office.

OakLeaf Junior High School reserves the right to require a doctor's note to excuse an absence or excessive tardies.

Excused Absence – to include student illness, doctor appointments or death in the student's immediate family.

Permitted Absence - these absences include any **necessary** out-of-town trips. Parents should write a letter to the principal for approval at least one week prior to the absence. The student will carry this approval letter to each teacher, who will then assign make-up work. **All assignments are due on the first day of the student's return.**

Unexcused Absence - all absences other than excused or permitted will be considered unexcused. If a student has 5 unexcused absences during a quarter or 10 in a semester, he/she may be subject to failure for the subject in which he/she is enrolled.

MAKE-UP WORK POLICY

Work missed during absences must be made up. The student will be allowed 1 day per absence to complete make-up assignments. Students are responsible for contacting teachers for make-up work. **If work is requested prior to a student's scheduled absence, it is understood that the work will be turned in to the teacher immediately upon the student's return to school.**

Tests, exams, or major projects assigned prior to unexcused absences, shall be accepted for credit.

Out of School Suspension – The school is required to provide homework assignments to the student.

Parents are encouraged to request assignments if they know their child will be out for an extended length of time. The request should be made through the Attendance Office.

24-hour notice is required for requested work packets.

ATTENDANCE RECOGNITION

Perfect Attendance is earned by a student having no absences for the entire school year. Students having no

absences or tardies for the entire school year will be recognized at the end of the year awards ceremony. Students with no absences will also be recognized for Outstanding Attendance at the end of the year.

SCHEDULE/SCHOOL HOURS

Oakleaf Junior High School hours for students are 9:30 AM to 3:42 PM daily. There is usually no homeroom in the daily schedule (except for special occasions) ; students begin their first class of the day promptly at 9:30 AM and end their last class at 3:42 PM.

Students should not arrive on campus prior to 8:50 AM. Student supervision is not available until 8:50 each morning. If students arrive on campus prior to 9:15 they must report directly to the cafeteria unless they have a pass from a teacher.

ONCE ON CAMPUS YOU MUST STAY ON CAMPUS

When students arrive on campus, they should report directly to their designated area and not linger in other areas. All students will be dismissed at 3:42 PM and, unless involved in extracurricular activities, should not remain on campus. Students waiting for a ride should wait in front of the administration building.

ACADEMIC INTEGRITY

Students are to act with honesty and integrity to promote a successful OLJH learning community. Students will be held responsible and accountable to maintain academic, personal and social integrity. Plagiarism, cheating, and dishonesty violate academic integrity and defeat the purpose for learning. Students are not to misrepresent their work by giving or receiving assistance on any quiz, test, examination or assignments. Students who participate in plagiarism or cheating will receive a "0" on the assignment and parents will be notified. Other discipline consequence as outlined in district policy may also apply.

BACKPACKS/BAGS

Backpacks/bags may be no larger than 12 x 16 inches (approximately the size of an open file folder). Larger backpacks WILL NOT fit in lockers. Rolling back packs are not allowed unless they have been pre-approved by our Administration.

BIKES – SKATEBOARDS – SCOOTERS

Bikes, skateboards, and scooters may be ridden by students and parked in the assigned areas. This is a privilege, and if abused, the right to ride a bike may be taken away. It is recommended that bikes be locked during school hours. By law, all children riding bikes are required to wear a bike helmet. You must walk your bike, skateboard, or scooter once on our campus. Clay County policy prohibits the riding of bikes, roller blades/skates, mopeds, go-carts, scooters, and skateboards on school property at any time. **ALWAYS WALK THEM AND ALWAYS LOCK THEM.**

BREAKFAST PROGRAM

Breakfast is served in the Cafeteria from 8:50 a.m. - 9:25 a.m. No breakfast is served after 9:25 a.m. At time of print for this publication, student breakfast cost = \$1.50.

BUS TRANSPORTATION

Bus transportation is a privilege; we expect students who ride the school bus to be mannerly and well behaved so that the driver can safely transport them to and from school. All students should be instructed by parents to follow the directions of the bus driver. Please review these safety rules with your child.

