

LANDRUM

MIDDLE SCHOOL

STUDENT & PARENT

HANDBOOK

2026-2027

Policies, procedures, and information
for a successful school year.



ONE DEN



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GENERAL SCHOOL INFORMATION

ADMINISTRATION

Principal: Troy Kasting

Assistant Principal: David Barnes

ADDRESS & PHONE

230 Landrum Lane, Ponte Vedra Beach, FL 32082

Main Office: (904) 547-8410

Fax: (904) 547-8415

DISTRICT MISSION

The St. Johns County School District will inspire good character and a passion for lifelong learning in all students, creating educated and caring contributors to the world.

DISTRICT VISION

All students will choose a learning path that leads to a well-rounded graduate who demonstrates good character and leadership.

SCHOOL MISSION

The mission of Alice B. Landrum Middle School is to prepare students for high school by developing the learners' critical thinking capacity, strengthening the literacy skills of all learners, encouraging student agency, and providing opportunities for students to build healthy interpersonal character.

SCHOOL VISION

Landrum Middle School will forever honor its rich academic traditions and history of student achievement, as we set a course for the future success of all students.

SCHOOL FACTS

School Information: Established 1991

School Hours: Mon./Tues./Thurs./Fri. 7:30am-1:50pm

Wed. 7:30am-12:50pm

School Mascot: Lions

Colors: Navy, Black, Silver, and White

NOTE TO PARENTS

The administration, teachers, and staff are here to support our students and families. We want you to know that you can reach us to discuss your child or get information from multiple sources. We have progress reports, parent-teacher conferences, newsletters, voicemail, email, Home Access Center (HAC), Parent Square, and Schoology. We will work to keep you updated and should you need to discuss something in detail, contact your child's teacher, school counselor, or the assistant principal.

Our staff and parent communications will adhere to the St. Johns County School Board Rule of Civility:

Employees shall treat all members of the public with professionalism and courtesy. Further, employees have a reasonable expectation that they will also be treated civilly by members of the public. Procedures will be developed that will provide employees with appropriate responses to individuals who are abusive, threatening, and discourteous and strategies for dealing with such individuals.

LMS LIFE

ATHLETICS

Landrum Middle School offers 6 sports programs.

School sponsored athletics are:		
<i>A parent permission form and physical must be filled out to tryout/participate.</i>		
• Basketball (Winter/Spring)	• Cheerleading (Year-Round)	• Cross Country (Fall)
• Track (Spring)	• Volleyball (Fall)	• Winter Guard (Year-Round)

CLUBS & ACTIVITIES

Landrum has a plethora of extracurricular opportunities from athletics to academic organizations to interest-based activities. For a complete list of clubs and activities visit [LMS Club's and Activities](#) website. Students are always able to create a club at LMS provided they have a staff sponsor and complete the necessary procedures. Club availability fluctuates from year to year, but current offerings include:

- Angler Fishing Club
- Culture Club
- National Junior Honor Society
- Thespians Club
- Battle of the Books
- Fellowship of Christian Athletes
- Robotics Team
- Writer's Guild
- Best Buddies
- MathCounts
- Speech and Debate

DRESS-UP DAYS

Prepare for themed events like Spirit Week, Holiday Daze, and Literacy Week for students to participate in dressing up.

FIELD TRIPS

- No children, including siblings, relatives, or friends, may attend a field study unless they are part of the group for whom the trip was arranged.
- Only parents and guardians of children for whom the trip was arranged may serve as chaperones and must be an approved volunteer.
- If chaperones are needed, they are chosen via lottery system to provide equity for all parents that want to be included throughout the year.
- Parents/Families will not be permitted to meet the school group at the designated field study location to ensure student safety.
- All participating students must ride the school bus to and from those field study trips that begin and end during the regular school day.

Reward field trip eligibility is determined based upon *academics*, *behavior*, and *attendance*. Administration reserves the right to revoke privileges. If a student loses this privilege after paying, a refund will not be provided past the deadline date.

8th GRADE EVENTS

Eighth graders have an exciting year ahead with events like the 8th-grade trip, the 8th-grade dance, and graduation. Activities will have academic, attendance, and behavior expectations for participation. Consider purchasing a special yearbook ad for a memorable experience.

PROCEDURES

VISITORS/VOLUNTEERS

As part of the continuous efforts to ensure the safety and security of students and staff, approved access to the school premises is mandatory for anyone who is not a St. Johns County School District staff member. Kindly use the provided link to undergo the background check process to obtain School Access/Volunteer clearance.

[SJCSJ- School Access/Volunteer Application](#)

Kindly refrain from submitting a new application unless there have been changes to your information (such as address, phone number, email, etc.). School Access approval is valid for three years and is applicable at any school within the district. If your approval is approaching the three-year mark, please reach out to the school at 904-547-8410, and they will be happy to assist you.

