

A. Quinn Jones

STUDENT
HANDBOOK

2019 - 2020



Be Respectful
Be Responsible
Be Ready to Learn

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of value in helping students to adjust to A. Quinn Jones and to become an integral part of our school culture and learn the Wildcat Way.

THE PURPOSE OF THE SCHOOL

The A. Quinn Jones Center serves 6-12 grade students. These students are sent to AQJ for various reasons. Our students have experienced some challenges in a regular school setting due to problems with individual behavior and social interaction skills. Students may be placed into our program from other schools in the district after extensive interventions have been unsuccessful. Our goal is to meet students where they are socially, emotionally and academically and provide opportunities for students to be successful.

SCHOOL VISION

Our team will prepare secondary students (6-12) with a quality education that enables them to succeed in society. We will cultivate creative thinkers; competent communicators and career-focused students. We seek to establish equity for all student learners; where each child feels valued and respected. Our school environment embraces uniqueness and creativity, fostering support for student enrichment. Our daily routine is to inspire and motivate students, wherein their outcomes will include successful academic achievement, career readiness, college preparedness, social-emotional stability and citizenship. Families, communities and educators will come together to establish building blocks for overall success.

SCHOOL MISSION

Our mission is to help every child excel academically, behaviorally and socially; creating stepping stones for personal success, career readiness and productive citizenship.

Options include: a) returning to their home zoned school; b) completing their education at A. Quinn Jones; c) preparing for vocational success through vocational program partnerships.

SHOWING RESPECT

We expect every staff member to be treated with respect and dignity, just as students receive the respect of the staff. It is also expected that students respect

each other. It is imperative that the teacher be in charge of the class. The staff will work with students but insubordination or disrespect towards staff will not be tolerated. The staff is responsible for supervision of students and maintains authority anywhere on school property of school-sponsored activities.

A. Quinn Jones Wildcats Expectations

At A. Quinn Jones we have the following EXPECTATIONS, We expect students to follow these EXPECTATIONS which will help our students be successful at A. Quinn Jones.

Be Respectful

Be Responsible

Be Ready to Learn

SCHOOL DAY

School Day is defined as any day, including a partial day that students are in attendance and the moment a student steps foot on campus until the end of the day bell.

STUDENT ATTENDANCE POLICY AND PROCEDURES

It is the belief of the faculty that good school attendance is essential to successful school progress. Regular and punctual attendance is necessary for the student to take full advantage of available educational opportunities.

In compliance with the District Student Attendance Policy, A. Quinn Jones has established the following procedures for its implementation.

1. Students should bring written documentation to submit to the first period teacher. District policy establishes that written documentation should be submitted to school normally within two days of the student's return. The District Student Attendance Policy states that excused absences will include the following:
 - A. Sickness, injury, death in the family, or some other insurmountable condition (up to six (6) absences for illness per semester with a parental note are allowed).
 - B. Documented appointments with health care professionals.
 - C. Documented absence for religious instruction or for religious holidays.

- D. Participation in an academic class or a school-sponsored activity approved by the principal.
 - E. Court appearances (court documentation is required).
2. Upon a student's return to school from an absence, an appropriate amount of time will be given to the student to make up the work, including nine (9) weeks and semester exams. Students with 7 or more unexcused absences in a class will be required to pass their semester exam to receive credit for the class.
 3. Students are considered to be truant if he/she has 5 unexcused absences in a 30 day calendar period. Students are considered truant if he/she has 10-15 unexcused absences in a 90 calendar day period. District truancy procedures will be followed to ensure students attend school regularly.

PREARRANGED ABSENCES

The purpose of a prearranged absence is to allow absences for reasons normally unexcused because the student has taken the responsibility to work ahead. This way, when the student returns after a prearranged absence, it is as if he/she had not missed any school. Students need to anticipate the absence and prepare for it in the same way adults prepare to miss a few days of work. The student's teacher will provide make-up work for the student.

Prearranged absence forms are available in the attendance office. This form should be signed by the parent/guardian prior to the student's absence and taken by the student to each teacher to complete. When this form is completely filled out, it needs to be brought back to the attendance office for the principal's designation. Prearranged absences may be designated excused or unexcused depending on the reason. This form must be completed prior to the absence. If this procedure is not completed prior to the absence, the absence will be ruled by the existing attendance procedure. Knowing that an absence will be occurring, it is expected that the student will either complete the schoolwork missed prior to leaving or submit the assignments to the appropriate teachers immediately upon returning to school as arranged with each teacher in advance of the absence.

