



Principal: Michelle Heck

THIS SCHOOL AGENDA PLANNER BELONGS TO:

MY SCHEDULE

PERIOD	SUBJECT	ROOM	TEACHER
1			
2			
3			
4			
5			
6			

Dear Meigs Students and Parents,

Along with the teachers and staff at Meigs, I would like to welcome you back for another great year of learning, growing, and coming of age at Meigs Middle School.

As the Principal at Meigs, I am committed to ensuring that student needs and interests help shape instruction that is right for them. We are eager and excited to begin what promises to be the best year ever. We will continue the legacy of success established by Meigs Middle School by building strong relationships with parents, students and community partners. We will focus on building “*Grit, Growth, & Gains*” with each of our students, use student data to drive instruction, and provide consistent implementation of the curriculum in a rigorous manner so that we can continue to increase all our students' achievements.

It is important to me that everyone who steps through our doors - teachers, students and parents - are excited to be here! This attitude enables us to meet the challenges of academic excellence in a positive, fun, and nurturing environment. I look forward to partnering with you to help each student at Meigs meet his/her goal and have a successful school year! Please do not hesitate to reach out to me if you have any questions, concerns or ideas that you would like to discuss.

Kind regards,



Michelle K. Heck, Principal
✉ heckm@okaloosaschools.com



“Education is not filling a bucket but lighting a fire.”
William Yeats

MEIGS MIDDLE SCHOOL

AGENDA BOOKS

Because **organization** is a key skill, an agenda book is an excellent way for a student to get and stay organized. In addition, the agenda books contain calendars by subject area so students can maintain a record of assignments, assessments, and extracurricular activities. In order to discuss progress, agenda books should be brought to parent-teacher conferences. It is the students' responsibility to take report cards and agenda books home for their parents to review. For additional information, parents should schedule a conference with their child's teachers through the Guidance Office (833-4301).



Many thanks to the Wildcat
School Advisory Council

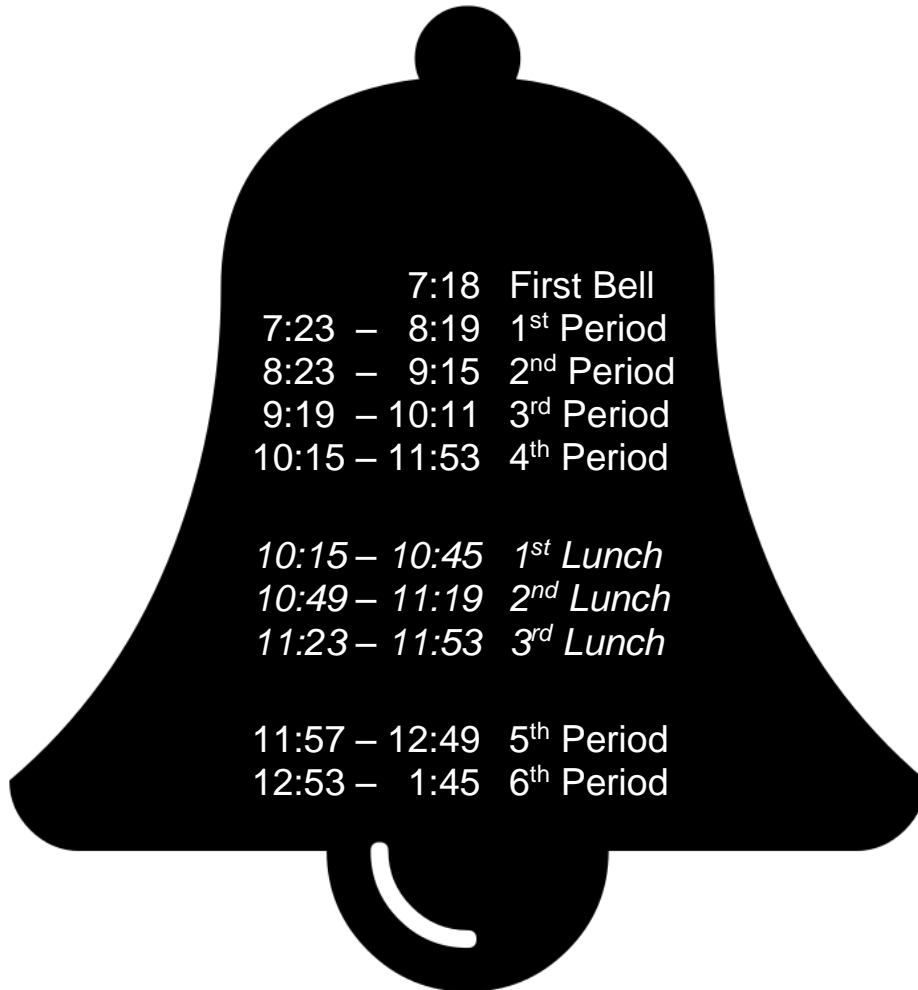


for providing this agenda book for each student.

