

HOWARD MIDDLE SCHOOL

1655 NW 10th St.
Ocala, Florida 34475

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The Howard Middle School staff facilitates maximum academic achievement, promotes trust and compassion, and challenges students to gain and apply knowledge in the pursuit of lifelong learning.

Students and parents are asked to read this Student Planner together and become familiar with Howard's expectations for students. The planner supplements information included in Marion County Public Schools' Code of Student Conduct, and addresses topics such as dress code, attendance, and parent involvement.

Every Howard Middle School student has the opportunity to achieve academic success and be prepared to enter high school at the conclusion of the eighth grade year. In addition to academic skills, the student's total development is important. Learning information is no longer sufficient; students today must also learn critical thinking and decision making skills. Today's student must also develop self-control, self-discipline, and interpersonal skills to face the challenges of the digital world. To reach these goals, parents and school staff must work together.

Parents are encouraged to be involved in your son's or daughter's education. If at any time you have a question or concern, I urge you to call the school or come visit us. Many times misunderstandings are caused simply by a lack of communication. I also encourage you to utilize our school's website at www.marion.k12.fl.us/schools/hms and e-mail the teachers with your questions.

As parents, students, and staff work together in the educational process demonstrating pride, our students will achieve to their potential.

Robert A. Hensel

Principal

MARION COUNTY PUBLIC SCHOOLS

~ Where Every Child Can Learn ~

~An Equal Opportunity School District~



Howard Middle School

Howard Middle School is located on 34 acres in West Ocala. First opened in 1955 as Howard High School, the school later became Hampton Community College and in 1969 was designated Howard Middle School. Building renovations and expansion were completed during school year 2010 - 2011. The school has a rich history and maintains high standards for academic excellence. Dedicated teachers work with students to achieve their educational goals that support their futures. Innovative teaching and learning are encouraged, and students are served in a safe, well-disciplined environment.

The Bulls' Creed

The Bulls' Creed is the standard for Howard Pride. Howard Bulls serve school and community, value truth, and celebrate diversity. Howard Bulls choose to do the right things for the right reasons at the right times.

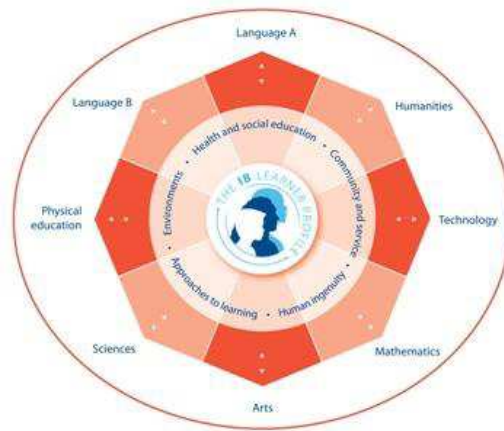
- ✓ **Responsibility** -- Howard Bulls meet their obligations by being reliable, accountable, and dependable to self and others.
- ✓ **Citizenship** -- Howard Bulls know, understand, and display high regard for rules, laws, government, heritage, and for those who serve the community. Bulls know that compromising on the little rules weakens the fabric of the Howard community.
- ✓ **Kindness** -- Howard Bulls are helpful, thoughtful, caring, compassionate, and considerate. Bulls exercise kindness in dealing with others, creating a sense of peace and community, rather than engendering hostility and antagonism.
- ✓ **Respect** -- Howard Bulls show consideration, understanding, and regard for people, places, and things.
- ✓ **Honesty** -- Howard Bulls are truthful, trustworthy, and sincere. Bulls are faithful to promises, no matter how big or small the promises may be. Bulls understand the importance of upholding convictions at all times, especially when no one is watching.
- ✓ **Self-Control** -- Howard Bulls exercise self-control. Bulls exercise discipline over their behavior and actions.
- ✓ **Tolerance** -- Howard Bulls recognize and respect differences, values, and beliefs of others. Bulls celebrate the diverse community at Howard Middle School.
- ✓ **Cooperation** -- Howard Bulls work with others to accomplish common goals. Bulls maintain positive attitudes and cheerful demeanors. Bulls inspire others.

