

Ocali

CHARTER MIDDLE SCHOOL

ACADEMY of MATH, SCIENCE, TECHNOLOGY and ENRICHMENT
A Tuition Free Public Charter Middle School



2021-2022 Student Handbook

Ocali Charter Middle School
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SCHOOL HOURS

Students Arrival: 8:05 a.m.

School Start Time: 8:25 a.m.

Tardy Bell for 1st Period: 8:25 a.m.

Students that arrive after 8:25 A.M. must have their parent sign them in at the front office.

School End Time: 3:20 p.m.*

School Dismissal Time: 3:20 p.m.*

Wednesdays ONLY, school will end and dismiss at 1:30 PM

Important Notice! The School Board and its employees have no duty to supervise students on campus except from 30 minutes before school and 30 minutes after it ends. Students are not allowed on campus before 8:05 a.m. And we do not have the capacity to provide before/after care.

Morning Procedure

8:05 School gates open and parents can start dropping off their children in the back of the School's drop off/ pick up carline area

8:05-8:25 Breakfast

8:25 First Period Starts

Afternoon Procedure

3:20 **Dismissal Bus riders:** Students will be directed to go to the busses located at the front of the school.

Dismissal Car Riders: Students will wait in their classes until they hear their name called over the intercom. Those students called will walk to the back fenced area and stand on the circle dots until they are told to "Load" their vehicle.

Check Out Policy

Only persons listed on the student's registration form or authorized in writing by the enrolling guardian may check out the student during school hours. Picture identification is **required** for all persons checking out a student at Ocali Charter Middle School.

Students will not be allowed to check out from school **after 3:10 p.m.** unless prior permission from administration has been granted.

ACADEMICS

GPA Scale

Outstanding Progress	A	90-100%	4 Points
Above Average Progress	B	80-89%	3 Points
Average Progress	C	70-79%	2 Points
Lowest Acceptable Progress	D	60-69%	1 Point
Failure	F	0-59%	0 Points

Year-long grades shall be averaged using the following process:

- Four nine-week percentage grades will be averaged to determine the year-long grade.
- Nine-week percentage grades below 50% will be averaged using a value of 50% for one grading period only. This rule does not apply to expelled students for the period of time they are out of school.

Progress Reports

Student progress reports will be given to all students no later than the fifth week of each grading period. Reports on state assessment and other district wide testing will be sent to parents when available.

Parents, please feel free to call and request a conference at any time. Do not wait for a progress report or a report card. If you have a problem, please let us know. Conferences may be scheduled through the front office.

To view Grades online: Go to <http://www.marion.k12.fl.us/>

For information regarding the Parent Portal, visit
<https://www.marionschools.net/Domain/14556>

Registration: Parents must register for Portal access in person at their child's school. Once provided with a username and passcode, parents can "link" their children to their account to have all-in-one access. Parents will have access to grades, test scores, attendance, etc.

Report Cards

Report cards will be distributed to students each nine weeks. The report card will include achievement grades, skill level, conduct, work habits, and attendance information.

Academic Recognition

At the end of the 1st, 2nd, and 3rd quarter marking periods, students that achieve all “A” and all “A/B” Honor Roll will receive various recognitions and rewards for their accomplishments.

Students will also have the opportunity to be recognized at the awards ceremony held towards the end of the school year.

Academic Credits Credits for Promotion/ Retention

Promotion and retention is determined by the Marion County Public School's Student Progression Plan (SPP). Students must earn one (1) credit (year-end average of 60% or higher) in each of the following courses in order to be promoted each year:

- Language Arts
- Math
- Social Studies
- Science
- .5 Career Ed credit during 8th grade
- .5 Phys Ed credit during the 6th grade, 7th grade or 8th grade

ATTENDANCE

Students are expected to attend class daily. A parent or guardian who refuses or fails to have a child under his control to attend school regularly shall be guilty of a misdemeanor of the second degree, punishable as provided by law. Section 232.10 (6A), Florida Statutes.

