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# HANDBOOK FOR PARENTS AND STUDENTS

MACLAY MIDDLE SCHOOL

2016-2017

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Dear Students and Parents,

Welcome to Maclay Middle School. The administration, faculty, and staff are excited to start a new school year in the Jacob C. Belin Middle School complex. Whether you are a newcomer to our school or an “old-timer,” we hope you will find this school year to be a memorable and exciting one.

Cooperation is the key to success, so we suggest that you read this handbook thoroughly. The Middle School Handbook for Parents and Students is provided to present policies, procedures, and guidelines for a successful year. The homeroom teachers will review the handbook with each student, and we suggest a follow-up review at home. This handbook will not answer all questions, so please feel free to contact your child's homeroom teacher or the Head of Middle School for further clarification.

There are many opportunities for students to develop a healthy sense of belonging as we offer a variety of school sports and club activities. We encourage students to become involved, as the education process does not cease at the three o'clock bell.

We are looking forward to an enriching year of cooperation and support among students, parents, and faculty. May this year be one of the most rewarding in each student's school career.

Sincerely,

Patrice C. Ashcroft  
Head of Middle School

# PHILOSOPHY

Maclay School supports its students in fulfilling their potential academically, emotionally, physically, and artistically. Its purpose is

- to establish and maintain a curriculum designed to teach creatively the liberal arts.
- to create a civilized community of learning guided by a dedicated faculty of superior qualifications.
- to provide patient and understanding ways to challenge each student.
- to engender by teaching and example self-discipline, hard work, integrity, and persistence at school and at home.
- to stimulate each student to inquire, learn, recognize obligations, develop self-respect, and understand others.
- to build a meaningful spirit among students, parents, faculty, and community by faithful fulfillment of the Maclay School Mission and Philosophy.
- to prepare well-balanced students able to meet the future challenges of higher education, service to others, and life, with wisdom and fortitude.

# MISSION STATEMENT

Maclay School is an independent, non-sectarian college preparatory school dedicated to providing a liberal arts education, enabling each student to develop inherent ability to the fullest extent with a balance of discipline and freedom.

# THE MACLAY SCHOOL HONOR CODE

A MARAUDER IS HONORABLE, RESPECTFUL, ACCOUNTABLE

I WILL RESPECT ALL PEOPLE AND PROPERTY. I WILL BE HONEST IN ALL MATTERS AND TAKE RESPONSIBILITY FOR MY ACTIONS.

Maclay School expects students to uphold standards of honorable conduct. This code was written at the initiative of Maclay students. It sets standards and serves as one resource for classroom instruction about ethical behavior. To uphold the Honor Code, students are encouraged to report known violations. If a student observes another student committing an Honor Code violation or acting illegally, the student should notify a teacher, a Middle School Dean of Students, or the Head of Middle School. Students may request confidentiality. Teachers who have knowledge of an Honor Code violation shall notify the Head of Middle School.

Under the Maclay Honor Code all persons are expected to be:

1. **HONORABLE:** Demonstrate honesty in all matters. Lying, cheating, plagiarism, and stealing are serious offenses. If a student is uncertain about whether certain conduct constitutes cheating, the student should ask the teacher for clarification.
2. **RESPECTFUL:** Demonstrate respect for all people in our school and community as well as for the school as an institution. This includes, but is not limited to, respecting the religious, ethnic, social and economic background of all members of the school and community. Communications via social media that affect the school community in a negative way will not be tolerated. Prejudiced conduct because of religion, race, gender, sexual orientation or ethnicity is prohibited.

All students will be expected to sign an Honor Pledge on every test and quiz as well as on other assignments as required by the teacher.

False signing of this Honor Pledge constitutes both lying and cheating.

3. **ACCOUNTABLE:** Students are held accountable for their behavior and actions.

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# MIDDLE SCHOOL HANDBOOK

## ARRIVAL AND DEPARTURE

Middle School is in session from 8:15 a.m. to 3:00 p.m. Faculty supervision is provided from 7:55 a.m. to 3:20 p.m. It is expected that every child will go home by 3:20 p.m. unless: (1) a special help session has been arranged with a teacher; (2) a student is attending an organized athletic, club, or other co-curricular activity under the supervision of a teacher; (3) a student is serving a detention; (4) a student has permission from an administrator or from the Middle School Center to do work in the library; or (5) a student is signed in to the Middle School Center in Room 49. Any student who has not been picked up or is not involved in one of the above will be sent to the Middle School Center. Students should wait in front of the Middle School complex for their ride. No students should be waiting for rides in front of the Middle School after 3:20. If a student is not picked up by 3:20, or is finished with after-school help/sports early, he or she must report to the Middle School Center in Room 49. **If students are wandering around campus after 3:20, they will be given a detention for not going to the Middle School Center.** The Center is open from 3:00 to 6:00 PM. (2:00-6:00 on Teacher In-Service Days). The Center is not open on early release days (11:30 dismissal). There is no charge for the Middle School Center.

Any packages or lunches delivered during the school day for students must be taken to the Middle School Office or to the dining hall. Parents are asked not to disturb classes while in session. Students should not meet parents in the parking lot to pick up forgotten items.

## SIGNING IN AND OUT

All Middle School students arriving at school late (after 8:15) or leaving school early (before 3:00) must sign in or out at the Middle School office and get a pass to get into class. No student may leave campus without either written permission from a parent, or a parent or guardian picking up the student in person in the Middle School office. Whenever possible, all appointments (doctors, dentists) should be scheduled after school. When arriving late or leaving early, students should see the teachers of the classes missed to get their assignments and turn in assignments due. If students are sick, they should go to the clinic to call home and sign out. The clinic will let the Middle School Office know if the student has checked out to go home.

## ATTENDANCE

### ABSENCES

1. When a child is absent, parents are expected to notify the Middle School office by 9 a.m.
2. Please notify the Middle School office by 9 a.m. of your child's absence if you wish makeup work to be collected. You may pick up this work after 3 p.m. If you need to get the notebooks from your child's locker, please see the Head of Middle School. Homework is listed on Schoology daily, but does not include class work.
3. When the student returns to school after any absence, the student must bring a note stating the reason for the absence and the dates of the absence to the Middle School office. The student will be issued an excused pass to take around to all his or her teachers. Failure to bring such a note may constitute an unexcused absence until the note is brought in. It is the student's responsibility to check the make-up folder in the office and to check with each teacher for work missed during the absence. Students should turn in their signed green pass to their homeroom teacher at the end of the day.
4. Parents are expected to inform the Head of Middle School in writing concerning all expected student absences due to family trips or vacations. Students will bring a note from home **IN ADVANCE OF THE ABSENCE**, get a blue form from the MS Office which Mrs. Ashcroft will sign, take the form around to all the teachers to have it signed, then return it to the Middle School Office. This form should be completed at least 24 hours in advance. Students are responsible for getting assignments from each teacher and arranging a set schedule to make up all work missed during the trip. Failure to do so in a timely manner will result in the student's receiving a Z (-6 on the grading scale) for that assignment. Students should talk to their teachers between classes, at break, or during afternoon homeroom to discuss missing work. It should not be done in the middle of class.
5. Absence from classes for part of the day: The student must bring a note of excuse from parent, doctor, or dentist, stating the date, time, and reason for absence. Students should notify teachers in advance of an upcoming non-emergency doctor/dental appointment. This note should be shown to the teachers of the classes to be missed and initialed by these teachers prior to leaving campus. The student should keep this note and use it to sign out at the Middle School office before leaving. Failure to follow this procedure may constitute an unexcused absence or tardy.
6. Absences on the day preceding or following a scheduled school vacation can be **unexcused** unless specifically cleared **IN ADVANCE** with the Head of Middle School.
7. Students missing classes for field trips, sports, or any reason other than illness are required to obtain assignments, turn in assignments due, and make arrangements to take quizzes or tests **before leaving**. Students are expected to be prepared for class the next day. Failure to follow this procedure could affect academic grades.
8. Students arriving late must check in with the teachers of the classes missed (before the end of the day).
9. When students want to attend ceremonies or plays of their younger or older siblings, they must bring **in advance** a note from a parent requesting the missing of classes and get approval from the Head of Middle School and all teachers involved.

10. For all absences of the nine-week grading period, a student will need a note from a parent or doctor with an acceptable reason for the absence.
11. Excessive absenteeism may seriously jeopardize re-enrollment at Maclay.
12. **Students must attend school for at least four periods to be able to participate in sports or social events.**

## TARDIES

1. Students arriving on campus after 8:15 should sign in at the Middle School office, receive an excused or unexcused pass, and then proceed directly to his or her classroom. A student will receive a detention on the second offense for not checking in with the office after being late to morning homeroom.
2. Students must bring a note of excuse stating the date and reason for tardiness. This note is to be presented to the Middle School office when signing in. If there is no note, then the tardy will be unexcused.
3. Written excuses and phone calls will be accepted.
4. Only tardiness (between classes) involving student-teacher interactions will be excused. The teacher involved will write a pass for the student stating the date, time and reason for the tardiness. The student will present this pass to the teacher of the class for which he or she is late.
5. Any student with an unexcused tardy to class will have it affect his or her conduct in that class.
6. On the third unexcused tardy and for every one thereafter for the remainder of the grading period, a student will have to serve a lunch detention. Students are responsible for any work missed due to excused tardiness.