International Baccalaureate / Middle Years Programme

Howard Middle School is an International Baccalaureate / Middle Years Programme (IB/MYP) school. IB/MYP schools share a common philosophy, a commitment to high quality, challenging, international education that Howard believes is important for our students.

- MYP provides a curriculum which allows all students to develop the knowledge, attitudes, and skills they need to participate in the twenty-first century.
- MYP encourages the use of a variety of methodologies to produce a climate where students discover how they learn best in different contexts. The development of the whole student is emphasized: affective, cognitive, creative, and physical.
- MYP emphasizes the whole educational experience, including what students learn outside the classroom.

MYP consists of eight subject groups integrated through five areas of interaction that provide a framework for learning within and across the subjects. Students are required to study their mother tongue, a second language, mathematics, humanities, sciences, arts, physical education, and technology every year.



IB Learner Profile

The aim of the Middle Years Programme is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. Howard Bulls, **IB Learners**, strive to be:

Inquirers Knowledgeable Thinkers Communicators Principled
Open-Minded Caring Risk-Takers Balanced Reflective

IB Areas of Interaction

The Middle Years Programme places students and the way students learn at its center. **Five Areas of Interaction** are common themes embedded in the subject areas and special activities.

Approaches to Learning Human Ingenuity Environments
Community & Service Health & Social Education

Along with the MCPS report card, students will also be issued a Howard Middle School International Baccalaureate report card at the conclusion of each semester. This will show a student's Achievement Level for Semester 1, Semester 2, and at the End of Year. This Achievement Level *is not a Pass/Fail grade*.

Understanding the IB Achievement Levels

- The Achievement Levels indicate the student's accomplishments thus far.
 - ✓ This progress is represented numerically 1-7, as detailed on the IB report card.
 - ✓ The End of Year Achievement Level is not an average of Semester 1 and Semester 2. It is the student's overall Achievement Level to date.

Progress is measured using the Subject Specific Rubrics; these rubrics are available on the HMS website, <http://www.marion.k12.fl.us/schools/hms/IB.cfm>.

| Achievement Level | Descriptors |
|-------------------|--|
| 1 | Minimal achievement in terms of the objectives. |
| 2 | Very limited achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills and is unable to apply them fully in normal situations, even with support . |
| 3 | Limited achievement against most of the objectives or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support . |
| 4 | A good general understanding of the required knowledge and skills and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis, and evaluation. |
| 5 | A consistent and thorough understanding of the required knowledge and skills and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis, and evaluation where appropriate and occasionally demonstrates originality and insight. |
| 6 | A consistent and thorough understanding of the required knowledge and skills and the ability to apply them in a wide variety of situations. Consistent evidence of analysis, synthesis, and evaluation is shown where appropriate. The student generally demonstrates originality and insight. |
| 7 | A consistent and thorough understanding of the required knowledge and skills and the ability to apply them almost faultlessly in a wide variety of situations. Consistent evidence of analysis, synthesis, and evaluation is shown where appropriate. The student consistently demonstrates originality, insight, and always produces work of high quality . |

The subject boundaries identify the 1-7 achievement levels the student earns for a semester grade and offer an indication of grade-in-progress for semester marks. Students and parents can see what that means in terms of overall performance through the MYP general descriptors above.