DAILY STUDENT CHECK IN PROCEDURES

Because the safety of our students and staff is our number one priority, students are required to go through a screening process to enter our campus. Students will be searched for contraband which may lead to an unsafe school environment. A metal detector will be used to search students. Male staff will search male students and female staff will search female students. Students must also turn in their cell phones which will be returned to students at the end of the school day.

CAFETERIA GUIDELINES

All students are to report to the cafeteria during breakfast and lunch whether they plan to eat or not. During breakfast students must remain in the cafeteria until the first bell at 9:15am. All AQJ students are eligible to receive free breakfast and lunch. Students will not be allowed to take food out of the cafeteria unless they have earned other privileges. Students are expected to follow simple rules of courteous behavior which will make a more pleasant and relaxed lunch period. Expectations are to:

1. Walk in a quiet and orderly manner to the cafeteria.
2. Maintain an orderly serving line when waiting to be served.
3. Skipping and holding places is not permitted.
4. Males must sit with male students and females must sit with female students.
5. Refrain from loud talking and stay seated once you sit down. Get everything you need when ordering. Please ask for permission before leaving your seat.
6. Horseplay and running are never permitted.
7. Remain seated until your table is dismissed by a faculty or staff member.
8. Students are responsible for cleaning their areas. All garbage must be cleaned off the tables, benches and floors.
9. Students must leave the cafeteria in a calm and orderly manner thorough the designated exits.
10. Parents/Guardians are welcome to have lunch with their student in designated areas.

LATE CHECK IN PROCEDURES

Students are expected to be in school on time. It is a disruption to the instructional process any time a student is tardy. Students may check in through the front office and receive an admit slip which may be presented to their teacher.

SCHOOL CHECK OUT PROCEDURES

Also due to safety concerns at A. Quinn Jones we encourage parents to check out their student in person. Upon arrival, parents may be required to show photo identification.

When the parent or guardian is not physically present to sign the student out, students may check out from school only when they present a written note to the attendance clerk prior to the school day. This note must be signed by the parent and contain a phone number where the parent can be contacted for verification. To ensure their safety, students will not be allowed to leave campus without this verification.

Students who become ill during the school day should, with the teacher's permission, will report to the school nurse. The nurse will determine whether or not the student should be sent home and will notify the student's parent.

Upon the student's return to school, a parent is required to send an excused note including the portion of the day the nurse sent the student home.

BUS CHANGE REQUEST

Request for a student to ride a bus other than his/her assigned bus may be granted only when requested in writing by the parent. The written request must include a phone number where the parent/guardian may be reached for verification and must be approved by an administrator. Please attempt to provide the notification to an administrator before school or during your lunch time.

STUDENTS ON CAMPUS AFTER SCHOOL HOURS

Transportation arrangements should be made for students prior to the end of the school day. Students who are unsupervised are at risk that they could come to some danger. Prompt pick up of students will help to ensure their safety. Consequences will be enforced for students who are on campus unsupervised after 4 p.m. As per Florida Statute, supervision is not beyond

30 minutes after school hours and any school function. Florida Statute Chapter 1003.31 (d) states, "Students subject to control of school is during a reasonable time before and after the student is on the premises for attendance at school or for authorized participation in a school-sponsored activity, and only when on the premises. The term reasonable time means 30 minutes before or after the activity is scheduled or actually begins or ends, whichever period is longer."

- It is the responsibility of staff members to supervise students who were with them for 30 minutes after the activity ends or before it begins.
- Unauthorized students remaining on campus 30 minutes after the regular school day may be subjected to discipline referrals for trespassing.

CLOSED CAMPUS

Closed Campus at AQJ has been instituted to provide a safe environment for learning by allowing monitoring of access to the AQJ campus. Specifically, Closed Campus means the following to students and parents:

1. Students will remain on campus the full school day.
2. Students are not allowed to check out for lunch unless with a parent or guardian. There will be one lunch period for middle school and one for high school. Each lunch period will consist of a 30 minute period.

MEDICINE AT SCHOOL

If a student needs medication while at school the parent/guardian must bring the medication in its original container from the pharmacy labeled with the date, student's name, name of the medication and times the medication should be given. A signed parent letter accompanying the medication should request the time the medication should be given. Students may not carry or take medications themselves at school, except by physician request such as an inhaler for asthma. The school nurse or designee will administer any medication that must be taken during the school day. Students must have a clinic pass from their teacher to go to the clinic and a paraprofessional escort.

GUIDANCE DEPARTMENT

Ms. Gay is the AQJ guidance counselor. Ms. Gay works with students to deliver a social/ emotional

curriculum which helps students understand how to be successful in their school environment. Academic and job training support is also provided.