### ***Policy regarding work missed during absences***

1. Long-range assignments, such as projects and reports, are due on a prearranged date with the teacher when the absence has been cleared in advance. If a student leaves early or arrives at school late, he or she must make arrangements for quizzes and tests missed and turn in all assignments due that day. This policy applies to any absence due to family travel, medical, personal, extra-curricular, or athletic reasons that day.
2. Assignments and tests missed due to an excused absence must be made up by the day after the student returns to school or at an arranged time with the teacher. Students will be given one day to make up assigned homework for every day that they had an excused absence, up to one week. If the student has been absent for an extended number of days, he or she must work out a makeup schedule individually with each teacher. Any work not made up will count as -6 on the grading scale. Unexcused missing work may result in the lowering of a student's conduct grade as well as his or her academic average.

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# ACADEMIC POLICY

## ACADEMIC OFFERINGS

The academic offerings, listed below for each grade level, stress the importance of study skills as well as the content of the discipline. All students take an introductory course in French, Latin, and Spanish in the sixth grade; and then students may choose to study either French, Latin, or Spanish beginning in the seventh grade. Students have a choice of Band, Chorus, Orchestra, or Wheel for their Enrichment period. Students will be grouped in Mathematics according to their individual needs. The daily schedule provides for seven classes each day, a break, plus half an hour for homeroom and half an hour for lunch.

A student may not repeat for credit any course which he or she has passed.

Students wishing to take courses that are above their grade level must take a placement exam.

Grade 6	Grade 7	Grade 8
Language Arts	Language Arts	Language Arts
Mathematics	Mathematics	Mathematics
World Geography	Civics	American History
Earth/Space Science	Life Science	Physical Science
Spanish, French, Latin, Life Skills	Spanish IA, French IA, or Latin IA	Spanish IB, French IB, Latin 1B
Physical Education	Physical Education	Physical Education
Enrichment: Band, Chorus, Orchestra, or Wheel (Art, Theater Arts, Expressions, and Logic)	Enrichment: Band, Chorus, Orchestra, or Wheel (Art, Theater Arts, Expressions, and Robotics)	Enrichment: Band, Chorus, or Wheel (Wheel: Art, Theater Arts, Expressions, and Computer)

## SPECIAL COURSE OFFERINGS

Upper School courses taken in Middle School are credited in the following ways:

The following courses taken in Middle School--Algebra I, French I, Latin I, or Spanish I--count only toward Upper School distribution requirements, not toward the credit total, nor are the grades averaged into their Upper School GPA. Such courses, however, will be listed on transcripts in a way which satisfies state requirements for math and world language. For example, a student who has completed Spanish I in Middle School need take only Spanish II to complete the language requirement. However, this student will have to take an additional unit of academic elective, not necessarily in Spanish.

If Middle School students are enrolled in Geometry, the course will be considered an Upper School Pre-AP level credit. The grades received for these courses will be averaged into their Upper School GPA and will be recorded on college transcripts.

## GRADES

The Middle School issues letter grades, conduct grades, and a record of absences for each course every nine weeks. Grades are also recorded for semester examinations, for the semester average, and for the year-end average. Semester grades are determined by averaging the 2 nine-weeks grades plus the semester exam grade, based on the grading scale. The exam grade counts 1/7 of the semester grade in 6th grade, 1/5 in 7th and 8th grades, and 1/4 for Algebra, Geometry, and 7th/8th grade World Language. The yearly average will be determined by averaging the two semester averages.

The grading scale used by all teachers is as follows:

Letter	12-point scale	Percentage equivalent
A+	12	98-100
A	11	93-97
A-	10	90-92
B+	9	88-89
B	8	83-87
B-	7	80-82
C+	6	78-79
C	5	73-77
C-	4	70-72
D+	3	68-69
D	2	63-67
D-	1	60-62
F	0	40-59
F-	-3	39 and below
Z	-6	0 or no work turned in
Ex		Exempt
Au		Audit
NG		No grade

*In case of a fractional average, all teachers will follow a uniform policy of rounding up a grade at .67 or higher.*

*NOTE: The grading scale imposed by the Florida High School Activities Association (FHSA) for purposes of athletic eligibility is computed on a different scale. See Part VII of this Handbook, section on Athletics.*

**Conduct grades** are on a scale of **1 to 4**. **Conduct includes work habits, behavior, citizenship, and attitude. The grade is based on coming to class prepared (having paper, pen, textbook, and notebook) and on time; following directions and classroom rules; staying focused in class; participating when appropriate; being respectful to classmates and teachers; using school equipment appropriately; and demonstrating a positive attitude.**

**One** signifies **Excellent conduct**. This student demonstrates outstanding conduct and citizenship as well as classroom participation and responsibility at all times; he or she has received no unexcused tardies or absences or any type of detention or written warning during the grading period.

**Two** signifies **Good conduct**. This student demonstrates acceptable conduct and citizenship as well as classroom participation and responsibility most of the time. He or she has received no more than one unexcused tardy, dress code violation, other lunch detention, or written warning during the grading period. He or she has no unexcused absences, after-school detentions, or suspensions related to that particular class.

**Three** signifies **Fair conduct**. This student's conduct needs improvement in citizenship, participation, and/or classroom responsibility. This student may also have received more than one unexcused tardy or lunch detention of any type, or any after-school detention or unexcused absence during the grading period related to that particular class.

**Four** signifies **Poor conduct**. This student demonstrates a lack of regard for classroom rules and/or rules stated in the Maclay Middle School Handbook and/or has received more than one after-school detention during the grading period related to that particular class.

**Note: Homeroom conduct grades** reflect conduct during homeroom as well as conduct outside the classroom. This conduct grade would also reflect detentions, warnings, or suspensions given by the Head of Middle School, Deans, or other teachers in charge of that particular homeroom (field trips, assemblies, etc.).

See each individual teacher's Policy Sheet for further explanation.

## REPORT CARDS

Middle School students' report cards will be posted on the grade portal page at the end of every nine weeks. Interim Progress Reports will be posted on the grade portal page at the four and a half week mark of every nine weeks. If parents who live at two



different addresses request it. Before issuance of final report cards, transcripts, or diplomas, all student charges, fees, and fines must be paid, and all books returned.

## PARENT/STUDENT PORTAL

The Parent/Student Portal is a web-based application which is tightly integrated with Power Teacher, the electronic gradebook system used by Maclay School. Using the parent/student portal, a parent or student is able to view the student's schedule, grades, teacher comments, and attendance history. Parents are also able to e-mail the child's teachers, in addition to viewing and printing the child's data.

**Please note:** Grades are not final until report cards are posted on the grade portal. Teachers may make adjustments to the electronic gradebook record up until that time.

Information on the portal is secure and requires a username and password to access. Parents will be sent a letter from the school's Information Technology Department that will include a parent portal ID necessary to access student information. Parents are urged to keep this username and password in a secure place. In the event that parents do not receive a letter or have problems accessing the portal, they should contact the Information Technology Department Help Desk at 850-668-5105 or [gradebook@maclay.org](mailto:gradebook@maclay.org).

## QUALIFICATIONS FOR ACADEMIC HONOR ROLL

An Honor Roll list and certificate will be awarded each nine weeks to those students who meet the following requirements:

- High Honor Roll: Students who obtain all A's with no grade below an A-. To qualify, a student must be taking at least 4 academic subjects.
- Honor Roll: Students who obtain all A's and B's with no grade below a B- in any subject.

At the end of each grading period, there is a celebration to honor students who have made the High Honor Roll. At the end of the year, there is an awards ceremony per grade to honor students who have earned High Honor Roll for all four grading periods, have had perfect attendance, have earned the highest GPA for all grading periods, or have earned awards in their individual classes.

## HOMEWORK

Students are assigned homework on a regular basis. If a student does not have written work for that course, he or she should review and study course material. If there is extra time in their study period at home, we always encourage students to read. All homework assignments are counted towards a student's nine weeks grade.

As a courtesy, homework is generally posted daily on Schoology. However, it is each student's responsibility to obtain complete instructions in class rather than to rely solely on Schoology.

Lending homework to a fellow student to copy is considered CHEATING by both participants.

## ENGLISH DEPARTMENT POLICY

The English Department designates certain language arts skills to be emphasized at each grade level, Kindergarten through 12th. These skills will be taught throughout the year and tested as part of the final exam. Students who do not achieve mastery of skills designated at their grade levels will be recommended to attend summer school or to receive tutoring help. It is suggested that students practice grammar and math skills over the summer through the IXL computer program.

## COMPUTERS

All Maclay students are expected to sign and abide by the policies of the Computer Acceptable Use Policy Agreement. Failure to turn in the agreement means that the student will not be allowed to use Maclay computers. Failure to abide by the policy will result in disciplinary action.

Students are required to bring their personal laptop to school each day. It should be fully charged. A student's personally owned laptop may be used only with teacher's permission at an appropriate time during class computer activities. Laptops, phones, or iPads are not to be used for games or any nonacademic function. Quizlet and Wordplay can be allowed on phones or I-pads during afternoon homeroom with the permission of the homeroom teacher.

## OTHER ELECTRONIC DEVICES

Between 8:10 and 3:00, any tablets, I-phones, or e-readers may be used only for reading books, or with specific permission from the teacher for something other than academic tasks. If a student is caught using a personal electronic device for any other reason, including checking email or texting, it will be confiscated. The first offense merits one day's confiscation and a lunch detention. A parent must retrieve the device.

6<sup>th</sup> graders must bring an iPad to school daily. Refer to the Middle School webpage for iPad qualifications and regulations.

Personal devices are not to connect to any school network, wired or wireless, without approval from the technology department. When approval is given, 'guest' level access will be provided.

\*\*\*Another reminder: Students are not allowed to take photographs or videos with any device on campus (before, during, or after school), without the permission of a teacher. Pictures should never be posted on the Web without prior permission of the people in the picture.

