Brandon Koger
Principal

HOBBS MIDDLE SCHOOL

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https://hms.santarosaschools.org

ATTENDANCE

To report an absence, you should call (850) 983-5630 on the day of absence or send in a note with your student upon return. Information regarding absences should be submitted by the parent or guardian of the student and should include: child's full legal name; date(s) of absence; reason for the absence; grade; and the full name of the parent or guardian. Pre-arranged absences must be made at least 2 days in advance, except in cases of emergencies (See Santa Rosa Code of Student Conduct for further information).

Regarding absences, note the following:
Any student in grades 6th – 8th is required to be in attendance 162 days per year in the 180-day school year. If a student accrues more than 19 absences within a school year, the student will be referred to the Multi-Tiered System of Supports (MTSS) team or the academic review committee at the school to determine whether the student shall be promoted.

Hobbs Middle School Truancy Procedures

1. Tier I: 5 unexcused absences in 30 calendar days for the second time **or** 10 unexcused absences in 90 calendar days: **Initial Truancy Meeting**: Truancy Monitoring Plan Active and **doctor note required.**
2. Tier II: 10 additional unexcused absences: **Attendance Improvement Discussion**; formal Truancy Intervention Plan initiated.
3. Tier III: 5 additional unexcused absences: **Referred to school services (social work visit) and administration.**
4. Tier III unsuccessful: **school will file a truancy court petition**.

- **Truancy Plans:** Active truancy plans resume the following school year. If your student is currently being monitored through a TMP, the conditions of that TMP remain.

Finally, please see district policy regarding *Late to School* and *Checking out Early/During The School Day* regarding Unexcused Absences. Also, please see district policy regarding *Middle and High School Absenteeism* for more information about the requirement of semester exams.

BACKPACKS, BOOK BAGS, AND OVERNIGHT BAGS

Backpacks/book bags are permitted. They should be small enough to fit under a student's desk. Briefcases and rolling backpacks are NOT permitted. **Any student going home with another student is not allowed to bring overnight bags to school.**

Students are not permitted to bring backpacks into the school bathrooms. Backpacks must be hung on the designated hooks outside the bathroom before entering. **Students may carry a small personal item, such as a purse or toiletry bag, if needed**. This policy helps ensure restroom facilities remain accessible and free of clutter while promoting a smooth flow of traffic.

BULLYING

Bullying is a form of aggression in which a person(s) willfully subjects another person(s) systematically and chronically to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which results in the victim feeling oppressed, intimidated or threatened at any school site, on school transportation, a school sponsored activity or through the use of data or computer software that is accessed through a computer, computer system, or computer network of a Santa Rosa County District School. Students at HMS will be educated on how to confront and report a bullying situation. Bullying can be reported to a school administrator, the dean, guidance counselor, teacher, or parent. Students may request to see an administrator by checking in at the front office between classes. Bullying can also be reported by going to the HMS website and clicking on the "Santa Rosa Speak Out" icon or the ForityFL reporting tool.

CAFETERIA

Each school day, the Hobbs Middle School cafeteria is available to students for breakfast and lunch. Breakfast and lunch meals may be paid daily or on a pre-paid basis. **Santa Rosa School Board Policy prohibits students from charging breakfast and/or lunch.** If a student brings a drink from home as part of their lunch, **it must be in a sealed container. Energy drinks are prohibited. Food, drinks and candy are to be eaten at lunchtime only**. There is to be **no** selling of food items by students. **No** food or drink will be allowed outside of the cafeteria with the exception of water. Food items include any edible or drinkable item, including candy. Students are prohibited from bringing in food for classes or school "parties" **without prior permission from administration.** This includes bringing in food to the school cafeteria during breakfast or lunch times. For more information, the food service office can be accessed at https://santarosaschools.org/en-US/food. Students are provided lunch time to use the restroom during lunch.

CLASSROOM PROCEDURES

Each teacher establishes a set of class procedures for his/her individual class. Classroom procedures will align with all students being "JAGS". Students are not allowed to leave class for the first 10 minutes or the last 10 minutes unless an emergency arises.