1. **Stand off the road while waiting for the bus.**
2. **Enter and exit the bus in single file without pushing or shoving.**
3. **Remain seated during the bus ride.**
4. **Absolute silence is required when the light is on, talking quietly at other times.**
5. **Keep head and arms inside the windows.**
6. **Do not eat or drink on the bus.**
7. **Obey the bus driver at all times.**
8. **Arrive early to the bus stop. The bus can not wait.**
9. **Use of profanity or obscene language is prohibited.**
10. **Glass containers of any kind are not permitted.**
11. **Balloons will not be allowed on the bus.**

Students who abuse the privilege of riding the school bus by engaging in misconduct may be suspended from riding the bus. If such action becomes necessary, parents will be notified and will be responsible for providing transportation to and from school.

REQUEST FOR PERMISSION TO RIDE BUS

Due to crowded buses, courtesy rides on other buses are not permitted. Please make other arrangements if your child can not ride his or her assigned bus.

BUYING, SELLING, TRADING GAMBLING

Buying, selling, trading, or gambling of any items by a student while on school property or on the way to or from school is not allowed.

CHECK OUT PROCEDURES

Please make every effort to ensure that your child is in class for the entire instructional day. If a student must leave school during school hours for any reason, a note advising the nature and time of the dismissal is needed. In addition, a parent or guardian must come to the office and sign the student out. This procedure protects the student from leaving the campus with anyone other than the parent or guardian. The student will not be released from his/her classroom until notification from the office is received. Phoned in pick-ups are not allowed. Instructional time is important to the success of our students and, therefore, students will stay in class until a parent/guardian arrives. This policy also ensures the student is

under adult supervision at all times. PLEASE do not check your child out after 3:20 PM unless there is an emergency.

CELL PHONES

Students may possess a wireless communication device while the student is on school property or in attendance at a school function for after-hours usage. The wireless device **must be powered off and put away** when you come on campus and throughout the entire school day or while on school transportation at any time unless approved by your bus driver. **If the wireless communication device is seen in your hand and is “powered on”, it will be interpreted as being “in use”.** Unauthorized “usage” of a wireless communication device on campus during the school day will result in disciplinary action including ISS.

Inactive Phone Disturbances

Phones put away (not being held) that make noise during the school day will be confiscated and sent to the front office until the end of the day. **Repeat confiscation due to phone disturbances will result in disciplinary action including ISS.**

CELL PHONE (SAFE) ZONES

Students may use phones to contact parents after arriving on our campus, or when leaving our campus in our established PHONE ZONES. There is a **2 minute limit** on cell phone use in phone zones. **Phone use any other time or in any other area of our campus is not allowed without approval from your teacher.**

Zone 1= sidewalk in front of the main office to flagpole

Zone 2= sidewalk parallel to bus pickup/drop off

CLINIC

It is vital that emergency phone numbers be up to date on all forms so we can contact a responsible individual in the event parents cannot be contacted about a sick student.

MEDICATION

County policy does not allow for students to carry ANY medication on their person. All medications, over the counter and prescription, must be stored in the clinic. This includes pain relievers and cough drops. If your child needs medication during the day, a parent must bring that medication to the clinic. It must be in its original container, age appropriate, and unexpired. There is a simple form to fill out and sign that gives us your written consent to administer necessary medications. The only exception to this rule is if the student has written documentation from their doctor to carry lifesaving medications such as an inhaler or an Epi Pen. Nursing must be aware of any medications on campus in order to keep all students safe.

CRUTCHES

If your child becomes injured and requires the use of crutches, a wheelchair, or any other orthopedic assistive device, the clinic will require written medical documentation of this need in the form of a doctor’s note. This note should state that there is a medical need for crutches, and it should also include a statement from the doctor excusing the student from PE and sports. It should state how long the student will be excused from physical activity. Some doctors will excuse the student from PE until they are medically cleared to participate. In this case, we will need a doctor’s note releasing the student to begin participating again.