## E-MAIL ACCOUNTS

The official method of communication at Maclay School for students is their Maclay.org e-mail account. In order to stay informed and aware, students are required to set up and maintain their Maclay.org e-mail account and to check it on a daily basis. If a student chooses to forward e-mail from his or her Maclay account to another e-mail account, he or she will still be held responsible for all information distributed by Maclay School to said Maclay.org e-mail account. All e-mail correspondence sent by students to Maclay faculty or staff should be sent from their Maclay School e-mail accounts. This method is the only way to insure that e-mail is able to be tracked and delivered, whereas e-mail sent from other e-mail providers may be quarantined or otherwise filtered and not delivered to the intended recipient. Difficulty with e-mail is never a valid excuse for missing assignments or turning them in late.

## EXAMS

Middle School students are given semester exams at the end of each semester. A schedule of exam periods will be mailed home. Semester exams may not be missed. A doctor's excuse is required for absence from an exam. If a family plan calls for a pre-excused, non-medical absence from an exam, a \$25 make-up fee will be assessed for each exam missed, including the World Language listening and the Language Arts essay. For any of these absences from an exam or part of an exam, the student must make arrangements in advance.

## TESTING PROGRAM

All students will be administered an achievement assessment through the Educational Records Bureau. This assessment is a computer-adaptive formative assessment. The assessment is given in the early fall of the school year to determine areas of strength and areas of weakness in the student's academic foundation. This data helps to plan for instruction and content for the students as they move throughout the school year.

## FINANCIAL AID

Maclay School offers a Financial Assistance Program which operates in conjunction with the School and Student Service (SSS) from Financial Aid, Princeton, New Jersey. All parents seeking financial assistance must complete and send in the confidential parents' financial statement. Forms are available only online after January first and must be completed no later than April 15th. We cannot guarantee the processing of applications for financial aid filed after that date. Additionally, parents must submit a copy of their Federal Tax Return for the previous year along with their application online. Directions for the application are on the Admissions page of the Maclay Website.

In making financial grant to students, the Financial Assistance Committee considers the family's monetary needs and the candidate's potential for a successful Maclay School experience. All grants are made for one year and must be resubmitted each year for consideration.

## NON-PAYMENT OF FEES

A student's enrollment in, and attendance at, Maclay School is subject to termination if payment of tuition is more than 60 days in arrears, unless a payment plan is approved by Maclay School. Students for whom tuition is owed to Maclay School will not have their examinations graded and will receive an incomplete instead of a letter grade for all courses taken during the grading period or periods for which tuition is owed until the tuition is paid in full, or is paid in accordance with an approved financing or payment plan. Students who have not paid the re-enrollment fee for the following school year are not eligible for any of the following:

1. running for office of any club, including Student Council, for the next school year;
2. trying out for any competitive activity, such as cheerleading, Dance Team, or a sports team;
3. working out with a team during summer training.

## RE-ENROLLMENT AND ACADEMIC PROBATION OR SOCIAL PROBATION

Acceptance into each succeeding grade is dependent upon satisfactory academic achievement, effort, and citizenship. Re-enrollment is NOT automatic. At the end of the first semester of each year, a student will be placed on Academic/Social Probation if any of the following conditions apply:

1. the student has not achieved at least a C- average for the semester—Academic Probation;
2. the student's semester grade is F for more than one course—Academic Probation;
3. the student earns more than one conduct grade of 4 in one grading period—Social Probation;
4. or at the discretion of the administration.

The student and his or her parents will be notified if he or she is placed on Academic/Social Probation. If, at the end of one semester of Academic/Social Probation, the student's performance has not improved, his or her re-enrollment at Maclay School may be jeopardized. Social Probation may mean that the student is not allowed to attend certain Maclay Middle School social functions.

**NOTE WELL: If a student fails a course in Middle School for the year, he or she must take a summer school course in order to remain at Maclay School.**

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# DISCIPLINE

PARENTS AND STUDENTS SHOULD READ THE FOLLOWING GENERAL DISCIPLINARY PROVISIONS CAREFULLY SO THAT THERE WILL BE NO MISUNDERSTANDING ABOUT MACLAY'S INSISTENCE THAT ITS STUDENTS BEHAVE WELL AND PROPERLY.

Maclay students are expected to adhere to the rules and regulations established by the Board, administration, and faculty. Parents are also expected to be familiar with Maclay's disciplinary policies and to lend their support when requested.

Maclay School expects and demands that each student conduct himself or herself in a way that is conducive toward maintaining high moral standards and academic, athletic, and social achievement. Maclay School is neither a baby-sitting service nor a military academy, and self-discipline is expected of every student. SELF-DISCIPLINE AND THE ABILITY TO DISTINGUISH RIGHT FROM WRONG ARE A CHALLENGE THAT EACH STUDENT WILL MEET OFTEN DURING HIS OR HER LIFETIME, AND MACLAY SCHOOL WILL NOT TOLERATE BEHAVIOR THAT IS DISRUPTIVE, DESTRUCTIVE, IMMORAL, OR ILLEGAL.

The determination of disciplinary action may be made by one of the following: 1. Head of Middle School; 2. Middle School Dean; 3. Honor Council; or 4. Disciplinary Committee. Such actions may include, but are not limited to: detention; suspension; referral to Honor Council; referral to Disciplinary Committee; probation; or expulsion.

## GUIDELINES

Failure to comply with these guidelines will result in disciplinary action and can result in Social Probation. Students are totally responsible for their own self-discipline at all times. Any offense against the dictates of common sense or good manners is a breach of school rules.

All classroom teachers will review their class rules with the students at the beginning of the year. There are specific guidelines expected of Middle School students. Failure to comply with these guidelines will result in detention or other disciplinary action.

1. Courteous and respectful behavior must be shown toward peers, administration, faculty, staff, interns, aides, and visitors at all times.
2. Students must respect school property and the property of others and never touch or borrow others' property without permission.
3. Students should never use improper language.
4. There will be no fighting, no verbal or physical bullying, no name-calling, cyber-bullying, or intimidation.
5. No gum chewing is allowed on campus.
6. There will be no spitting or littering on campus. Students are expected to pick up litter they see on campus.
7. All forms of dishonesty, gambling, lying, cheating, and other evasive behaviors are unacceptable. Situations involving cheating on schoolwork (homework, quizzes, or tests) will result in a Z (-6) on the assignment and a lower conduct grade. Suspension or referral to the Honor Council may follow, especially for a repeat offense.
8. While on campus or at any school-sponsored function off campus, no student will possess or use fireworks, knives, any weapon-like item, or any other device used to cause disruption.
9. Skateboards, bicycles, and scooters are not allowed to be used in school during the school day unless a faculty member gives specific permission.
10. 10. I-pods, MP3 players, laser pens, computer watches, electronic games, or any other electronic devices (besides their laptop computer) are not allowed to be out of students' lockers or used during the school day anywhere on campus. They may be stored in lockers for use after the student leaves campus.
11. Students are allowed to bring their cell phones to school, but are not allowed to use them or have them on their person or in the classroom between 8:10 AM and 2:35 PM. If a student uses a cell phone during these hours, it will be taken away for a period of time (first offense—one day; second offense consequence is a detention.) In both cases a teacher or administrator will confiscate the student's phone and it will be returned only to the parent. Students must keep their cell phones in their lockers or backpacks during the day. Students may not use their cell phones for picture taking or texting without permission of a faculty member. If students need to use a phone, they may use a classroom phone with permission of a faculty member.
12. Picture taking on campus with any device can only be done with the permission of a teacher including before and after school hours. Students may not post any pictures on social media without permission.
13. Violation of the Internet Acceptable Use Agreement, which the student must sign, is an Honor Code violation.
14. All books and book bags must be stored in lockers or on hooks. Storing items on the top of lockers is discouraged. It is a fire safety issue to leave them on the walkways.

## DETENTIONS

In instances of misbehavior or other breach of conduct, a system of penalties may be administered in the form of detention during lunch or after school. The duration of penalty time imposed on an offender is determined by the seriousness of the offense and the offender's past record. Each detention must be worked out in tasks assigned by the faculty. Detention slips should be signed by the parents and returned to the issuing teacher by the date of the detention. If this is not done by the student, then it will be reported on the parent portal online. Detentions lower conduct grades.

Lunch Detentions will be imposed for missing work, being tardy to class, being repeatedly unprepared for class, chewing gum, drinking or eating in class without permission, violating the dress code, disrupting class, failing to follow directions from a teacher, or failing to follow sign in and sign out procedure. **Three lunch detentions during one grading period may result in a suspension.**

After-School Detentions will be imposed for hitting another student, throwing objects, being repeatedly tardy to homeroom or class, destroying property, fighting, exhibiting disrespect, or incurring repeated lunch detentions or dress code detentions.

A faculty member may impose detentions for any of the foregoing or for any other infraction or misbehavior.

An unexcused missed Detention becomes an After-School Detention. **A student assigned to After-School Detention more than 2 times in a grading period may receive a suspension.** Repeated detentions may result in denial of participation in Maclay social functions.

## CHEATING

The following is intended as a guideline for students and parents. It is not meant to be an all-inclusive list. The judgment of faculty and administrators is always the final resource for determining what behaviors constitute cheating.

It is hoped that parents will engage their children in a discussion of what personal honor and integrity mean. Maclay School holds high standards of personal conduct for students, and parents can reinforce those standards by articulating an ethical code through such a discussion with their children.