COMPUTERS (Improper or Unauthorized Use of Technology Resources)

All use of technology resources should be consistent with the District's "Acceptable Use Policy" that all students and their parents have signed and acknowledged. In addition to violating both school and district policy, all users should be aware that the inappropriate use of technology resources could also be a violation of local, state and federal laws. Violations can lead to criminal or civil prosecution. Users must be aware that any form of vandalism will not be tolerated. Vandalism is defined as any attempt to harm or destroy data, hardware, or programs. This includes, but is not limited to, the uploading or creation of computer viruses, the downloading or installation of computer programs, removing buttons, and abusive handling (hitting buttons hard, slamming keyboards, etc.). Vandalism can result in the loss of computer access, disciplinary action, financial liability, and possible legal consequences. Hobbs Middle School has the right to monitor user's activity in any form that it sees fit to maintain the integrity of the network and may restrict or terminate network and internet access at any time for any reason.

Consequences of violations include, but are not limited to, the following:

- Revocation or Suspension of Internet access or computer access
- ISS or OSS
- Change in schedule
- Expulsion or any other disciplinary actions
- Legal action and prosecution
- Financial liability for loss of network resource

CONDUCT AND DISCIPLINE

Good conduct is essential to an effective learning environment. Students are responsible for knowing and adhering to all school rules.

Each teacher establishes procedures for conduct in their classes. Records are maintained by teachers on situations of misconduct by students in classes. When it is necessary for the administration to be involved with discipline situations, a student is referred to the office. The following consequences may be used based upon severity and/or repeated inappropriate activities.

- Work detail
- In-School suspension
- Class detention
- Out of School Suspension
- Parent Conference
- Student Conference
- Discipline Assignment
- Lunch Detention
- Bus Suspension
- Administrative discretion

There are some offenses that may bring Out of School Suspension immediately. These include situations involving tobacco, drugs, alcohol, fighting, serious threats to others, disregard for authority, obscene language, and possession of weapons or replica weapons. Further information regarding explanation of items relating to conduct and discipline can be found in the Santa Rosa County Schools Code of Conduct.

To provide an educational environment that is free from distraction and to ensure the safety of all students, the personal space of all individuals is to be respected. **There is to be NO aggressive touching (ex. hitting, pushing, horseplay) or any overt displays of affection (ex. hugging, kissing, and holding hands).**

To provide for the safety of all our students and personnel, any items brought onto school campus by students or others are subject to inspection.

CONFERENCES

The school encourages parent-teacher conferences regarding any concerns that parents/guardians may have about their child's curriculum, instructor, or overall education. To avoid conflicts with classroom instruction, appointments for conferences should be made through the Student Services office. The Student Services office can be reached at (850) 983-5630.

CUSTODY OF CHILDREN

School personnel are required by law to release children to their parents/guardian unless a copy of a court order granting custody to one or the other parent/guardian or a third party is on file at the school site. The custodial parent/guardian shall have the right to decide all school matters relating to the child.

CONTAGIOUS DISEASES

Santa Rosa County School District health policies require that any student with a contagious disease such as pink eye, scabies, or those with head lice be removed from other students and taken home. In case of scabies and pink eye, the parent/guardian is required to submit medical certification of clearance before the student can be readmitted to school. A parent must bring their child to the health room for head lice clearance. There is a limitation to the number of days a student may be excused from school for treatment of head lice and other contagious diseases. Failure to comply within the time period shall result in unexcused absences for the student.