SIGNING STUDENTS IN AND OUT

Students reporting late to school must have a parent/guardian sign them in at the office before going to class. Students leaving during the scheduled school day must have a parent/guardian sign them out at the office before leaving. For student safety, picture identification is required when signing a student in or out. Parents, please send a note to the teacher in advance of a student signing out early. *Landrum will only initiate early checkouts if a child visits the clinic.* Students can only be checked out early online 1:15 (M, T, Th, F) or 12:15 (W).

ADDRESS, TELEPHONE NUMBER AND EMAIL CHANGES

Please notify our office immediately if there is a change in your address, telephone number, email, or your emergency contacts. This information is especially important in case your child becomes ill or injured. *Students will not be released to anyone who is not listed on the emergency contact list.* If you would like neighbors or friends to be eligible to pick up your child from school, please list them on your emergency contact list. Please make sure this information is updated whenever necessary. Proof of residency must be provided to change addresses.

SCHOOL NURSE & CLINIC GUIDELINES

We make a special effort to help students establish good health habits and stay healthy. The success of our efforts, however, depends on parental follow-through at home.

Students should not come to school when they are ill and have an elevated temperature of 100 degrees or higher or a suspected contagious condition. Students should stay at home until symptoms are free, including fever and vomiting, for 24 hours. This is for your own protection as well as for others in the classroom. A registered nurse is on duty each day in the clinic.

Medication Guidelines:

- SJCSJ requires parents to bring in and pick up medications, prescriptions, over-the-counter inhalers, and topical ointments with current expiration dates on them. All medications, over the counter and prescribed, must be kept in the nurse's office.
- All non-prescription over-the-counter medication must be kept in the nurse's office and sent in the original container marked with the student's name and accompanied by a parent's authorization to administer the medication. Only the instructions on the container will be followed unless the physician provides alternative instructions. If a question should arise, the school nurse will have the right to refuse administration of the medication until further clarification is received and documented from the physician. Access to the parent authorization form can be found here: [OTC Parent Permission Form](#)
- Any change in the time or dosage of medication must be accompanied by a written request from the physician.

BIRTHDAYS AND CELEBRATIONS

Celebration/Birthday snacks and treats must be store bought and labelled to ensure safety for all students.

LOST AND FOUND

Remind your student(s) to check the lost and found areas in room 360 before and after school. Unclaimed items will be donated on the last Friday of each month.

LOCKERS

Academic hallway lockers are available for purchase at the beginning of the school year and managed by the school deans.

EMERGENCY DRILLS

A variety of emergency drills are practiced at Landrum. Teachers will give complete instructions about these drills and the method of notification used by the office. Detailed instructions about each type of drill are posted in each classroom. Students are expected to be quiet, listen and follow adult directions to ensure the safety of all. All safety drills completed are state mandated.

TRANSPORTATION

Transportation is provided free for students living more than two miles from their school. Riding the bus is a privilege that is earned by obeying safety and behavioral rules. Bus routes comply with state guidelines. Our first concern is safety. We provide supervision during loading and unloading of buses. The bus driver provides supervision while students are on the bus. Drivers must watch traffic and road conditions while driving. Therefore, drivers must rely on the cooperation of students to maintain a safe and orderly situation on the bus. Students must practice responsible self-discipline while riding the bus. A student, who chooses not to do so, cannot be allowed to jeopardize the safety of others, and will be required to arrange other transportation with their parent/guardian to and from school.

Students riding the bus to and from school will ride an assigned bus each day. Students will not be issued bus passes to ride another bus or change bus stops unless approved by transportation. We regret any inconvenience but recognize safety as our top priority. Students are not permitted to use cellphones or eat food on the bus. Bus drivers are authorized to issue referrals for rule infractions that could result in disciplinary action, including bus suspension. Parent requests or complaints regarding bus service should be directed to the director of transportation at 547-7810.

DEPARTMENTS

GUIDANCE & COUNSELING

The purpose of the counseling and guidance program is to help students develop interpersonal relationships, make informed decisions, and develop the ability to explore and plan for careers. Terms to describe school counseling are preventive, situational, supportive, and temporary crisis counseling. In general, school counselors are not involved in long-term therapeutic counseling of the type one would seek in private counseling.

The counselors are available for individual sessions with students who wish to make an appointment. Teachers, parents, school nurses, and administrators may also make student referrals.

Counselors also help coordinate class scheduling, teacher conferences, the exceptional student referral process, and testing procedures.

LIBRARY/MEDIA CENTER

Materials are checked out of the Media Center in accordance with Media Center policy. Failure to return items will result in loss of Media Center privileges, including checking out additional books, and may result in suspension from participation in extracurricular activities until received. Additionally, lost or damaged media items, including textbooks, may incur a fine. Fees carry over from year to year and must be paid prior to high school graduation. Any media center fines You must have a pass from your teacher to come to the Media Center.

