



Mission Statement

The RJMMS community will work as One Team to ensure there are No Limits to all our students reaching their full potential.

Vision Statement

R.J. Murray Middle School will prepare all students for high school and post-secondary success.

Welcome to R. J. Middle School!

At R. J. Murray, we are proud to say that we have helped usher students into responsible young adults who are well-prepared for the rigor of high school requirements. The middle school student is a unique being, neither a child nor an adult, but caught in a critical period of life. Our middle school program is designed to meet the emotional, intellectual, physical, and social needs of students, while facilitating the development of self-discipline and self-esteem. We encourage our students to participate in the learning experience with an open mind, a positive attitude, and a cooperative spirit. Communication is essential to the education of youth and must be encouraged between students, staff, parents, and the community. We look forward to working together as a team to achieve a successful middle school experience for all students! Go Bulldogs!

Respectfully,

Travis Brown
Principal

“One Team, No Limits!”

DEPARTMENT CONTACTS

Administration: (904) 547-8472

Travis Brown, Principal
Dr. Esther Seward, Assistant Principal
Chris Cofield, Assistant Principal
Stephanie Fultz, Executive Secretary-Bookkeeper

Front Office: (904) 547-8483

Viveca Anderson, School Secretary

Guidance Department: (904) 547-8476

Norma Jackson, Computer Operator
Vanessa Mayor, Counselor (6th and 7th Grade)
Uche Ukeje, Counselor (7th and 8th Grade)
Amy Roberts, Guidance Clerk

Dean's Office: (904) 547-8474

Maggie Gibeau, Dean of Students
Brandon James, Dean of Students

Media Center: (904) 547-8481

Lorraine Stinson
Phyllis Guthrie

Cafeteria: (904) 547-8174

Rhonda Ponce, Manager

Maintenance Department: (904) 547-8482

Paul Pelletier, Coordinator

St. Johns County Sheriff's Office Youth Resource Deputy:

Lt. Chris Carroll, Resource Officer

Team Leaders



6th Grade - Beth Groleau
7th Grade - Samantha Bowman
8th Grade - JC Moretta
SJCCA - Catherine Beam
Electives - Inez Patronska
ESE - Wade Jackson



As a Professional Learning Community, R. J. Murray Middle School is committed to working collaboratively to guarantee a viable curriculum for ALL students. This commitment is a united effort on the part of the students, teachers, administrators, parents, and the community. We believe learning can take place best when there is a shared effort, interest, and motivation.

This handbook is intended as a guide to the information, policies, and procedures that govern the basic operation of our school. It is essential that all students know the contents and use the handbook throughout the year. Administrators, counselors, and teachers will help answer questions about this guide and/or topics which it does not address. Rules and/or procedures set forth in this handbook are subject to change due to necessary circumstances that may arise throughout the school year. As a school, we follow all rules and expectations outlined in the St. Johns County School District “Student Code of Conduct” available at: <https://www.stjohns.k12.fl.us/schoolservices/wp-content/uploads/sites/23/2022/07/FINAL-22-23-Code-of-Conduct.pdf>

Our goal is **Excellence!** Striving to reach this goal must be a united effort on the part of the students, teachers, administrators, parents, and community. The personal benefits students receive from their years of experience and the reputation of R. J. Murray Middle School will be determined by the extent to which everyone becomes truly involved and puts forth his/her best effort. We wish each of you a successful school year.

RIGHTS AND RESPONSIBILITIES

Student Rights

The faculty and staff shall assist in the orderly operation of the school and protect the rights of students. Examples of these rights from the SJCSJ Student Code of Conduct are listed below.