Subject Boundaries and MYP General Achievement Descriptors

| Achievement Level | Language A Boundaries | Language B Boundaries | Mathematics Boundaries | Humanities Boundaries |
|-------------------|-----------------------|-----------------------|------------------------|-----------------------|
| 1 | 0-4 | 0-5 | 0-4 | 0-5 |
| 2 | 5-9 | 6-10 | 5-8 | 6-10 |
| 3 | 10-14 | 11-15 | 9-12 | 11-15 |
| 4 | 15-19 | 16-20 | 13-17 | 16-20 |
| 5 | 20-23 | 21-24 | 18-21 | 21-24 |
| 6 | 24-27 | 25-28 | 22-25 | 25-28 |
| 7 | 28-30 | 29-32 | 26-28 | 29-32 |

| Achievement Level | Arts Boundaries | Technology Boundaries | Physical Education Boundaries | Sciences Boundaries |
|-------------------|-----------------|-----------------------|-------------------------------|---------------------|
| 1 | 0-3 | 0-5 | 0-5 | 0-5 |
| 2 | 4-8 | 6-9 | 6-10 | 6-11 |
| 3 | 9-13 | 10-15 | 11-15 | 12-18 |
| 4 | 14-20 | 16-21 | 16-20 | 19-24 |
| 5 | 21-25 | 22-25 | 21-24 | 25-28 |
| 6 | 26-30 | 27-31 | 25-28 | 29-32 |
| 7 | 31-34 | 32-36 | 29-32 | 33-36 |

ACCIDENTS

First Aid is available in the clinic during academic classes, and First Aid is available from the Physical Education teachers during regular physical education classes. All accidents that occur at school or at a school sponsored activity should be reported immediately to the teacher, sponsor, or administrator. A school accident form must be completed as soon as possible.

ATTENDANCE

Florida Law states that each parent or legal guardian of a child is responsible for the child's regular school attendance (F.S. 1003.24). Failure to attend school in a regular and timely fashion hinders the education process and may result in failing grades. Each student enrolled in Marion County Public School is expected to attend school every day and be punctual. Schools are required to track excused and unexcused absences in order to prevent the development of a pattern of nonattendance. Parents/guardians should refer to Section IV, Code of Student Conduct, for guidelines in reporting absences.

STUDENT RESPONSIBILITIES

1. To attend all classes daily and be on time
2. To provide the school with an adequate explanation or appropriate documentation indicating the reasons for the absence within three (3) days of the absence
3. To request makeup assignments from the teachers upon return to school and to complete this work within one (1) day for each day of absence except in the case of extenuating circumstances

EXCUSED ABSENCES

1. Illness of the student (if a student is continually and repeatedly absent from school, the student must be under the supervision of a physician in order to receive an excused absence)
2. Major illness in the immediate family of the student
3. Medical appointment
4. Religious holiday
5. Death in the family
6. Head lice, a maximum of (1) excused day per occurrence
7. Approved School Activity
8. Court appearance by student (summons or subpoena required)
9. Pre-Arranged absence which has been approved

Absences not included in the above list shall be unexcused. A student may be referred to School Social Work Services for intervention after they have five absences, excused or unexcused. A student may be referred to the Child Study Team for nonattendance when they have (F.S. 1003.26):

1. **Five** unexcused within a calendar month or
2. **Ten** unexcused absences within a 90 calendar day period.

A student who has 15 or more unexcused absences within a 90 calendar day period is considered a habitual truant and interventions leading to court action may occur. (F.S. 1003.27)

AWARDS ASSEMBLIES

Outstanding achievement in specific subject areas will be recognized at Awards Programs and School Celebrations. Students may be recognized for excellent attendance; and academic and elective class achievements. Parents will be invited to attend these special programs.

BICYCLES

Students may ride bicycles to school. Upon arrival, bicycles must be walked to the designated parking area (on the street side of the cafeteria at the front of our car line). Bicycles should be chained and locked to prevent loss. State law requires that students riding bicycles wear a safety helmet when riding.

BREAKAGE AND DAMAGE

Howard Middle School is your school. Writing on the desks or walls, putting gum under the desks and tables, breaking windows or otherwise destroying property reflects directly on you. Any student found damaging or defacing property at Howard Middle School will be subject to disciplinary action. Cost of repair will be paid by the student and the parents.

BUS STUDENTS

Riding the school bus is a privilege. Improper conduct will result in that privilege being denied. Bus students are under the supervision of the driver and are subject to classroom regulations and the rules listed below. Bus Drivers will report student misconduct to the school administrator.