MIDDLE SCHOOL PROMOTION REQUIREMENTS

1. Promotion from middle school to high school requires that all students successfully complete the following academic courses:

- Three middle school or higher courses in English language arts.
- Three middle school or higher courses in mathematics.
- Three middle school or higher courses in science.
- Three middle school or higher courses in social studies. One of these social studies courses must be Civics. There is a state, standardized end-of-course exam for Civics that must be taken and factored in as 30% of a student's course grade.

HIGH SCHOOL GRADUATION REQUIREMENTS

- 4 Credits English Language Arts (ELA).
- 4 Credits of Mathematics, one of which must be Algebra I and Geometry. There is a state, standardized end-of-course exam for Algebra I that must be taken and passed which factors in as 30% of the student's course grade. Students must participate in the Geometry end-of-course exam; the results will constitute 30% of the student's course grade.
- 3 Credits Science. Students must participate in the Biology end-of-course exam; the results will constitute 30% of the student's course grade.
- 3 Credits Social Studies. Students must participate in the U.S. History end-of-course exam; the results will constitute 30% of the student's course grade.
- 1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts.
- 1 Credit Physical Education.
- 8 Elective Credits.
- 1 Online Course.

- Students must pass the Grade 10 ELA and Algebra I EOC
- Student must earn a 2.0 grade point average on a 4.0 scale.

PARENT - TEACHER CONFERENCES

Conference days are scheduled regularly throughout the school year. These conference days are on the school calendar. Individual conferences with teachers may be scheduled by calling the front office. Please update your contact information with the front office when needed.

YOUR CHILD'S INDIVIDUAL EDUCATION PLAN (IEP)

Prior to your child's enrollment at A. Quinn Jones an IEP may have been developed. The plan is revisited at least once every year. You have an important role in his process, helping to develop measurable educational goals and objectives for your child. This is a task we undertake together. It is extremely important that you attend IEP meetings to give your input.

GRADING SCALE

A	= 90 to 100
B+	= 87 to 89
B	= 80 to 86
C+	= 77 to 79
C	= 70 to 76
D+	= 67 to 69
D	= 60 to 66
F	= 0 to 59
I	= 0

REPORT CARDS AND PROGRESS REPORTS

Students receive report cards each nine weeks on the date set by the District. The report is a non-returnable grade sheet to be taken home to parents. The final report card may be picked up from school, or students may leave a stamped, self-addressed envelope for mailing.

A progress report is issued to each student for each class at the mid-point of each nine-week grading period. It should be taken home to inform parents of the student's progress.

BEHAVIOR SYSTEM

The point sheet behavior management tool is used to track students' progress as they learn to master the school environment. Students learn the basic levels of respect (i.e. no profanity, positive tone of voice, speaking with kindness, keeping hands to self, doing what you are asked to do when you are asked to do it, ect)

Students also focus on learning self-control and interaction skills necessary for getting along with peers and adults.

Finally, students focus on self-driven goals while modeling all behaviors necessary for success in the regular school setting (i.e, students demonstrate the same respect and restraint behaviors without adult prompting). Students must earn 85 out of 100 points to achieve a successful day. We ask that students earn 45-90 successful days before exiting the program.

A. QUINN JONES EXITING PROCEDURES

All AQJ students are eligible to return to their zoned school when they have earned 45-90 successful days in the AQJ phase level behavior system. Students are nominated each 9 weeks by teachers, administrators and staff to exit the program. These students may be given an opportunity to create a presentation explaining what they have learned during their time at A. Quinn Jones as well as how they will behave if they transition back to their zoned school.

This presentation will be given to a team of administrators, teachers and family members. The team will then decide if the student is qualified to return to their zoned school. Each student's discipline record will be considered during the exit process. This will include all level I discipline referrals, level II discipline referrals and number of visits to In-School-Detention while the student was at AQJ. Finally, each student's attendance and grades may also be considered before exit.

Once a student qualifies to exit the AQJ program each student's zoned school will be notified and a transition meeting scheduled. During the transition meeting a mentor will be identified and assigned to the student.

School board policy mandates that students who are sent to the A. Quinn Jones Center due to bringing a gun on campus or being criminally charged with the possession of a gun will spend one calendar year at the A. Quinn Jones Center.

DEANS

Dean Ramirez (Middle School)

Dean Dixon (High School)

PEER MEDIATION

Peer Mediation is an innovative preventive approach for handling conflicts in school. Mediation redefines conflict in such a way that no one has to lose. It empowers students to resolve conflicts through improved and specific communication and problem-solving skills. It reduces the number of disputes that occur and the amount of staff time spent on discipline, resulting in a dramatic improvement in the school environment.