BELL SCHEDULE

(Bell schedules are subject to change)

2018-2019



2018-2019 OKALOOSA COUNTY SCHOOL CALENDAR

Pre-School Planning	Monday – Friday	August 6 -10, 2018
First Day of School for Students	Monday	August 13, 2018
Labor Day Holiday	Monday	September 3, 2018
End: 1 st Grading Period	Friday	October 12, 2018
Teacher Work Day/ Student Holiday	Monday	October 15, 2018
Veterans Day Holiday	Monday	November 12, 2018
Thanksgiving Holidays	Monday-Friday	November 19-23, 2018
End of First Semester	Thursday	December 20, 2018
Winter Break Holidays	Friday-Friday	December 21, 2018- January 4, 2019
Teacher Work Day/ Student Holiday	Monday	January 7, 2019
Martin Luther King Jr. Holiday	Monday	January 21, 2019
President’s Day Holiday	Monday	February 18, 2019
End: 3rd Grading Period	Thursday	March 14, 2019
Spring Break Holiday	Friday - Friday	March 15 – 22, 2019
Teacher Work Day/Student Holiday	Monday	March 25, 2019
Memorial Day Holiday	Monday	May 27, 2019
End of Semester/Last Day for Students	Friday	May 31, 2019
Last Day for Teachers	Thursday	June 6, 2019

BREAKFAST AND LUNCH INFORMATION

Meigs serves a variety of breakfast and lunch options in the cafeteria. Students may purchase meals in one of two ways:

- Purchase on a daily basis with cash/check
- Make deposits online at meigsmiddleschool.com under the “Lunch Information” link

All students are assigned a lunch number which they must use when going through the line. A student may not use another student’s lunch number nor may he/she sell or receive items from another student’s lunch.

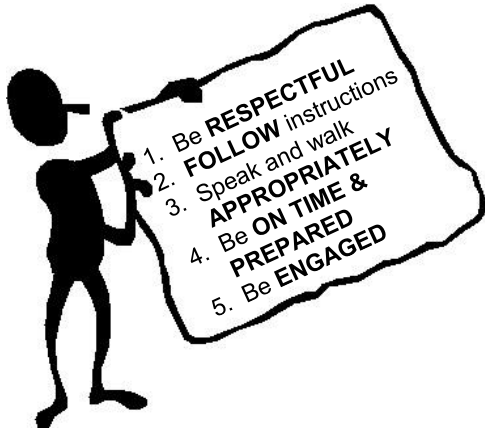
Prices for 2018-2019 are as follows:

- Student breakfast \$1.80
- Reduced student breakfast \$.30
- Student lunch \$2.70
- Reduced student lunch \$.40
- Milk \$.65

Free/Reduced Lunch

Applications for free/reduced lunch are available online at okaloosaschools.com throughout the school year. If you need further information or **computer access** contact the Guidance office at 850-833-4301.

DISCIPLINE



Wildcat Way

Good citizenship and responsibility are important and expected at Meigs Middle School. Student citizenship is a contribution to not only our school community, but also our image. The Wildcat Way defines our expectations for Meigs' student behavior both on campus or at an extracurricular activity.

The **Okaloosa County Code of Student Conduct** is issued to each student at the beginning of the year and to transfer students during the year. This document, in conjunction with the **Meigs Middle School Student Handbook**, outlines students' rights and responsibilities with regard to school behavior. These rights and responsibilities apply to students when they are:

- in, on, or within school property (lockers, vehicles, book bags, etc.)
- on school transportation and at bus stops (which includes any behavior observed by a school official or admitted to by a student)
- during a school-sponsored activity that is on or off campus

OCSD MIDDLE SCHOOL DISCIPLINARY ACTION CHART for 2018-2019

This OCSD Disciplinary Action Chart signifies the most common infractions committed by students. Notice that repeat offenses are accompanied by a progression of more serious disciplinary response than the original violation. **PARENTS WILL BE NOTIFIED OF VIOLATIONS BY PHONE OR BY LETTER AND APPROPRIATE DUE PROCESS WILL FOLLOW IN AN ETHICAL, "GOOD FAITH" MANNER.**