The following are some of the actions which constitute cheating and will result in disciplinary action:

1. Copying anyone else's work (another student, a parent, or a published source) and handing it in as the student's own work. This applies equally to materials from print and electronic sources (computer, radio, television, videos, etc). Please see the section on Plagiarism for more information.
2. In science classes, copying data from lab partners is acceptable; copying conclusions is not.
3. Using any materials (for example, notes), other than those permitted by the teacher, while taking a test or quiz.
4. Asking for or giving specific information about a test already taken by another student.
5. Asking for or giving information to another student while taking a test or quiz. This includes looking at someone else's work or allowing someone else to look at the student's own paper.
6. Talking during a test or quiz, even if one's paper is already handed in, until all students have finished the task.
7. Using an unauthorized smart device during a quiz or test.
8. Listing a bibliography from an encyclopedia, the card catalogue, or an electronic source as the student's own Works Cited or Works Consulted list. Each item on Works Cited or Works Consulted list must be read and used by the student.
9. If another person types a paper for a student, credit must be acknowledged.

### PLEASE NOTE:

- ***Unauthorized giving and asking for information with respect to homework, quizzes, or tests are considered equally wrong.***
- ***Item #1 applies equally to materials from print and electronic sources (computer, radio, television, videos, etc). The following section details that which constitutes plagiarism. Any material taken directly from a computer source, just as with any source, constitutes cheating, unless the student rewrites in his or her own words or uses quotation marks.***
- ***Use of Images and Videos in Projects: Images, videos, and sounds located on the internet and used for school projects may be re-used under the Fair Use Guidelines as long as the student properly attributes them with full citation, and does not post the project to an intranet or internet site beyond the time the presentation is made.***

## MACLAY SCHOOL POLICY STATEMENT ON PLAGIARISM

Plagiarism is willfully or accidentally "[u]sing another person's ideas or expressions in your writing without acknowledging the source constitutes plagiarism.... [T]o plagiarize is to give the impression that you wrote or thought something that you in fact borrowed from someone.... Forms of plagiarism include the failure to give appropriate acknowledgment when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking" (MLA Style Manual).

It is important to note that plagiarism may be intentional or unintentional, so students must take careful notes during the research process to avoid inadvertently using someone else's ideas or words. Plagiarizing unintentionally is not a defense, and as with intentional plagiarism, this action constitutes cheating.

Students should read the following section carefully so that they can identify and avoid the various forms of plagiarism. There are varying methods and degrees of plagiarizing, but Maclay School wishes to make clear that all of the following are unacceptable:

1. Direct copying from a source, word for word. This is especially common with Lower School age children, but persists into Middle and Upper School as well. Students must acknowledge any direct quote with:
  - a. quotation marks around the quoted material; and
  - b. in-text citation of source.
2. Paraphrasing. Many students think that changing a word or two here and there in their source material frees them from plagiarism. This is not true. The original passage must be read, put aside, digested, remembered, and rewritten in the

student's own words. Otherwise, the student is still guilty of plagiarism. Paraphrases do not require quotation marks, but they do require in-text citation or a lead-in acknowledgement, such as, "According to F. Scott Fitzgerald...."

3. Use of someone else's original concept or idea, even if in the student's own words. Many students take ideas from authorities in the field, literary critics, even Cliff's Notes, and write about these concepts as if the student thought of them all by himself or herself. Such usage requires a textual acknowledgement, such as: "As the critic Mark Van Doren has theorized about Shakespeare, the character of Hamlet...."
4. Consulting of any sources without acknowledging them in a Bibliography. This is an absolute requirement, unless every single thought in the paper comes strictly from the student's head. This is true even if the student included no direct quotes or paraphrases; if he or she read an outside work and his/her ideas were influenced by it in any way, a Bibliography must be included.

A word about Common Knowledge: ideas and information found repeated in several sources are assumed to be common knowledge and do not require citation. The student's safest policy if in doubt is to consult his or her teacher about whether a particular fact needs a source citation.

## HONOR COUNCIL

### COMPOSITION OF THE HONOR COUNCIL

The Honor Council is comprised of six Upper School student members and one faculty member. In cases involving Middle School students, the Middle School Beta Club president serves as an ex officio member of the Council.

The Upper School voting student members include two Seniors, two Juniors, one Sophomore, and one Freshman. Upper School student members are elected by students in each grade. Juniors and seniors will elect four members of their class to serve, while sophomores and freshmen will elect three members of their class to serve. The two seniors and two juniors receiving the most votes become members of Honor Council, while the other seniors and juniors serve on the Honor Board. The sophomore and freshman who receive the most votes serve on Honor Council, while the remaining sophomores and freshmen serve on Honor Board. If a voting member cannot attend an Honor Council meeting, a member of Honor Board from the same grade level will vote in his or her place. Honor Board members may attend Honor Council meetings and participate in discussions, but are not voting members unless replacing an absent voting member. Presiding over the Honor Council as Chairman is a Dean of Maclay Upper School, who votes only in the event of a tie. The Head of Middle School is also present at Honor Council sessions involving a Middle School student.

### DUTIES OF THE HONOR COUNCIL

The job of the Honor Council is to consider violations of the Honor Code by Upper or Middle School students. The Council must determine whether a violation has occurred and if so, must determine penalties for violations. The Council may also refer a matter to the Head of School or to the Disciplinary Committee. In general, the Honor Council will act on cases involving violations of the Maclay School Honor Code such as prejudiced conduct, lying, cheating and plagiarism, violations of the Internet Acceptable Use Agreement, stealing, or vandalism.

### PROCEDURES

1. If a student believes that an honor offense has been committed, he or she should contact any Honor Council member, who must then inform the chairman of the Council or the Dean of Students.
2. The chairman, in consultation with the Head of Upper School, decides whether a valid case exists. If the chairman believes that the charge warrants investigation, the persons involved, including all witnesses, are notified and the Council convenes.
3. Students who commit honor offenses may turn themselves in; their integrity in doing so will be taken into account by the Honor Council.
4. In cases in which a member of the faculty, administration, or staff is the only individual in a position to detect an honor offense, that person is obligated to bring the student committing the offense before the Honor Council.
5. Students brought before the Honor Council have the right to have a faculty member of their choice present at the session. The faculty member advocate may speak on behalf of the student. No other advocate will be allowed at the session.
6. During the Honor Council proceedings, the student charged with an Honor Code violation shall have an opportunity to confront his or her accuser(s) and/or any witnesses.
7. The proceedings of the Honor Council are closed to all except those directly involved. The identities of the offender and witnesses as well as the opinions set forth by the members of the Council during a case are privileged information; divulgence of these or any aspects of the Council session, except a guilty student's penalty, constitutes a special honor offense.

### PENALTIES

The penalties imposed by the Honor Council are subject to stated policies in Maclay Student and Faculty handbooks. Penalties imposed by the Honor Council may include, but are not limited to (a) the student's receiving a "Z" on an assignment; (b) the student's being assigned to work detail; (c) the student's being required to write letters of apology; (d) the student's being required to redo an assignment for no credit; (e) suspension; and/or (f) referral to the Disciplinary Committee. Under no circumstances may the Honor Council impose a penalty of expulsion. Expellable offenses are to be handled exclusively by the Disciplinary Committee. A record will be kept on file in the Middle School Office.

## APPEAL OF DECISION

A student may appeal a decision of the Honor Council to the Head of School within seven days of the Honor Council's reaching a decision. The Head of School will entertain an appeal only where material and relevant facts have been overlooked by the Honor Council. The Head of School will not consider an appeal where the purpose of the appeal is to reargue matters already considered by the Honor Council.

## TRUANCY

Truancy is defined as an unexcused absence from any class. The Daily Procedure section outlines specific penalties for truancy. Detention may also be assigned at the discretion of the teacher. Truancy involving absence from campus entails a more severe penalty and may lead to suspension.

## ANTI-BULLYING POLICY

Maclay School specifically prohibits bullying of or by any student or employee. "Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying also means unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting or dehumanizing gestures (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device), by an employee or student that has the potential to create an intimidating, hostile, or offensive educational environment, or; cause long-term damage, discomfort or humiliation; or reasonably interfere with the individual's school performance or participation.

Bullying is prohibited at the following locations:

1. On the campus of Maclay School;
2. At any location whatsoever, during a Maclay School related or Maclay School sponsored program or activity;
3. On any Maclay School bus;
4. Through any computer or electronic device while on any of the locations specified in numbers 1-3;
5. Through any computer or electronic device while not on any of the locations specified in numbers 1-3 above when a threat is made using such computer or electronic device that can be carried out in any of those locations specified in numbers 1-3.

Examples of bullying include, but are not limited to, the following:

1. threats
2. intimidating
3. stalking
4. cyberstalking
5. cyberbullying
6. physical violence
7. theft
8. sexual, religious, or racial harassment
9. public humiliation
10. destruction of school or personal property
11. social exclusion, including incitement and/or coercion
12. rumor or spreading of falsehoods

Consequences of bullying may include, but are not limited to, referrals to the Disciplinary Committee, interventions, and/or disciplinary action by the school Administration. The Dean or Head of Middle School will determine what action, if any, will be taken after investigating each bullying complaint.

Students and parents are encouraged to report, either verbally or in writing, suspected incidents of bullying to the Head of Middle School or Dean. A complaint may be made using the Bullying Complaint Reporting Form located in each Head of School's office or the office of the Dean.

## TOBACCO, ALCOHOL, AND DRUGS

The following policies govern the use of tobacco, alcohol, and drugs by students. Infraction of these policies is considered a serious offense.

