



Liza Jackson

Preparatory School

2019 - 2020

Middle School Handbook

THIS PLANNER BELONGS TO:

Name: _____

Grade: _____ Homeroom Teacher: _____

Liza Jackson Preparatory School
546 Mary Esther Blvd., Suite 1
Fort Walton Beach, Florida 32548
Phone: 850-833-3321
Fax: 850-833-3292

CEO – Terri Roberts

Principal – Kaye McKinley

Middle School Assistant Principal – Michele Bailey

Elementary School Assistant Principal – Leiah Coraine

Exceptional Student Education – Dr. Lee Pittman

Athletic Director – Coach Chelsea Wain

SCHOOL HOURS

Before School Care Begins	6:30 am
Breakfast	7:40 am
School Day Begins	8:00 am
School Day Ends	2:40 pm
After Care Ends	6:00 pm

For safety and supervision purposes, students may not arrive at LJPS earlier than 7:30 am unless they are enrolled in the Before-School Care Program.

LJPS Mission Statement

We are a caring community of learners dedicated to making the world a better place through academic preparation, good manners, common sense and 100% effort.

For the safety of our students, the interior front doors will be locked from after take-in until dismissal. Parents and visitors will need to check in using the kiosk in the main lobby to gain entry into the school. Please bring your state issued identification and plan extra time for checking in when visiting the school. Please be patient with the office staff. Unescorted persons under the age of 18 are not allowed on campus without the express permission of the principal.

Student Support

One of the many unique features of our school is our Response to Intervention Team which includes teachers, parents, and administrators who meet to discuss ways to assist students to reach their full potential. Interventions are developed and implemented that involve classroom teachers, the home, school-wide resources, and often resources in the community. No student is “on his/her own” at LJPS. We all have a common interest in the success of our students. The Response to Intervention Team is a dynamic example of that commitment.

Opportunities for Involvement

Families are invited to be a part of our school! We have a very active parent volunteer group, PATHS (Parents And Teachers Helping Students), which is dedicated to providing technology hardware and the “extras” for our school. There is something for everyone from helping in the classroom to chaperoning school dances. Come on in and get involved! Email us at: paths@lizajackson.org

Liza Jackson Preparatory School Enrollment Agreement

Liza Jackson Preparatory School is a public charter school serving students in kindergarten through eighth grades. It is a school of choice, meaning that families who choose to enroll here understand and support the mission of the school, and feel our program is a good match for the needs of their child. The school was founded on the premise that students are most effectively educated through a partnership between families and the school, with both parties committed to the success of the child.

As a parent of a student at Liza Jackson Preparatory School (LJPS), I have made a commitment to meet the following requirements:

1. I recognize and embrace my role of having primary responsibility for the education of my child.
2. My child will be sent to school healthy, well rested and prepared to learn.
3. I will ensure my child complies with all uniform, appearance and grooming requirements detailed in the LJPS Dress Code.
4. I will ensure my child attends school regularly and arrives at school on time each day.
5. I agree to attend all conferences scheduled with LJPS staff.
6. I am responsible for timely payment of any fees accrued to my account at LJPS.
7. I agree to read and abide by school policies as outlined in the LJPS Student Handbook, Pupil Progression Plan and Code of Conduct.
8. I agree to observe drop-off and pick up times for regular school hours and extracurricular activities.
9. I accept responsibility for my child's behavior in school and understand that behavior that violates the Code of Conduct, or any other breach of this agreement, will be cause for disenrollment from the school.

To enhance my child's academic growth, I agree to:

1. Read with my child 20 minutes each night (elementary) or ensure that my child engages in 20 minutes of reading practice each night (middle grades) and sign the planner to document our efforts.
2. Read and use the information sent home by the school to keep parents informed about what is happening in the classroom.
3. Provide a suitable time and place within the home for homework.
4. Check my child's planner daily and monitor the timely completion of classroom and homework assignments.
5. Help my child set priorities and make responsible decisions about balancing schoolwork and extracurricular activities.
6. Model appropriate behaviors, respect and enthusiasm for learning in our home, at school and in the community.
7. Protect the integrity of the learning environment by supporting the school in the administration of the Code of Conduct, including acceptance and enforcement of disciplinary action deemed appropriate by school personnel.

I/We agree to abide by the terms of this agreement and any necessary addendum as provided as a ***condition of enrollment*** at Liza Jackson Preparatory School. ***Breach of any of the terms of this agreement will be cause for dismissal from the school.***

I/We further agree to voluntarily withdraw my/our child in the event our family determines LJPS is not a good match for our child's needs, or in the event that I/We are unwilling or unable to abide by the terms of this agreement.

School Nurse

LJPS has a full-time registered nurse who is on duty during regular school hours. Students are referred to the nurse by classroom teachers. Students must have a pass to be seen and must return to class with a pass from the nurse.