Every attempt will be made to follow the appropriate consequence regarding the chart below. The Administration does reserve the right to determine the punishment based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
ALCOHOL	1 ST offense 10 days OSS; 2 ND offense possible expulsion (SB policy 4-33)			
DRUGS (Possession, Use, Under the influence or Distribution)	Refer to School Board Policy 4-33 for appropriate action which will include OSS and alternate placement or OSS and a recommendation for expulsion.			
BOMB THREAT/USE SALE OR POSSESSION OF EXPLOSIVES	Zero Tolerance – Recommendation for Expulsion per School Board Policy 4-33			
BULLYING	Refer to Bullying Policy 4-43			
CHEATING	Teacher refers to office and makes parent contact; Additional sanctions per PPP may be imposed by the teacher		Teacher refers to office and makes parent contact; STP; Additional sanctions per PPP may be imposed by the teacher	
COMPUTER/ELECTRONIC/MEDIA VIOLATION	Level of infraction will determine discipline level. OPTIONS: Suspension of electronic device privileges; Financial reimbursement; Recommendation for Alternative Placement			
DESTRUCTION/ DEFACING OF SCHOOL PROPERTY: BOOK, LOCKER, VANDALISM, PRANKS	Detention; Saturday School; 1 – 10 days STP; 1 – 10 days STP coupled with OSS; Student Expectation Agreement: Financial reimbursement; possible recommendation for Alternative Placement			

DETENTION: FAILURE TO ATTEND	Warning; Detention or Saturday School		Detention(s); Saturday School; STP	
VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
DISOBEDIENCE	Warning; Detention; STP; Saturday School	Detention; Saturday School; STP; Student Expectation Agreement	Detention; STP; OSS & STP; Student Expectation Agreement; Recommend for Alternative Placement	
VIOLATION OF ELECTRONIC DEVICE POLICY	Confiscation (Pickup at end of school)	Confiscation (Parent Pickup)	Confiscation; Detention/ STP (Parent Pickup)	Detention; STP; OSS & STP; Student Expectation Agreement; Recommend for Alternative Placement
DISRUPTIVE OR INAPPROPRIATE BEHAVIOR	Warning; Detention; Saturday School; STP	Detention, STP; Saturday School; Student Expectation Agreement	Detention; STP; OSS & STP; Student Expectation Agreement; Recommend for Alternative Placement	
DRESS CODE VIOLATION	Verbal Warning; Required to change; Parent Contact	Required to change; Parent contact; Suspension from Extra-curricular Activities Per School Board Policy	Detention; STP; Student Expectation Agreement	
EXTORTION	Warning; Detention; Saturday School; STP; Possible Expulsion			
FIGHTING/BATTERY	STP; OSS coupled with STP, Student Expectation Agreement; Recommendation for Alternative Placement; Possible expulsion; Possible expulsion			
FIRE ALARM	5-10 days OSS coupled with STP		Recommendation for Alternative Placement	
FORGED NOTES	Verbal Warning; Detention	STP	STP; Student Expectation Agreement	
HARRASSMENT/ EQUITY POLICY VIOLATION	Warning; Detention; STP; Equity Office referral; Recommendation for Alternative Placement			
LEAVING SCHOOL GROUNDS	STP		STP; Student Expectation Agreement	
MINOR PHYSICAL/ VERBAL ALTERCATION	Warning; Detention; STP	Detention(s); STP	STP; Student Expectation Agreement	
OFF-LIMITS VIOLATION	Warning; Detention	Detention(s); STP; Saturday School	STP; Student Expectation Agreement	
PROFANITY	Detention	Detention(s); STP; Saturday School	STP; Student Expectation Agreement	
PROFANITY DIRECTED AT STAFF	STP (1-5 days); Saturday School; Student Expectation Agreement		STP coupled with OSS (1-5days); Student Expectation Agreement; Saturday School; Recommend for Alternative Placement	
THEFT	Detention(s); Return of property; Restitution; STP		STP; STP coupled with OSS; Recommend Alternative Placement, Student Expectation Agreement	
TOBACCO/ELECTRONIC SMOKING DEVICES; CHEWING, SMOKING, OR POSSESSION OF PRODUCT	3 days STP	1-day OSS and 4 days STP	Refer to School Board Policy 4-33	

THREAT (Verbal, Written, Electronic)	Warning; Detention; Saturday School; STP; STP coupled with OSS; Behavior Expectation Agreement; Alternative Placement; Possible Recommendation for Expulsion
WEAPONS	Refer to School Board Policy 4-33/Contact Office of Student Services

Per School Board Policy, a student will receive “zeros” or no credit in academic subjects during periods of out-of-school suspension. Any student who is under suspension or expulsion from the Okaloosa County School System shall not be allowed to attend a school sponsored activity or function, nor be allowed on school property for the duration of the suspension or expulsion.

Students who are assigned STP shall be awarded credit for the class work that is completed during STP. Students assigned STP shall not be allowed to attend a school sponsored activity or function, nor be allowed on school property after school hours on the dates of STP.

Administration may recommend a student for alternative placement at another educational institution for chronic misbehavior or a severe isolated offense that warrants such action. Once a student displays chronic misbehavior, a formal disciplinary meeting will be held. The formal disciplinary meeting will evaluate the student’s attendance, current discipline record as well as history and academic status.