CAFETERIA

Breakfast and lunch are served each day. Lunch times depend on the schedule of the student. PayPams offers you the ability to pre-pay for your student's school meals at www.paypams.com or using the PayPams Mobile App.

New Users:

1. Go to PayPAMS.com and click on the 'Sign Up Now!' button on the home page.
2. Select your state, then select your school district.
3. Create a username and password and enter your contact information.
4. Add children to your account.
5. Make payments or set up automatic payments based on low balance.

Lunch menus can be found on the LMS site at [LMS Cafe](#)

Is your student buying too many ice cream bars? Do you want to limit their cafeteria spending but not sure how? Contact Landrum's Cafeteria Manager to adjust the maximum spending amounts on their account (for breakfast, snacks, daily limits, etc.). There's a section for specific instructions, but the text field is limited, so please keep your directions concise.

[LMS Cafe](#)

Breakfast and lunch are served each day. Lunch times depend on the schedule of the student. Students who are eligible for free lunches are also eligible for free breakfast.

Free/reduced meal applications need to be turned into the cafeteria as soon as possible when school begins. Registration packets may be obtained from the Front Office or found on the St Johns County School District website here: [SJCSO- Free and Reduced Meals](#). Students are responsible for paying for all meals until their free/reduced application has been approved.

COMMUNICATION

PARENTSQUARE

ParentSquare is the district's new and primary two-way communications platform that provides instant translations in 100+ languages. It has been launched in all St. Johns County School District's schools over the past school year. ParentSquare is used for items such as newsletters, rainy day dismissal notification, group chats, calendars, report cards, volunteer sign-ups and more. ParentSquare is now used for districtwide newsletters and announcements along with two-way communication.

While it is not required, we highly suggest all parents/caregivers:

- 1) download the ParentSquare app from the Google Play Store or Apple Store
- 2) register your ParentSquare account with the email address that is connected to your student in Home Access Center (HAC).

The St. Johns County School District has created a comprehensive information and help center website that can be accessed at: [SJCSO- ParentSquare](#)

SCHOOLGY

Schoology will be used as the main instructional platform for students and parents/guardians. Students will receive access information at the beginning of the school year and will be required to use the tool as a learning tool throughout the school year. Directions for parent access are below. Teachers are responsible for communicating via Schoology, email, or Parent Square. Teachers will communicate weekly regarding learning topics, upcoming graded assignments, and other important information.

1. Go to www.schoology.com and click on CREATE AN ACCOUNT > REGISTER > PARENT.
2. Enter the access code.
 - a. Parent Access Codes for Schoology are in HAC. In your parent HAC account, see the Access Code under the REGISTRATION tab.
3. Fill in the remainder of your information and create a password.
4. If you have more than one child, once in your Schoology account, click on your name. It will say “Add Child”.
5. Enter your other child’s access code.
 - a. Under Setting > Notification, you are able to control what messaging you receive from the school.

If you need additional Schoology support, go to the district’s Schoology Help webpage: [Schoology for Families – Instructional Resources and Media Services](#).

E-MAIL

All staff at Landrum Middle School can be reached by e-mail, with a reply within 48 hours. For most staff (example: John.Doe@stjohns.k12.fl.us). Check with your student’s teacher for any exceptions.

LMS WEBSITE

Communication is the key to a successful school/home partnership. Our school website provides information about upcoming events: [LMS Homepage](#)

HOME ACCESS CENTER (HAC)

This is a web-based application that allows parents to view their child’s educational information (i.e., grades, attendance, report cards). Parents will need to register for their username and password using the HAC link on the school website. The username is the parent email used at registration. If you are logging in for the first time, the temporary password is: landrum27. Instructions and further information can be retrieved from the district website www.stjohns.k12.fl.us under the heading For Families. Additional information can be found on our school’s website under Home Access Center (HAC) or call Ms. Moloney at 904-547-8417.

SOCIAL MEDIA

Landrum Middle School has two social media pages that are maintained by school staff and highlight the incredible efforts and accomplishments of our students and staff. Both the LMS Facebook page and Instagram page are linked below:

- [LMS Facebook Page](#)
- [LMS Instagram Page](#)

PARENT/TEACHER CONFERENCES

A conference can be arranged with an administrator, counselor, individual teacher, or a team of teachers. To protect instructional time and the learning environment, we ask that parents prearrange to meet with staff members. If you would like to schedule a conference, please schedule the conference through your child’s counselor. We assign our counselors students based on the student’s last name: White (liza.white@stjohns.k12.fl.us) – A-Le, Domazetovski (melissa.domazetovski@stjohns.k12.fl.us) – Li-Z.