- The right to attend school in a positive, safe learning environment
- The right to equal educational opportunities in academic and extracurricular programs
- The right to express views through speaking and writing, in a positive, proactive way
- The right to have personal property respected
- [SJCSJ Code of Conduct](#)

A parent of a student at R. J. Murray Middle School is responsible for:

- Reading and discussing handbook information with your child
- Providing ample study time at home and encouraging good study habits
- Ensuring your child is well-rested and arrives to school on time
- Supporting the school staff in their efforts to promote appropriate behavior
- Encouraging your child to read daily
- Communicating regularly with your child’s teacher
- Monitoring your child’s homework (Schoology)
- Discussing with your child his/her behavior, grades (HAC), interim reports, and report cards
- Attending parent/teacher conferences when requested

A student at R. J. Murray Middle School is responsible for:

- Respecting self and the rights of others
- Attending school regularly and on time
- Using appropriate language at school
- Following R. J. Murray Middle School rules and procedures and the [SJCSJ Student Code of Conduct](#)
- Coming to school dressed appropriately and prepared to work by having the necessary materials
- Actively engaging in instruction and asking the teacher questions when understanding has not taken place
- Completing all assignments on time
- Follow “The Bulldog Way” – Students are held to the highest standards and are expected to “Do Your Best” and “Be Your Best.” Each student is expected to:

B - Be prepared and arrive to class on time

A – Act Responsibility

R - Respect Everyone

K - Keep Safe

A classroom teacher at R. J. Murray Middle School is responsible for:

- Working collaboratively with team members to guarantee a viable curriculum for all students
- Explaining expectations, instructional goals, and the grading system to both students and parents
- Teaching the Florida Standards
- Providing a climate in the classroom that is conducive to learning
- Communicating with parents through Home Access Center (HAC), Schoology, interim reports, report cards, conferences, and phone calls
- Utilizing various teaching methods to meet diverse needs of all students
- Providing enrichment and remediation opportunities for students as needed
- Respecting the cultural differences of all students

The administration at R. J. Murray Middle School is responsible for:

- Providing a safe and orderly environment that is conducive to learning.
- Supporting students, teachers, and the community in their efforts to achieve success.
- Ensuring that opportunities for a rich and robust education are made available.

ATTENDANCE

You are required by Florida State Law to attend school every day (Florida Compulsory School Attendance Law, F.S.232.17). Regular attendance plays an important part in determining your success at school. Regular school attendance is a necessary part of a student's education. Excessive absences impair a child's educational progress, impacts whether the child passes or fails a grade, and may result in court proceedings. More than 15 absences out of the 180-day school year is considered to be excessive, and the School District will take all appropriate steps, in addition to those outlined below, to work with the child's family to ensure the child attends school. Absences shall be classified and treated as follows:

EXCUSED ABSENCES

Students must be in school unless the absence has been excused for one of the reasons listed below. Parents /guardians should notify the principal/assistant principal in writing of prearranged absences at least five school days in advance. The fact that the student's parent/guardian provided notification of the absences does not, in and of itself, require school administration to record the absences as excused. Approval of pre-arranged absences will be determined by the principal. The principal's decision is final. Excused absences include the following:

- Personal Illness
- Death in the family
- Religious holidays of the student's established religious faith
- Required court appearance or subpoena by a law enforcement agency
- Scheduled doctor or dentist appointments.
- Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute 1003.22.) Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice (3 days max), ringworm, impetigo, and scabies.

UNEXCUSED ABSENCES

Unexcused absences include, but are not limited to the following:

- Shopping trips
- Pleasure trips/vacations
- Truancy
- Suspension
- Appointments without prior approval except in case of emergency
- Other avoidable absences

Students who accumulate 15 or more unexcused absences during the school year, or 4 tardy referrals within any semester will not be eligible to purchase tickets or participate in privileged school events/activities including school dances, Gradventure, school trips, etc.

ARRIVAL AND DISMISSAL/CHECK-OUT PROCEDURES

School begins each day at 7:30 A.M. and ends at 1:50 P.M. Wednesday dismissal is 12:50 P.M.

Supervision of students begins at 7:10 A.M. Prior to 7:10 A.M. there is no supervision of students. For the safety and security of our students, students will not be allowed on campus until 7:10 A.M. unless prearrangements have been made with a teacher. In this case, the student must have a written pass from a staff member. Students arriving by car, walking, or bike at 7:10 A.M. must go directly to their 1st period classroom. Students arriving after the 7:30 A.M. bell, will need to go directly to the office for a tardy pass.

The following procedure will be strictly enforced: NO student may be signed out after 1:20 P.M. If you have an appointment requiring that your child be dismissed early, you must arrive at the front office no later than 1:15 P.M.