GUIDELINES FOR ISSUING STUDENT BEHAVIOR EXPECTATION AGREEMENT

The administration may place a student on a Behavior Expectation Agreement for chronic misbehavior or if the severity of the incident warrants a contract. When a student is issued a Student Behavior Expectation Agreement, his/her enrollment at Meigs Middle School becomes conditional. Stipulations for continued enrollment are outlined in the agreement. The following guidelines are intended to provide continuity throughout the School District and to assist Principals in making decisions to issue Student Behavior Expectation Agreements:

1. When a student is assigned Out of School Suspension;
2. When a student commits violent offenses or other Zero Tolerance Policy violations;
3. Chronic disciplinary violations under the school’s Disciplinary Matrix; or
4. Upon student’s return to a District school from an alternative school placement.

DISCIPLINE ACTIONS

Lunch Detention (Tardy to 1st Period)

- Students will report to Room 61 when dismissed for lunch & STP monitor will release to cafeteria
- Students will eat lunch in Room 61

After-School Detention (ASD)

- Students will report to Room 61 by 1:50
- Parents need to pick students up at 2:20 at the front of the school
- Students are expected to take school work or a book to read
- Students failing to report to after-school detention may be assigned Saturday School

Saturday School

- Saturday School will be held in the ESE suite from 8:00 AM to 11:00 AM
- Students must bring classwork to complete or a book to read
- Students who fail to attend Saturday School will be reassigned a new Saturday and will serve a day in STP

Student Training Program (STP)

- Students will spend day in Room 61 and make-up missed work
- Students failing to complete class assignments during STP may receive a zero
- Students are not permitted to participate in after school activities on STP days

Out-of-School Suspension (OSS)

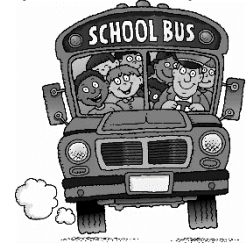
- Students will not receive credit for class work missed during OSS per OCSD policy guidelines
- Students are not allowed on campus or at school activities during an out of school suspension
- Students on campus during time of suspension could warrant arrest for trespassing

Suspension from Extra-Curricular Activities and/or Field Trips

- If misconduct occurs at an extra-curricular activity or on a field trip, students may be suspended from future activities for up to one semester in addition to other disciplinary action
- Any student receiving more than one STP or any OSS may be prohibited to participate in field trips or extracurricular activities

BUSES AND TRANSPORTATION

Buses are provided for students living outside a two-mile radius of the school. Students who ride buses are required to maintain behavior and cooperate with their bus driver at all times. **Failure to do so may result in suspension of bus privileges. All rules for conduct during school apply while on the school bus.**



BUS PASSES

For their safety and protection, NO student will be permitted to ride any bus not assigned to them. In an emergency, a parent or guardian may request permission for their child to ride a different bus on a temporary basis. This request MUST be in writing. The notes must include the following information for verification: date, student name, destination, parent’s name/signature and phone number. **This note needs to be turned into the Attendance Office at the beginning of the school day.** Students who live within a 2-mile radius of Meigs Middle School (non-bus rider) will not be issued a bus pass per district policy.

OCSD SECONDARY BUS DISCIPLINARY ACTION CHART for 2018-2019

This OCSD Bus Disciplinary Action Chart signifies the most common infractions committed by students. Notice that repeat offenses are accompanied by a progression of more serious disciplinary response than the original violation. **PARENTS WILL BE NOTIFIED OF VIOLATIONS BY PHONE OR BY LETTER AND APPROPRIATE DUE PROCESS WILL FOLLOW IN AN ETHICAL, “GOOD FAITH” MANNER.**

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD+ OFFENSE
Out of Seat	Verbal warning & call parent	1 day bus suspension & call home with letter	Bus suspension(s) & call home with letter
Shoving/Pushing	Warning; Detention; Bus Suspension(s); STP	Bus Suspensions(s); STP	Bus suspension(s); STP; Behavior Agreement
Throwing Objects/Out of Window	Detention; Bus Suspension(s); STP	Bus Suspensions(s); STP	Bus suspension(s); STP; Behavior Agreement
Inappropriate Behavior/Language/Profanity	Detention; Bus Suspension(s); STP	Bus Suspensions(s); STP	Bus suspension(s); STP; Behavior Agreement
Destruction/Defacing Bus	Detention; Bus Suspension(s); STP; Restitution	Bus Suspensions(s); STP; Restitution	Bus suspension(s); STP; Behavior Agreement & Restitution
Disrespect/Disobedience To Driver/Assistant	Warning; Detention; Bus Suspensions(s)	Bus suspension(s); STP; Behavior Agreement	Bus suspension(s); STP; Behavior Agreement
Fighting	Bus Suspension; STP; OSS & STP; Behavior Agreement; Recommendation for Alternate Placement; Possible Expulsion	Bus Suspension; STP; OSS & STP; Behavior Agreement; Recommendation for Alternate Placement; Possible Expulsion	Bus Suspension; STP; OSS & STP; Behavior Agreement; Recommendation for Alternate Placement; Possible Expulsion
Possession of Weapon	Refer to School Board Policy 4-33 - Contact Office of Student Services		
Drugs: Possession, Use, Under the Influence, or Distribution	Refer to School Board Policy 4-33 for appropriate action which will include OSS and alternate placement or OSS and a recommendation for expulsion		
Possession of Alcohol	10 days OSS & Behavior Agreement (SB Policy 4-33)	Refer to School Board Policy 4-33	