SCHOOL ORGANIZATIONS

PARENT/TEACHER ORGANIZATION (PTO)

PTO is an integral part of our school. PTO supports students, staff, and administration financially and through hours of volunteer work. PTO sponsors family nights and dances and other fun opportunities for students to come together. In addition, they sell spirit wear and help fund community service projects. We encourage all families to join PTO. Additional information regarding PTO is accessible via their website at: [LMS PTO Homepage](#). The LMS PTO is also the only source for PE uniforms. Use the following link to purchase PE uniforms: [LMS PTO Store- PE Uniforms](#)

SCHOOL ADVISORY COUNCIL (SAC)

Our School Advisory Council (SAC) meets monthly, comprising faculty, staff, business partners, and parent volunteers. Our primary focus is assisting the principal in shaping and assessing the School Improvement Plan. We conduct surveys, allocate recognition funds, and ensure fund usage aligns with the plan and benefits the majority. Public attendance is encouraged, providing valuable insights into district initiatives, school operations, and occasional guest speakers. Join us for a comprehensive understanding of our school and district dynamics. Meeting dates and times can be found here:

[LMS School Advisory Council \(SAC\)](#)

GRADING AND TESTING

GRADING

Student grades are calculated taking into consideration both academic grades such as tests, quizzes, and class projects and homework. The value of academic grades is 70% summative, 30% formative. Mastery of standards is our priority, and this is why we have structured grading in this manner. Students can retake a summative assessment where the original score earned is less than 85%.

SUMMATIVE RETAKE AND REMEDIATION PARAMETERS

- Summative assessments developed at a school by a teacher or PLC must be available for students to retake.
- Retake summative assessments must be available for standards where proficiency has not been demonstrated; the entire assessment may not apply. This decision is a teacher and/or PLC decision.
- Students must engage in learning opportunities (remediation) prior to retaking a summative assessment, which must include teacher feedback.
- Summative retake assessments do not have to be in the exact format as the original summative assessment.
- Students have the opportunity to retake a Summative Assessment where the original score earned was less than 85%.
- Students can earn up to and including 85% on a retake Summative Assessment in Middle or High school.
- Summative assessments are only to be retaken and rescored
- Summative assessment retakes must occur within a pre-determined time period such as a unit or a quarter as determined by the PLC team.
- Students will receive the higher score of the original and retake summative assessments.
- If a summative assessment has a deadline (for example: research paper or presentation) and the due date is missed, the student may complete the assignment for no higher than an 85% and within a timeline established by the teacher or PLC.

The expectation is that all students earn a grade that reflects his/her proficiency on standards represented in a course. If a student refuses to attempt work despite school intervention, a zero has been earned.

As part of this process:

- INC should be used as placeholder in summative and formative categories until work is completed
- PLC teams will share students as necessary to promote learning and retake opportunities
- It is optimal for students to retake assessments before or after school so as not to miss further instruction. However, if the student cannot attend before or after school due to transportation, students will be afforded the opportunity to take summative assessments during the school day.

TESTING

- The Florida Assessment of Student Thinking (FAST) ELA & Math Testing State testing 3x a year (Fall, Winter, and Spring)
 - [FLDOE- FAST Assessments](#)
- FAST Writing

6th-8th in Spring Only Argumentative OR Expository

- [FLDOE- Writing Assessments](#)

- Benchmarks for Excellent Student Thinking (B.E.S.T.) End of Course Assessments (EOCs)
Course test that occurs at the end of the year for Algebra 1, Geometry Honors, 8th Grade Science & Civics courses since they do not have a FAST-testing option.
 - [FLDOE- End of Course \(EOC\) Assessments](#)

CALCULATORS

According to state requirements, students are only permitted to use specific calculators on the FAST math assessment.

- 6th Grade: Texas Instruments TI-108
- 7th – 8th Grade: Texas Instruments TI-30Xa Scientific Calculator

Students should have their TI-30Xa calculator in class daily.

SCHEDULING

MASTER CALENDAR

Sometimes due to unforeseen conditions, dates or times for activities can be changed. Parents would be notified if changes are made, however please check with students, check the LMS calendar website, or call the school office at 904-547-8410 should you have questions at any time about calendar dates. [SJCSJ Master Calendar](#)

PHYSICAL EDUCATION (PE)

All middle school students enrolled in physical education classes will dress appropriately and participate in activities unless they have medical excuses. Excuses for a day's absence will be honored with a note from parents, but if more than 5 days are missed, a doctor's note/excuse will be required. Students are expected to dress out. The required PE uniform consists of the official LMS PE t-shirt, appropriate shorts/pants, and laced, closed-toed shoes. Failure to dress out in middle school will result in a lower grade in the class as PE requires participation. PE uniforms can be purchased here: [LMS STORE- PE Uniforms](#)

PE Lockers can be purchased through SchoolPay, and announcements will be made when available. These lockers are meant for storing PE uniforms. Don't be surprised if PE uniforms don't come home that often since students often forget to bring them home. We highly recommend reminding your students(s) to bring them home to be washed.