REPORTING TO SCHOOL FOR ABSENCES

Any student who has been absent from school shall bring a written and signed note (emails are not acceptable) from the student's parent or guardian within **48 hours** of the student returning to school stating the cause of the absence. These notes should be turned in to the front office. The fact that a student brings in a note does not require administration to excuse the absence. The school may request additional documentation, such as a doctor's note, verifying the absence. Failure to bring such a note or other documentation shall result in an automatic unexcused absence. After 3 unexcused absences one or more meetings must be held, whether in person or by phone, between a designated school representative, the student's parent or guardian and, at the discretion of the school, the student, to address such absences. Such contact shall continue as necessary to ensure the student's regular attendance. After 15 days of absence, whether excused or unexcused, a student must have a doctor's verification for all subsequent absences due to illness.

TARDINESS

Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Excessive tardiness will be referred to the discipline dean for consequences after the 3rd tardy each quarter. Disciplinary action for unexcused tardiness shall be progressive for each occurrence after the first referral.

Students must be in class by 7:30 A.M. If you arrive late to school, you must check in through the front office. Failure to bring notes with an acceptable excuse will result in an unexcused tardy. An excused tardy includes illness or illness of an immediate family member. Oversleeping or missing the bus is NOT considered an excused tardy.

Failure to report to your scheduled class by the assigned start time will result in an unexcused tardy.

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-day 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 from 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.

BEHAVIORAL EXPECTATIONS

THE BULLDOG WAY

The Bulldog Way is the expectation of all individuals in our community. The Bulldog Way is the STANDARD of EXCELLENCE we hold ourselves to as members of this community. We are EXPECTED to meet these expectations in EVERYTHING we do.

B - Be prepared and arrive to class on time

A - Act Responsibly

R - Respect Safe

K - Keep Safe

Throughout the school year, each teacher will model, expect, and reinforce what The Bulldog Way looks like in the classroom. These expectations are also specific in the hallway, cafeteria, auditorium, media center, and other common areas.

THE BULLDOG WAY DISCIPLINE PROGRESSION

For students not meeting The Bulldog Way expectations, the following corrective measures may be taken:

1. Redirection of Behavior
2. In-class Consequence
3. Parent Contact "Check"
4. Parent Contact "Check #2"
5. Referral to Guidance/Dean of Students

Redirections of behavior include but are not limited to:

- A VERBAL WARNING will be given to the student:
 - Examples: "John, please sit in your seat and work on your assignment. This is your warning."
 - "Jane, please sit in your seat. That's a warning."
- The **Bulldog** Expectation would expect no more than ONE redirection of behavior per class.

In-class consequences include but are not limited to:

- Possible disciplinary consequences may include, but not be limited to:
 - Conference after class
 - Reflection sheet
 - Relocate student to another seat in the classroom
 - Classroom clean-up
- Students meeting The Bulldog Way expectations may receive positive consequences such as:
 - Preferred seating in cafeteria
 - Classroom group rewards
 - Social time opportunities
 - Bulldog Recognition Rewards and Events

Referral

- A referral will be issued as often as a student moves through The Bulldog Way Progression
- A referral may be issued immediately for any level 2 offense or higher.
- Consequences are aligned to the St. John's County Code of Conduct and the school created discipline matrix.
- Consequences unique to R. J. Murray Middle include but are not limited to:
 - Conference with guidance, deans, and administrators; work details; lunch and learn; MTSS/RTI referral & character guidance programs such as WEB, Peer Counseling, etc.

ACADEMIC INTEGRITY (HONOR CODE)

R. J. Murray Middle School is an institution in which learning for a purpose takes place on a daily basis. Useful and lasting learning does not occur unless the process students go through to learn is an honest process, which reflects their true abilities as measured by their own efforts. Progress which is based on unsound learning, as in the case with cheating or copying another's work, is not a genuine process. Cheating prepares a student for failure, not success. In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school.

By establishing the honor code, the faculty and administration of R. J. Murray Middle School indicate their commitment to work to eliminate such acts as cheating and to deal with offenses in a firm and decisive manner.