Racial/Sexual Comments	Warning; Detention; STP; OSS; Equity Office Referral; Recommendation for Alternate Placement	Warning; Detention; STP; OSS; Equity Office Referral; Recommendation for Alternate Placement	Warning; Detention; STP; OSS; Equity Office Referral; Recommendation for Alternate Placement
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BULLYING/THREATS

Bullying is defined in the County School District Bullying Policy (4-43) and may be viewed online at www.okaloosaschools.com from the parent and student links. Bullying may involve but is not limited to: **repeated** teasing, social exclusion, threats, intimidation, stalking, physical violence, sexual, religious, or racial harassment, public humiliation, and others, as determined by the school board. A student who feels he or she is the victim of bullying or threats should report it to the school administration or resource officer immediately. Bullying is prohibited and will not be tolerated. Students are expected and encouraged to report incidents that may be considered bullying.

CAFETERIA RULES

Students at Meigs enjoy many privileges and freedoms during their lunch. In the interest of our students and school, we have the following rules:

- Students may not bring extra chairs to cafeteria tables
- Students may not cut in line
- Students may not give food to others nor may students receive food from others
- Students are never permitted to handle, or otherwise touch another student's lunch
- Students are not permitted to play with or throw food and clean up their area before leaving the cafe

CELL PHONE/ELECTRONIC DEVICE POLICY

As per School Board Policy 4-40, any student in possession of a wireless communication device while on school property must insure the **device is not visible and is turned off during school hours**. Students may use their device for instructional purposes if directed to do so by a teacher. Additionally, students may use their cell phones *after* dismissal to contact parents. Once students arrive on campus, their cell phones must be turned off and put away. Failure to do so will be considered direct disobedience and the Middle School Discipline Matrix will be followed.

CHEATING

The following behaviors are considered cheating and consequences will follow the Middle School Discipline Matrix:

- Copying another student's homework, test, or quiz answers
- Allowing another student to copy your homework, test or quiz
- Taking a test and telling other students the answers
- Using a cell phone to text message questions and/or answers
- Photocopying or photographing any part of a test
- Plagiarism: copying any part (i.e. a sentence, paragraph, etc.) of someone else's work without acknowledging proper credit.

DRESS CODE

Meigs Middle School adheres to School Board Policy 4-31. Guidelines are as follows:

- The bottom of skirts or shorts should be fingertip length and should approach the top of the knee.
- Pants, jeans or shorts must be worn at the waist (sagging is not allowed).
- No hats or head coverings are to be worn indoors.
- Garments bearing inappropriate slogans or pictures (i.e. tobacco, alcohol, drugs, racial remarks, gang affiliations, or sexual connotations) are not permitted.
- All shirts should cover the chest/bust and undergarments.
- The midriff must be covered at all times and undergarments must not be exposed. Skin may not show at any time, front or back (standing, sitting, arms raised etc...).
- No low cut necklines, off-the-shoulder shirts, pajamas, or slippers may be worn.
- Pants or skirts with cuts or holes require an additional layer underneath to prevent skin visibility above the knee.

- Skates or shoes with wheels are not permitted. While sandals are allowed, they should not present a safety hazard.

NOTE: This list is not considered all-inclusive. Each situation will be dealt with on an individual basis as indicated by School Board Policy.

DISPLAY OF AFFECTION

Student couples should conduct themselves in a manner which is appropriate for school. Students found openly displaying affection will be counseled by a school official and parents will be contacted. Repeat offenders may be assigned a disciplinary consequence for direct disobedience.

FIGHTING

Fighting is not tolerated on the Meigs Middle School campus or at off-campus school sponsored activities. Individuals involved in a fight may be suspended for up to 10 days at the discretion of the Principal and/or his/her designee. Students will also be placed on a Student Behavior Expectation Agreement. Future offenses may result in recommendation for alternative placement for up to one year.

Inciting, instigating, or videoing a fight may also result in a disciplinary consequence. Incitement and instigation includes actions, comments or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.