DRESS CODE

Appropriate student grooming and dress are primarily the responsibility of the student and parent. Students are expected to give proper attention to personal cleanliness and neatness prior to coming to school. Students whose personal attire could be hazardous to themselves or others during school activities, or students whose attire does not meet school dress code shall be required to make necessary alterations of their dress. If such alterations cannot be made at school the student will not be allowed to follow their regular schedule until necessary changes are made. ***Dress Code rules will be in effect for all school activities and/or functions, including all (field trips, concerts, dances, etc.).***

DRESS CODE GUIDELINES:

- Students may not wear clothes or tattoos that show obscene or offensive language, drugs, tobacco, alcohol or advertisements for such products.
- Students may not wear any color, clothing, insignia, emblem, jewelry, or other object in such a manner as to indicate membership or association with any secret organization or gang.
- All shirts, tops, and dresses **MUST COMPLETELY COVER THE SHOULDER (3" index card width).** Spaghetti straps, halter-tops, tube tops, muscle shirts, undershirts or sheer tops as outer-garments **ARE NOT ALLOWED**. **No low-cut** or tight shirts or blouses are allowed. Tops must not reveal cleavage, lower back, or midriff, including when arms are raised, sitting, or when leaning forward. **Student clothing is to cover undergarments completely**.
- All shorts, skirts, and jumpers must be no shorter than **fingertip length (arms relaxed, hanging down by the side).**
- No spandex shorts (e.g. Nike Pros) or other form fitting shorts are allowed to be worn alone. When wearing spandex shorts or other form fitting shorts, a long shirt or dress must be worn over them and must adhere to the fingertip length.
- When wearing leggings, jeggings, compression pants, yoga pants, or other spandex-type pants, a shirt must be worn that fully covers the lower back and midriff, including when arms are raised, sitting, or when leaning forward.
- Students are not allowed to wear clothing that is excessively torn or ripped (this includes jeans). Jeans with rips that excessively expose skin or undergarments are not allowed.
- Pants are to be worn at the waist. No sagging pants- No undergarments showing above pants.
- Pajama pants are for sleeping and not school. They are not allowed to be worn at school.
- Armbands, wristbands, belts, or other items with heavy metal projections and chains, including wallet chains, are prohibited.
- Students are not allowed to wear hats or hoods inside the building.
- Students may not wear sunglasses inside the building.
- Shoes must be worn at all times (unless medical reasons indicate otherwise). Bedroom shoes or slippers are not permitted.
- Students will refrain from graffiti, stickers, appliqués or other writings on their skin or clothing with markers/pens, etc. If you have that much time to draw all over yourself in class, we can find you extra work to do.
- Students are not permitted to wear any clothing or accessories that create a safety hazard or classroom distraction.
- The Principal or the Principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code.

STUDENT ELECTRONIC DEVICES/MOBILE DEVICES POSSESSION

Students in elementary and middle school may possess a wireless communications device while the student is on school property or in attendance at a school function; however, elementary and middle school students may not use a wireless communications device during the school day. Parents who need to reach their child (or vice versa) should communicate **via the Front Office only**.

Failure to follow the rules regarding the possession and use of cell phones may result in disciplinary action up to and including a loss of the privilege of carrying said device(s) on campus for a period of time to be determined by the school official and/or out-of-school suspension. Use of a wireless communication device in a criminal act on school property or in attendance at a school function may result in criminal penalties as well as disciplinary action.

The student is solely responsible for personal property and neither the school nor School District shall bear any responsibility for lost, damaged, or stolen property brought by a student. Neither the school nor School District will provide technical support for any personal electronic device.

FAILURE TO NOTIFY

If a student who has knowledge of the actions, or plans for action, of another person where harm could result or has resulted and fails to report this incident to a person in authority, he or she could face disciplinary action.

HEALTH CARD

A current Health Card must be completed and RETURNED TO THE SCHOOL. Student health cards are maintained for reference of special medical conditions, custody issues, and notification for emergency purposes, and pick-up/transportation authorization. Please notify the school immediately if any information on the health card changes. * **Students MUST have a current health card on file in the school office in order to participate in off campus activities.**

IMMUNIZATION

A student who does not have an up-to-date Certificate of Immunization will be temporarily excluded from school until such documentation can be obtained from the Santa Rosa Health Department.

INTERNET GUIDELINES

Any student who wishes to use the Internet must demonstrate his/her understanding of the Internet Use and Procedure Policy. In addition, a student must have on file at the school site an "Acceptable Use Policy" signed and dated by the parent/guardian, student and supervising classroom teacher. Failure to comply with these guidelines may result in disciplinary action. See the Santa Rosa County School District Code of Student Conduct for more information.