1. Students shall not smoke any substance or use tobacco in any form while on school property or while attending a school activity, on or off campus. Violation of this policy will result in an automatic suspension and could result in expulsion. A hearing of the Disciplinary Committee will be promptly held to consider any alleged violation of this policy.
2. Students shall not consume, deliver, or have in their possession any alcoholic beverage while on school property or while attending a school activity, on or off campus. No student shall be on school property or attend a school activity, on or off campus, while under the influence of alcohol. Violation of this policy will result in an automatic suspension and could result in expulsion. A hearing of the Disciplinary Committee will be promptly held to consider any alleged violation of this policy.
3. Students shall not at any time or at any place possess, use, or distribute marijuana or drugs of any kind or nature, including but not limited to opiates, barbiturates, amphetamines, or hallucinogens. No student shall be on school property or attend

a school activity, on or off campus, while under the influence of any controlled substance. Violation of this policy will result in disciplinary action of suspension or expulsion. A hearing of the Disciplinary Committee will be promptly held to consider any alleged violation of this policy.

The one exception to this regulation may be a student required for health reasons to take medicine or drugs, provided that said student shall deliver such medicine or drug, whether prescription or non-prescription, to the clinic, and shall use such medicine or drug only with the permission of the clinic staff. The student's parent or guardian shall send the clinic a written consent for the student to use the medicine or drug during school hours.

## POLICY STATEMENT: ALCOHOL AND DRUG USE

Use of alcohol and drugs by young people is illegal and incompatible with the processes of learning and personal development. Knowing that parents share our commitment to those processes, Maclay School wishes to define its position concerning student use of alcohol and drugs. Maclay School specifically and unequivocally condemns the serving or sale of alcohol to people under the legal drinking age and likewise the use and sale of illegal drugs.

The School takes an interest in what happens to its students both on and off the campus. In order to promote the well-being of its entire student body and to maintain the respect of the community, Maclay requires that its students behave legally and appropriately, and that they show respect toward others and for themselves.

The major responsibility for off-campus life remains with students and their parents; however, the consensus in our community among parents and schools is that when certain guidelines are followed, cause for concern is reduced, and parties are both successful and safe. The following suggestions may be used to obtain this goal:

1. chaperones are present and visible;
2. alcohol and drugs are not permitted;
3. guests are invited and crashing is not permitted;
4. size is restricted and a time limit is set in advance.

Maclay School will not tolerate the use or the possession of alcohol or illegal drugs on school grounds or in any place or instance where the students are under the supervision of the school. Also, any adult who is chaperoning, coaching, or otherwise in charge of a group of Maclay students, at a Maclay-sponsored function, will be expected to abstain from the use of alcohol or illegal drugs during the time in which he or she has the responsibility for Maclay students.

Maclay believes that the question of whether or not alcohol is served in the home is a personal decision, based on the judgment of the individual family. Whatever the individual family's decision is in this regard, the obligations and risks associated with providing alcohol to OTHER children are quite different from the latitude which parents enjoy in guiding their own children. Florida Statutes, Section 562.11, (1) (a) provides: "It is unlawful for any person to sell, give, serve or permit to be served alcoholic beverages to a person under 21 years of age..."

We know that most students exercise good judgment and avoid serious difficulties. Only by cooperating, communicating, and sharing the responsibility will parents, students, and their school continue to maintain the positive, healthy atmosphere in which we want our children to grow up.

## DISCIPLINARY COMMITTEE

### COMPOSITION OF THE DISCIPLINARY COMMITTEE

The Disciplinary Committee is comprised of faculty and administrators appointed by the Head of School. The Upper School Student Council President serves as a non-voting member of the Disciplinary Committee. The Head of Upper School shall serve as the Chair of the Disciplinary Committee. In the absence of the Head of Upper School, the Head of Lower or Middle School shall serve as the Chair of the Disciplinary Committee. The Head of School does not serve as a member of the Disciplinary Committee.

### DUTIES OF THE DISCIPLINARY COMMITTEE

The Disciplinary Committee handles cases involving disciplinary offenses that could result in harm to persons or property including, but not limited to, bullying, controlled substance offenses, possession of a weapon on campus, violence, and stealing. The Disciplinary Committee also handles cases involving repeat or chronic offenses, any conduct that could lead to a student's expulsion from Maclay School, and, with precedence over the jurisdiction of the Honor Council, any other cases that the Disciplinary Committee decides, in its discretion, are appropriate for consideration by the Disciplinary Committee. The Head of School, Head of each School, or Dean of each school may refer any alleged offender to the Disciplinary Committee. Alleged offenders may also be referred to the Disciplinary Committee by the Honor Council. The Disciplinary Committee must determine whether an offense has occurred, and if so, must determine the appropriate penalty for the offender.

### PROCEDURES

1. When a student is referred to the Disciplinary Committee, the student and the student's parent or guardian shall be notified by the Head of School, Head of Middle School, or a Dean of the charges against the student and of the time and

place at which the Disciplinary Committee will convene to address the charges. Until the Disciplinary Committee meets, the student is under a suspension from school.

2. The proceedings of the Disciplinary Committee are closed except to the student or students charged with the offense, the parents or guardians of such student or students, any accuser(s), witness(es), and the members of the Disciplinary Committee. No student may be represented by legal counsel at a Disciplinary Committee meeting.
3. No video or audio recordings or transcripts of Disciplinary Committee proceedings shall be made. A record of the proceedings will be kept by the Chair of the Disciplinary Committee.
4. The Chair will begin the Disciplinary Committee proceedings by describing the facts as received by the Disciplinary Committee. The accuser(s), witness(es), members of the Disciplinary Committee, and the alleged student offender(s) will be given an opportunity to respond to the facts as set forth by the Chair.
5. All accusers and/or witnesses will present their account of the facts.
6. The alleged student offender(s), accuser(s), and witness(es) will have an opportunity to question each other.
7. Members of the Disciplinary Committee will have an opportunity to question any accuser(s), witness(es), and the alleged student offender(s).
8. The alleged student offender(s) will be given an opportunity to present testimony regarding good conduct or other mitigating circumstances that should be considered by the Disciplinary Committee in determining a penalty.
9. Parents or guardians of any alleged student offender(s) will be given an opportunity to make a statement to the members of the Disciplinary Committee.
10. All students, accusers, witnesses, parents, and guardians will be asked to leave before the Disciplinary Committee begins its deliberations.
11. The Disciplinary Committee will determine whether the student is guilty of the offense charged. If the student is found not guilty, the initial suspension will be expunged from his or her record. If the student is found guilty, the Disciplinary Committee will determine an appropriate penalty. All decisions of the Disciplinary Committee shall be by majority vote of the members present with the exception of a decision to expel a student, which decision must be unanimous. Any tie votes will be broken by the Chair.
12. When a decision is reached, the Chair of the Disciplinary Committee will call the student's parent or guardian and inform them of the decision.

## PENALTIES

The Disciplinary Committee has complete discretion in determining the appropriate penalty for a student found guilty of an offense charged. For violations considered by the Disciplinary Committee to be serious, a student may be placed on probation, suspended, or expelled. In determining the appropriate penalty, the Disciplinary Committee may, but is not required to, consider: (a) the student's conduct record; (b) the student's family circumstances; (c) any health concerns; (d) the student's attitude with respect to the offense charged; (e) admission of guilt; (f) the student's assistance in the Disciplinary Committee's investigation; and (g) any other extraordinary circumstances which may have impacted the student's behavior. Each case brought before the Disciplinary Committee is different, and therefore, the Disciplinary Committee is not bound in any manner to impose similar penalties for similar offenses.

If a student withdraws from Maclay School prior to the Disciplinary Committee's convening, the Disciplinary Committee will not reach a conclusion regarding the offense charged. If, however, a student withdraws from Maclay School at any time after the Disciplinary Committee has convened, the Disciplinary Committee can reach a conclusion as to the student's innocence or guilt, and such conclusion will be noted on the student's records. Once the Disciplinary Committee decides to expel a student from Maclay School, the student will be considered expelled. Expulsion from Maclay School may affect a student's ability to attend a public school. If a student withdraws or is expelled from Maclay School as the result of a Disciplinary Committee proceeding, no part of the tuition for the academic year shall be refunded, and any unpaid balance for the entire academic year shall become immediately due and payable to Maclay School.

## CRIMINAL CONDUCT

The Disciplinary Committee has the authority to suspend a student who is charged in any court, including Juvenile Court, with a violation of any penal law when the Disciplinary Committee determines that the student may pose a threat to himself or herself or to other Maclay School students or faculty, or that the student's continued attendance at Maclay School during the pendency of the court proceedings may in any way impede the education that Maclay School is providing its students. The Disciplinary Committee is not required to meet in person to make such a determination, but may be polled over the telephone. The student is not entitled to prior notice of a vote being taken by the Disciplinary Committee under such circumstances. Upon conclusion of the court proceedings, the Disciplinary Committee shall convene, if necessary, to determine whether further action, including expulsion, is warranted.

## SUSPENSION

A student on suspension may be excluded from classes at the discretion of the Head of Middle School or Dean of Students. For all suspensions other than for truancy, academic work may be made up. The school will provide assignments only; teacher or tutorial assistance will not be provided during a period of suspension. A suspended student may not take part in school activities during the period of suspension.

Suspension is one possible result of an Honor Code violation which is brought before the Honor Council (see Honor Council section above).



Suspension may be the penalty for the following infractions, and the Disciplinary Committee may be convened:

1. Possession of or experimentation with tobacco, alcohol, marijuana or drugs of any kind;
2. Leaving the boundaries of the campus without permission;
3. Serious or repeated violations of the dress code;
4. Chronic unexcused absences or tardies from class;
5. Failure or refusal to serve detention in a timely manner; or
6. Fighting or bullying.

If the Disciplinary Committee meets on any charge and finds a student not guilty, the initial suspension will be expunged from his or her record.

## PROBATION

Probation is a period of time designated by the Disciplinary Committee during which a student is under notice that any further infraction of Maclay School policies will result in his or her automatic expulsion with no recourse.