HIGH SCHOOL GPA

It is vitally important that students and parents understand that any high school course taken in middle school does count toward the student's high school GPA. High school courses offered at Landrum include Algebra I H, Geometry H, Physical Science H, and Spanish I (if students complete both Beginning and Intermediate Spanish).

SCIENCE PROGRESSION (options offered at LMS)

	6th Grade	7th Grade	8th Grade	9th Grade
Standard	M/J Science 1	M/J Science 2	M/J Science 3	Environmental Science
Advanced	M/J Advanced Science 1	*M/J Advanced Science 2	M/J Advanced Science 1 or **Physical Science H	Physical Science H or Biology H

* 7th grade students in an advanced science or social studies course should participate in National History Day or Secondary STEM Fair with a project.

** Students enrolled in Physical Science Honors in 8th grade will take the Statewide Science Assessment (SAS) at the end of the school year and should be concurrently enrolled in Algebra 1 Honors or a higher-level math course.

MATH PROGRESSION

	6 th Grade	7 th Grade	8 th Grade
Standard	M/J Grade 6 Mathematics	M/J Grade 7 Mathematics	M/J Grade 8 Pre-Algebra
Advanced	M/J Accelerated Mathematics Grade 6	M/J Accelerated Mathematics Grade 7 <i>or</i> Algebra 1 Honors*	Algebra 1 Honors* <i>or</i> Geometry Honors**

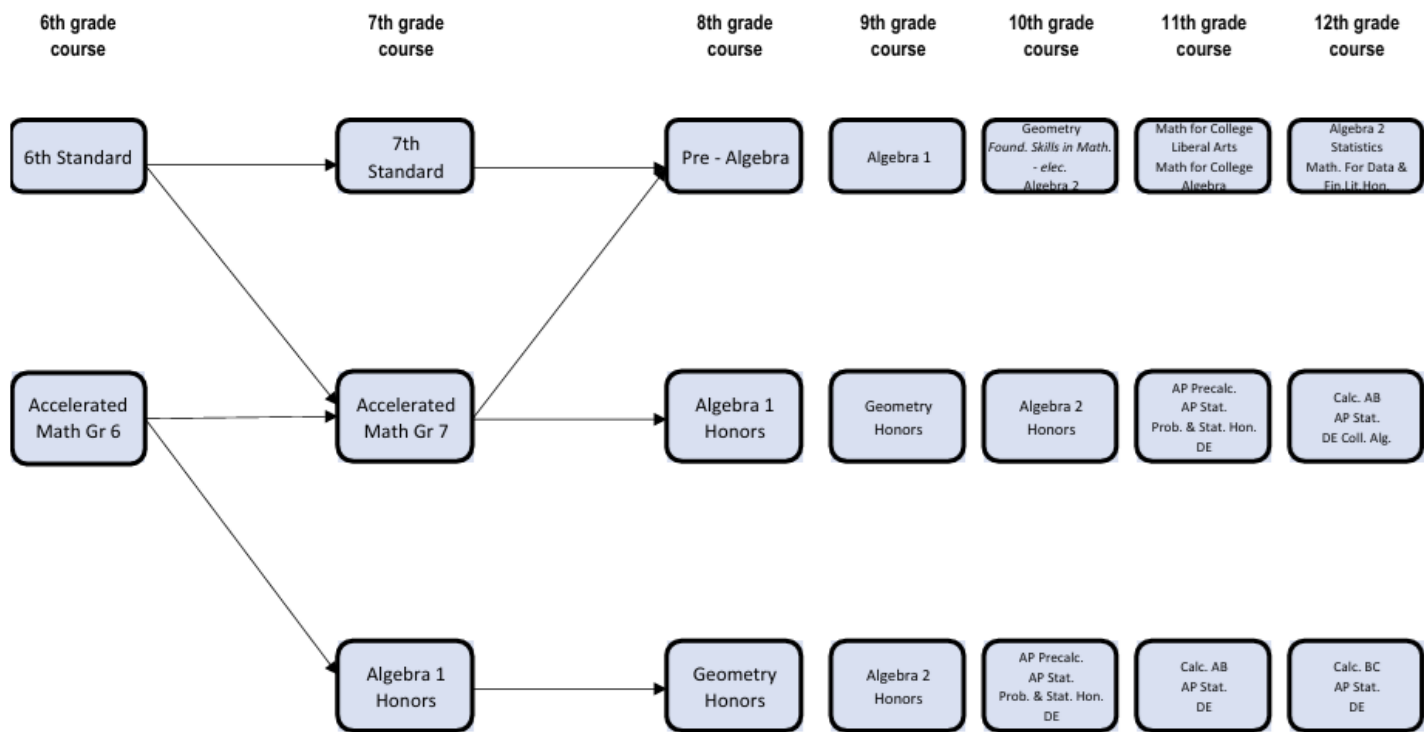
Accelerated pathways require supplemental work to be completed during the summer.