MAKE-UP WORK

When a student has an excused absence, homework, class assignments, and projects may be made up. The student is responsible for making necessary arrangements with the teacher for make-up work. **Student make-up work can be found at each teacher's planbook located on the HMS website.** The student has **3 days** from his or her return to school to turn in all make-up assignments/work. Assignments and projects given **prior to the student's excused absence** should be turned in on the student's **first** day back at school.

Students whose absence is unexcused may not make up assignments or tests given during their absence. In the case of Out of School Suspension, the student will be given the opportunity to complete their assignments while on suspension. Completed work is due on the day the student returns to school. Failure to turn in the completed assignments will result in the student receiving zeros for all missing work. Any completed work will be entered into the grade book with an "NG".

MEDIA CENTER

The Media Center provides opportunities for students to develop research and self-study skills as well as fulfilling lifelong learning needs and reading enjoyment.
The following guidelines relate to the Media Center:

- Students are expected to pay for lost or damaged books, magazines or other library materials.
- Students may not have more than two books checked out at any time.
- Students may not check out reference materials.
- Students may check out books for a period of two weeks.

MEDICATION

Any medication, either prescription or nonprescription, to be administered to a student on school premises or at school functions (including field trips), must be brought to the school by the parent/ guardian/ authorized adult representative for retention and administering. No student will be allowed to have medication, prescription or nonprescription, with the exception of an EpiPen, medication to relieve headache, or an asthma inhaler, in his/her possession on school premises, on school transportation, or at a school function. EpiPens, insulin pens, or asthma inhalers will be permitted to be carried with parental permission and physician's signature on the "Dispersion of Medication Form."

Medication brought to the school must be in the original prescription container, properly labeled with the child's name, doctor's name, name of medication, route, dosage, directions and expiration date. A "Dispersion of Medication Form" must be completed for each prescription, and a method of disposal of any unused or expired medication designated. The medication must be counted jointly by the parent/guardian and a school staff member. The parent/guardian and school staff member must both sign the "Registry of Medication Form" both for the initial prescription and each time additional medication for the same prescription is brought to the school. Nonprescription medication should also be in the original container and the procedures previously described for dispersion and registering of medication apply.

Parents/guardians are encouraged to request prescriptions for medications which limit administration during school hours. First morning doses should be given at home with only mid-day doses administered by a school staff member. Doses missed at home will not be administered by school staff. Medication(s) will not be provided by the school.

MISSING AND/OR DAMAGED PROPERTY

Hobbs Middle School will not be held responsible for an individual student's missing and/or damaged property. Students are encouraged to take precautions to prevent their own property from being stolen, misplaced, or damaged. We suggest that you put names on all personal belongings; do not leave belongings unattended, do not loan them to other students, and do not bring unnecessary items to school.

PERMISSION TO LEAVE CAMPUS/CHECK-OUT POLICY

All students must have parental/guardian authorization to leave school early. For safety reasons, office personnel must verify written or verbal authorization before a student will be allowed to leave school. A parent/guardian must come inside the school, present proper picture identification, and sign out their child in the front office giving the date and time of their departure. No student will be allowed to wait outside for his or her parent/guardian during school hours.

Parental/guardian requests made twenty (20) minutes prior to dismissal time (2:10 P.M.) to have a child come to the office for early dismissal, to change plans of a bus OR to wait for parent pick-up WILL NOT be honored/guaranteed due to time constraints and/or safety reasons.

PERSONAL ITEMS

The possession of electronic devices, such as but not limited to game devices, laser pens, cameras or any other items that are deemed disruptive to the school environment **are not** permitted at school or on buses. Students **are not** allowed to bring a radio or other music playback device, video games, trading cards, toys or other unnecessary items to school. Sports equipment such as balls or bats may not be brought. No skateboards, roller blades/skates are allowed in the building. ***There is to be absolutely no buying, selling, trading, or lending of personal items (including clothing) at school. Gambling of any kind is prohibited. Any material deemed offensive by school personnel is not allowed.***

PHOTOGRAPHY/VIDEO

Students may not take unauthorized photographs or video taping of activities/ behaviors/ events occurring on School Board property that violate Santa Rosa County School Board Policy during the school day or at school sponsored activities. This includes possessing and/or maintaining the unauthorized images on a device, sending the unauthorized images electronically, sharing images, or posting the image/video to any web/ internet site(s). Report to staff if you have been exposed to an inappropriate image.