The following bus rules are in effect, and are posted on each bus:

1. Stand off roadway while awaiting bus.
2. Stay seated at all times while the bus is moving.
3. Keep arms and legs inside the bus.
4. Walk 10 feet in front of the bus. Wait for the driver's signal before crossing a road.
5. Unnecessary conversation with the driver is dangerous.

6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Total silence is required at all railroad crossings.
8. The driver is in full charge of bus and pupils. Students must obey the driver.
9. The driver may assign students to specific seats.
10. There is no eating, chewing gum, drinking or smoking on the bus.
11. The bus cannot wait for late students.
12. You may not get off the bus at stops other than yours without permission from the principal or designee.
13. Only regularly scheduled bus students are allowed to ride the bus.
14. Students are not permitted to bring large items on the bus (projects, equipment, etc.).

**CELL PHONES, RADIOS, TAPE PLAYERS, CD PLAYERS, ELECTRONIC GAMES AND TRADING CARDS
MP3 PLAYERS, CAMERAS, PAGERS, TOYS, ELECTRONIC PETS AND LASER POINTERS**

Cell phones and similar wireless devices may be in the possession of students on campus and on the school bus but cannot be visible or activated during regular school hours. The exception to activation would be with administrative approval. Students may use such devices while being transported on district vehicles provided their use does not result in a disruption and a headphone, ear bud, or other accessory is used so that it cannot be heard by others. Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school and/or criminal penalties if the device is used in a criminal act. Using or possessing a wireless communication device to view, or transfer or store material of a sexual nature is a violation of the Code of Student Conduct and may be a criminal act. The unauthorized recording and/or photographing of employees, volunteers, and/or students is prohibited.

CHANGE OF ADDRESS OR TELEPHONE NUMBERS

Parents are asked to report all address and telephone number changes in a timely manner. Ability to contact parents is critical, especially in cases of emergencies.

CONFERENCES

Communication between parents and school staff leads to increased student achievement. Parents may call the school Guidance Office to arrange conferences with teachers, 671-7229. Parent conferences are scheduled on Tuesdays and Thursdays. Conferences are limited to 20 minutes in length.

COUNSELING SERVICES

Guidance services are available to all students at Howard Middle School. The counselors conduct conferences with students, parents, teachers, administrators, and they work with county and state services. Guidance services include orientation, testing of students, and helping identify and solve their personal and academic problems. Special services are available for Medicaid-eligible students. Please call the Guidance Office for additional information at 671-7229.

DRESS CODE

Student dress and grooming in the school shall meet standards of decency, modesty and personal hygiene and be conducive to maintenance of a proper educational environment. Shoes must be worn at all times. All clothing must be zipped, buttoned, or snapped as designed. Pants and shorts must be worn at the waist. **Styles and fads are forever changing, therefore the principal or designee shall reserve the right to alter this code at any time throughout the year.**

The following items are **not** permitted:

1. Extreme hair styles and make-up; flamboyant costumes or accessories
2. Excessively revealing clothing; halter tops, tank tops; clothing exposing the midriff; **wearing a jacket over an inappropriate top will be considered a violation of the dress code**
3. Spandex shorts/pants, bicycle shorts/pants
4. Pacifiers, candies, straws, and sticks in the mouth
5. Hats, headgear, sunglasses and curlers
7. With the knowledge that certain items are proven to be harmful, clothing that advertises alcohol, tobacco products or drugs; clothing which has inappropriate pictures, symbols, words or messages; clothing with symbols of occult, satanic groups, gangs
8. Clothing with holes, rips, and tears
9. Mini-skirts and mini-dresses
10. Exposed body piercing other than earrings.
12. Pajamas, slippers
- 13 Full length black trench coats

Students who do not follow the above code will be subject to disciplinary action. **Repeated dress code violations will result in suspension.** Please refer to the Code of Student Conduct for additional information

EMERGENCY EVACUATION DRILLS

Fire, hurricane, tornado and other emergency evacuation drills are held at irregular intervals throughout the school year. Each classroom displays an evacuation map near the outside door. Students must be aware of the proper exit route if an evacuation becomes necessary. Remember these basic rules: walk no talking, follow adult directions, and move quickly to your designated area.