*Algebra 1 Honors – Must pass the FAST Algebra 1 EOC and the FAST EOC grade is 30% of the final course grade. (Honors courses carry a 0.5 bonus weighting.)

**Geometry Honors – Must take FAST Geometry EOC and the FAST Geometry EOC grade is 30% of the final course grade. (Honors courses carry a 0.5 bonus weighting.)

Middle school students who have taken high school courses may receive grade forgiveness if they have earned a grade or the numerical equivalent of a C, D or F. In such cases, the district forgiveness policy must allow the replacement of the grade with a grade or the numerical equivalent of a C or higher, earned subsequently in the same or comparable course. For a grade of A or B, the course and grade cannot be forgiven; it will appear on the student's high school transcript and will be used in the calculation of high school grade point average and for Bright Futures.

If a student fails the Algebra 1 EOC, the student may attend the summer algebra program and earn a .5 credit elective to prepare to re-take the Algebra 1 EOC (passing is a graduation requirement).



SPANISH

Students that have successfully completed Beginning and Intermediate Spanish may be eligible to receive credit for Spanish I (a high school credit). This course will impact high school GPA and is NOT considered an honors course. If you would like your child to earn high school credit, you must complete the permission form sent home with 8th grade students at the start of fourth quarter.

***It is vitally important that students and parents understand that any high school course taken in middle school does count toward the student's high school GPA. High school courses offered at Landrum include Algebra I H, Geometry H, Physical Science H, and Spanish I (if students complete both Beginning and Intermediate Spanish). ***

BELL SCHEDULES

	6 th	7 th	8 th
Monday	7:30-8:20 1st Period	7:30-8:20 1st Period	7:30-8:20 1st Period
Tuesday	8:24-9:10 2nd Period	8:24-9:10 2nd Period	8:24-9:10 2nd Period
Thursday	9:14-10:00 3rd Period	9:14-10:00 3rd Period	9:14-10:00 3rd period
Friday	10:00-10:30 Lunch	10:04-10:50 4th Period	10:04-10:50 4th Period
	10:34-11:20 4th Period	10:50-11:20 Lunch	10:50-11:35 5th Period
	11:24-12:10 5th Period	11:24-12:09 5th Period	11:40-12:10 Lunch
	12:14-1:00 6th Period	12:14-1:00 6th Period	12:14-1:00 6th Period
	1:04-1:50 7th Period	1:04-1:50 7th Period	1:04-1:50 7th Period

Wednesday

7:30-8:14 1st Period	7:30-8:14 1st Period	7:30-8:14 1st Period
8:18-8:55 2nd Period	8:18-8:55 2nd Period	8:18-8:55 2nd Period
8:59-9:36 3rd Period	8:59-9:36 3rd Period	8:59-9:36 3rd period
9:36-10:06 Lunch	9:40-10:17 4th Period	9:40-10:17 4th Period
10:10-10:47 4th Period	10:17-10:47 Lunch	10:21-10:58 5th Period
10:51-11:28 5th Period	10:51-11:28 5th Period	10:58-11:28 Lunch
11:32-12:09 6th Period	11:32-12:09 6th Period	11:32-12:09 6th Period
12:13-12:50 7th Period	12:13-12:50 7th Period	12:13-12:50 7th Period

ATTENDANCE

ATTENDANCE

Attendance is essential! Communication between parents/guardians and school officials must be made when students are absent from or tardy to school. Any student who has been absent from school for an entire day or any part of the day is to submit an note to excuse the absence via Parent Square the day the student returns to school.

Excused absences include – Personal illness, death in the family, religious holidays of the student’s established religious faith, required court or law agency appearances, public functions, school related state competitions, scheduled doctor, or dentist appointments.

Unexcused absences include – shopping trips, vacations, suspension from school, appointments without prior approval except in case of emergency. For a complete list of excused and unexcused absences, students and parents should refer to the [Student Code of Conduct](#).

It is extremely difficult to be successful in management of class work if attendance is irregular. Students having 5 unexcused absences within a calendar month or 10 unexcused absences within a 90 calendar–day period shall be reported to the principal/designee to secure and determine rationale for such absences. If a student is absent more than fifteen days, it is the responsibility of the parent or guardian to provide a doctor’s note.

Students with an extended illness may qualify for the Hospital Homebound program. For other extended absences, please notify the principal, in writing, prior to the absence. Absent students must submit a parent or guardian note within 48 hours of returning, explaining the absence.