PUBLICATIONS

Please be aware that student names or photographs may appear on the school website, in "Hobbs Highlights" emails or in newspapers. It is the responsibility of the parent/guardian to notify the school each year in writing of any objections.
late

SCHOOL CLINIC

If it is necessary for a student to report to the school clinic due to injury or illness, the student **must** first check in with his/her teacher and obtain a pass to the school clinic. The student will be evaluated by a Health Technician who will assess the situation and, if necessary, contact the parent/guardian to inform them of the situation. If the condition does not warrant immediate attention the student must return to class.

SCHOOL DAY (8:15 a.m. - 2:29 p.m.)

Supervision is **NOT** provided before 7:45 am or after 2:59 pm. Students are not allowed to disembark buses before 7:45 a.m. We strongly encourage those who provide their own transportation or who walk to school to arrive between 8:00 a.m. and 8:10 a.m. Students are required, upon arrival to school, to be in a supervised area. At 8:10 a.m., students will be dismissed to report promptly to their class. Students who stay after school for supervised school sponsored activities are responsible for making transportation arrangements **prior** to coming to school that day. **The student should be picked up as soon as the activity ends.**

STUDENT SERVICES

The HMS guidance counselor aids students in identifying and meeting their needs in educational, vocational, and personal-social skills. Students who need to see the counselor, dean or visit Student Services may sign up in the Student Services office between classes. The counselor and/or dean will call for the student.

Section 504: According to Section 504 of the Federal Rehabilitation Act of 1973, a student may be eligible for certain services. If you feel your child requires adaptations or modifications to the regular school environment, you may request a determination of eligibility for Section 504, by calling the student services office at 850-983-5630. This request must include a written condition already indicated by your child's school health card. NOTE: The government provides no additional monies to either the parents or to the school.

TARDY POLICIES AND PROCEDURES

Students are responsible for being in class on time, including first period. Students arriving after a class's designated start time are considered tardy. Seven (and each subsequent) tardy in a one nine-week period will result in a discipline referral and ISS. If a student is excessively tardy—defined as more than five minutes to any class (including first period)—a discipline referral will be submitted automatically.

TELEPHONE

Hobbs Middle School limits student use of the school telephone for emergencies only. Students are not allowed to call home about books, lunches, unsigned forms, homework, etc. Students are not to call home to make necessary arrangements for after school activities, as these should have been made before leaving home. Hobbs Middle School will deliver a message to your child when the need arises. **Students may not use their cell phones to call/text home for any reason. Parents should not contact their students via cell phone during the school day but should contact the front office to address any concerns.**

TEXTBOOKS

The State of Florida furnishes your child with a set of textbooks at no cost to you. However, students are responsible for the care of these textbooks. If a student should lose or damage their textbook(s), the student will be assessed an amount to pay as established by School Board Policy. These charges will need to be paid before any other textbooks can be issued. This policy also applies to lost or damaged library books. In the basic academic subjects, students will be issued a set of textbooks to take home for their use, until the teacher requests that the books be returned. Teachers will maintain a set of textbooks for use in the classroom.

TOBACCO PRODUCTS

A student smoking, using smokeless tobacco, in possession of tobacco products, distributing or selling of tobacco products on school property, school buses, or in attendance at a school sponsored activity will be subject to disciplinary action by the school. See the Santa Rosa County School District Code of Student Conduct for more information.