EXPULSION

Upon the recommendation of the school and the superintendent, a student may be expelled by resolution of the Board for any serious breach of conduct including, but not limited to, willful disobedience, open defiance of authority, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school. Specific examples of conduct leading to expulsion include:

1. Students who have sold or given to others any type of drug or intoxicating liquor
2. Students involved in an organized effort to disrupt the normal procedure of a school day
3. Students who have on or about their person or in their possession any firearms of any kind including but not limited to rifles, shotguns, and pistols, BB guns or any sword, bayonet, metallic knuckles, slingshot, billy or other weapon, including a common pocket knife, box cutter, or razor blade. HMS maintains a no tolerance policy regarding weapons on campus
4. Repeated acts of misconduct

FIELD TRIPS, EXTRA-CURRICULAR ACTIVITIES

In order to participate in field trips, before or after-school activities, and school dances students must have a 2.0 grade point average, no suspensions, and no obligations/debts.

GUM, CANDY

Students should not bring gum or candy to school for personal consumption, fund-raising, or sales. Such will be collected by teachers or administrators.

HALL PASSES

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless there is special permission or special duties. Students must have a signed hall pass when out-of-class at other times.

HEALTH SERVICES PROGRAMS

During the school year students are eligible to participate in certain health services. Health screenings including, but not limited to vision, hearing, and scoliosis will be conducted at various grade levels. Parents will be notified if these screenings indicate need for follow-up.

1. If you do not wish for your child to participate in these screenings, please send a written note to the principal on a yearly basis requesting your child be excluded from participation.
2. Our School Health Nurse provides health counseling, health education and assistance with medical referrals and necessary follow-up.
3. In case of a health emergency, "911" (Emergency Medical Services) will be called and the parent/guardian will be notified immediately. In the event the parent/guardian cannot be reached, the person designated by the parent/guardian to call "In Case of Emergency" will be notified.
4. **Students will not be permitted to start their seventh grade year without the state required vaccinations, including Tdap (tetanus-diphtheria-pertussis).**

HEAD LICE

Marion County School Board Policy states "Any student infested with head lice and/or nits shall be excluded from school until the student has received treatment for head lice and all nits have been removed. To be readmitted to school, the student who is absent from school in excess of three (3) consecutive days because of head lice will be referred to appropriate school officials."

HOMEWORK

Students will have homework assigned by academic teachers Mondays through Thursdays, and students may expect to have weekend homework occasionally. Enrichment and physical education teachers may also assign homework. Not completing homework may contribute to a failing grade. Homework assignments are posted on the school's website.

ILLNESS AT SCHOOL

If a student becomes sick at school he or she should notify the teacher, get a hall pass, and report to the clinic. Parents will be asked to make arrangements to pick up sick students as soon as possible.

INSURANCE

In the event your child is injured during regular school hours, any medical expenses incurred are the responsibility of the parents. The School Board of Marion County does not carry insurance on students. Parents are encouraged to consider purchasing optional school time or extended 24 hour student accident insurance, offered each year through an outside vendor, for a nominal cost. Additional information on this optional coverage is available on the District homepage or by contacting your child's school.

LEAVING THE SCHOOL GROUNDS

Students will be permitted to check out during the school day for the following reasons: personal illness, family emergency, doctor or dental appointments that cannot be made at a time other than school hours, or to attend a school sponsored activity. Any other reasons for checking out must be made through the school administration. When the student returns to school during the same school day, he or she must be checked in through the front office.

LOST AND FOUND

Each year many articles of clothing are lost and turned into Lost and Found in the Attendance Office. It is suggested that you write the student's name on clothing such as jackets. Unclaimed items are donated to charity at the end of each school year. Other "lost and found" items (textbooks, jewelry, glasses, money) are turned in to the Attendance Office. Every effort is made to return items to their rightful owners.