CHRONIC CONDITIONS

If your child has a chronic condition such as asthma, diabetes, sickle cell anemia, seizure disorder, cystic fibrosis or a cardiac condition, please visit the clinic and pick up a packet to take with you to your doctor. Included in this packet are a medical management plan, health condition questionnaire, and a parental authorization to administer medication. These forms are available to you all year long, including summer break. All information provided on these forms is valid only for the school year in which they were provided to the clinic. It is best practice to obtain these forms at the end of each school year, so you can have them ready for the first day of the next school year.

ILLNESS DURING SCHOOL HOURS

If your child becomes ill during the school day, they will be assessed by a nurse. If your child has an elevated temperature (100.3 or higher), they must be picked up from school by a parent or, another adult that shall be specified on the Emergency Medical Card. Students must not return to school until they are fever free for 24 hours, without the use of fever reducing medication. Students who are actively vomiting, or have diarrhea, will need to be picked up from school. Students who are ill and need to go home may not walk or ride their bike home. Students who are ill are not permitted to spend the school day in the clinic. They must be picked up. We care for many children throughout the day, and we strive to keep illness from spreading. Please update contact information with the front office as the need arises.

Control Procedures for Infectious Disease

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 CONDUCT

The Clay County School Board has adopted a Code of Student Conduct. Each student will receive an orientation on the code at the beginning of the school year. The Code of Conduct may be accessed through the Clay County School District website. <http://oneclay.net/student-services/>

CONFERENCES

Teachers are available for conferences from 8:30 a.m. to 9:15 a.m. Please call the guidance department to make an appointment. Academic conferences will be made through guidance with all teachers involved.

CORPORAL PUNISHMENT

The Clay County School Board has a policy allowing corporal punishment. OakLeaf Junior High will not administer corporal punishment to any student.

DELIVERIES

All deliveries should be brought to the front office. Items of a school nature, such as homework, textbooks, notes, etc. will be delivered to the student as soon as possible by the front office. **Deliveries such as flowers, balloons, etc., will not be allowed. Providing celebration treats in the classroom or lunchroom is not permitted.**

DETENTION

Detention may be held as a means of modifying a student's behavior. Students may be assigned detention by an OLJH staff member. After parents/guardians are notified, students may be assigned detention for reasons of poor conduct or failure to complete required school work. Students may not be detained more than one hour (*before or after school*) and parents will be notified prior to the assigned date of the detention. Parents/guardians have the responsibility of providing transportation. Students missing a scheduled detention will receive one day of ISS.

DETENTION DURING LUNCH

Lunch detention may be assigned as a consequence of poor choices in behavior. The detention will be served during the student's lunch period. Students will be allowed to buy their lunch prior to serving the detention and will not be allowed to leave lunch detention until the end of their lunch period.

DRESS CODE

We believe the dress and personal appearance of students should be a positive reflection on the family, student, school, and community. The following guidelines are to be followed:

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 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 an article of clothing underneath them, that cover the skin, so as not to expose skin or undergarments.
- * Shirts must cover the shoulder and not expose undergarments or midriff in any manner.
- * The neckline of a shirt must limit exposure of the body
- * Footwear of some type must be worn at ALL times. Do not wear bedroom slippers.

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.
- * Sleepwear, such as bedroom slippers, pajamas, etc.
- * Tank tops, halter tops, tube tops, spaghetti straps, mesh/see-through shirts or muscle shirts
- * Hats, hoods, bandannas, caps, and visors are not to be worn in class or inside buildings unless approved by administration for special events
- * Any apparel or accessory determined by administration to present a safety hazard for the student or the school

Dress Code Discipline Policy

Teachers and school personnel are responsible for sending students to school administration to determine the infraction. Dress Code Violation Slips are available for teachers in the front office.

1st Dress Code Infraction – (without a referral)

Changing the clothing that violated school policy by:

1. Using clothing items belonging to the student (ex- PE clothing, other personal garments)
2. Having a parent/guardian bring approved garment to the student in the front office or holding area
3. Having the school issue student a school approved garment (loaner to be returned to the school)

Note: if a student refuses to take any of the above options, they are placed in ISS for the remainder of the day and issued a referral for "non-compliance".