Excused Absences

In compliance with Florida School Laws, the Marion County Public Schools recognizes excused absences as those resulting from:

1. Personal illness of pupil (medical evidence may be required).
2. Court appearance of the pupil (summons required)
3. Medical/dental appointment of the pupil (medical statement required)
4. Religious holiday
5. Death in the immediate family
6. Approved school activity (Pre-Arranged Absence Form required)
7. Attendance at a center under Health and Rehabilitative Services
8. Insurmountable problems (Pre-Arranged Absence Form required).

Written notice stating the reason for the student's absence must be given to the school secretary before school. Absences not documented in writing by a parent/guardian within two days or not included in the excuses listed above shall be marked **UNEXCUSED**.

Excessive Absences

The School Attendance Review Committee (SARC) is comprised of an administrator, guidance counselor, social worker, and attendance clerk. It meets monthly to address attendance issues.

Please be aware of the following MCPS District Policy:

Verbal or Registered Notice to appear before SARC

- 5 unexcused absences in any 30 calendar day period
- 10 unexcused absences in any 90 calendar day period

Second Referral to SARC and medical documentation for future absences

- 15 excused or unexcused absences in any 90 calendar day period

In addition, the Superintendent or his designee may authorize a referral to TAB (Truancy Arbitration Board) or file a truancy petition in Circuit Court. TAB has the authority under Florida law to file charges against the parent/guardian and/or student, or refer the family for intervention services.

Homebound Program

It is strongly recommended that students who anticipate being absent fifteen or more school days due to illness or surgery enroll in Marion County Public School's Homebound Program. Homebound services may be arranged through the Guidance office. The Homebound Program meets all district and state credit requirements. When students are placed in a full-time homebound program, they are withdrawn from the regular school program

Make Up Work

It is the student's responsibility to request homework/make up assignments from his/her teacher upon the return to school. Students will receive full credit for work that is appropriately completed and submitted **within one (1) day for each day of absence**. Principals may grant extensions to the makeup work time limit for extenuating circumstances.

Pre-Arranged Absence

Students who are aware that they will be out of town on a family or medical emergency are encouraged to complete the Pre-Arranged Absence procedure and secure make up work prior to their absence if at all possible.

Please follow these steps for Pre-Arranged Absences:

1. Obtain a Pre-Arranged Form from the front office and complete the top section.
2. Obtain Parent/Guardian Signature.
3. Submit the Pre-Arranged Form to an administrator for grade verification.
4. Obtain teacher signatures.
5. Submit the Pre-Arranged Form to the Front Office Secretary.

HEALTH CLINIC SERVICES

Any medication, prescription or over-the-counter drug, administered by school personnel must be prescribed by a physician.

According to Marion County Public Schools Policy, administration of medication to students shall only occur as follows:

In order to comply with FS 1006.062, "Administration of Medication and Provision of Medical Services by District School Board Personnel", the principal of each school will have staff trained each school year to assist students with their medications.

An "**Authorization for Prescribed Medication" form (CHN04)**" must be completed and signed by the parent and physician for every medication to be administered. A new form must be completed if there are any changes in dosage, etc. Children who carry asthma inhalers and/or the Epi-Pen Auto Injectors must have the section on the "Authorization for Prescribed Medication" form completed by the physician and the parent.

- **A physician must order the medication, prescription or nonprescription (over the counter), specifically for your child.**
- **Medications are given at school only at times when it cannot be given by the parent.**
- **Medications should be brought to school by the parent.**
Count the number of doses of medication with school personnel.
- **All medications must be in the original pharmacy bottle with proper labeling from the pharmacy. Liquid Medication should come to school with a medication spoon.**
- **Medications must be picked up at the end of the school year, at the end of the medicating time period or when it is expired.**
Any medications not picked up will be disposed of according to the School District policy within 35 days.
- **Please talk to your child about the importance of taking their medication on time and to report promptly.**

SCHOOL PERSONNEL ARE RESPONSIBLE FOR STUDENTS RECEIVING THEIR MEDICATIONS DAILY AND ON TIME.