LUNCH/BREAKFAST

Breakfast and lunch purchased at school or brought from home must be eaten in the cafeteria. Eating or drinking in the classrooms is not permitted. Students are walked to and from lunch by one of their teachers. Upon arriving in the cafeteria students are expected to remain with their class. Each class is assigned a set of tables for seating. Once seated, students are expected to remain there until the entire class is dismissed. In consideration of others, students are not allowed out of place in the lunch lines and are expected to clean up their eating spaces. **No outside food deliveries are allowed on campus.** Parents may make arrangements to eat lunch with their children by calling the Student Management Office.

- Student Lunch \$1.75 Breakfast \$1.00
- Reduced Lunch \$.40 Reduced Breakfast \$.30
- **All prices are tentative and subject to change.** Students bringing food from home are to bring food for personal consumption only. Two liter soda bottles, energy drinks, and large bags of chips are not permitted in the school cafeteria.
- **Extending credit to students for lunch is not permitted by district policy.**

MEDICATION

If students are to take doctor ordered medication (prescription and/or non-prescription) during school hours, they must have the official parent Authorization Form completed and on file in the Guidance Office. This form must be updated every three months for long-term medications. No medication can be given without this completed form. All medications must be in properly labeled original pharmacy containers. Medicine samples must be labeled with directions from the physician. Parents are advised to ask their pharmacists to divide medications for home and school use. Students are not permitted to keep medication in lockers, desks, purses, etc., or on their persons with the exception of asthma inhalers with prior permission from the principal. Carrying over-the-counter drugs and/or prescriptions may result in a referral. **As per the Marion County Code of Student Conduct, students found in possession of over-the-counter or prescription medication are subject to disciplinary action.**

MONEY

Students should not bring money to school other than amounts required for lunches or school supplies. The school is not responsible for lost or stolen items or money.

MOTORIZED VEHICLES

No Howard Middle School student will be allowed to drive and park a motorized vehicle at this school.

PARENT INVOLVEMENT

Learning takes place at home, in school, and in the community. Research shows that parent involvement is the single most important indicator of school success. The School Board of Marion County has identified "Parent Organizations and Support Groups" as a priority as outlined in School Board Policy 9.10. Howard Middle School has also identified parent involvement as a priority as outlined in our School Improvement Plan (SIP), goal 5.

Parents are encouraged to participate in monthly School Advisory Council (SAC) meetings, Parent Resource Committee (PRC), and volunteer opportunities. Parent volunteer opportunities (field trip chaperones, media center assistance, special event assistance, tutoring and mentoring, etc.) are listed on the school website and in the school newsletter. Parents serving as volunteers must complete a volunteer screening form each year.

PHYSICAL EDUCATION

All students should plan to dress in navy shorts, white tee shirts and gym shoes and socks for P.E. In the interest of personal hygiene and consideration for others, it is suggested that all students shower after participation. Each student's name is to be written on his or her shorts and shirts in legible ink.

PRESS RELEASE

Our school takes pride in our students and staff. We like to brag on our accomplishments, successful projects and student achievements. To share the good news about your child, we may take photographs, video, digital images, as well as examples of work, to display publicly. These may be submitted for our school's newsletter, the local press, the school and district cable television, and the school's or district's website. **If you do not want your child included in this type of press release, please send a written note to the Principal stating this request.**

SAVE A FRIEND HOTLINE

A toll free number is available 24 hours a day so that students and parents can anonymously report situations that may affect the safety and well being of our students and staff. Please call 1-877-FRIEND if you have information or concerns to share.

SCHOOL COLORS/MASCOT

Howard Middle adopted the mascot "Bulls" when it was established in 1969. Our school colors are blue and gold.