TRACKING STUDENT PROGRESS

To access grades, students will utilize the Student/Parent Portal Button through Rapid Identity. To access Rapid Identity, students may visit the district homepage or directly at https://login.santarosaschools.org/. Once there, type in your student ID (57#) and your password. Once in Rapid Identity, the Student/Parent Portal button will allow you to see your grades. Mid-term reports are available upon request by contacting Student Services. **For grade questions or discrepancies, please contact your child's teacher. Please allow 2 school days for grades to be entered following a due date and longer for major assignments, tests, projects, or essays.**

Grading Scale

A	90 - 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 - 59

School Course Grades

	Course Subject	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
		Mid	Final	Mid	Final	Mid	Final	Mid	Final
1									
2									
3									
4									
5									
6									

TRANSPORTATION

According to School Board Policies, any student that changes the bus destination he/she is assigned to must have a note from his/her parent/guardian **and a bus pass** from the front office to give to the bus driver. The bus pass must be obtained at the beginning of the day.

Violation of School Board transportation policies, including disruptive behavior on a school bus or at a school bus stop, by a student is grounds for suspension of the student's privilege of riding on a school bus may be grounds for additional disciplinary action by the school and may also result in criminal penalties being imposed.

INSTRUCTIONS FOR STUDENTS RIDING SCHOOL BUSES:

1. Stand off the roadway while awaiting the bus.
2. Remain in your seat with the seatbelt buckled at all times while the bus is moving.
3. Keep arms and head inside windows.
4. Walk ten (10) feet in front of the bus and wait for the driver's signal before crossing the road.
5. Unnecessary conversation with the driver is dangerous. Please remain quiet.
6. Absolute silence is required at all railroad crossings.
7. The driver is in full charge of bus and students. Students must obey the driver.
8. The driver will assign a seat to each student who rides the bus.
9. No eating, drinking, or using of tobacco products is allowed on the bus.
10. Students should be at their designated stop 10 minutes prior to scheduled bus pick-up time; the bus cannot wait for those who are tardy.

11. Students must exit the bus at their designated stop only unless written permission is granted by school administration.
12. Riding the bus is a privilege. Do not abuse it.
13. Students riding Santa Rosa District School buses may be subject to video recording for disciplinary purposes. Due to FERPA, parents cannot view video tapes.

A bicycle rack is provided for those students who ride their bicycles to school. However, it is the student's responsibility to lock/secure the bike to the bicycle rack. HMS does not supply any type of locking devices for the bike rack.

VISITORS

Hobbs Middle School operates under a closed-campus policy. All visitors are required to report to the front office upon arrival and provide photo identification for verification. After approval and clearance by administration visitors will be issued a "Visitor Pass" which they must always wear and will be escorted or directed to their destination. Upon completion of their business, all visitors are to return their pass to the front office before leaving. Following these procedures, parents of Hobbs Middle School students are welcome to visit classrooms.

VOLUNTEERS

Anyone wishing to volunteer at HMS for any activity, including field trips, **must fill out a Volunteer Approval Form** to be school board approved **before** being allowed to volunteer. All volunteers visiting the school are required to report to the front office upon arrival and provide photo identification for verification. Volunteers are required to wear the identification pass provided by the school during the time they are volunteering. Once the volunteer has completed volunteering for the day/activity, they are required to return their pass to the front office and sign out prior to leaving.

WEAPONS

Possession of weapons or replica weapons, bullets, or other weapon related paraphernalia is not allowed at school and could result in the student being suspended with a recommendation for disciplinary hearing for expulsion. Some examples of weapons include but are not limited to: pen knives, X-Acto knives, razor blades, BB guns, chains, (i.e. wallet chains, etc.). Any item not used for its intended purpose may also be classified as a weapon. See the Santa Rosa County School District Code of Student Conduct for further information. If a student realizes they have brought a prohibited item to school, they should turn the item in to a staff member as soon as they realize they have the item.

WITHDRAWAL PROCEDURES

In order for a student to officially withdraw during the school year, it is necessary that an official withdrawal form be processed. A parent/guardian should notify the Student Services office at least one day prior to the student's last full day in attendance. The Student Services office will provide the student with a withdrawal form, which must be taken to each teacher. Information will be provided by teachers regarding student grades and textbooks. Library books should be returned or paid for prior to withdrawal.