Illness or Injury: In the event a student becomes ill at school, the family will be contacted and asked to pick up the child in the nurse's office. If an injury occurs that must be cared for by a physician, the parent will be contacted immediately. Should it prove impossible to contact the parent in a timely manner, the student will be taken to a physician for emergency care. The school will not assume financial responsibility for any medical services administered to students.

Medication: Students may not bring medication of any kind to school. This includes cough drops, aspirin, or other over-the-counter medication. Parents must transport the medication to school, fill out a Parent Release Form, and leave the medication in the possession of the school nurse, who will keep it in locked storage. The authorization and the medication must be labeled with the student's name, the name of the medication, dosage, and time to be given. The nurse will dispense the medication according to the directions of the doctor or parent. The nurse's office does not provide any medication other than that brought in by parents. Students are not permitted to have any kind of medication in their possession in school or on school transportation. The only exception is a medically prescribed inhaler. All medication brought to school will be delivered to the nurse or her trained designee. If a parent or guardian provides written authorization to administer medication to his/her child, she/he understands that the staff member doing so is administering the medication voluntarily and that Liza Jackson Preparatory School and/or any staff member is not responsible or liable for any and all problems resulting from the medication or the administration of the medication. The parent or guardian remains legally responsible for all medication administered to his/her child or taken by his/her child. Under no circumstances will the nurse, a teacher, or other staff member administer the first dosage of a new medication. Florida Statue 1006.062

Permitted Medication:

During school hours while participating in school sponsored activities or in transit to or from school if the school principal has been provided written approval from the student's parent(s) or legal guardian(s) and physician/medical provider, an asthmatic student shall be permitted to carry a metered dose inhaler, a student with diabetes shall be permitted to carry diabetic supplies and attend to the management and care of his/her diabetes, and a student with life-threatening allergies shall be permitted to carry and self-administer an epinephrine auto-injector. This written approval must identify the supplies and the extent to which the student is capable of self-administer his/her medication. The written copy of the approval from the students parent or legal guardian and physician/medical provider shall be kept on file with the school principal. The Dispersion of Medication form (MIS 5183) must be completed by the parent or legal guardian and kept on file at the school with school district personnel and contracted health room personnel.

Cafeteria

"Liza's Café" serves breakfast and lunch each day. Meals at LJPS follow all dietary guidelines of the Federal School Lunch Program. Please refer to the LJPS website for breakfast and lunch costs for students and adults. Winter feast cost may be slightly higher. Free and Reduced-price meals are available for students whose families qualify for the program.

Dismissal Procedures

Daily Dismissal: Middle School students are dismissed at 2:40 and report to the bus or to the front ramp for car pick-up. Walkers and bike riders exit to the Sullivan Street side of the building. The school buses pull out promptly at 2:45. Shortly thereafter, cars are directed to the curb in set groups, where teachers are on duty to help students locate and enter their cars. Parents can help by remaining in their cars and observing the direction of the faculty members responsible for managing the traffic flow. We are committed to your students' safety, and the traffic pattern we use prevents students from loading where cars are moving or walking out into moving traffic. No student may remain on campus after dismissal unless he/she is in After Care, participating in a club or other extracurricular activity, or receiving extra help from a teacher. Under no circumstances will students be permitted to remain unsupervised on campus.

Early Dismissal: Several early dismissal days are built into the school calendar each year for teacher training. On these days LJPS students are released at 11:15 AM. These days are posted on the back of this student planner, and will be posted on Facebook, the website, in flyers, newsletters, and stated on the daily announcements. Be sure to check your child's LJPS calendar for the accurate dates. Students and families should have advance plans in place for the early release days.

Bus Transportation

Bus routes for LJPS are developed carefully by our transportation director. Students living farther than two miles from school and in the south end of the county are eligible for the service. Bus stops are not necessarily at students' front doors. Many are consolidated as drop-off points, where parents drop students off in the morning and pick them up in the afternoon. For further information on the routes and procedures, please call LJPS and ask for the transportation director. **Safety is the utmost concern of the bus driver. Students must remain seated and orderly so that the driver's attention can remain on driving.** Students are required to observe the same standards of conduct on the school bus and at the bus stop as they do at school. Inappropriate language, roughhousing, and other misconduct cannot be tolerated. Failure to follow directions, misconduct, and disrespect may lead to suspension of bus privileges or other disciplinary action. Use of electronic media (mobile phones, cameras, games, etc.) on school transportation is prohibited. Students may have mobile phones in their possession, but they must be off and out of sight. Due to safety concerns, your child will only be allowed one A.M. and one P.M. bus assignment for the year. The P.M. bus must be the same stop every day. We will place students on their assigned bus if alternate arrangements have not been made prior to dismissal. Please assist us with keeping your child safe.