Diabetic management plan

A **Diabetic Management Plan** must be completed and signed by the parent and physician for medication to be administered. A new form must be completed if there are any changes in dosage, etc. Children with Diabetes must also complete the above Authorization for Prescribed Medication form (CHN04), along with the (DMMP) Diabetic

Management Plan. All administrations must go through the Health Clinic Assistant for approval.

Epi-Pen Auto-Injector

The Epi-Pen Auto-Injector may be carried during the school day with the student provided that an "Authorization for Prescribed Medication" form has been signed by the parent and physician.

Asthma Inhalers

An asthma Inhaler may be carried during the school day with the student provided that an "Authorization for Prescribed Medication" form has been signed by the parent and physician.

1. Parents or guardians shall furnish the school principal a medication for treatment form, obtained in the health room, granting the principal or his designee permission to assist in administering any prescription medication. The principal or his trained designee shall assist the student in the administration of such medication ;
2. All prescription medication shall be delivered to the principal or his designee, in original containers and kept in a locked drawer or storage cabinet designated by the principal;
3. No school personnel shall be liable for civil damages as a result of the administration of such prescription medication administered in a reasonable and prudent manner according to label directions.

Administering/dispensing of medicines to students by employees of the school system without specific authorization by a licensed physician and the parents of the student is forbidden. Therefore, it is recommended that parents inform their physician of their child's school hours in order to encourage the administration of medication at home.

Keep in mind that administering medicine to your child outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances.

School personnel will cooperate to the best of their ability within the limitations of these administrative procedures. Please discuss your child's health problems with the school health tech. If you have further concerns or need clarification regarding these procedures, please contact the principal.

Health Room Services:

Student health services personnel can/will provide emergency care, CPR, and basic first aid to students and staff.

During normal school hours these services will be provided in the health room or school site where the incident occurs.

To be seen in the health room, except in an emergency, the student must have a pass from a teacher, counselor, or administrator.

In an emergency requiring further treatment, every effort will be made to contact the parent or guardian. In the event the parent/guardian cannot be reached, the principal has the ultimate responsibility for the disposition of the student for further medical care.

Accidents

Students involved in an accident during the school day or while attending any school activity must report the accident immediately to the nearest available school personnel. The adult will report the information to the office and will fill out an incident report. Students will also be sent to the clinic. Parents will be notified by school personnel.

IMMUNIZATION REQUIREMENTS

All students entering the sixth, seventh or eighth grade for the current school year must have the proper immunization before enrolling. If you have further questions, please contact your local health department.

Seventh grade students will not be allowed to enroll/register for classes until immunizations are complete.

LOST AND FOUND

Each year many articles of clothing are lost and turned into the school office. Students are encouraged to check with the front office for missing items. After ninety days, all unclaimed articles will be donated to charity organizations.

COMPUTERS

Student use of computers at Ocali Charter Middle School is an integral, instructional component in the learning process. Because students have access to the Internet and technology is an expensive resource, all students must follow Computer Lab and Laptop Cart Rules and Procedures. Violation of Computer Technology Rules and Procedures will result in loss of computer privileges and could lead to additional consequences, including suspension from school and monetary reimbursement for damages. Please use all computers with the utmost care.

TEXTBOOKS & LAPTOPS

Textbooks are available for all students in each classroom. For some academic classes a textbook may be issued to each student to keep at home. Students are responsible for textbooks issued to them. All books are to be returned at the end of the year.

Lost or damaged book and laptops are charged to the student. As per legislation (see below) the FULL price of the textbook or instructional material will be charged if the book or laptop is lost or damaged beyond use.