Cheating/Plagiarism/Forgery are Level II offenses according to the SJCS D Student Code of Conduct and consequences will be issued by the dean of students. These offenses involve one or more of the following:

- Using the work of another person as your own.
- Copying from (or providing your answers for) another student's assignments, homework, test answers, reports projects, or writing assignments.
- Preparing for cheating in advance: Such action involves:
 - Having in your possession a copy of a test to be given or that has been given by a teacher before you take it.
 - Having in your possession and using previously prepared answers to a test or quiz (this includes information written directly upon your person).
 - Unauthorized use of text or notes during a test or examination.
 - Asking another student for test information or providing such information to another student during the test, quiz, or examination.
- **Plagiarism** is a form of cheating and is defined as using another person's ideas, expressions or work without giving the original author credit.
- **Forging** is a form of cheating and is defined as writing a note with the intent of misleading a staff member. Signing or allowing others to sign your parent's name to a school paper.

ASSEMBLY CONDUCT

Various assemblies will be scheduled throughout the school year. Students are expected to follow established guidelines. All students are expected to walk to the assembly and sit quietly in the designated areas. Students are expected to behave in a mature manner during the assembly and to extend the proper courtesies to those performing or speaking. Inappropriate behavior will result in loss of assembly privileges along with appropriate discipline consequences as determined by administration.

BULLYING/HARRASSMENT

Bullying and harassment will not be tolerated at R. J. Murray Middle School. Both are considered Level III infractions, according to the SJCS D Student Code of Conduct. Level III infractions are considered major acts of misconduct and consequences will be issued by administrators or principal designees.

BOYCOTS/WALKOUTS/PETITIONS

Any student who participates in an unauthorized boycott, walkout, sit-in, strike, circulation of petitions, or other similar disruptive action, which interferes with the operation of the school, may be subject to suspension or dismissal from school.

CELL PHONES/ELECTRONIC DEVICES

SJCSD permits cell phones and electronics to be brought to school. These devices must be kept “off and away” during school hours unless under the direction of a teacher or school policy. **Students should not send or receive text messages at any time during the school day. Students can be contacted via the front office during emergency situations. R. J. Murray Middle School asks for the support of parents and the community in not texting or calling students on their cell phones during the academic day.** Students may use their phones before entering school in the morning or after exiting the building at the end of the school day. Violations of this policy will be referred to the Dean of Students.

Electronic Devices (cell phones, headphones, speakers, etc.) will be confiscated if they are out without permission from a faculty member. Repeated offenses will result in discipline consequences and a parent/guardian being contacted to pick up the device. Failure to turn over an electronic device to a staff member is an immediate Level II referral for defiance.

Cell Phone Confiscation Progression:

1. Return to student at end of day
2. Return to student at end of day
3. Return to student at end of day
4. Parent must pick up
5. Parent must pick up plus additional consequences
6. Parent must pick up plus progressive consequences for each subsequent violation

CONTRABAND

According to the SJCSD Student Conduct Code, contraband is defined as any physical item that is prohibited by federal and/or state law, and/or School Board rule from being used or possessed on School Board property or at a school function. Contraband includes, but is not limited to, drugs, drug paraphernalia, alcohol, tobacco, weapons, firecrackers and fireworks, pornography, gang-related signs or symbols, cameras, radios, TV's, gaming devices, video games, toys, magazines, animals, bandannas, laser pointers, Sharpie pens, and spinners.

DRESS CODE

The dress and grooming of St. Johns County Public Schools students shall contribute to the health and safety of the individual promote a positive educational environment and not disrupt the educational activities and processes of the school. The wearing of garments suitable for school according the SJCSD Dress Code policy will be enforced. All faculty and administrative staff shall be on the alert to give positive guidance in these matters, without embarrassment to the student. Dress code consequences will be progressive in nature.

These rules on personal appearance of students are intended to enable the students of St. Johns County Public Schools to dress casually but reasonably. However, the school principal is the final authority regarding the appropriateness of student dress. **Nothing in these rules shall be construed to preempt the principal's authority** to act in specific cases when, in the principal's judgment and discretion a student's dress threatens to disrupt the educational process or the good order and discipline of the school or is otherwise inappropriate.