Transportation Changes

If you need to make a transportation change, please send a written note with your child's name, teacher, date, and change to include the date and parent/guardian signature. NOTE: Phone calls and emails are not accepted. All transportation notes need to be on a separate piece of paper. Please do not write a transportation change in the planner.

Checking Out a Student During the Day

Parents who need to check out students early can do so in the front office. For your child's safety and security, the secretary on duty will check the ID of anyone checking out students. If there is a custody issue or other problem affecting who is or is not allowed to check out your student, please be sure to keep the school updated. Students will not be allowed to leave campus with any adult not listed on the emergency card without written permission from the parent. Similarly, students may not ride home with another student without written permission from the parent subject to approval from the transportation director. We apologize for any inconvenience this may cause, but we know you realize that care must be taken where our kids' safety is concerned. Please, if at all possible, try not to check students out after 2:15 pm on regular school days and 10:45 on early release days without prior notice. The office gets quite busy at that time, and we do not want to unduly delay you on your way to an appointment. *Students who must leave school early for sports or other school events are responsible for determining what they missed and making up the work.*

Attendance Policy—Middle School

In grades 6-8 absences are counted per semester rather than the entire year. In order to be successful, it is critical that students attend school regularly and on time. Poor attendance and excessive tardiness often impact student grades and impedes progress.

- Students will have **three school days**, including the day they return, to bring in verification for an excused absence. The absence will be considered **unexcused** if the school does not receive written verification for the absence.
- Students have up to five school days to make up work for excused absences. Students may not make up work for unexcused absences. Students absent the day of a test or the day a project is due should be ready to take the test, turn in the project, and any homework on the day he/she returns, providing the test/project date/homework was announced before the absence.
- A parent note is sufficient to excuse absences up to the tenth absence. When a student has accumulated more than nine absences (both excused and unexcused), the parent/guardian will be formally notified.
- When a student has accumulated 5 unexcused absences in a calendar month or 10 absences within any 90 day period, he/she may be referred to the Family Support Team. FS 1003.25 (1) (b)
- If a middle school student taking a high school course is not in attendance for ninety percent (90%) of the instructional time required for that course, she/he must demonstrate mastery of the student performance standards in the course to receive credit (i.e., pass a comprehensive exam such as the state or district EOC exam).
- *Note: After each absence, an automated call to inform parents of the absence from school is generated. If you had already called the school to let them know why the absence occurred, please disregard the call.*

Tardiness

For optimum learning to occur it is important that students arrive on time and attend as much of the school day as possible. Not all missed curriculum can be replaced with make-up work. This creates holes in your child's skills and makes it harder for her/him to progress in the curriculum and build new skills. When numerous tardies have accumulated and impede the student's education, a letter will go home or a phone call will be made. The student may be referred to the MTSS to develop a plan for potential remedies.

Withdrawing a Student

Should it become necessary to withdraw your child from LJPS, please contact the registrar, Ms. McNamara. You will be asked to fill out a withdrawal form, return all textbooks, and clear any outstanding debts before records can be sent to the receiving school. If you need to hand-carry copies of the records, please give Ms. McNamara a day's notice to prepare them.

Grades and Communication of Progress

LJPS families have access to students' grades online system via the link on the LJPS website. Students will receive information during the first few days of school which will give them information on getting started with the online grades. Teachers post their grades at least once a week, so parents should always know how your student is progressing in each class. Families are reminded that the student planner is a valuable communication tool. Parents may find the planners an effective way to stay in touch with what is happening in the classroom.

Grade Scale	
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

A++ Plan

The 2006 Legislature passed House Bill 7087, An Act Relating to Education, more commonly known as A++. Governor Jeb Bush signed this bill into law on June 5, 2006. The plan impacts general requirements affecting middle grades promotion. **To be promoted to 9th grade, a student must pass:**

- 3 middle school or higher, year-long courses in English;
- 3 middle school or higher, year-long courses in mathematics;
- 3 middle school or higher, year-long courses in science;
- 3 middle school or higher, year-long courses in social studies including the seventh grade Civics End of Course Exam worth 30% of the final grade;

If a student does not pass a core course, she/he must retake it in the summer. Under this legislation, a student who fails language arts in 6th grade, for example, would be required to repeat that core course during the summer. A middle school student will be retained if two or more core courses are failed.

Student Recognition

Students at LJPS are recognized regularly for their achievements. It is our belief that recognition for meeting academic and behavioral expectations is integral to students' success.

Academic Awards:

Principal's List

- Academic subjects: All "A"s

Honor Roll

- Academic subjects: All "A"s and "B"s

ROAR Award:

- Students who exemplify Respect, Outstanding Effort, Attitude, and Responsibility.