2nd Dress Code infraction (resulting in Referral) – Student will change clothes with same options as 1st infraction and be assigned discipline including, detention, work detail, or ISS. Parent will be contacted.

3rd Dress Code Infraction (resulting in Referral) – Student will change clothes with same options as 2nd infraction and be assigned 1 day of ISS. Parent will be contacted.

4th and all Future Dress Code Infraction (resulting in Referral) - Student will change clothes with same options as past infractions and be issued multiple days ISS. Parent will be contacted.

A good rule of thumb: If there is any question about whether an outfit would be acceptable, choose another.

DRUGS, ALCOHOL, AND TOBACCO

Any person involved in the use, possession, distribution, or sale of alcohol, tobacco, drugs/controlled substances, or synthetic drugs and other substances of similar design whether on school property or at a school function will not be tolerated, including electronic cigarettes. It is unlawful for persons under 18 to knowingly possess any tobacco product. Any person under 18 who violates these provisions commits a noncriminal violation provided in s.569.11.

EARLY DISMISSAL

Students are expected to remain at school all day. When students leave early, they miss valuable instructional time. Parents are asked not to check out their child early, except for emergencies or when appointments make it necessary. To leave school before the day ends, a student must bring a dated, written note, with parent's signature and reason for leaving to the attendance office between 9:10 a.m. and 9:25 a.m. The parent must indicate how the student is to leave. The person picking up the student should come into the main office to sign for the student's dismissal and wait in the front lobby for the student. A photo I.D. must be presented when signing out a student. Only those individuals designated by the parent or guardian and so recorded in the student's cumulative file will be allowed to check out a student. PLEASE do not check your child out after 3:20 PM on regular days and 12:15 PM on early release days unless there is an emergency.

E-MAIL

If a parent or guardian wishes to communicate with staff via e-mail or if a parent or guardian wants to allow e-mail communications about his/her child to others outside of the school district, the parent or guardian of the student will need to personally come to the school and sign a request and consent for such transmission and provide the address to which e-mail transmissions should be sent. NOTE: This will only need to be done once during the student's tenure at OLJH.

GRADES AND REPORT CARDS

Report cards and interim reports are posted four (4) times a year. Check the school calendar for dates.

Grading Scale

A = 90 - 100	Outstanding Progress
B = 80 - 89	Above Average Progress
C = 70 - 79	Average Progress
D = 60 - 69	Lowest Acceptable Progress
F = 0 - 59	Failure to Progress
I =	Incomplete

Grades can also be monitored regularly by registering on FOCUS. This is an excellent method for keeping up with a student's most recent progress in school.

GUIDANCE

Guidance services are provided by our guidance counselors. Their primary function is to assist students with their educational and personal development. This is carried out through classroom programs, individual and small group counseling with students, conferences with parents and teachers, and helping to identify students in need of special programs. Our counselors also coordinate all standardized testing.

HOMEWORK

Homework is defined as assignments that support specific concepts taught during the school day. Incomplete class work that must be completed at home is not considered homework but rather a continuation of the student's daily classroom responsibility. Homework should not exceed 2 hours for junior high.

HONOR ROLL

The "A" & Honor Rolls will include students in grades 6-8.

"A" HONOR ROLL

Requires an "A" in all classes.

HONOR ROLL

Requires an "A" or "B" in all classes.

INTERIM REPORTS

All junior high students will receive an interim grade to be posted on Focus at mid-term each nine weeks.

LOCKS, LOCKERS & STUDENT PLANNERS

Students may rent locks and lockers for a \$5.00 fee and each student will receive one complimentary student planner from the school. Students will pay an additional \$5.00 to replace planners or locks lost or damaged. Only school issued locks can be placed on school lockers. All other locks will be removed. Student access to lockers may be limited by Administration. F.S.232.255 states that the principal or designated employee may search a student's locker or other storage area if they have reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the locker or storage area. Storage areas include small backpacks, bags of any type, purses, wallets, etc.

LOST AND FOUND

Lost and found articles will be relocated to large boxes on the stage in the cafeteria except for jewelry, glasses, and cell phones which should be turned in to the front office. Student's lunch boxes, sweaters, coats, hats and gloves, etc., should be labeled in order to help in the return of each article to its rightful owner. All unclaimed items will be donated to

charity at the end of each semester. The school assumes no responsibility for lost articles.