- Personal attire may be in the style of the day and be in accordance with SJCSD Dress Code Guidelines.

- Clothing, piercings and accessories shall not be worn if they display profanity, violence, discriminatory messages, sexually suggestive phrases, advertisements, phrases or symbols of alcohol, tobacco or drugs or create a safety issue within the learning environment.
- Students are prohibited from wearing clothing that exposes underwear or that exposes body parts in an indecent or vulgar manner.
- Head coverings, including but not limited to, caps, hats, hoodies, bandannas, and/or sunglasses, shall not be worn on campus unless required by a physician or authorized by school administration.
- Skirts, dresses, shorts, baggies, no shorter than the mid-thigh region are acceptable.
- Leggings and yoga pants are acceptable but must not expose underwear or body parts
- Graffiti (i.e. profanity, violent or discriminatory images, sexually suggestive phrases or symbols, or symbols of alcohol, tobacco or drugs) will not be drawn or worn on backpacks, notebooks, folders, yearbooks, papers, clothing or any other object or on the body of any student or person on school property.
- “Cold shoulder” tops must be “three fingers wide” on the shoulder and be fitted under the arm. Undergarments cannot be exposed.
- Jewelry may be worn, except for multiple or large cuff bracelets, silly bands, heavy chains (including wallet chains), rings with sharp points, or other items that may be a danger to self or others.
- Midriff or “cut-out” dresses and “cut out” tops may not be worn. Skirts must be no shorter than the mid-thigh region. Revealing clothing, pajamas and lingerie are not acceptable. Undergarments must not be exposed.
- Shorts/Pants/Slacks must be worn at the waist. No boxer shorts or underwear may be visible.

DRUGS AND ALCOHOL ABUSE

Any student, who sells, gives, possesses, uses, or assists in the use of, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including buses, is subject to (1) suspension, (2) being reported to the appropriate law enforcement agencies for legal action, and (3) being referred to the St. Johns County School District Discipline committee for possible placement at Gaines Alternative School. This policy shall also be enforced during off-campus activities sponsored by the school. Drugs and alcohol will not be tolerated at R. J. Murray Middle School.

FOOD AND DRINKS ON CAMPUS

- Bottled water is allowed on campus
- Students must drink water from a sealed container. Cups from restaurants and convenience stores do not constitute a sealed container.
- All other food and drink may be consumed in the cafeteria or under the direct supervision of school staff.
- Students are not allowed to bring beverages on campus that are not in a sealed container. This included beverages from convenience stores and restaurants in cups with straws. Students will be asked to discard of these beverages for safety reasons due to spilling.

HALL PASSES

Students are allowed 7 restroom passes per quarter per class. Students must use the restroom from their assigned hallway and are not allowed to move to a part of the building in which they did not have permission. Students must turn over electronic devices before exiting the room for a hall pass. There are no more than 2 students allowed in the restroom at a time. Students are encouraged to use the restroom during the first 10 minutes of class.

IN-SCHOOL DETENTION (ISD)

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

INTERNET ACCEPTABLE USE POLICY

Students will be given a SJCSO Internet Acceptable Use Policy form at the beginning of the school year. Students and parents will be required to read, understand, and sign the policy. Violation of this policy is unethical and may result in internet access privileges being revoked, disciplinary action and/or appropriate legal action.

PROFANITY/ABUSIVE LANGUAGE/MATERIALS

Profanity, including racial slurs, is not permitted at R. J. Murray Middle School. Also prohibited is the use of words, gestures, pictures, or objects that are otherwise not acceptable at school and/or upset the normal day or any school activity. The use of profanity 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, hand holding, etc. Engaging in acts of PDA will result in disciplinary action.

PUPIL DETENTION, SEARCH, AND SEIZURE

The principal, teacher, or any other member of the staff is authorized to detain temporarily and question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of law or a regulation of the school board.