President's Award for Educational Excellence:

- All A's for the entire year in all classes

Other Awards and Recognition:

- Individual teams and teachers may recognize students' achievements at other times and with other awards as they deem appropriate.

Make-Up Work Policy

When returning to school from an absence, students are responsible for checking with their teachers for the assignments that they missed. Students have five school days to make up any missed work. After five days, the late policy will be enforced. Parents may call the front office for missed work; however, teachers need 24 hours notice to gather assignments and send them to the office for pick up. NOTE: No make up work will be given prior to any absence. Students are to see their teachers when they return to school for all missed work.

Late Work Policy

Punctuality is a habit students must learn in order to be successful in life. Our late work policies are not designed to be harsh; rather they are designed to teach students how to be organized and responsible.

- Late work is defined as any work turned in after the teacher has completed the collection of the assignment. Late work will not be accepted in high school credit courses.
- Students are expected to turn in work on time and demonstrate “Quality Work Standards”.
- Students who are absent the day of a test or due date for a project are expected to take the test or turn in the project upon returning to school if the test or project was announced in advance.
- Homework assigned prior to the absence is due upon returning to school.

Last Chance Club

- Students with multiple missing assignments in one week will be provided an opportunity to receive credit for work completed during the Last Chance Club.
- Invitations for the Last Chance Club will be provided on Monday. The club will meet on the following Wednesday commencing immediately after dismissal and finishing at 3:45.
- Please make arrangements to pick up your student promptly at 3:45.

Student Planners

All students at LJPS are **required** to use a student planner. This is especially important for middle school students who often struggle with managing multiple teachers and classes. Organizational skills are important for the academic development of your student. Consistent use of a planner will help students develop the ability to manage their time, plan ahead, and keep track of their schedule. Planners are also a vital tool in the triad of communication among teachers, students, and parents. All middle school teachers post planner entries on the board each day for students to record assignments and important due dates. Students are expected to use the planner each day for organization and planning to stay on track for success. Please be sure to help your student develop his/her organizational skills by reviewing the planner together every night. The LJPS Middle School Student Planner is available for purchase in the front office.

High School Credit Options at LJPS

Liza Jackson is committed to providing an accelerated curriculum that allows students who are ready for the challenge to earn up to three high school credits in 7th and 8th grades. Currently, the courses for which high school credit can be earned are: Geometry Honors; Algebra I Honors; and Pre-IB Spanish I. Students receiving credit in middle school may take the same course again in high school for any grade earned less than a “B” if a comparable course is available at the high school. (F.S.1003.43(5)(e))

Electronic Devices

Mobile Phones:

By Florida law, students may have mobile phones in their possession while at school. However, phones must be off and out of sight at all time while the student is on campus or on school transportation. Students' phones will be confiscated and held in the office for parent pick up if they are found to be on. Students found using cell phones or smart watches during the school day, especially if they are texting during class, will be subject to discipline. PARENTS CAN HELP BY NOT CALLING OR TEXTING THEIR STUDENTS DURING THE SCHOOL DAY.

Laptop Computers and E-books:

Parents are required to sign a permission form if students are going to be allowed to bring laptops or e-readers to school. Students are not allowed to play games or visit inappropriate sites. If this should happen, the device will be confiscated and kept until a parent comes in.

Permission to Photograph or Videotape

The form giving permission for your child to be photographed or videoed for news articles or other media use is integrated into our enrollment paperwork. Such permission is only necessary if your child is taped or photographed for use by the media and outside of school use. Under no circumstances will classroom photographs or videos be used for any purpose outside our school setting without parents' express permission.

Internet Access

Students must have a signed Internet Access Permission form on file in order to access the Internet at LJPS. There is a signature section on the enrollment paperwork where parents/guardians may indicate their permission. Internet at LJPS is filtered and monitored by classroom teachers and the IT department.

Lockers

Lockers are provided for storage of students' personal items, books, PE items, etc. It is each student's responsibility to keep his/her combination private and lock up all property to prevent loss or theft.

- Use of lockers at LJPS is a **privilege** that may be denied or revoked by the LJPS administration.
- Lockers are assigned to individual student and may not be shared or switched with others.
- Decorations in student lockers must be removable and non-permanent.
- Items deemed by the LJPS administration to be distractions to the learning environment, targets of theft, inducement to misconduct, or otherwise inappropriate for possession at school are not allowed on campus, and therefore should not be placed in student lockers. Such items include but are not limited to: electronic communications devices; electronic audio, video, or game devices; large sums of money; trading cards or objects; sports equipment, skateboards or other similar transportation devices.
- Combination locks will be issued upon request along with the locker. *No other locks may be used on LJPS lockers. Students should keep their combination private.*
- LJPS cannot be responsible for loss, theft, or damage to a student's property if he/she makes his/her combination known to others.
- Students are responsible for the locks issued them. Students who have lost locks will be charged a \$6.00 replacement fee.