SCHOOL HOURS

Howard Middle School student hours are 9:35 a.m. until 3:35 p.m. The cafeteria is open for breakfast from 9:15 a.m. until 9:30 a.m. The School Offices are open from 8:00 a.m. until 4:00 p.m. The Marion County School Board is not responsible for injuries that occur after school hours. Supervision is not provided on campus prior to 9:15 a.m., and students should not arrive prior to that time.

The safety of all Howard's students before and after school is a priority. Extended School Day (ESD) is an option for parents who must drop off their students early or pick up their students late. ESD morning program begins at 6:30 a.m., and ESD afternoon is open until 6:00 p.m.

SCHOOL PICTURES

A notice concerning school pictures will be sent home in advance of picture day. The school uses the prepay plan, and all pictures are to be paid for before they are taken. Satisfaction is guaranteed or money will be returned.

SEARCH OF AN INDIVIDUAL

If the principal or her designee has reasonable suspicion to believe that a student is in possession of contraband, she shall request the student submit to a search of his/her belongings. If the student refuses, the principal or designee may call the appropriate law agency and/or the student's parents. Strip searches of students by school staff are prohibited.

STANDARDIZED TESTING

Standardized tests are administered to assess part of the students' educational development. The results of these tests give a better understanding of the student and assist the teacher in planning a more effective program for each student. Results of these tests are available to students and parents. Parents will be notified of the dates of standardized tests.

STUDENT DROP-OFFS AND PICK-UPS, CAR LINE

The Car Line area is designated for student drop-offs and pick-ups before and after school. Students are expected to watch for their rides and quickly move to the cars. Howard staff members direct the traffic through the car line and monitor student safety. Drivers are asked to follow staff directions. The cafeteria is open to Extended Day drop-offs and pick-ups, 6:30 – 9:00 a.m. and 4:00 – 6:00 p.m. The front drive and parking lot are closed to the public and open to school bus traffic each morning, 9:00 – 9:45 a.m., and afternoon, 2:45 – 4:00 p.m.

SUSPENSION

Ten day suspension – A student may be suspended from school by the principal or assistant principal for up to ten days for:

- disrespectful language, attitude or behavior
- defiance of authority
- profane or obscene language towards teacher
- sexual harassment
- theft, damage to property
- throwing objects which could cause harm
- leaving the school grounds without permission
- bullying other students
- fighting or instigating a fight
- use or possession of unauthorized or over-the-counter drugs
- leaving your assigned area to view a fight
- possession or use of tobacco products
- returning to campus during suspension
- littering/vandalism to school property
- serious misconduct
- repeated misconduct of a less serious nature

This suspension will be for a period of no more than ten days. Upon returning to school from suspension, a student must have a reentry conference before returning to classes.

TARDINESS

The first school bell rings at 9:15 a.m. and opens the campus to students. Students are expected to go to homeroom class at the second bell at 9:20 a.m. Students who arrive at school after 9:35 a.m. are tardy and must report to the Attendance Clerk in the building 1 for a tardy pass. Repeated tardiness will result in disciplinary action, up to and including suspension from school.

TELEPHONE

Emergency phone messages will be delivered to students between classes. There is a phone in guidance that students can use for emergencies only.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks and library books are the responsibility of students. All textbooks assigned to students should have the student's name in ink written in the proper place. The student must pay for lost or damaged books. Payment is made to the school secretary in the front office.

VISITORS

All visitors to Howard Middle School must present identification, sign-in, and receive a yellow pass in the Front Office. This includes conference participants, staffing participants, and volunteers.

WEBSITE

Howard Middle maintains a website at <http://www.marion.k12.fl.us/schools/hms/>. Each Howard teacher maintains a webpage with the course description, student expectations, and homework updates.

WITHDRAWALS

To withdraw a student from school the parents/guardians should obtain a withdrawal form or request for transfer from the Guidance Office. Students are expected to return all books, library materials and any other equipment before they are cleared to leave.