ATHLETICS

Fall Sports:

- Cross-country— Girls and boys teams
- Football—Boys team
- Volleyball—Girls team

Fall/Winter Sports:

- Cheerleading
- Dance Team

Winter Sports:

- Basketball—Girls and boys teams
- Soccer—Girls and boys teams

Spring Sports:

- Baseball—Boys team
- Golf—Girls and boys team
- Softball—Girls team
- Swimming—Girls and boys teams
- Tennis—Girls and boys teams
- Track—Girls and boys teams



All sports are competitive and participants must try out for all teams except swimming. Students must have a current physical, parent permission form, concussion release, and proof of insurance BEFORE they are allowed to try out. Athletic physicals are good for one year from the date of the physical.

Student athletes must have a 2.0 GPA and must have passed at least five subjects the previous year OR the fourth quarter to be eligible for fall sports. Winter sport eligibility requires a 2.0 and the passing of five subjects the first quarter. Second quarter grades determine eligibility for spring sports, however, students must maintain that 2.0 during the third quarter.

ATHLETIC EVENT / EXTRACURRICULAR STUDENT SUPERVISION

Florida Statute 232.25 (1) and (2) pertains to the supervision of students before, during, and after school activities. This law stipulates that supervision by school personnel is provided only thirty (30) minutes before an activity and thirty (30) minutes after an activity. This is especially important because many of our extracurricular and school activities begin several hours after school dismissal.

Students participating in and/or attending athletic or other events **MUST** be picked up at the conclusion of the event. Times vary according to sport and season; however, rarely does any event last later than 8:00 p.m. The pick-up area for basketball is at the front of the school. The pick-up area for football and soccer is at the ticket booth area of the stadium on Richbourg Avenue. ***Please be considerate as punctuality is appreciated!***

We want parents to know this important information. **Please do not allow your student(s) to be unsupervised before or after a scheduled event. Coaches/sponsors/etc. will be available only thirty minutes before the event and thirty minutes after the event as stipulated by law. Of course, there is no supervision if you allow your student(s) to leave campus to visit local eateries or businesses on Eglin Parkway prior to the scheduled event or after the event. This is not a recommended practice for safety and security reasons.**

ATTENDANCE & CAMPUS VISITATION

ABSENCES

In order for students to fully benefit from the instructional program, they are expected to attend school regularly, be on time for classes, and satisfy all course requirements. Poor attendance or excessive tardiness may result in low grades or course failure.

Any student who has been absent from school is required to bring a written explanation signed by the parent/legal guardian to the Attendance Office. Per OCS D policy:

- Students shall have **up to five (5) days to provide written documentation** in order for an absence to be excused.
- The written note should contain the following information: student's full name, grade, date(s) of absence, parent's full name, telephone number, and signature of parent/guardian. Without a written note, the absence will be considered unexcused.
- A student who is not present for at least 51% of the class period shall be counted as absent. A note is required to excuse the absence.
- After a **total of nine (9) absences (excused or unexcused) in any class period** per semester, **the student must have a note from a doctor or official agency** in order for each subsequent absence to be excused (i.e. Dept. of Juvenile Justice, court, Dept. of Children & Family Services, etc.).
- After the fifth, ninth, and fifteenth absence (excused or unexcused) per semester, the parent will be notified by mail.
- **After the fifteenth (15th) absence (excused or unexcused) in any class period** per semester, make-up work will not be allowed. However, the parent or legal guardian may appeal in writing to the school's attendance review committee for permission to make up missed work.

Excused Absences

- Death in the family or any other family emergency
- Illness or injury requiring medical or dental attention (physician's statement required)
NOTE: The physician's statement must show the exact days of the absence.
- Appointments for medical or dental care (physician's statement required)
- Religious holidays

- A **written** note from a parent or guardian explaining the student's absence (for example, sickness, court appearances, etc.)

Unexcused Absences

- Truancy
- Suspensions
- Skipping class (off limits infraction)
- Any absence for which written verification is not presented either beforehand or within five (5) school days following the absence(s)

ARRIVING TO SCHOOL

Students should arrive on campus **AFTER 6:45 a.m.** Student supervision begins at 6:45 in the cafeteria or outside commons area. Students will be released at 7:18 to go to first period.

ARRIVING LATE TO SCHOOL

School starts at 7:23 a.m. Students arriving **after 7:23 a.m. are to report to the Attendance Office** to sign in and obtain a tardy pass to class.