Under Florida Statute 232.356 (3) Liza Jackson Preparatory School has the right to search students' lockers and storage areas.

Teacher/Staff Contact and Conferences:

Every teacher and staff member at LJPS has a voice mailbox and an email address. Teachers will supply you with the information you need to contact them within the first few weeks of school and are also available on the LJPS website. Please feel free to use the voice mail system, email or set up a conference to communicate with all staff members. A response of some sort should be expected within 24 hours. If you do not receive one, please assume that the initial contact was not received and make contact again.

Teachers are in charge of students from 7:40 to 2:40 with the exception of their planning periods. Providing all their students with their full attention while they are in their care is a responsibility Liza teachers take seriously.

Please do not conference with them during times when students are present—especially in the morning during intake , during lunch, and at dismissal. Teachers want to have time to thoroughly discuss concerns you have about your child. Scheduling a conference will ensure you have their full attention and safeguard your privacy. Conferences can be arranged by contacting your student’s teacher. Conferences are arranged to include all the student’s core teachers.

Dropping off Forgotten Items

Occasionally students forget items at home they will need during the school day. If you bring a forgotten item to school for your child, please drop it off at the main office using the kiosk. Please be sure that your child knows to pick up the item from the front office as classrooms will not be interrupted for student deliveries. Students will not be permitted to call home for school work.

School Payments

Quite a bit of money is collected at LJPS each day. There are several things you can do to help make this an easier task.

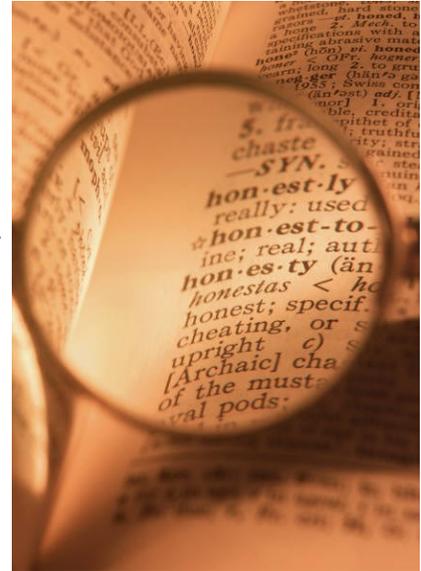
- * Visit www.lizajackson.org to make some payments online
- * Always pay by check
- * Make checks out to LJPS
- * In the memo box, write your child’s name and what the check is for. Example: lunch account, field trip, before/after care, lost book, etc.
- * Place payment in a school payment envelope—check appropriate boxes **OR** put your child’s first and last name, teacher and purpose for the check on the front of an envelope if you do not have a payment envelope.

Lost/Damaged Books

Students will be issued textbooks in several classes to be kept at home for homework use. Students are responsible for keeping their assigned books in good condition and will be charge a replacement fee for books that are damaged beyond reasonable wear. If a book is lost, we will make every effort to locate it at school. In the event that it cannot be found, students will be notified regarding the replacement cost of the book. A new book cannot be issued to the student until payment for the lost book is received. Please see the business manager or your child’s teacher for more information on restitution for lost or damaged books.

Liza Jackson Preparatory School Academic Honesty Policy Acknowledgement

Academic honesty is a vital practice that students must establish in order to become principled learners, and ultimately successful adults. Research shows that the occurrence of academic dishonesty, with the aid of modern technological conveniences, has unfortunately reached epidemic proportions in all levels of education. This document is intended to define practices of academic dishonesty, and to notify parents and students of the associated consequences. Our goal at Liza Jackson Preparatory School is to not only prepare students academically, but also to instill the values essential for becoming responsible members of the global community.



The following acts constitute academic dishonesty:

- Copying ANY language from the Internet or print, even if it is just a single sentence or phrase, and using it as part of your own work. Any information obtained from the Internet or any other source must always be paraphrased and cited.
- Using images obtained from the internet without properly citing the source.
- Turning in any assignment containing answers copied from another student including digital work. There will be times when you have permission to collaborate with other students, but in those cases only ideas may be shared. Written answers must always be individual and written in each student's own words.
- Failing to participate as an active member of collaborative projects, with the intent to receive a grade for others' work.
- Allowing another student to copy your work including digital work. Students who allow their work to be copied are just as guilty of academic dishonesty as students who copy. Don't let someone talk you into copying your hard work!
- Using any type of notes or other aids during a test or quiz unless explicitly approved by your teacher.
- Looking at another student's paper during a test or quiz.
- Using an unauthorized calculator, phone, tablet or other electronic device during a test or quiz.
- Using a translator or translating software to complete assignments in Spanish.