- If at any time reasonable suspicion arises that the student is unlawfully concealing any stolen or illegal property, including but not limited to an alcoholic beverage, illegal drugs, cell phones, or any weapon as prohibited in school board regulations, a member of the instructional staff may search for the presence of the items without a parent/guardian being present.
- If a search of a student or his/her locker or other property reveals stolen or illegal items as prohibited by law or school board regulations, such item(s) may be seized, and such action taken as provided for by law or school board regulations.

SJCSO STUDENT CODE OF CONDUCT

Students are responsible for the choices they make. All R. J. Murray Middle School students and parents are required to read the online Code of Conduct, which supports our goal for excellence. All parents and students are required to read and acknowledgement the SJCSO Student Code of Conduct available on the St. Johns County Website: [Link](#)

SUSPENSION (OUT OF SCHOOL)

The principal or his designated representative may suspend a student from school for misconduct in accordance with the SJCSO Student Conduct Code. The suspension shall be reported immediately to the parent/guardian of the student. Suspended students are not allowed on campus during this time unless approved by administration. Additionally, students may not attend or participate in school activities on or off campus while suspended. Students will be expected to attend a re-entry meeting with a dean or administrator upon serving an out of school suspension.

TOBACCO PRODUCTS

The use or possession of tobacco products, including cigarettes, snuff, chewing tobacco, e-cigarette, or any vaping device will automatically result in of out-of-school suspension, followed by increased suspension for subsequent offenses. Additional consequences may be issued by the SJCSO in accordance with state law. Tobacco will not be permitted at R. J. Murray Middle School.

COMMUNICATION

Communication is vital between school and home. Our electronic newsletter is emailed to all Bulldog family members each month and posted on the school website: <https://www-mms.stjohns.k12.fl.us/> We encourage parents to utilize Schoology and to sign up for Home Access Center (HAC to monitor grades). Schoology access is at the classroom level and HAC access is gained through the front office.

CONFERENCES

Parent-Teacher-Student conferences should be arranged through your student's academic teachers or the guidance department. Conferences are scheduled between 1:50 P.M. and 2:30 P.M.

FORGOTTEN HOMEWORK/PROJECTS

The front office will NOT deliver forgotten homework, field trip money, PE uniforms, band instruments or projects. Students are responsible for bringing these items to school or retrieving them between classes. The only exception to this policy is medication, lunch, or lunch money.

MESSAGES

We are unable to deliver messages to students, except in cases of emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency. The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message until later. Arrangements for routine matters such as rides to and from school, car and house key delivery and pickup, meeting places, etc. should be made before students arrive at school.

VISITORS

Under no circumstance may a non-SJCSD employee or visitor go directly to a classroom without first reporting to the school office. There is a sign-in procedure that parents/visitors must follow. District Sign in Procedures link and access: <https://www.stjohns.k12.fl.us/volunteer/>

EVENTS

CAFETERIA (BREAKFAST AND LUNCH)

1. Lunch is available in the cafeteria on a daily basis. Breakfast is available at all entry doors in the morning.
2. All food and drink must be consumed while students are in the cafeteria. At no time will students be allowed to take food or drink with them when they leave the cafeteria.
3. Forgotten lunches delivered to the front office are transferred to the cafeteria on a lunch cart. It is the student's responsibility to retrieve the lunch from the cart.
4. Students may not break in line or skip others in line for any reason.
5. Students must remain seated and leave their table free of trays, food, and litter. Failure to do so may result in disciplinary action.
6. Students must remain in the cafeteria during their assigned lunch time. Leaving the cafeteria without an authorized pass will be considered an out of area consequence.

CELEBRATIONS

Balloons, flowers, stuffed animals and other gifts are to be kept in the front office until the end of the day in order to reduce classroom distractions.

FIELD STUDIES AND EXTRACURRICULAR EVENTS

Field study 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. This policy also applies to the 8th grade trip to Washington, D.C. as well as Gradventure.

- Behavior expectation: no OSS or excessive ISD
- Grade expectation: must be passing all courses
- Attendance: no more than ten (10) unexcused absences per semester. Excused notes must be turned in within forty-eight (48) hours of the absence
- No more than 4 tardy referrals

DANCES

Dances may be held several times during the school year. Only students currently enrolled at R. J. Murray Middle School may attend. Any student involved in the fraudulent admission of a person not currently enrolled at R. J. Middle School will be subject to suspension. Students who accumulate 15 or more unexcused absences of 4 or more tardy referrals may be excluded from attending school dances. If a student is suspended or absent from school on the day of a dance, he/she will not be allowed to attend a dance.