TARDY TO 1ST PERIOD (*per semester*)

Students should be in their first period class by 7:23. Arrival between 7:24 and 7:51 is considered **tardy** to first period. Arrival between 7:52 and 8:19 is considered an **absence** for first period. A parent/doctor note will be required to excuse this absence. Tardy students should report to the attendance office for a pass to class. Consequences for habitual tardiness to first period include:

- 1st – 5th Warning (Teacher Contact Parent after 3rd tardy)
- 6+ Lunch Detention in Room 61

TARDY TO 2ND - 6TH PERIODS ASSESSED TOGETHER (*per semester*)

Students have four minutes to transition between classes. **Tardy students should report to the attendance office** for a pass to class. Consequences for tardy to class include:

- 1st – 5th Warning (Teacher Contact Parent after 3rd tardy)
- 6th – 9th After-School Detention
- 10th+ Saturday School

CHECK-IN AND CHECK-OUT PROCEDURES

- **Check-In**

In the event a student arrives after the tardy bell, the student must report to the Attendance Office to sign in and obtain a tardy pass before reporting to class. The tardy pass should be presented to the teacher(s) of any class(es) missed.

- **Check-Out**

After arrival on school grounds, students are not permitted to leave until the close of the school day unless they are signed out by the parent, legal guardian, or authorized personnel. Students will not be released to anyone except parents or their authorized representative (written verification will be required). Any person checking a student out **must show a picture ID.**

CAMPUS VISITATION

All parents and/or visitors on campus must sign in **with a picture ID** and obtain a visitor's badge from the Attendance Office. The visitor badge must be worn the entire time the visitor is on campus.

HEALTH SERVICES / MEDICATION

The school nurse (health technician) assigned to Meigs is employed by Pediatric Services of America (PSA). The nurse will assist students who become ill during the school day. In the event a student becomes ill and

cannot attend classes, parents or guardians will be contacted and asked to pick the student up in the Attendance Office. Fevers of 100 degrees or higher and vomiting require immediate student check-out.

An inexpensive **health insurance policy** is offered to students at the beginning of each school year. The school will not assume financial responsibility for any medical services administered to students.

Prescribed Medication: Students are not allowed to bring aspirin or any other medication to school. A parent/guardian will need to complete a medication permission form (MIS 5183) and turn it in to the clinic. All medication including prescriptions and over-the-counter medication should be delivered to the clinic by a parent or legal guardian in the original container(s) with proper labeling indicating names, dosage and time. Teachers are not allowed to dispense any medications (i.e. aspirin, cough drops, Tylenol, etc...) to students.

GUIDANCE

The school counselor at Meigs Middle School provides services in educational planning and placement, coordinates district/state testing, chairs the Multi-Tiered System of Supports (MTSS) team, and assists parents, teachers and students anytime guidance is needed. Parents are encouraged to make appointments by calling 833-4301. Students may stop by the Guidance Office for an appointment to see the counselor.

STUDENT RECORDS

The guidance or attendance office **MUST** be notified when there is a change of address or a change in phone numbers (home, work and cellular). Proof of address must be submitted to change the address.

Court orders or other official documentation are required prior to removing a parent from a student's official records.

COMMUNICATION WITH THE SCHOOL

In order to best meet the needs of our students, it is essential that parents and school staff make every effort to communicate openly and frequently. In addition to formal parent-teacher conferences, parents may stay informed of school happenings by visiting the school website, utilizing the OCSD app, and checking report cards and progress reports or grades online using Parent Portal. Periodically written communications or robo-calls may be used to update parents with important information. It is equally important that parents keep teachers informed of any developments that might influence the student's performance at school.

Parents are encouraged to contact the guidance office to schedule **parent-teacher conferences** as needed. At any point, **concerns or questions** may be addressed to administration, the SRO, or the school counselor.

GRADES

A **report card** is issued to each student at the end of each quarter. Half way through each quarter, a printed **progress report** will be sent home with each student.

Viewing Grades Online

Grades can be viewed online through the **Parent Portal**. The Parent Portal may be accessed from the Meigs website. The "Student ID" number is the username and the "PIN" code is the last four digits. Parents may find the student ID number on a schedule, report card, or progress report. Any parent needing assistance may contact the guidance office.

Parents are also encouraged to install the **OCSD APP** on their smart phone or tablet to receive school notifications and have easy access to student grades. Instructions on how to use the Parent Portal program and OCSD APP are given at the beginning of the school year or may be obtained in the Guidance Office.

MAKE-UP WORK

All make-up work should be done within one week of the absence. The teacher and administration will determine if more time is to be given. It is the student's responsibility to request make-up work. When

students miss a previously scheduled test, they should be prepared to take the test when they return to school.

Students are responsible for picking up missed work from teachers upon returning to school from an absence.

Student work may be requested through the Guidance office for absences of **3 days** or more. Teachers must be provided 24 hour notice when requesting make-up work.