Consequences:

- A first offense of academic dishonesty will result in an automatic zero on the assignment or test and parent notification.
- Further offenses will result in zeros and a parent-teacher conference with the student and an administrator.

(Adapted, with permission from Ms. Kimberly Davis, Bellingham High School, Bellingham, WA, August, 2012)

Standards for Quality Work and Responsibility

Heading (Points deducted for Improper Heading)

- A proper heading includes first and last names, date, class period, and a complete description of the assignment.
- The heading should be located on the first blue line of paper.
- The heading should be written entirely within the margins.
- No boxes are to be drawn around the heading.
- Students should skip a line after the heading.

Paper

- Paper should be the standard white, loose-leaf notebook paper. *Spiral-bound paper is not to be used.*
- If papers are stapled, **one** staple will be placed in the upper left hand corner.
- All papers and work should be neat.

Writing Tools

- Students must use a pencil for math, so that corrections can be made.
- Writing must be dark enough and large enough to be legible.
- Students should use either dark blue or black ink (no glitter or sparkle ink) for final copies of work to be turned in.
- Typed work is also accepted. If submitting typed work, students must use size 12 Times New Roman or Arial fonts. The work must be single-spaced and left-aligned.

Posters

- The poster must be the appropriate size for specific project.
- Posters will have minimum 1" margins.
- All borders and items displayed on posters must be matted, cut in straight lines, and glued neatly.
- Appropriate fonts/lettering should be used and centered as needed.
- Proper heading must be included on the back of the poster.
- Computer-generated graphics or lettering are acceptable for posters.

Work Submitted

- Students must submit work with no doodles, no artwork, no notes to friends, and no bubble letters. Professional, businesslike appearance is the goal.
- Final copies/products may not be written in pencil.
- Cursive handwriting must be used for final copies.
- Top, side, and bottom margins must be observed.
- Whiteout should not be used.
- All answers submitted must be in complete sentences.
- Pronouns may not be used to start a sentence. (Example: It was the larger dog.)
- Sentences may not begin with "and", or "but".
- Capitalization and end punctuation must be used for every sentence.

Timeliness and Responsibility

- Classwork, homework, and projects are due at the beginning of the period. Work may be turned in for reduced credit on the next day after it was due. **(This policy does not apply to High school credit courses.)**
- Students are responsible for having their work when it is due. They should not call home for work to be delivered or faxed and should not have to return to their lockers or other classrooms to get it. All such work will be counted as late.
- Students are responsible for obtaining work missed during absences. This includes early check out times for sports and or other school related absences.
- If a student is absent when an assignment is due, it is the **student's responsibility** to turn in the assignment **immediately** upon return to school.
- Projects and typed work are due to your teacher on the designated due date or before. If your project will need printing, you will need to bring the flash drive or email it before the due date. Please do not bring your flash drive to school to be printed on the day it is due.

Work not meeting these standards will have points deducted. In cases where the work is below minimum expectations, it will be returned to be redone. In that case, the assignment will be treated as late work.

Extracurricular Activities

Students who meet the required academic and behavioral standards are eligible to participate in a variety of extracurricular activities. Some of the activities currently offered are:

▪ Academic Team	▪ Archery	▪ Band
▪ Basketball	▪ Color Guard	▪ Cross Country
▪ CyberPatriot	▪ Environmental Club	▪ Futsal
▪ Global Perspectives	▪ Golf	▪ LJPS Dance Project
▪ MathCounts	▪ National Jr. Honor Society	▪ Pep Rally
▪ Theatre Performances	▪ Soccer	▪ Student Council
▪ Swim Team	▪ Tennis	▪ Track and Field
▪ Volleyball		

ELIGIBILITY is determined by Okaloosa County School Board Policy 4-17. Extracurricular activity eligibility and participation guidelines for middle school students:

- A. Middle School students must meet the eligibility and participation guidelines listed below to be eligible to participate in extracurricular activities.
- B. Eligibility of athletes will be reported by the principal to the Superintendent's designee five (5) school days prior to the first contest of the season. Once a student has been reported eligible in a particular activity, he/she may not become eligible in any other activity until the season for the activity in which he/she was reported eligible has ended.
- C. The limit of eligibility for each student shall be six (6) consecutive semesters from the time the student initially enters the sixth grade. For fifth grade student who are enrolled in a middle school, the limit of eligibility for each student shall be eight (8) consecutive semesters for the time the student initially enters the fifth grade.
- D. All middle school students who participate in extracurricular activities must maintain a minimum of 2.0 grade point average (GPA) on a 4.0 scale or its equivalent and pass five (5) subjects for the grading period immediately preceding participation; except that, student eligibility for the first grading period of each new school year shall be based on passing five (5) subjects and maintaining the required GPA for the previous school year. Elementary student's initially entering middle school will have their eligibility determined by their first grading period. Eligibility requirements for honor clubs may be determined by their respective national chapters.
- E. Schools may elect to use more rigorous academic criteria for the selection and continued participation of students in any extracurricular activity, including but not limited to athletics. Such additional criteria must be reviewed and approved by the School Advisory Council at each school on an annual basis.
- F. Any student who becomes fifteen years of age on or after September 1 may participate in interscholastic athletics during the entire school year so far as age is concerned. However, any student who becomes fifteen on or before August 31 shall be ineligible for further participation in interscholastic activities.
- G. Middle school students in the eighth grade will be prohibited from participating in senior high school activities before the last day of school for students.