"Money collected for lost or damaged books; enforcement. -the school principal shall collect from each student or the student's parent the purchase price of any instructional material the student has lost, destroyed, or unnecessarily damaged and to report and transmit the money collected to the district school superintendent." This change allows principals to collect the entire purchase price of the instructional materials.

DIRECTORY INFORMATION

The laws of the state of Florida provide that an educational institution may, without authorization from parents, guardians, or eligible students, release "Directory Information." Directory information includes the following:

- Student name
- Grade level
- Awards received
- Photographs in the school memory book
- Participation in and photographs of officially recognized school activities

If any parent or guardian objects to the release of such information, he/she shall make known the objection in writing to the school administrative office within the first 30 days of the school year. School Administration may release directory information after 30 days public notice has been given unless written notice of parental objection has been received.

DRESS CODE

Policy 5.37 - Statutory Authority: 1001.41; 1001.42, Florida Statutes:

The purpose of the Ocali Charter Middle School Dress Code is to support a safe, healthy school environment that promotes student success. As a result, all students have the responsibility to dress appropriately and observe basic standards of cleanliness and good grooming. A student's dress and appearance should not cause disruption, distract from the educational process, or create a health or safety concern for themselves or others. Therefore, we establish as policy the following:

1. Students are required to wear the Ocali Charter Middle School uniform (See attachment A) and shoes at all times.
2. Shoes must be laced or fastened. All shoes must meet the uniform requirement. (See attachment A)
3. Dresses, skirts, or shorts shall be mid-thigh in length. (Fingertip length)
4. Form Fitting, body hugging, or exercise clothes are not allowed.
5. Pants must be zipped, worn at the natural waistline, and be no longer in length than the heels of the shoes. Clothing should not be oversized or baggy. No pajama or yoga pants.
6. Head coverings are allowed as permitted by the principal.
7. Sunglasses are allowed as permitted by the principal.
8. Blouses, shirts and dresses shall not be strapless, transparent, low-cut, or reveal bare midriff. No tank tops.
9. Undergarments must be worn but not visible.
10. Jewelry may not pierce the skin except the ears.
11. All clothing must be worn right side out.
12. Students may not wear clothing or display jewelry, buttons or any other items (including tattoos) with words, phrases, symbols, pictures, patches or graphics which use indecent, swear, or suggestive words or are drug, alcohol or gang-related.
13. Sports jerseys (local, college, or professional) are NOT allowed except on pre-designated days by administration.
14. Choke or wallet chains and chain belts are not allowed.
15. Students may not wear ripped or torn clothing of any kind.
16. Only Ocali drawstring book bags are allowed. - *No rolling backpacks as determined by the principal.*

Provision for exception based upon religion: The parent must provide written documentation along with a formal request for exemption to the Principal.

School-based administration has the final authority to determine when personal appearance and dress do not meet Board and school uniform standards and also has the authority to take appropriate action.

Beginning with the first day of the school year, every student will be expected to comply with the Ocali Charter Middle School dress code. No exceptions to the dress code will be made for any student except for religious reasons. A progressive discipline approach will be employed to encourage consistent compliance with the dress code.

BICYCLES & SPORTS EQUIPMENT

The following sports equipment **may not** be brought to school without permission.

- Skateboards
- Inline skates
- Basketballs, Baseballs, Footballs

- Baseball/Softball Bats

ELECTRONIC DEVICES

Cameras, MP3s, C.D. players, radios, iPods, handheld video games, or other electronic items of value are not allowed at school or on school buses. Any such item or piece of equipment which students bring will be confiscated and returned to the parent after a conference. Ocali Charter Middle School is not responsible for the loss or theft of these items. There may be special, reward activities when this policy is rescinded.

In those circumstances ONLY, administration will make the change in policy and announce accordingly.