## EXPULSION

Three suspensions during grades 6 to 8 will result in automatic expulsion from school and the student cannot return. The Disciplinary Committee may decide to expel a student for an offense for which he or she was initially automatically suspended.

## APPEAL OF DECISION

A student may appeal a decision of the Disciplinary Committee to the Head of School within seven days of the Disciplinary Committee's reaching a decision. The Head of School will entertain an appeal only where material and relevant facts have been overlooked by the Disciplinary Committee. The Head of School will not consider an appeal where the purpose of the appeal is to reargue matters already considered by the Disciplinary Committee.

***NOTE WELL: The foregoing provisions are general guidelines, and notwithstanding anything to the contrary stated or implied in this handbook, Maclay School reserves the absolute and unconditional right to suspend and/or expel any student whose social or academic performance is deemed by the administration in its sole discretion to be unacceptable.***

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# DRESS CODE

Maclay Middle School does not have a required uniform dress; however, by his or her attendance at Maclay, a student agrees to abide by the guidelines established by the school. Overseeing of dress is a parental responsibility, and we expect dress decisions to reflect the high standards of Maclay parents. The decision of the home will be respected provided that the health, safety, and orderly conduct of school business are insured, and that the following guidelines are observed.

Students' clothing, shoes, and accessories should always be clean and neat, and appropriate for school wear. *Please label every item of clothing & electronics with your student's name.* The simplest guideline for parents and students is that extremes in dress are not tolerated. Any form of dress that promotes drugs, alcohol, tobacco, sexual behavior, or that is offensive will not be permitted. Extremes in appearance (hair, clothing or accessories) that, in the opinion of the administration, are not appropriate will not be allowed.

The following specific guidelines must be observed:

### SHIRTS/SWEATSHIRTS/JACKETS

1. Collared shirts, sweatshirts, and T-shirts may have NO writing, advertisements, messages, or slogans on them. They may have very small emblems, brand names, or logos. Maclay-sponsored or college shirts and sweatshirts will be allowed.
2. Hooded sweatshirts are allowed, but no hoods are allowed on heads in the classroom. The sweatshirts must be plain or with a Maclay or college logo. Outer wear can be hooded, but students are not to wear the hoods except in cold weather, and then only when outdoors. Coats, jackets, or zippered sweatshirts may have writing or college logos on them.
3. Girls' sleeveless shirts must have at least a 2-inch width at the shoulder. Layering tank tops with spaghetti straps is not acceptable. Boys may not wear sleeveless shirts.
4. Tank tops, deep v-neck shirts, spaghetti straps, strapless, cropped or bare midriff shirts are NOT permitted, **even under a jacket**, sweater, or other cover-up. There shall be no cleavage showing.
5. Shirts and dresses must cover all skin and underwear, even when the student's arms are fully extended and raised into the air. No cut-outs are allowed.

### SHORTS, SKIRTS, PANTS, OR DRESSES

1. The appropriate length for all skirts, shorts, and dresses is 4 inches or less above the kneecap. Girls who wear leggings underneath their skirt can have 6" above the knee, as long as the leggings are no more than 4 "above the knee. No clothing may drag the ground.

2. All clothing must be hemmed with no raw, ragged, or manufactured fringed edges.
3. No bathing suits, athletic shorts, short shorts, cut-offs, bike shorts, or visible boxer shorts will be permitted.
4. No advertisements, messages, or slogans may be on shorts or pants.
5. Leggings do not count as pants. Covering over leggings must be appropriate length as defined in #1 above.
6. No sweat pants, athletic drawstring pants, velour pants, or athletic sweat suits may be worn unless they are part of a Maclay athletic uniform that is being worn by the entire team on a game day.

#### FOOTWEAR

- All students must wear shoes at all times.
- Shoes should not have heels over 2 inches high.
- No house shoes, flip-flops, beach shoes, mesh shoes, soccer/sport sandals, shower shoes, flip-flops with heels, or other shoes that are not adequately secured to the foot are allowed.

#### GENERAL RULES

- No physical education shirts or shorts may be worn to class, except to physical education classes.
- No duct tape shall be worn on clothing.
- Clothing should contain no holes, torn or ragged edges, or be oversized so that underwear is visible or the waistband is not secured at the waist.
- No hats or sunglasses may be worn.
- No earrings for boys will be permitted.
- No visible body piercing will be permitted, other than girl's ear piercing.
- No chains are permitted to be carried or worn on clothing.
- Hairstyles must not be distracting or offensive.
- No visible underwear is permitted, including bra straps. No clothing that is see-through or mesh type is allowed unless visible undershirt is dress code appropriate.
- Fingernail polish and other grooming aids (e.g., hairspray) should be used at home and should not be brought to school.

#### OFF CAMPUS TRAVEL ATTIRE

Boys must wear a solid white shirt and solid dark-colored or khaki pants when traveling off campus on a Maclay-sponsored field trip. Girls must wear a solid white shirt and solid dark-colored or khaki pants or skirts when traveling off campus on a Maclay-sponsored field trip. This is for the safety of the students, as it makes members of the school group easy to identify when on a school trip. No jeans or shorts are allowed. All other dress code guidelines should be followed. Students will not be able to attend the off-campus function if the travel dress code rules are not followed.

#### CONSEQUENCES FOR VIOLATING THE ABOVE GUIDELINES

- 1st offense per grading period – lunch detention and change of clothes
- 2nd offense per grading period – afternoon detention and change of clothes
- 3rd offense per grading period --change of clothes and can lead to an in-house suspension.  
Appropriate clothes will be provided by the Middle School office, or until other clothes are brought from home.

**NOTE WELL: THE FOREGOING PROVISIONS ARE GENERAL GUIDELINES, AND NOTWITHSTANDING ANYTHING TO THE CONTRARY STATED OR IMPLIED IN THIS HANDBOOK, MACLAY SCHOOL RESERVES THE ABSOLUTE AND UNCONDITIONAL RIGHT TO SUSPEND AND/OR EXPEL ANY STUDENT WHO'S SOCIAL OR ACADEMIC PERFORMANCE IS DEEMED BY THE DISCIPLINARY COMMITTEE IN ITS SOLE DISCRETION TO BE UNACCEPTABLE.**

## GENERAL INFORMATION

### EMERGENCY PROCEDURES

**IF THERE SHOULD BE A SCHOOL CLOSING, PARENTS ARE ADVISED TO LISTEN TO LOCAL RADIO STATIONS OR TO WATCH WCTV CHANNEL 6 (Cable 9), WTXL CHANNEL 27 (Cable 7), or CHANNEL 40 (Cable 12).**

Fire drills are held periodically. Each classroom has posted safety procedures to follow. Emergency procedures for severe weather or any other school-wide emergency will be explained by the classroom teacher and the administration.

**IN THE EVENT OF A SCHOOL-WIDE EMERGENCY, AN ONLINE MESSAGE WILL BE POSTED TO PARENTS' E-MAIL ADDRESS.** Parents may sign up for this service on the Maclay Web page. They may also give their cell phone numbers so that a text message may be sent.

### LOCKDOWN/DANGER CODES

The following procedures will be put in place in the event of some danger on campus, ranging from an intruder to fire or weather hazard. The following codes will be used:

## Maclay School Lockdown Codes

- **Code: “Full Lockdown”** No movement by anyone except law enforcement. Teachers follow lockdown procedures.
- **Code: “Partial Lockdown”** Threat level described (Weather, intruder, stranger). This call can be issued by division. Classrooms are locked, but instruction continues.
- **Code: “Full Evacuation”** Danger on campus. Head of School will initiate evacuation procedures.
- **Code: “All Clear”** Ok to resume normal classes. Safe to return to classrooms. Danger gone.

**The “All Clear” announcement can be given only by the Head of School.**

## HEALTH

Florida State law requires immunization against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Varicella (chickenpox), and Hepatitis B. All students are required by Florida state law to have on file in the school office a Florida Certificate of Immunization Form 680 and proof of a school physical exam dated within a year of their admission to Maclay. New students from out of state as well as international students can have their previous immunization record from their home state or country can only be transcribed to a Florida Certificate of Immunization, Form 680, by a Florida licensed physician or by the Florida Department of Health. The Florida Religious Exemption Form 681 can be issued only by the Florida Department of Health and only due to a student’s family’s religious tenets or practices. ALL students entering 7th grade, must submit a new, updated Florida Certificate of Immunization, Form 680 on or before the first day of school, which shows proof of a Tdap, tetanus-diphtheria with pertussis booster, a second measles vaccine, the Hepatitis B series, and a second Chickenpox vaccine. Since the Hepatitis-B series consists of three shots and takes six months to complete, it is important to start the series early if your child has not yet had this vaccination

The Maclay School Clinic is staffed full-time by a RN and a part-time assistant during school hours to provide care for students who have chronic medical conditions and those who become sick or are injured during the school day.

Parents must ensure that the school has current student medical information as well as current and accurate information for emergency contact. A new clinic record for each individual returning student will be available to each family a few weeks before the start of the new school year and must be updated and returned to the school at the start of each new school year. New students will complete their clinic record during the Admission process. Please include any medicines and/or medical issues such as known allergies, asthma, diabetes, physical problems or any other health issues which might affect your child during the school day. Also please notify the Middle School Office and/or the school nurse of any changes to your child's health status during the school year which might affect him/her during the school day. A listing of all students with chronic or high risk health problems will be compiled in order to facilitate prompt and appropriate response to any situation requiring skilled attention. The clinic must have on record current and accurate phone numbers of both parents. In addition, parents must designate two other persons, such as a relative or family friend, who are authorized to pick up and care for the student in case of emergency until the parents can be contacted and list their names and phone numbers on the student’s record.