2018 - 2019 Middle School Everyday Uniform

Clothing Item	Girls	Boys
Polo Shirt	Colors: White, Navy, Hunter Green, Sky Blue	
	Short or long sleeve; shirts must be long enough to stay tucked in at all times; No picot collar, lace, scallop trim, pockets, or accent trim in another color; No turtleneck shirts. White undershirt may not show on arms or above neck. LJPS logo not required.	
Uniform T-shirt	Color: Navy	
	Middle school uniform t-shirt (purchased only at LJPS) may be worn in place of the polo shirt; Must be tucked in at all times; t-shirt is navy blue and has a globe design on the back. (Not the PE or spirit shirt)	
Pants/shorts	Colors: Khaki, Navy	
	Pleated, flat front, plain, straight or gently-flared. Bottom of the shorts must be no more than 3 inches above the top of the knee. Pants and shorts must not be skin tight or form fitting. No leggings, stretchy, jeggings or cargo style. (* No hip-huggers, bell-bottoms, corduroy, denim or jean style - 5 pocket look, decorative pockets, decorative stitching, double-stitched seams, decorative buckles, or edging)	
Skirts	Colors: Khaki, Navy	N/A
	Lands' End "School uniform girls blend chino skirt above knee" Item #320134-5XX	
Belt	Colors: Black, Navy, Brown, Khaki, Tan	
	Leather, leather-like, stretch or braided. Plain, solid-color; Plain simple belt buckle; Note: If belt loops are present, a belt must be worn. No cutting off belt loops.	
Socks	Colors: Solid Color	
	Plain; Solid in color; Athletic, ankle socks can be worn. Knee socks and leggings are not appropriate.	
Tights	Colors: Navy, White, Tan, Black	N/A
	Opaque, cable knit, or flat knit; seamless; solid color; No decorative patterns	
Shoes	Colors: Any	
	Must be closed-toe and closed-heel. Maximum 1.5" heel; No platform soles, boots, "croc", flip flops, sandals, or excessive decoration.	

Middle School Dress Uniform

Clothing Item	Girls	Boys
Pants	Color: Black	Color: Black
	Dress slacks; Refer to everyday pants guidelines for requirements.	
Shirt	Color: White, Baby Blue	
	Long sleeve, short sleeve or 3/4 length collar dress shirt; No layers showing	Solid color, Oxford cloth, short or long sleeved, front pocket on chest, button down shirt and button down collar; No LJPS logo
Tie	N/A	Color: Any
	Any pattern is acceptable without characters. Bottom of tie must at least touch waistband of pants or shorts. Bow ties are acceptable.	
Skirt	Color: Black	N/A
	Lands' End "School uniform girls blend chino skort above knee" Item #320134-5XX No other skirt/skort will be allowed. See the LJPS website for link.	
Socks	Colors: See below	Colors: Black
	With pants: Skintone nylons or black socks. With skirts: Black or Tan tights. Follow guidelines for tights in everyday uniform. No knee socks or leggings.	Dress, crew style socks.
Belt	Color: Black	
	Follow belt guidelines found in everyday uniform requirements.	
Shoes	Colors: Black	Colors: Black
	Solid color dress shoe; Must be closed-toe and closed-heel. Maximum 1.5" heel; No platform soles, boots, "croc", "Vans", flip flops, sandals, or excessive decoration; Shoe laces must be original to the shoe; Athletic shoes may not be worn with dress uniform. Vans and Converse are not permitted.	
Outerwear	Colors: Black	Colors: Black
	Dressy, half-zip, plain sweater-knit pullover or cardigan sweater; hoodies or team wear are not to be worn.	