Ocali Charter Cell Phone Policy

- 1. Upon entering OCMS, all cell phones must be shut off and placed out of sight.**
- 2.** If a teacher allows cell phone use for academic purposes (not listening to music, playing games), it is the responsibility of the student to shut down their cell phone at the conclusion of class or when directed to do so after an activity.
- 3.** **1st Offense:** Cell phones that are on and visible or used without permission will be confiscated and returned at the end of the day. Refusal to give up the cell phone to a staff member will result in an automatic level 2 referral with consequences for insubordination.
2nd Offense: Cell phones that are on and visible or used without permission will be confiscated and must be picked up by a parent or guardian. Refusal to give up the cell phone to a staff member will result in an automatic level 2 referral with consequences for insubordination.
3rd Offense: Cell phones that are on and visible or used without permission will be confiscated and must be picked up by a parent or guardian. The repeat offense will also warrant a referral with consequences. Refusal to give up the cell phone to a staff member will result in an automatic level 2 referral with a consequence of Out of School Suspension.
- 4. Honor Roll Advantage Card holders who earned the privilege of cell phone use during lunch or students that have purchased Cell Phone lunch passes using Eagle Bucks:**
 - a) Student must shut down their phones prior to lining up.
 - b) Student cannot share their phone with other students.
 - c) Student cannot be on any social media (FB, Instagram, Messenger, Snapchat).
 - d) If listening to music or watching any videos, earphones must be used.

Breaking any cell phone rules will result in revocation of the Advantage Card or Cell Phone Pass and its privileges.

EVACUATION PROCEDURES

Evacuation routes are posted in each classroom and student area. All students are expected to adhere to procedures, instructions, and directions of the adult in charge during an evacuation or practice drill. (Procedures will be reviewed the first day of school and every month in practice drills.)

FIELD TRIPS

A variety of field trip opportunities will be provided to extend and enhance learning beyond the classroom. All students will be given an opportunity to participate. However, participation in field trips is a privilege that is earned by meeting specific requirements which include:

1. Meeting the discipline requirement set forth by each sponsoring class or organization;
2. Meeting attendance requirements AND discipline requirements.
3. Paying for trip expenses (if any)
4. Submitting signed permission for participation
(Telephone calls will not be substituted for written permission.)
5. Submitting notarized authorization for emergency treatment forms
6. Following the school dress code
7. Paying any school fine (i.e. overdue library books) or financial obligation
8. Obeying all school rules during the field trip.

Any rules violation during the field trip will result in disciplinary action and possible disqualification from participation in future field trips.

Parents/guardians and students will be notified well in advance of field trip participation requirements so that each student will have the opportunity to participate. Parents will be notified if emergencies or delays occur during the field trip.

Florida Statute 232.25 Administration reserves the right to suspend field trips or extra-curricular activities for students that remain after the 30 minute designated time.

LUNCH AND BREAKFAST PROGRAM

Ocali Charter Middle School encourages all students to practice good nutritional habits by offering breakfast and lunch in the cafeteria each day.

Breakfast	FREE to all students
Lunch	Regular Student Price: \$2.65 (reduced price \$0.40) Adult Price: Breakfast - \$1.60; Lunch - \$3.25

Advanced payment of one week or more can be made online.

Free and reduced lunch forms are available online with Marion County Public Schools. Please see someone in the front office for assistance.

VISITORS AND VOLUNTEERS

Parents are encouraged to become involved in all support groups, including: P.T.O., Academic Reward Committee, School Advisory Council and volunteer work.

Anyone interested in volunteering at Ocali Charter Middle School may obtain information from the front office. All school volunteers are required to fill out a COUNTY VOLUNTEER FORM. Marion County Public Schools will provide the fingerprinting service for those volunteers that need to be a Level 2 Volunteer.

For the safety of our students and staff, only authorized students and school employees are permitted on campus. While we welcome visitors, we ask that they report to the main office and obtain a visitor's pass if they are on the Ocali Charter Middle School campus for an awards assembly or for a meeting.