Students who come to the clinic with complaints of minor ailments may be allowed to rest in the clinic for approximately 20 minutes, then will be sent back to class if there is no evidence of a communicable or incapacitating illness. A parent will be contacted if the student registers a temperature over 100.0 degrees, vomits or if there is an indication that the student should be sent home, does not improve or if more information is needed. In case of an emergency, the school nurse or staff member will notify parents and #911/Emergency personnel as indicated at once.

All medications, both prescription and non-prescription, must come to school in their originally labeled container with a Permission to Administer Medication form filled out and signed by the parent. No medication of any kind will be provided to students without parents' permission, which must be recorded on The Permission to Administer Medications at School form, available from the Middle School & Front Offices and on the Clinic website in PDF. Medicines which must be administered during school hours MUST be left with the clinic nurse. Students must not be in possession of any prescription or non-prescription medications. The exception to this rule is asthma inhalers, Epi-Pens and Diabetic medicines and supplies. These specific medications require a Permission to Administer Medications at a School Form as well as student specific Action Plan of Care with instructions for the school nurse and teacher regarding allergy and/or asthma triggers, student's specific warning symptoms and instructions regarding medication administration for the student. Samples of Student-specific Action Plan forms for those students with Asthma & those with Life-Threatening Allergic Conditions are available in the clinic or the parent may submit the form of their choice. An annual Diabetes Medical Management Plan signed each year by the student’s physician must accompany all diabetic supply care kits to school is required by Florida law and will be kept on file in the school clinic.

Please notify the school nurse immediately upon learning that your child has a communicable disease such as Measles, Diphtheria, Polio, Rubella (German measles), Pertussis (whooping cough), Varicella (Chicken pox), Mumps, Hepatitis B, Influenzae type b or any serious, contagious illness. The school may require a doctor's signature for a student to return to school if there is any doubt by either party that the student could be in a contagious phase of illness. Sick Day Guidelines and school policies regarding return to school after illness such as fever, vomiting and pink-eye are posted on the clinic website. In the case of fever, the student must be fever free for 24 hours without the use of fever reducing medicines before returning to school.

Maclay School maintains a "No Nit" policy regarding head lice. Students found with either head lice or nits (their eggs) will be sent home for treatment and may return to school only after being re-checked by the school nurse and found to be free of both lice and nits.

Maclay participates in Vision and Hearing Screening as well as Scoliosis screening for 6th grade students as required by Florida Statute. Parental permission for these annual examinations are found on the Clinic Card form which is made available to each returning family and provided to each New family by the Admissions Office prior to the beginning of the new school year.

## VISITORS/VOLUNTEERS

All visitors and volunteers to the Middle School must sign in at the Maclay School front office and receive a red visitor's lanyard or a Maclay name tag. Lanyards should be returned upon leaving the school.

Students wishing to bring visitors to school must gain permission from the Head of Middle School at least one day in advance. Upon arrival, students must register their guest in the Middle School office and obtain a visitor's pass. Student visitors are expected to follow their host's class schedule and adhere to the same procedures/rules as Maclay students.

## PARENT-TEACHER CONFERENCES

Conferences may be requested by parents, teachers, guidance counselor, or Head of Middle School as the need arises. Conferences may be held with individual teachers or with all of your child's teachers. Group conferences should be arranged through the Head of Middle School. Parents should not show up at a teacher's classroom and expect an immediate conference; all conferences must be scheduled in advance.

Telephone messages can be left for teachers and administrators at school. Calls will be returned either before or after school or during a teacher's break time. Please refrain from calling a teacher at home.

The Head of Middle School is available to receive phone calls during the school day or will return phone calls after school.

## TELEPHONES

There are no public or pay telephones on the Maclay campus. Students may place essential local calls on classroom phones with the permission of their teachers. Students must limit these calls to three minutes or less. The office phone may be used by students. Please do not call or text your child on his or her cell phone during school hours. All cell phones should be kept turned off and in the student's locked locker or backpack during school hours.

See page one for campus telephone directory.

## TRANSPORTATION

### PARENTS DRIVING CHILDREN TO SCHOOL

Parents dropping off their children in the morning or picking them up in the afternoon are asked to use the designated discharge and pick-up lanes in front of the Middle School. **Please do not block traffic.** The speed limit on campus is 15 M.P.H. at all times.

### PARKING/ DROPPING OFF

Parents should not drop off their children in the parking lot, but should use the drive-through drop-off lanes. Parents dropping students in the parking lot create a parking problem for teachers trying to get to their parking spaces and create a dangerous situation for their children.

## FOOD

The Dining Hall offers a full lunch service daily, with a hot food line, and a salad bar. Marauder Meals will offer real fruit smoothies and a variety of items à la carte. Some of these items are fresh fruit, yogurt, raisins, and granola bars. Individually wrapped ice cream desserts will also be available. Drink choices include juice, water, white and chocolate milk, PowerAde, tea, lemonade, and raspberry tea. Menus will be available on the Maclay website.

There are two ways to pay for lunch. Students can pay using either cash or their established biometric accounts. The forms needed to establish students' biometric accounts can be found on the Maclay School website. Please be aware that students who charge lunch causing their account balance to go negative will be subject to a 15% fee per transaction. Additionally, all accounts having a negative balance of \$20 or more will be disabled until the account is brought current.

## LOCKERS

Students in Grades 6 to 8 are assigned individual lockers with a lock. Any abuse of the locker will subject the student to a fine for damages, to loss of the lock, or to punishment for vandalism. Students are urged to keep their lockers locked to protect their belongings. No student should change locks on his or her locker without permission from the Head of Middle School. A master key for locks whose combinations have been lost is filed with the Head of School's office. The school has an absolute right to perform a search and seizure of a student and his/her locker or possessions. A student who loses a lock must pay a \$5.00 replacement charge.

## BOOK BAGS

Book bags and backpacks are not allowed in any classroom. When they arrive at school, students are required to empty their book bags into their lockers and to carry into the classroom only the books, computer and notebooks needed for the next class. Physical education bags may be stored on the hooks. No bags or books should be on the walkway or ground. It is a safety hazard.

## LIBRARY

The Marian Lawton Langford Library is a state-of-the-art academic library designed to meet the needs of a variety of patrons. Our services and programming are planned to prepare students, faculty, and the Maclay community at large with the ability to locate and utilize information in a timely and selective manner. The mission of the Marian Lawton Langford Library is twofold: first, to ensure that all patrons are effective users of ideas and information, and second, to support the instructional curriculum at Maclay School. Centrally located, the library serves as the information hub of the campus.

Policies and hours for Middle School students:

1. Hours are Monday – Thursday, from 7:45 a.m. to 4:30 p.m., and Fridays until 3:10 p.m. The library closes early on early release and planning days.
2. Before school: Middle School students are welcome to visit the library before school, but must sign in at the Circulation Desk. The library should not be used as a gathering place.
3. After school: The library is open until 3:30pm for Middle School students without a pass. All Middle School students must sign in at the Middle School Center if they wish to remain on campus after 3:30pm. The library may not substitute for enrollment in this program. From 3:20 p.m. on, Middle School students may use the library only if they have a pass from the Center and need to access library resources.
4. Students must sign in and out of the library before, during, and after school using the Library Sign In Touch Screen.
5. The library is an area for quiet reading, study, and educational computer use. Students are expected to observe these guidelines at all times. Students who do not behave properly may be asked to leave, may be given detention by the Librarian, or may lose their library privileges altogether.
6. Middle school students have unlimited check-out privileges. Books are circulated for a period of two weeks. Overdue fines are not charged, but report cards may be held at the end of the school year and a bill forwarded to the Business Office for overdue/lost items. The cost will be the replacement value of the overdue or lost item. Students with multiple overdue or lost items will lose check-out privileges until the books are returned or paid for.
7. Students are expected to follow all digital etiquette guidelines as outlined in the school's Acceptable Use Policy.

## MIDDLE SCHOOL CENTER

The Middle School Center is open from 3:00 to 6:00 PM. If a student is not picked up by 3:20, 15r is finished with after-school help/sports early, he or she must report to the Middle School Center in Room 49. If students are wandering around campus after 3:15, they will be given a detention for not going to the Middle School Center. Students must receive permission from the staff of the Middle School Center to use the library after school. From 3:15 to 4:00, the Middle School Center is a study hall. All school rules apply. Students who abuse the rules of the center may be asked not to return. The after school center is a privilege and a convenience for both parents and students. Parents must sign an acknowledgement that they have read the rules for the Center and must fill out an emergency care form.

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# CO-CURRICULAR ACTIVITIES

## STUDENT ACTIVITIES

Middle School students have the opportunity to participate in the following activities.