Additional Uniform Information (Boys and Girls)

Clothing Item	Color	Specifications
Jackets inside the building	Navy, Black, White, Gray	Solid; Non-zip, zip or button front sweater, sweatshirt or jacket; Must fit appropriately; Polo or uniform t-shirt must be worn underneath; Jackets may have a logo on the left chest no bigger than a 3in square. No bulky jackets/coats or distractive features; Fabric limited to : sweater, cotton, knits, sweatshirts or fleece. No vinyl, nylon or leather. Sports and clubs hoodies may be worn everyday except on dress uniform days
Jackets outside the building	Any	Jackets must be removed and put away upon entering the classroom. May be worn anytime the student is not in the building(recess, field trip, PE)
Hats outside at PE	Any	Fabric sunhat with brim, visor, or baseball cap; Optional attire to be worn outside during PE for sun protection.
Friday Spirit Shirt Day	Any	Field day class shirt or LJPS logo shirts ONLY . T-shirt sources: LJPS only.
PE Shirt	Gray	T-shirts are available ONLY at LJPS
PE Shorts/Pants	Navy, Black	Athletic shorts available ONLY from LJPS and StitchFX. Sweatpants may be worn in cold weather with the PE t-shirt.
Make-up, hairstyles, etc. enhance your natural looks. They do not stand out. Hair must be naturally occurring hair colors.		

Student Uniforms must reflect the high standard of
Liza Jackson Preparatory School at all times.

Administration will address any deviation from the written policy that is considered a disruption to the educational process.

Non-Uniform and Free-Dress Days

Even on a Free Dress Day or other special-dress day, students are still required to follow the LJPS Dress Code. The following guidelines must be adhered to on free-dress days.

Undergarments must be covered. (Girls, this includes bra straps.)

No sleeveless tops, tank tops, or camisoles.

Tummies must be covered.

Slogans/designs on clothing must not be offensive to others. Avoid suggestive or other inappropriate wording or symbols. (If you have to ask, it's probably not appropriate.)

Remember that the best make-up, hairstyles, etc. enhance your natural looks. They do not stand out. Hair must be naturally occurring hair colors.

For safety reasons, all shoes must be closed-heel.

Remember, your shorts and skirts must be at least fingertip length. You might be surprised how much you've grown.

Pajamas are inappropriate.

Skin-tight jeans, pajama jeans, "jeggings," or anything skin-tight is not appropriate.

Jeans and other garments cannot have tears, shreds, or holes.

Leggings are not allowed except under uniform compliant dresses and skirts.

The final decision on appropriate dress will be at the discretion of the Administration.

Student Records: Privacy and Right-of Review

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools who receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records.

- Parents have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents to inspect the records. Schools may charge a fee for copies.
- Parents have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the parent before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties: school employees who have a need to know in order to fulfill their professional responsibilities; other schools to which a student is transferring; certain government officials in order to carry out lawful functions; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for the school; accrediting organizations; individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; and, state and local authorities, within a juvenile justice system, pursuant to specific state law.

School official is a person employed by the school as an administrator, supervisor, instructor, or support staff member; a person serving on the Board of Directors; a person or company with whom the school has contracted to perform a special task (attorney, speech therapist, etc.); a parent or other person serving on a special, official committee such as a disciplinary or family support committee, or assisting another school official in performing his/her professional responsibilities.

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, should a school decide to disclose such information, the school must notify the parents and allow them a reasonable amount of time to request that the school not disclose directory information about them.

Complaint Procedure

Every effort should be made to resolve the problem at the individual, class, and school level. Students should submit a written report to a teacher or principal. Adults may file an informal complaint to the principal. If the situation cannot be resolved informally, a formal complaint should be directed to: President, Board of Directors, Liza Jackson Preparatory School, 546 Mary Esther Cut Off Suite 1, Ft. Walton Beach, Florida, 32548.

Notice of Non-Discrimination

Liza Jackson Preparatory School adheres to a policy which prohibits sexual harassment and discrimination in the educational or work environment.

Discrimination:

Discrimination against students and/or the opportunity to participate in appropriate programs, services, and activities on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, parenthood, pregnancy, disability, sexual orientation, or social and family background is prohibited.

Sexual Harassment:

Sexual harassment by an employee or student to another individual is strictly prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term of an individual's employment, educational success, or participation in school related activities, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment/educational decisions affecting such individual, or
3. Such conduct has the purpose of unreasonably interfering with an individual's participation in school and school-related activities, or creating an intimidating, hostile, or offensive working or educational environment.

Equal Opportunity Employer:

Liza Jackson Preparatory School is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

Americans With Disabilities Act:

It is the policy of Liza Jackson Preparatory School to comply with the relevant and applicable provisions of the Americans With Disabilities Act (ADA). LJPS will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. LJPS will also make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on Liza Jackson Preparatory School.

Section 504 Notification

Section 504 of the Rehabilitation Acts of 1973 provides that a person who has a physical or mental impairment which substantially limits one or more major life activities will be treated equally under the law. If you feel you have a child who has a special need that would necessitate a change in the way he/she is instructed, please notify the school in writing. In order to receive accommodations, the special need must be verified by medical documentation. For further information, please contact the ESE director, at 833-3321.