LEAVING THE CLASSROOM

STUDENTS **MUST** SIGN OUT AND IN WHEN LEAVING THE CLASSROOM TO GO TO ANY OF THE FOLLOWING LOCATIONS:

Bathroom

Bathroom breaks are not permitted in any class during the first 5 minutes of class time. Students are to use the restroom as needed during student work time, between classes, and during lunch.

Front Office

Students should not be sent to the front office by themselves at any time. If a student is being checked out, an OCMS team member will escort the student to the front office. If no one is available, then a student needs to be sent with another student.

Clinic

Sick or injured students should never be sent by themselves or with another student. A team member will escort the student to the clinic.

SCHOOL EXPECTATIONS

Ocali Charter Middle School **S.O.A.R.** expectations:

Be **Safe**- hands/feet to yourself, no horseplaying, running, etc.

Be **Organized**- come to school prepared w/ supplies

Be **Attentive**- actively listening and engaging in learning

Be **Respectful**- proper communication with adults and classmates

Ocali Charter Middle School Student Behavior Management

For minor infractions such as but not limited to disruptive conduct, disrespect, tardiness, dress code, chewing gum, PDA (Public Display of Affection), or insubordination, Ocali Charter staff will attempt to redirect or reteach the student utilizing the “Time To Teach” strategies. If minor infractions occur the teacher will:

1. Redirect/ prompt/ counsels student on appropriate behavior.
2. Assign the student a REFOCUS form if step one was unsuccessful.
3. Complete a MCPS discipline referral if step 2 was unsuccessful. Administration will now address the student, the infractions, and the consequences.
4. Contact parents if the infraction leads to step 2 and/or the behavior becomes chronic.

Possible consequences for offenses:

Ineligibility List

Students on the Ineligibility List **may not participate** in any extra-curricular activities including athletic teams, clubs, field trips nor any in-school or after-school activity. The length of time a student is placed on the ineligibility list depends on the offense

Silent Lunch (Teacher assigned)

Teachers may assign silent lunch to students as an intervention step in progressive discipline. The teacher will provide the student with a silent lunch pass. The student will present the pass to the supervisor on duty in the cafeteria and then proceed immediately to the serving area to purchase their lunch. Students must report to the teacher's classroom "on-time" in order to fulfill their silent lunch obligation.

Detention

After school detentions may be assigned for offenses. Administration will determine the length of time a student spends in detention as well as the assignment the student must work on during that time. Parents are responsible for picking their child up when the detention ends.

Out of School Suspension (OSS)

Out of school suspension may be assigned for rules violations. During the assigned OSS the student is not permitted to attend any school activities or enter any school facility. **RETURNING ON SCHOOL CAMPUS DURING OSS COULD RESULT IN A TRESPASSING VIOLATION AND ARREST.**

For minor but chronic or major discipline infractions, Ocali Charter Middle School will follow the Marion County Public School (MCPS) District's Code of Conduct. ***Please refer to Marion County Levels 1-4 for this information. A list of these incidents is available in the MCPS Code of Conduct.*** <https://www.marionschools.net/Domain/14556>

Major Infractions

Fighting:

Physical confrontations will not be tolerated at Ocali Charter Middle School. Students must have a safe, positive environment in which to learn. Students should make every effort to avoid violence. Conflict

Mediation is always available as a means of settling differences in a peaceful manner. Students instigating a fight will receive the same consequences as students involved in the altercation.

Gang Related Misconduct

If it has been proven that the violation of the Marion County Public Schools Code of Student Conduct is gang related, the principal shall impose a **more severe punishment** than the minimum consequence for a violation which has been determined to be gang related. In addition to the above consequences, all violations of these rules will be reported to the school resource officer for documentation and possible arrest.