- Students must be picked up by parent or parent designee.
- Students picked up late will not be permitted to attend the next dance/school function.
- School dress code will be strictly enforced.

TRANSPORTATION

BUS RIDERS

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 (see below).** We regret any inconvenience but recognize safety as our top priority. 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.

PROVISIONAL TRANSPORTATION WAIVER PROGRAM

Provisional Transportation Services are afforded to students enrolled in St Johns County School District schools on a space available basis for a specified period due to extenuating circumstances. Provisional Transportation Services are afforded to students on existing bus routes and bus stops at scheduled times only. Students afforded Provisional Transportation Services are subject to the student code of conduct while aboard buses. If you have multiple students for whom you are requesting a waiver, please fill out this form once for each child, separately. Waiver requests for multiple students cannot be accepted. For more information, please visit the [Provisional Transportation Waiver Program](http://www.stjohns.k12.fl.us/transportation/ptwaiver/) (<http://www.stjohns.k12.fl.us/transportation/ptwaiver/>) web page.

SKATEBOARDS

Students may ride their skateboards to school under the following conditions: (1) never ride a skateboard bicycle through the parking lot, parent pick-up, bus loading area or on campus (once students are inside the gate, they must carry their skateboard). (2) All skateboards must be placed in the assigned skateboard area.

BICYCLES

Students may ride their bikes to school under the following conditions: (1) never ride a bicycle through the parking lot, parent pick-up, bus loading area or on campus (once students are inside the gate they must walk next to their bike). (2) By law, a bike helmet must be worn when riding a bike. (3) All bikes must be parked and locked in the racks provided.

BACKPACKS

Students may use backpacks to transfer materials from class to class and from school to home. Overstuffed backpacks can become very heavy as well as create a more crowded hall space during transitions. Please work to create a personalized organizational system that uses your backpack effectively. NO ROLLING BACKPACKS are allowed without documented medical need which must be approved by administration.

MISCELLEANOUS

ATHLETIC REQUIREMENTS

R. J. Murray Middle School will participate in the Interscholastic Sports Program offered by the St. Johns County School District (SJCSD). This program emphasizes sportsmanship and fair competition through organized practice and game play. We will abide by the rules of the Florida High School Athletics Association. These rules state that athletes must maintain an overall 2.0 GPA to be eligible to play on the team. In addition, students failing current courses may receive consequences including suspension from games and removal from the team.

CLINIC FIRST-AID

The clinic is for temporary first aid only.

- Students must have written teacher permission to go to the clinic. If students are ill, they may not remain in the restroom. They must report to the clinic or send for assistance.
- The SJCSD recommends that only prescription medication be dispensed at school. Students with chronic medical conditions such as juvenile rheumatoid arthritis, migraine headaches, or allergies to food or insect stings may keep non-prescription medication in the R. J. Murray Middle School clinic provided they have a note indicating the necessity from a physician. All medication must be in the container in which it was purchased or dispensed and must be accompanied by a medication authorization form available in the front office and clinic.
- All non-prescription medication in the possession of students, not administered by the school health technician, requires written permission from the parent to the school for self-medication.
- No medication will be administered without parental authorization. If you do not have an authorization form, a handwritten note will be accepted for 24 hours and the student will be given a form to return the next day.

EVACUATION PROCEDURES

Several times during the school year we will evacuate the building. Evacuation charts are posted throughout the school. Students will be instructed when and how to leave the building. When evacuating the building, students must pass quickly, quietly, and in an orderly fashion. Students must always stay with their class during an evacuation procedure. If a student is out of his/her class during an evacuation, he/she should join the nearest class and notify that teacher after exiting the building.