LUNCH PROGRAM

A well-balanced, hot lunch is available for purchase each day, or a lunch may be brought from home. Please refrain from sending these items to school; sodas and energy drinks. A menu is posted on-line each month. **Lunch is not served on early dismissal days.**

At the time of this publication, the cost of student lunches is \$2.25 and adult lunches are \$3.00. Those paying for lunches daily will pay when they enter the Cafeteria. **Students are encouraged to pay for lunch in advance. On-line payments for lunches may be made through MyNutriKids.com. Parents can also utilize this site to keep track of lunch account funds. Log on to the District web-site at www.oneclay.net and select on-line payments. Payments may also be made by personal checks and cash. NSF Personal checks will be collected through Insurecheck. Please write student's name and lunch account number on the check.** Students paying by the week or month should go to the cafeteria before school and pay the manager. Applications for free and reduced lunches are distributed by the school; however, the Federal Government determines the family income that makes a student eligible. **The application forms must be filled out each year.** One form is used for all children in a family. If your children received free or reduced lunch last year in Clay County, they will maintain that status until a new application is filed within 30 days after school opens. A student on the free lunch program will be allowed to have breakfast if they ride a bus.

Students wishing to purchase extra a la carte items in the cafeteria are encouraged to have their identification card. ID cards can also be used in our express line.

MEDIA CENTER

Our goal is to make the Media Center an enjoyable, educational place for all our students and teachers. Use of the Media Center is strongly encouraged. The Media Center is open in the morning at 8:30am (with a pass) until school begins so that students have a place to study, do research, check out books or magazines, make up tests, and print or make copies. Printing cost five cents per page. Copies cost 10 cents each. Students **must have a pass** from an OLJH teacher in order to be in the Media Center prior to the start of the school day. Passes should be obtained from a teacher the day before and turned in to Media Center personnel the morning of use. All items returned after the due date (two-week check-out for books and materials) will be charged a late fee of five cents per day. All fees for late or lost/damaged books must be paid. Unpaid fees will impede a student's opportunity to check out more materials and attend the end-of-the-year field trips. e-Books are now available online; see the media specialist for more information. Students who read three Sunshine State Award Winning books will be allowed to vote for their favorite book in the Spring. Please visit our library online at:
<http://destiny.oneclay.net>

NON EDUCATIONAL MATERIALS

Items such as hoverboards, head gear, roller blades, dice, laser pointers, playing or trading cards, radios, computer games, cameras, electronic music, iPods, and MP3 players, external Bluetooth speakers and game devices, must be out of sight during school hours. Non-educational items will be confiscated and may be returned at the end of the school day. Students who repeatedly bring non educational items to school will face more serious disciplinary measures for defiance. Items that are confiscated will be secured in the Administrators' offices.

P. E. UNIFORMS & PROCEDURE

Physical education uniforms for junior high students will be available at the school for a cost of \$20.00. There is also a \$5.00 fee for a lock and locker for P.E. Personal backpacks and books should NOT be carried to PE and must be stored in the student's hallway locker or pre-determined designated area.

PHYSICAL CONTACT BETWEEN STUDENTS

Physical contact between students is NOT allowed. This includes public displays of affection such as holding hands, hugging, etc. **(STUDENTS ARE EXPECTED TO KEEP THEIR HANDS TO THEMSELVES AT ALL TIMES)** Students who are involved in aggressive behavior including inappropriately touching, hitting or fighting may be subject to one or more of the following consequences: suspension, arrest, expulsion, or recommendation for alternative school placement.