Drugs and Alcohol

Possession, use, and/or distribution of any legal or illegal drugs or alcohol will result in Out-Of-School Suspension (OSS) and further legal action that can include law enforcement involvement, enrollment in diversion programs, returning the student to their base school, or alternative placement. Ocali Charter will follow the MCPS Code of Conduct guidelines in such instances.

Weapons

Possession of weapons, replicas, or items used as weapons will result in OSS and further legal action involving law enforcement, returning the student to their base school, or alternative placement.

INDIVIDUAL BEHAVIOR PLAN | CONTRACT FOR STUDENTS

All Students are involved in their classroom behavior expectations. For children who seem unable to conform to the school's behavioral expectations, additional interventions and help are provided. If a child has significant difficulty following our school rules, he or she is referred to our Child Study Team, which meets three times per year or as needed. The Team always includes the Administrator, the Guidance Counselor/Dean, and the Classroom Teacher. Additional team members may be added, as needed, including the Behavioral Specialist, the School Psychologist, and the ESE Consultant.

GOAL:

Students, parents, and all staff members will work together closely to help students choose helpful/cooperative behaviors. Students and parents will know the consequences of continued hurtful/ disruptive student behaviors. Teachers will become confident that students who continually choose hurtful/disruptive behaviors will be held accountable and *a more appropriate educational setting will be found in a timely manner.*

Individual Behavior Plan/Contract Steps

STEP 1:

All students will be taught and required to participate in their **classroom behavior program as designed by their teacher and approved by the School Counselor-Tier 1.** The teacher will closely monitor and document behavioral issues for each student who

makes continuing hurtful/disruptive choices. These will be discussed with the school counselor and there will be a **minimum of weekly parent contacts by the teacher**. The teacher and school counselor will continue to work with the child with Tier 1 activities to try and help the student select more helpful behaviors. **If a child's behavior improves with Tier 1 activities, the teacher will monitor behavior and no further actions will be necessary.**

STEP 2:

For students who seem unwilling to shape their choices into helpful ones within the classroom system using Tier 1 activities, a conference will be held involving the teacher, parent, student and school counselor. This conference will address the documented areas of behavioral changes needed and will be initiated by the classroom teacher and the school counselor. A **Tier 2 intervention plan** will be created to provide more intensive interventions to address the student's behavior. The child will receive the Tier 2 interventions and the teacher and/or school counselor will track their behavior. There will be a minimum of weekly parent contact to share how the student is doing. **If a child's behavior improves with Tier 2 interventions, the teacher will continue the interventions and monitor behavior, fading interventions, as appropriate. No further actions will be necessary, unless the child begins to struggle with their behaviors again. If that occurs, steps 1 and/or 2 will be repeated.**

STEP 3:

If the student does not meet their goals while receiving Tier 2 interventions, the teacher and school counselor will create a **Tier 3 intervention plan** with more intensive interventions for the student. At the same time, at the discretion of the Director, an individual Behavior Contract will be initiated. The parent is required to participate in the development of the Behavior Contract. **Failure of the parent to participate in developing the Behavior Contract can lead to the child being asked to return to their base school.** The student will participate in the Tier 3 interventions (which will also be a part of a Behavior Contract) for the indicated period of time, usually 3 weeks. The teacher will keep **daily** behavioral records and may send home weekly or daily reports to the parents. At the end of the first 3 week period, another conference involving all original team members will be held to address the progress of the student. If positive behavior choices are being made by the student at the 80% level or higher, the Tier 3 interventions (and Behavior Contract) will remain in effect until the next 3 week meeting is held. If behaviors addressed in the Tier 3 plan (and Behavior Contract) are still at the 80% level or higher, conferences will only be scheduled if needed. **If the student is on a Tier 3 plan/Behavior Contract and the student has not improved to at least the 80% positive level, adjustments will be made to the plan after our ESE consultant and our school counselor have observed the child, and the child's teacher has provided required input.**

STEP 4:

The student will participate in the adjusted Tier 3 plan/Behavior Contract for 3 more

weeks. The teacher and the school counselor will continue to closely monitor the child's behavior and the **teacher will send home daily reports** to the parent. The teacher, parent, student and school counselor will meet again to evaluate the student's progress. If there has been the agreed upon improvement, the Tier 3 plan/Behavior Contract will remain in effect with regular 3 week conference checks. **If the child's behavior choices do not remain at or above the 80% level, the parents will be asked to return their child to his/her base school.**

If at any time, parents choose not to participate in regular conferences, the child will be asked to return to his/her base school, at the discretion of the Director.