If your student missed class for an appointment, a provider's note is required within 48 hours, failure results in an unexcused absence. **However, the fact that the student provides a note does not require the school administration to**

excuse the absence. The principal or designee will decide whether the absence meets the criteria for an excused absence, and that decision will be final. After fifteen (15) days of absence, whether excused or unexcused, a student must present verification from a licensed doctor for all subsequent absences due to illness. *We encourage medical appointments to be made after school hours or during early release hours whenever possible to reduce the amount of instructional time lost.*

TRUANCY

Truancy is defined as an absence from school without the parent's or guardian's knowledge or consent. In some instances, a student may be considered truant because of a parent's or guardian's negligence. Habitual truancy is defined as 15 or more days of unexcused absences in a 90-calendar period. Truancy steps that may take place:

- Administration shall report such absence to the Director of Student Services.
- Student Services personnel shall give written notice, either in person or by registered mail, to the parent when no valid reason is found for child's absence from school, requiring enrollment or attendance within three (3) days of the date of notice.
- If such required notice is ignored, the Student Services Office shall report the case to the Superintendent and take steps necessary to bring criminal prosecution against the parent, guardian, or other responsible persons.

MAKE-UP ASSIGNMENTS

When a student has an excused absence from school, all assignments are to be made up. Generally, one day is given to complete the work for each day of absence. If the child has been ill or will be absent for a period of two or more days, a request for assignments can be made via Schoology, ParentSquare, or email. For absences of fewer than two days, the student is responsible for getting the make-up assignments from the teachers upon returning to school.

When a student has an unexcused absence, it is the responsibility of the student to complete all coursework, test and quizzes and turn them in to the appropriate teacher. A student shall have one day to complete and turn in the work for each day the student is absent (i.e., in the event of three days unexcused absences; the student has three days to complete and turn in assignments) and may only earn 50% credit. Test and quizzes can be made up at 100% credit. Coursework, tests, and quizzes not completed and turned in within the allotted time frame will earn no credit. There is no expectation that the child's teacher or teachers recreate lessons, lectures, or labs for unexcused absences.

Unexcused absence without parental knowledge or consent, or absence from class without a written excuse from a teacher or administrator, will result in no credit for coursework, tests and quizzes missed during the absence.

TARDINESS

Tardies to school negatively affect a student's overall attendance percentage and academic progress. The parent/guardian needs to provide an appropriate excuse for their child's tardy to school. *ALL* tardies to school are unexcused, unless a note is issued by a Professional Care Provider (notes must be received on the day of the tardy prior to the student's lunch period). School starts at 7:30am. If a student arrives at school after the school day begins, he/she must report to the office and receive a pass before going to class.

BEHAVIOR

STUDENT CONDUCT

Students are responsible for following all school rules and regulations anytime students are involved in activities associated with the school. We are also constantly seeking ways to reward positive behavior and help students develop positive self-esteem and independent functioning skills. We want Landrum to be a safe and secure place for every individual. If a student is referred to the office for a severe problem, a parent will be contacted by phone.

CODE OF CONDUCT

Students are responsible for the choices they make, and all LMS students are expected to follow the SJCS D Code of Conduct. All parents and students read and sign the Code of Conduct as part of the online registration and returning student verification process. A copy is also available on the St. Johns County Website: [Student Code of Conduct](#)

BEHAVIOR

LMS supports the St. Johns County CHARACTER COUNTS! initiative which upholds the 6 Pillars of Character:

1. TRUSTWORTHINESS
 - Be honest; Don't deceive, cheat, or steal; Be reliable — do what you say you'll do; Have the courage to do the right thing; Build a good reputation; Be loyal — stand by your family, friends, and country.
2. RESPECT
 - Treat others with respect; follow the Golden Rule; Be tolerant and accept differences; Use good manners, not bad language; Be considerate of the feelings of others; Don't threaten, hit, or hurt anyone; Deal peacefully with anger, insults, and disagreements.
3. RESPONSIBILITY
 - Do what you are supposed to do; Plan ahead; Persevere: keep on trying!; Always do your best; Use self-control; Be self-disciplined; Think before you act — consider the consequences; Be accountable for your words, actions, and attitudes; Set a good example for others.
4. CITIZENSHIP
 - Do your share to make your school and community better; Cooperate; Get involved in community affairs; Stay informed; Be a good neighbor; Obey laws and rules; Respect authority; Protect the environment; Volunteer.
5. FAIRNESS
 - Play by the rules; Take turns and share; Be open-minded; listen to others; Don't take advantage of others; Don't blame others carelessly; Treat all people fairly.
6. CARING
 - Be kind; Be compassionate and show you care; Express gratitude; Forgive others; Help people in need; Be charitable and altruistic.