Students may request through the dean or Guidance peer mediation for the resolution of peer concerns through self-referral.

Parents, teachers, or administrators may recommend to the dean students for peer mediation who may need to resolve school or personal peer concerns through specific skills of communication.

COMMUNICATIONS

The A. Quinn Jones Journal is published twice during the academic year, in the fall and spring. The newsletter has information for the parents, students and friends of AQJ.

WIRELESS COMMUNICATION DEVICES

Students are not allowed to be in possession of cell phones on campus. Cell phones will be turned in at the start of the school day and returned to students at the end of the school day.

DRESS CODE POLICY

You are expected to dress for school and school activities in a way that contributes to your health and safety, promotes a positive school learning environment and does not disrupt the events and activities of the school.

General Dress Code Requirements:

This general dress code applies to all students at school and to all students while attending school-sponsored activities after the regular school day.

A. Clothing must be the appropriate size for you, not be oversized or undersized. The waist of the garment shall be worn so that the waistband is worn at the waist and not below the waist. You may not wear baggy/saggy pants.

B. Shirts/blouses/dresses must cover midriff, back, and sides at all times and should be fastened with no visible cleavage or undergarments.

C. Shorts/skirts/jumpers/skorts/dresses shall be worn no shorter than "mid-thigh." Mid-thigh is determined by extending the arms to the sides of the body and finding the tip of the longest finger (using normal posture).

D. In addition to the above basic uniform, the principal may designate more restrictive dress code requirements, if approved by the school's SAC. Each school will provide students/parents with a copy of the school's dress code.

Exceptions:

A. You may wear special clothing necessary for a school-sponsored activity, as permitted by the principal.

B. If you are enrolled in a career academy, you may wear the uniform of that program.

C. The Superintendent, in consultation with the principal, may waive the dress code policy on a case-by-case basis for reasons such as, but not limited to, medical necessity or sincerely held religious belief.

D. Shoes must be safe and appropriate. You may not wear bedroom slippers or shoes with wheels. Elementary students only, must wear shoes that are closed-toed and closed-heel and/or athletic shoes; you may not wear platforms, sandals, flip flops, crocs or jellies.

E. Outer Garments: You may wear coats, jackets, sweatshirts, sweaters, or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons. The outer garments must be of the appropriate size for you and shall not be overly baggy or violate any other provisions of the dress code.

Prohibitions You may not wear:

A. Clothing that is not properly fastened;

B. Clothing, hair styles, piercings, jewelry, or accessories that are dangerous to the health and safety of yourself or others, or are distracting or disruptive to the orderly learning environment;

C. Clothing that exposes undergarments or body parts in an indecent or vulgar manner;

D. Clothing that is unlined sheer or unlined lace;

E. Clothing that is form fitting, unless proper outer garments are worn over top of it;

F. Visible undergarments, sleepwear or outer garments traditionally designed as undergarments such as boxer shorts, or bras;

G. Clothing, including outer garments or accessories (such as backpacks, jewelry, and purses) which have slogans, signs, images, or symbols that: 1. promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior or 2. denigrate or promote discrimination for or against an individual or group on the basis of age, color, disability, national origin, sexual orientation, race, religion or gender.

H. Hats, bandannas, sweat bands, headgear, or other head coverings, inside the school building, except when approved by the principal/designee;

I. Combs, curlers, or hair picks,

Discipline The principal or designee has the authority to decide if your clothing complies with Board policy. If the principal determines that your clothing does not comply with Board policy, your parent/guardian may be asked to bring an appropriate change of clothes to school, or you may be asked to leave an after-school activity. You may also receive a disciplinary consequence for violating the school's dress code policy. Repeated violations may result in progressively more serious consequences. You may appeal the principal's decision through the Student Grievance Procedure in Policy 5710, Student Grievances.

TELEPHONE MESSAGES

The front office staff has the responsibility to screen and deliver messages to students during the school day. The front office staff will need to know the nature of the emergency. Our staff is limited and delivery of these messages is an interruption to class instruction,

priority of delivery is given to actual emergencies and messages are taken only from a parent or legal guardian. A telephone will be made available to students in an emergency situation.

PUBLIC DISPLAYS OF AFFECTION

“Inappropriate public displays of affection on a school campus or at a school-related activity are prohibited. Any such display is subject to disciplinary action. Such displays may include, but are not limited to kissing, fondling, ‘dirty dancing,’ sitting on laps, inappropriate touching, etc.”

WEAPONS POLICY/ CONTROLLED SUBSTANCES

Weapons and the use of weapons are prohibited on school property, including buses, at school-sponsored activities, and in any vehicle brought onto school property.