STUDENT CONDUCT

1. Walk on sidewalks and in the halls in an orderly manner. No running, you can make it to class by walking briskly, no need to run (many injuries occur from running)
2. Electronic devices are not allowed to be used on campus; such as, iPods, MP3 Players.
3. Cell phones must be powered off and out of sight throughout the school day and while on school transportation. (to be used ONLY in "PHONE ZONES")
4. Violence will not be tolerated. Fighting or battery on another student will result in suspension.
5. Eating and drinking is not permitted in any school building except the cafeteria. (Subject to confiscation)
6. A student shall comply with any reasonable directions made by authorized school personnel without disrespect or insubordination.
7. No student should be out of class without a written pass.
8. No physical contact between students.
9. Profanity will be interpreted as any profane, vulgar or unnecessarily crude utterance or gesture.
10. Each student is responsible for care of school property.
11. Take pride in your surrounding and deposit trash in cans located throughout the school.

12. Skateboards, rollerblades and Scooters are not allowed to be in use on school campus. (lock them to the bike rack)
13. Possession and/or use of tobacco paraphernalia is prohibited.
14. **Keep your hands and feet to yourself.** Think of safety for yourself and others.
15. Students willfully absent without parental permission are considered to be skipping school. Students are not permitted to leave campus without permission,
16. Disruptive behavior of any kind will not be tolerated.

STUDENT IDENTIFICATION CARDS

Students will be issued STUDENT ID CARDS within the first few weeks of the school year. Students are encouraged to carry their identification cards at all times on campus. Id cards are used to purchase lunch and check out books from the media center, as well as, identify student verification if needed. Each student will be provided (1) free photo I.D. at the beginning of the school year. If a replacement card is needed, one can be purchased in the Media Center for \$5.00.

TARDY POLICY FOR JR. HIGH

Tardy Sweep Policy: Oakleaf Junior High School will conduct tardy sweeps at the end of each period to further encourage students to arrive to class on time. It is our belief that students maximize their opportunities for academic achievement when they arrive to class promptly. It is also important that students are on time to class so that we can help ensure student safety. If a student is caught in a tardy sweep they will be issued a tardy pass at the nearest sweep station and report to their class immediately. Consequences for tardiness (which includes tardies to school, unless excused with a doctor's office note) are listed below:

***1st – 3rd Tardy** – Warning with parent notification by ISS assistant

***4th – 6th Tardy** – Lunch Detention with parent notification by ISS assistant.

***7th – 9th Tardy** – Student will be issued a referral and assigned Saturday School with parent notification.

***Excessive Tardiness-** (10 or more tardies in one quarter): Administrator /Parent/Student Conference, notification given to School Social worker, along with Saturday School and loss of extracurricular activities/student privileges. (Such as prohibited to attend games and/ or dances)

***NOTE:** The counting of tardies will reset at the beginning of each quarter

It is critically important to remember that OLJH students are also expected to arrive on time to school and to all classes every day. Late arrivals disrupt the learning atmosphere for all students in a classroom. Students are expected to comply with the tardy policy every day of the school year. Students who are in violation of the tardy policy will be subject to consequences referenced above which will be consistently and equitably enforced by all teachers and administrators.

TELEPHONES

Students are to use a school phone only in case of an emergency and then only with the permission of the Principal or his designee. All phone numbers from the school will appear as 904-336-5775 on your caller ID. There is no way for the front office to know who placed a call from the school.

TEXTBOOKS

Students will have textbooks, and or workbooks, issued to them by their teachers. Textbooks are the property of the school and must be accounted for by each student and teacher. Students losing or damaging books shall be required to pay for such books. In the event that a lost textbook is found, the student's money will be refunded. Students may be required cover textbooks to assist in keeping their books in good condition.

VIDEOS

“G” and “PG” rated videos may be shown in the classroom as a reinforcement of standards being taught.

VIDEOTAPING AND PHOTOGRAPHING

Many students may be filmed or photographed throughout the year for outstanding accomplishments. Videotapes may be aired on Clay Cablevision. In addition, some videos may be used at local, state, or national conferences or workshops. Photographs may be placed in the newspaper or on our school's web site. Students may also have their work displayed on our school website, school newsletter or in local businesses, malls, or other public places. If you have any objections to your child's photo or work being publicly displayed, you must notify the school in writing within forty-eight hours of your child's enrollment at this school.