PROCEDURE FOR RETURN TO BASE SCHOOL

To summarize, dismissal will be appropriate if weapons or illegal drugs are brought to school or if the student exhibits chronic violations of the Ocali Charter Middle School Code of Student Conduct. Dismissal will also be appropriate if the student exhibits behavior that jeopardizes his/her safety or the safety of others, or presents a significant disruption to the learning environment. In these cases, parents will be notified and invited to cooperatively create a specific Behavior Contract to improve the student's behaviors. Conferences will be held at three (3) week intervals over a period of six (6) weeks. If the student's behaviors improve to the agreed upon degree, he/she may be allowed to remain at Ocali Charter Middle School. If the student's behavior does NOT improve to the agreed upon degree or if the parent does not attend the scheduled conferences the student may be required to return to his/her base school. At the sole discretion of the school administration, students may be asked to immediately return to their base school if their behavior presents a danger to others or otherwise significantly impairs learning in his/her classroom. Ocali Charter Middle School does not have any self-contained classrooms for either behavior or academic needs. A student who's IEPs indicates the need for self-contained services will be referred to their base school.

TELEPHONE

Students will be granted permission to use telephones in the classroom or office area **only in cases of emergency**. Students should use the telephone in the classroom to call parents for emergency items with the teacher's supervision. Students may not call home to request that items other than those of an instructional nature be brought to school. (Money for Lock-Ins or Party supplies will not be accepted in the front office.) **Calls home due to illness should be made through the health clinic only.**

TRANSPORTATION

Bus Transportation & Passes

Students are expected to ride their designated bus unless written documentation is provided that indicates the necessity for a change in transportation due to one of the following:

- Custody/guardian hardship
- Major medical circumstance
- Family emergency

Prior Administrative approval is required before a Bus Pass may be issued. PERMISSION WILL BE GIVEN ONLY FOR EMERGENCY REASONS RELATED TO THE HEALTH, WELFARE AND SAFETY OF THE STUDENT. PERMISSION WILL NOT BE GRANTED FOR PURPOSE OF A GENERAL NATURE OR FOR CONVENIENCE. The principal/designee will also consider the load and capacity of the bus in granting such approval. All bus students will load and unload in the middle school designated area.

Personal Transportation

Students transported by parents should use the designated pick-up areas located near buildings 100 and 200 (back parking lot). It is important that students report promptly to the pick-up area in the afternoon. No "All-Calls" will be made for missing students.

If a parent is waiting in line and the student has not yet arrived, they will be asked to park their vehicle in an available parking space.

Middle School students are not allowed to drive and park a vehicle on school campuses.

WITHDRAWAL

The front office will issue appropriate paperwork to students whose parents have notified the school of any anticipated withdrawal. Students are then responsible for obtaining signatures from teachers, media, bookkeeping and cafeteria personnel to ensure that no monies are due and all textbooks are returned.

NON-DISCRIMINATION POLICY

It is the policy of the Marion County Public Schools not to discriminate against employees or students by either deliberate or inadvertent bias based on race, color, sex, age, national origin, handicap, marital status, or religion. It is further recognized that a passive policy of nondiscrimination will not of itself result in providing opportunities to those individuals who might otherwise be adversely affected. It is for this reason that the School Board of Highlands County commits itself to a program of affirmative action, designed not to discriminate against anyone.