Possession, sale, transfer, distribution or use of any form of alcoholic beverage, drugs with abuse potential, hallucinogens or similar items except those specifically prescribed by a licensed physician, is prohibited on school property, including buses, and at school-sponsored activities.

Violations will be considered a serious misconduct and you may be suspended from school.

MEDIA CENTER

Our media center welcomes the opportunity to assist students in utilizing all resources and services. The media center is open from 8am-3:45pm, Monday through Friday. Students are welcome to come accompanied by a teacher or paraprofessional to check out books or update their login. Classes are welcome to attend as well. Many students use media center time to prepare interview presentations. Students needing community service hours are welcome to complete those hours in the media center while supervised.

Books are checked out for a two-week period and may be renewed. Overdue books will suspend the borrower’s check out privileges until returned. Many students arrive at AQJ with huge debts owed to other schools. The AQJ media center will do what we can to help you clear those debts. Please look around your home and return school library books and we will forward them to your former school(s).

Food and drink are not allowed in the media center.

Computer use is a privilege. Students may lose their internet access if they are found accessing Facebook, YouTube, violent video games and music. Please keep your login and password secure. Your computer login and password should not be shared with anyone.



BELL SCHEDULE

Monday/Tuesday/Thursday/Friday

9:15 - 10:00	1 st Period
10:03 - 10:48	2 nd Period
10:51 - 11:36	3 rd Period
11:39 - 12:09	Lunch 4A
11:39 - 12:24	4A
12:27 - 12:57	Lunch 4B
1:00 - 1:45	5 th Period
1:48 - 2:33	6 th Period
2:36 - 3:22	7 th Period

WEDNESDAYS

9:15 - 9:51	1 st Period
9:54 - 10:30	2 nd Period
10:33 - 11:09	3 rd Period
11:12 - 11:42	Lunch 4A
11:12 - 11:48	4A
11:51 - 12:21	Lunch 4B
11:45 - 12:21	4B
12:24 - 1:00	5 th Period
1:03 - 1:39	6 th Period
1:42 - 2:18	7 th Period



School Calendar *
2019-2020

Monday, August 5 – Friday, August 9	Pre-Planning (5 weekdays)
Monday, August 12.....	First Day for Students
Monday, September 2	Holiday – Labor Day
Thursday, September 19	Send Interim Reports Home
Friday, October 4.....	Holiday – UF Homecoming
Monday, October 14	End of First Nine Weeks
Friday, October 18.....	Student Holiday – Teacher Workday
Thursday, October 24.....	Send Report Cards Home
Monday, November 11	Holiday - Veterans Day
Thursday, November 21	Send Interim Reports Home
Monday, November 25 – Tuesday, November 26.....	Student/Teacher Holidays
Wednesday November 27 – Friday November 29	Holiday - Thanksgiving
Monday, December 23 – Friday, January 3	Winter Holidays
Monday, January 6.....	Student/Teacher Holiday – Flex Day #2
Tuesday, January 7	Classes Resume
Friday, January 10.....	End of First Semester
Monday, January 13.....	Begin Second Semester
Friday, January 17.....	Student Holiday – Teacher Workday
Monday, January 20.....	Holiday – ML King Day
Thursday, January 23.....	Send Report Cards Home
Monday, February 17	Holiday – President’s Day – Flex Day #1
Thursday, February 20	Send Interim Reports Home
Wednesday, March 18.....	End of Third Nine Weeks
Friday, March 20	Student Holiday/Teacher Workday
Monday, March 23 – Friday, March 27	Spring Holidays
Tuesday, April 7	Send Report Cards Home
Thursday, May 7.....	Send Interim Reports Home
Monday, May 25.....	Holiday – Memorial Day
Friday, May 29.....	Last Day for Students
Monday, June 1, – Tuesday, June 2.....	Post-Planning

* Notes on the calendar:

1. By adding two minutes to the school day, the district will not need to utilize any Flex Days until we have missed the 2nd day of school due to a hurricane or other emergency. The Flex days would then be used in the following order:
 - a. February 17, President’s Day
 - b. January 6
2. If more than three days of school are missed, the district will add minutes to the school day *after* utilizing the scheduled flex days.

COMMITTED TO THE SUCCESS OF EVERY STUDENT

A. Quinn Jones Center
1108 NW 7th Ave.
Gainesville, Florida 32601

Mr. Darin D. Jones
Principal

Mr. Michael Kavanaugh
Assistant Principal

(352) 955-6840 Phone
(352) 844-350-6308 Fax