PHOTOGRAPHY/VIDEO TAPING BY STUDENTS

Students taking photographs or videos by any means whatsoever, while on school property or while on school transportation, without the express permission and supervision of a faculty member are 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 social event, sporting event, awards ceremony or other school sponsored activity or function at which photography is allowed and the photographs are images of activities which are reasonably considered to be 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 and will be deemed disruptive to the order of the school and will be sufficient reason to impose disciplinary measures. Unauthorized videoing/recording of a school board employee is a level 3 disciplinary offense.

VISITORS

For the safety of our students, all visitors **must check in at the Main Office** before visiting the cafeteria or the classrooms. A visitor's badge must be visible at all times while on the school campus. Please have your driver's license / ID available when entering the main office.

VOLUNTEERS

Volunteers are very active and supportive at OakLeaf Junior High School. Volunteer forms are available in the front office. Please complete the form and return it to the school. For more information, contact the secretary in the front office. Remember to always sign in and present your ID at the front office before going to the classrooms or anywhere on campus. High school students and community service workers volunteering must be pre-approved by school administration.

WITHDRAWALS / TRANSFERS

When pupils are being withdrawn from the school, parents should notify the office or the teacher at least five (5) days in advance so that records and reports can be completed. All appropriate fees in addition to textbooks, library books and school issued items should be returned or paid for prior to withdrawal.

Student records of children transferring will be forwarded to the school the student will attend. You have the right to a copy of the records if requested. You also have the right to request a hearing to challenge the content of the record.

Parent Climate Survey

Annually, every parent and student has the opportunity to evaluate the effectiveness of instructional employees by completing annual school improvement climate surveys. Additionally, parents/students may submit recommendations relative to performance directly to the school Principal. Results are reviewed by school administration and assist supervisors in recognizing performance or identifying growth opportunities.

Bullying & Harassment

HAVE I BEEN BULLYING or HARASSING OTHERS?

- Do I say things that hurt others or make comments that are insulting or embarrassing?
- Do I push, shove, or touch people in a way that makes them feel uncomfortable or pressure them to do something that they don't want to do?
- Would I say or do the same things in front of a parent, teacher, or others I respect?

IF YOU WITNESS BULLYING/ HARASSMENT.....

- Don't laugh or encourage the harassment.
- Tell the person that you don't think it is funny.
- Get help for the victim of harassment.

Report what you saw or heard to your teacher, counselor, assistant principal or principal.

It is your right and responsibility to report bullying and harassment, whether it happens to you or to someone else. In our schools, everyone should feel safe and valued, and all members of the school community have a responsibility to ensure this happens

COMPLAINT PROCEDURE:

- Report the complaint to a teacher or counselor.
- Tell your parent.
- Report it to the principal or assistant principal.
- Be ready to tell who, what, when, where, and how.

ATTENTION PARENTS/GUARDIANS:

Please help your children understand the serious nature of bullying and harassment. It is the policy of the School Board of Clay County that all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. Bullying and harassment of any type will not be tolerated. Bullying and harassment is when the harassing conduct keeps the victim from getting the educational opportunities/benefits provided by the school. A serious charge of bullying and harassment will subject the offender to disciplinary action consistent with School Board policy and the Code of Student Conduct.

TIPS FOR MANAGING YOUR BEHAVIOR

USING THE 10 SECOND RULE

Junior high life can often be stressful. Other students, teachers, or situations can occasionally cause us all to get angry, frustrated, or upset. Being in control of your feelings and taking appropriate action is essential to staying out of trouble both at home and at school. Students sitting in the principal's office with a discipline referral can often look back at their actions and clearly see what they should have done. Here at Oakleaf Junior High School we hold all students accountable for their actions. One way to make sure you stay accountable and in control is to practice the 10 second rule. **HERE IS HOW IT WORKS....**

1. The second you feel yourself getting upset, stop everything and begin counting slowly to 10.
2. While you are counting take deep slow breaths and try to relax.
3. Picture what an appropriate action would be. (One that would keep you out of trouble and possibly solve the problem)
4. After 10 seconds, if you are still unclear on how to act/react, Start the process over again.
5. If you are still unsuccessful, seek the help of a trusted teacher or administrator

ALWAYS THINK BEFORE YOU ACT