IMPORTANT INFORMATION FOR PARENTS

PARENT INFORMATION

The School Board reserves the right to release student directory information without prior permission of the parent. "Directory Information" includes the pupil's or student's name, address, telephone number if it is listed, date and place of birth, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance and degrees and awards received. Parents objecting to this use of directory information concerning their child must notify the principal in writing with ten (10) days after the beginning of each school year.

- The school system maintains permanent records on each student containing verifiable information of clear educational importance, including the student's full legal name; date and place of birth; last known address; parent's or guardian's names; name and location of last school attended; demographic data; records of enrollment and attendance; courses taken and records of achievement. It may also maintain temporary information including health information, standardized test scores, honors and activities, personal attributes, work experience, teacher and counselor comments and special reports.
- The parent of guardian of any pupil shall have the right upon request to be provided with a list of the types of records or reports directly related to students as maintained by the institution which the student attends or has attended; the right of waiver or access to confidential letters or statements; the right to challenge the content of any record or report and to bring such matters to a hearing if warranted; and the right to privacy with respect to individual student educational records. Parents or guardians wishing to exercise these rights may do so by contacting the principal at their student's school or by contacting the District Records Supervisor.
- Your child may be asked to respond to surveys conducted during the school year. If you do not wish your child to participate please notify the school in writing.

MARION COUNTY PUBLIC SCHOOLS: AN EQUAL OPPORTUNITY SCHOOL SYSTEM

Students in Marion County are entitled to certain rights, standards and protections including those of due process, equal opportunity protection, accurate and confidential record keeping, safeguards to health and safety, and access to suitable employment. The School Board is committed to affording students the benefits of these rights, standards and protections.

Students who feel that they have questions concerning this matter have the right and the responsibility of discussing such questions with the school's administration.

The Marion County Public School District does not discriminate on the basis of race, color, religion, sex, age, national origin, marital status or qualified disability in its employment practices and in its access and admission to educational programs, services and activities.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990, the Florida Educational Equity Act of 1985, Section 504 of the Rehabilitation Act of 1973, Title IX Amendments of 1972 and the Civil Rights Act of 1964. Questions or request for additional information regarding these acts may be forwarded to the designated equity administrator.

Rose Cohen, Equity Assurance Director, ADA, Title IX and Equity Issues
Phone: (352) 671-7711
512 SE Third Street, Ocala, Florida 34471

Contact for Section 504 compliance:
***Lorilynn Bowie**, Program Specialist
Phone: (352) 671-6832

MAJORITY TO MINORITY STUDENT REASSIGNMENT POLICY

* The Board authorizes and supports the voluntary transfer of a student from a school in which his/her race is in the majority to a school in which his/her race is in the minority, including transfer by any minority student from a school where the total enrollment of minority students constitutes the majority. For the purposes of this policy, "minority" refers to non-white persons.

* Application for reassignment made on the basis of majority-to-minority may be filed at any time.

*Transportation shall not be provided by the Board for students approved for reassignment under the majority-to-minority transfer policy.

* In the event that space is not available due to severe overcrowding at the requested school on a reassignment request under the majority-to-minority transfer policy, the district shall offer a reasonably comparable alternative school reassignment. If space is not available at the requested school, and the offer of an alternative is not accepted, the request shall be placed on hold status until such time as space becomes available. At that time, the superintendent and/or his/her designee shall contact the originator of the request and offer the opportunity to reactivate the request.

* Any out-of-area transfer request (reassignment request) which also qualifies as a majority-to-minority request shall be treated as such, regardless of whether the out-of-area transfer for which the student applied would be granted or denied on the basis for which the transfer was sought.

Please address questions or clarifications to Mr. Tony Burke, District Supervisor for Student Assignments and Reassignments at 671-7743.

Additional information regarding Howard Middle School's procedures, events, calendar, and program is available in monthly school newsletters or on the school website www.marion.k12.fl.us/schools/hms.

Additional information regarding the Marion County Public School's rules and regulations is available in the 2010 – 2011 Code of Student Conduct or on the county website www.marion.k12.fl.us.



Howard Middle School- an International Baccalaureate Middle Years Programme!