GUIDANCE

The guidance program at R. J. Murray Middle School is an educationally based, developmental guidance program that centers on helping students develop positive self-concepts so that they can learn more effectively and efficiently. This process focuses on developmental needs, interests, and concerns. Our guidance counselors recognize the unique changes, behaviors, and attitudes associated with various age levels and are available to counsel as needed. The guidance program is comprehensive in its scope. Our counselors will be coordinating class scheduling, teacher conferences, the exceptional student referral process, and the testing procedures. It is our objective to enhance the quality of R. J. Murray Middle School and provide a balanced guidance counseling program for all our students. Any student desiring to see a guidance counselor must first secure a written pass from his/her classroom teacher. Parents and students may also email their counselor to schedule an appointment.

LOCKERS

Students will be assigned a P.E. locker and will need to bring their own lock and provide the combination. These lockers are for student convenience, but are school property, and the administration reserves the right to inspect the contents of a locker.

- Locker checks may be made during the course of the year to ensure student safety. Although the school may investigate any reports of stolen property, it cannot be held responsible for items lost or taken from your locker.
- Students will not be allowed to change lockers at any time unless prior consent is given by your teacher.

- PE lockers are provided, and the lockers are subject to search. The school reserves the right cut any lock in which it has not been provided the combination.

LOST & FOUND

Lost and found items may be claimed in the school office. After 30 days, unclaimed items will be donated to charity. Students should keep up with their belongings and make every effort to recover lost items.

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 extra-curricular activities until received. In addition, students who have purchased a yearbook will not receive this item until Media Center obligations are met. Instead, the money may be used to offset the cost of the missing book. The Media Center is open from 7:25 A.M. until 1:50 P.M. You must have a pass from your teacher to come to the Media Center.

PARENT VOLUNTEERS AND PROCTORS

A volunteer application must be submitted online and approved prior to volunteering. We appreciate the time volunteers invest, and we know they will be afforded the same courtesy and respect as our faculty and staff. We ask that volunteers make separate arrangements for the supervision of younger children as school personnel are not available to assist with supervising younger children. To complete a volunteer application, visit the MMS or SJCS D website and click on the [School Access Form](#).

PHYSICAL EDUCATION

All 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 the parent, but if more than 5 days are missed, a doctor's note/excuse will be required. Failure to dress out will result in a lower class grade as PE is a class that requires participation.

PROMOTION

In accordance with the requirements of the state of Florida, the criteria for promotion are based on the Pupil Progression Plan set forth by the St. Johns County School Board. The grading scale, adopted by the state of Florida, is as follows:

A	100 - 90	excellent
B	89 - 80	good
C	79 - 70	average
D	69 - 60	needs improvement
F	59 - 0	failure

REPORT CARDS AND INTERIM REPORTS

As a measure of your progress, report cards are issued four times during the school year, with an interim report issued half-way through each nine-week grading period, as indicated on the SJCS D master calendar. All report cards, interims, and final grades can be viewed in the students' HAC account. Parents wishing a hard copy of their child's report card/interim can request an individual mailing.

SCHOOL SAFETY

R. J. Murray Middle School is committed to having a safe, violence-free, drug-free educational environment. It is the responsibility of every student, parent, teacher, administrator, and community member to share information that will keep our school safe. If at any time a student or parent becomes aware of any situation that could result in the disruption of a safe educational environment, he/she is encouraged and expected to notify a school official immediately.

SCHOOL ACCIDENT COVERAGE

The St. Johns County School Board does not provide accident coverage for students while they are in attendance during the regular school day.

FRONT OFFICE PHONE

Students may request to use the telephone in the main office for the following three reasons:

- Students may use the telephone to call home when they are ill after meeting with the nurse.
- Students may use the telephone if an after-school activity has been canceled.

TEXTBOOKS

Students will receive textbooks for the appropriate subjects. Students are expected to write their names on the inside cover, take proper care of them and to return them at the end of the year. Fines will be charged for damaged books and students are responsible for paying for a lost or stolen book. If a book is lost or stolen, a second copy will be furnished, if available, upon receipt of payment for the missing book. Failure to pay fines may result in the suspension from participation in extra-curricular activities until payment is received. In addition, students who have purchased a yearbook will not receive this item. Instead, the money may be used to offset the cost of the missing book. Textbooks will not be issued the following year until all textbook obligations are cleared from the previous school year.