SCHEDULE CORRECTIONS

Due to Florida class size restraints, schedules will NOT be changed unless one of the following is present:

- A class period is missing
- Too many classes are scheduled for the same period
- The student is an 8th grader who is missing a promotion requirement

WITHDRAWAL FROM SCHOOL

In order for a student to withdraw from Meigs Middle School in good standing, it will be necessary that he/she contact the Guidance Department concerning the proper procedure for withdrawal. This procedure includes notifying the guidance secretary with a note or phone call from a parent/guardian at least one day before the last full day of attendance. On the last day, the student should be prepared to turn in all books, including library books, and all school property. Lost, damaged or destroyed books and/or school property must be paid for by the student. A completed withdrawal form must be signed by the parent/guardian. Records may be hand-carried by a parent/guardian if the student is moving out of the district.

CRIME STOPPERS

Meigs Middle School has a neighborhood crime watch program. Students and faculty members are encouraged to report all violations of the law and/or suspicious activity to the School Resource Officer (SRO). You may call 863-TIPS or 1-888-654-TIPS and leave a recorded message without giving your name. Text "*TIP214 plus your message*" to CRIMES (274637). Upon receipt of a tipster's first incoming message, an auto reply with a confirmation containing the caller's unique tip ID will be delivered to tipster's phone. To submit follow-up information the tipster simply replies. Text STOP to 274637 to cancel. Text HELP to 274637 for help. Message and Data rates may apply.



EDUCATIONAL FUNDING ACCOUNTABILITY ACT
Section 1010.215, F.S.

SCHOOL DISTRICT OF OKALOOSA COUNTY

2016-2017 SCHOOL FINANCIAL REPORT

MEIGS MIDDLE SCHOOL (#0082)

REVENUES	School*		Okaloosa County School District		K-12 Education State of Florida	
	\$	%	\$	%	\$	%
Federal	\$ 310,328	6.53%	\$ 29,632,070	11.18%	\$ 3,286,119,869	13.21%
State/Local (excludes Lottery)	4,382,293	92.25%	234,647,909	88.57%	21,522,040,210	86.50%
Lottery	58,039	1.22%	518,700	0.20%	47,000,042	0.19%
Private	-	0.00%	139,938	0.05%	24,507,821	0.10%
Total	\$ 4,750,660	100.00%	\$ 264,938,617	100.00%	\$ 24,879,667,942	100.00%

*School revenues based on costs.

K-12 OPERATING COSTS**	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL AVERAGE	DISTRICT AVERAGE***	STATE AVERAGE***	
Teachers/Teacher Aides (Salaries & Benefits)	\$ 4,958	\$ 5,035	\$ 4,703	\$ 2,741,092
Temporary Personnel (Salaries & Benefits)****				
Other Instructional Personnel*****	578	578	969	319,740
Contracted Instructional Services	340	411	206	187,759
School Administration	1,051	675	573	581,155
Materials/Supplies/Operating Capital Outlay	186	217	212	102,728
Food Service	263	336	508	145,151
Operation and Maintenance of Plant	1,033	733	892	571,290
Other School-Level Support Services	184	202	200	101,745
TOTAL SCHOOL COSTS**	\$ 8,593	\$ 8,187	\$ 8,263	\$ 4,750,660

**Capital expenditures for new schools are not included.

***Amounts reported for District and State reflect costs for all levels of students, not costs by school type.

****The costs of temporary personnel such as substitute teachers and tutors included in "Other School-Level Support Services" are

*****Includes some non-personnel costs, such as teacher training materials.

Substitute Teachers and Tutors	\$ 62	\$ 70	(Not Available)	\$ 34,118
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District Costs: The amounts above represent only school-level costs. No district-level costs have been included.

District costs such as transportation and administration for the School District of Okaloosa County totaled \$9,376,928.23 or \$326 per UFTE.

K-12 ADDITIONAL DETAIL INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL AVERAGE	DISTRICT AVERAGE	STATE AVERAGE	
Teachers/Teachers Aides (Salaries/Benefits):				
Basic Programs	\$ 4,633	\$ 4,548	\$ 3,959	\$ 2,149,002
ESOL	\$ 5,319	\$ 4,801	\$ 4,741	\$ 39,466
Exceptional Programs	\$ 6,774	\$ 7,348	\$ 7,355	\$ 552,624
Vocational Programs	\$ -	\$ 3,625	\$ 4,164	\$ -
Adult Programs	Not FEFP Funded	Not FEFP Funded	Not FEFP Funded	Not FEFP Funded
Materials, Supplies, Operating Capital Outlay:				
Textbooks	\$ 26	\$ 31	Not Available from State Data Base	\$ 14,585
Computer Hardware & Software	\$ 82	\$ 53	Not Available from State Data Base	\$ 45,419
Other Instructional Materials	\$ 68	\$ 102	Not Available from State Data Base	\$ 37,745
Other Materials and Supplies	\$ 9	\$ 32	Not Available from State Data Base	\$ 4,979
Library Media Materials	\$ 2	\$ 4		\$ 837

Note: This Information became available on April 6, 2018, from the Florida Department of Education.