We encourage parents to join us in our commitment to teach, model and practice these essential life skills. It is the responsibility of the staff and parents to provide a safe and appropriate learning environment.

BEHAVIOR EXPECTATIONS

Throughout the school year, all faculty and staff will teach, model, expect, and reinforce what CHARACTER COUNTS! looks and sounds like in the classroom. These expectations are also specific in the hallway, cafeteria, media center, and other communal areas.

For students who do not meet Level 1 behavior expectations, the following corrective measures may be taken:

1. Redirection of Behavior
2. In-class Consequence
3. Referral

Redirection of Behavior

- 1st step for Level 1 offenses- A VERBAL WARNING will be given to the student. Example: "John, please sit in your seat and work on your assignment. This is your warning."

In Class Consequence

- Possible disciplinary consequences for level 1 offenses may include, but not limited to:
 - Conference after class
 - Reflection Sheet
 - New seating opportunity

Referral – Violation of Student Code of Conduct

- A referral may be issued immediately for any level 2 offense or higher.
- Consequences are aligned with the St. John's County Code of Conduct.

SEARCH AND SEIZURE

Students, their lockers, and other possessions are subject to search upon reasonable suspicion that they may possess drugs, other prohibited substances, objects or Contraband, while on school property or wherever students are under school supervision, such as on field trips, at extracurricular activities, or while being transported by school bus or school-approved transportation.

School staff may search students reasonably suspected of being in possession of Contraband or other prohibited items. They may search students' possessions when reasonable suspicion exists that such possessions may conceal or contain Contraband or other prohibited items. Students' possessions subject to search include, but are not limited to, book bags, backpacks, athletic bags, notebooks, purses, coats, jackets, telecommunication devices, computers, devices capable of storing or communicating information, lockers, and vehicles. Students do not have any expectation of privacy on school property.

ELECTRONIC DEVICES/CELL PHONES

Students are permitted to possess cellular phones and other wireless communication devices on school grounds, school buses, and at school-sponsored events. However, all devices must remain powered off and securely stored in a student's backpack, purse, locker, or vehicle during the school day.

In accordance with House Bill 1105, the use of wireless communication devices by elementary and middle school students is strictly prohibited during the school day (no use on campus). Failure to comply with these guidelines may result in the confiscation of the device. Repeated violations will be treated as defiance of school rules and may lead to disciplinary consequences.

Violation of this law is a Level II Offense in the SJCS Student Code of Conduct.

- First Offense: Verbal warning
- Second Offense: Parent phone call
- Third Offense: Confiscation until dismissal
- Fourth Offense: Lunch detention with confiscation until dismissal
- Additional Offenses: Escalation from there as needed

Students' possessions subject to search include, but are not limited to, book bags, backpacks, athletic bags, notebooks, purses, coats, jackets, telecommunication devices, computers, devices capable of storing or communicating information/images, lockers, and vehicles.

Due to teaching and practicing responsible boundaries, we believe that all students will be respectful and work to encourage one another to ensure the success of the technology agreement.

ABUSIVE LANGUAGE/MATERIALS

Abusive language, including racial slurs and profanity, is not permitted at Landrum Middle School. Also prohibited is the use of words, gestures, drawings, pictures, or objects that are otherwise not acceptable at school and/or upset the normal day or any school activity. The use of abusive will result in disciplinary action.

PUBLIC DISPLAY OF AFFECTION (PDA)

PDA is not allowed while students are on school campus or during any school sponsored events. PDA includes, but is not limited to, hugging, kissing, handholding, etc. Engaging in acts of PDA will result in disciplinary action.

BULLYING/INTIMIDATION/HARASSMENT

"Bullying" means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, oral, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus.

Should a student experience any of these behaviors they **MUST** tell a teacher, a counselor, or an administrator *immediately*. Always tell your parent/guardian. Everyone at Landrum has the right to feel safe physically and emotionally.

The school counselor and SJCSO will provide periodic bullying education throughout the year to guide conversations and provide support throughout the school year.

Additional information regarding Bullying is provided by the district at: [Student Bullying Prevention Education & Resources](#)

IN SCHOOL SUSPENSION

The principal, or his designee, may place a student in in-school suspension for misconduct in accordance with the SJCSO Student Conduct Code. The placement in in-school suspension shall be reported immediately to a parent/guardian. Each student will receive his/her class work/homework assignments for the time spent in in-school suspension and he/she is expected to work on given assignments while there.

OUT OF SCHOOL SUSPENSION (OSS)

The principal or their designated representative may suspend a student from school for misconduct in accordance with the SJCSO Student Conduct Code. The suspension shall be reported immediately, via phone call or email, to the parent/guardian of the student. Suspended students are not allowed on any SJCSO campus during this time unless approved by administration. Additionally, students may not attend or participate in school activities on or off campus while suspended.