### LEADERSHIP, HONORS, AND SERVICE ACTIVITIES

Activity	Sponsor	Meeting Time
<b>Student Council.</b> Representatives and officers are elected each year to this governing body.	Mrs. Ashcroft	Monday lunch
<b>National Junior Beta Club.</b> A leadership-service club to encourage effort and reward merit among students and to promote those qualities of character that make for good citizenship in the school community.	Mrs. Masferrer	TBA

### ACADEMIC INTEREST AND COMPETITIONS

Activity	Sponsor	Meeting Time
<b>Leon County Spelling Bee.</b> Open to grades 5 through 8.	Mrs. Ashcroft	During school
<b>Big Bend Geography Bee.</b> Open to grades 5 through 8	Mrs. Rubio-Gomez	During school
<b>Middle School Brain Bowl Team.</b> Big Bend academic competition. Team chosen by tryout. Open to 6th through 8th graders.	Mr. Stumpf	After school, Sept.-May

<b>Florida Engineering Society Mathcounts Team.</b> Open to 6th through 8th graders. The team is chosen by school competition and attendance at practices.	Mrs. Williams	After school, one day per week
<b>Mu Alpha Theta Mathematics Honor Society.</b>	Mrs. Metarko	After school

## THE ARTS

Activity	Sponsor	Meeting Time
<b>Maclay Jr. Thespian Troupe (Jr. Company).</b> Dramatics support group for participation in after school performances and backstage activities as well as in district and state drama competitions.	Ms. Snow	TBA
<b>Art Club.</b> An opportunity for students to develop their individual artistic interests.	Mrs. Daniel	TBA
<b>Middle School Band and Jazz Ensemble.</b> Membership through tryout with Mrs. Corzine. Programs, performances, and trips to various music festivals.	Mrs. Corzine	During Band enrichment class
<b>Stubbs School of Music.</b> Students have the opportunity to take piano, ukulele, and guitar lessons for credit under a separate tuition fee.	Mrs. Stubbs	Call Stubbs School of Music to arrange

## SPORTS-RELATED INTERESTS

Activity	Sponsor	Meeting Time
<b>Middle School Cheerleaders</b>	Mrs. Minacci	after school
<b>Crew Club</b>	Contact Mr. Von Scherrer for information.	
<b>Lacrosse Club</b>	Contact Mr. Von Scherrer for information.	

## OTHER SPECIAL INTERESTS

Activity	Sponsor	Meeting Time
<b>Outdoors Club.</b> Students prepare for and take fieldtrips to different outdoor venues	Mrs. Barton	Fridays at lunch
<b>Chess Club.</b> Students play chess and compete in a chess tournament.	TBA	Once a week during lunch
<b>Knitting/Crochet Club.</b> To learn how to knit or crochet.	Mrs. Perry	Tuesdays at lunch
<b>Strategic Card Club.</b> Students play cards games together	Mrs. Perry	Tuesdays at lunch
<b>Latin Club.</b> To study the Latin and Roman culture	Mrs. Perry	TBA
<b>French Club.</b> To study the French culture	Mrs. Stockstill	TBA
<b>Wordcraft Club</b>	Ms. Blake	During lunch
<b>Pep Band</b>	Mrs. Perry	TBA

Students also participate in a variety of other activities each year, such as the Science Fair, Duke University Talent Identification Program, art shows and essay contests. An important annual activity for seventh graders is their trip to Washington, D.C., for which students raise money with projects such as the Halloween Carnival. This expedition combines sightseeing, commentary on the historical significance of the sites visited, cultural experiences, and entertainment.

## ATHLETICS

In addition to a well-rounded Physical Education program, all students may participate in interscholastic or intramural athletics. Girls may participate in volleyball, soccer, basketball, swimming, crew, tennis, cross-country, track, golf, and softball. Boys may participate in football, soccer, cross-country, track, basketball, swimming, crew, tennis, baseball, and golf.

To be eligible to participate in interscholastic athletics: CHECK WITH ATHLETIC DIRECTOR

1. Each student must present to the school a certified copy of his or her birth certificate for registration with the Florida High School Activities Association. The birth certificate must be certified by the state in which it was issued. The school Athletic Director should receive the birth certificate before the beginning of the season in which the student wishes to participate.
2. Each student must have a current doctor's certificate of health status and a current parent permission form on file in the school office. The student's social security number must also be on record with the school.
3. Student athletes must maintain a minimum grade point average established by the Florida High School Activities Association. The FHSAA requires a cumulative, unweighted average of 2.0 based on a 4-point scale for athletic eligibility. This academic average is also required of all auxiliary athletic participants, such as managers, statisticians, and batgirls. See the Athletic Director for specific details.
4. **Students must attend school for at least four periods to be able to participate in sports (practice or game) on that day.**

## POLICIES ON LEAVING A TEAM / QUITTING A TEAM / REMOVAL FROM A TEAM

Any athlete that quits a team or is removed from a team for any reason during the season will not be permitted to go out for any other team of that sport season or participate in a practice, conditioning program or weight room activity of any team preparing for an upcoming season (individual weight room workouts are ok). The athlete must wait until the current sport season is completed. The end of the sport season is defined as the day following the last scheduled contest for all teams other than varsity; for all FHSAA tournament roster teams, the date that a team is eliminated from the state tourney is the considered the conclusion of a sport season. An athlete is considered a member of a team following his or her participation in the first regular season game. Exceptions may occur if both coaches/directors agree it is in the best interest of the student.

## NON-SCHOOL-SPONSORED TRIPS

From time to time, Maclay teachers and students may organize an off-campus trip together, such as a Spring Break trip to Europe. Parents and students should be aware that such trips are not sponsored by Maclay School. Maclay School has no liability or responsibility for the content, cost, or quality of a non-school-sponsored trip, or for the conduct, safety, or welfare of any person participating in such a trip. Maclay School will not provide any supervision, direction, approvals, or controls of any type with respect to any aspect of a non-school-sponsored trip. Any Maclay teacher involved in organizing and/or chaperoning a non-school-sponsored trip is not acting on behalf of or as an agent or employee of Maclay School. If parents or students have any questions regarding whether a particular trip is sponsored by Maclay School, they should contact the Head of School's office.

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# MACLAY MIDDLE SCHOOL CURRICULUM

## 2016-2017

Middle School Courses	Enrichment
Language Arts Math, Pre-Algebra, Algebra I, Geometry Life Science, Earth/Space Science, Physical Science World Geography, American Government, American History Introductory Spanish, Spanish I A & B Introductory French, French I A & B Introductory Latin, Latin I A & B Physical Education	Art Band Theater Arts Expressions (Writing) Robotics Life Skills Logic Computer Chorus Orchestra

## BEYOND THE CLASSROOM

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Student Council	Maclay Junior Thespian Troupe
Cheerleading	Leon County Spelling Bee
MATHCOUNTS (math competition team)	Art Club
Leon County Geography Bee	Pep Band
Brain Bowl (academic competition)	Band
Middle School Writing Club	Outdoors Club
Mu Alpha Theta (math honor society)	Science Fair
National Junior Beta Club (honor society)	Socials
Chess Club	Private Music Lessons
Latin Club	Orchestra
French Club	Knitting/Crochet
Wordcraft Club	Strategic Card Club

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## MACLAY MIDDLE SCHOOL CURRICULUM COMPONENTS **2016-2017**

### SIXTH GRADE

1. Language Arts
2. Mathematics (Intensive math, 6th Grade Math, Advanced 6th Grade Math)
3. Earth/Space Science
4. Social Studies (World Geography)
5. Foreign Language Wheel: French, Latin, Spanish, Life Skills – 9 weeks each
6. Physical Education
7. Enrichment: Wheel (Art, Theater Arts, Expressions, Logic – 9 weeks each), Chorus, Orchestra, or Band.
8. Homeroom: Library time, Guidance Counselor visits, Stubbs' Music lessons, intramurals, assemblies, silent reading, and other activities.

### SEVENTH GRADE

1. Language Arts
2. Mathematics (Math 7, Pre-Algebra, Algebra I)
3. Life Science



4. Social Studies
5. Choice of French IA, Latin IA, or Spanish IA
6. Physical Education
7. Enrichment: The Wheel (Art, Theater Arts, Expressions, Robotics – 9 weeks each), Chorus, Orchestra or Band
8. Homeroom: Library Time, Guidance Counselor visits, Stubbs' Music lessons, intramurals, assemblies, silent reading, and other activities.

## EIGHTH GRADE

1. Language Arts
2. Mathematics (Pre-Algebra, Algebra I, Geometry)
3. Physical Science
4. Social Studies (American History)
5. Continuation of World Language - French IB, Latin IB, or Spanish IB
6. Physical Education
7. Enrichment: The Wheel (Art, Theater Arts, Expressions, Computer), Chorus or Band
8. Homeroom: Library time, Guidance Counselor visits, Stubbs' Music lessons, intramurals, assemblies, silent reading, and other activities

# MACLAY MIDDLE SCHOOL COURSE DESCRIPTIONS

## 2016-2017

### LANGUAGE ARTS

#### SIXTH GRADE LANGUAGE ARTS

Sixth Grade Language Arts combines the study of vocabulary, grammar, composition, and literature. Parts of speech, correct sentence structure (avoiding fragments and run-ons), and effective essay writing (focusing on such elements as thesis statements and transitions) are three major points of emphasis. We will study short stories and novels together in class; recent novel selections have included *Where the Red Fern Grows* and *Freak the Mighty*. Students will also read novels of their own choosing to earn independent reading points. A substantial poetry unit will expose students to important terminology (such as meter, rhyme scheme, alliteration, personification) and to works ranging from traditional/classical to contemporary free verse. We will also do some fun creative projects along the way!

#### SEVENTH GRADE LANGUAGE ARTS

Seventh Grade Language Arts combines the study of vocabulary, literature, grammar, usage, mechanical skills, and composition. During each nine weeks, novels are read by the class. One nine-week period is devoted to classic short stories, and one to various forms of poetry. Students are exposed to elements of fiction, various writing styles, and biographical sketches of authors. Students have many opportunities to express themselves creatively through original poetry, literary critiques, and writing assignments, as well as small research projects. A strong emphasis is placed on developing writing skills. Students will also read independently throughout the year.

#### EIGHTH GRADE LANGUAGE ARTS

The Eighth Grade Language Arts course prepares students for Upper School English by expanding their vocabulary, refining their expository and creative writing skills, engaging them in a research project, and training them in literary analysis. In class, students will read and discuss *Romeo and Juliet*, *Inherit the Wind*, and *To Kill a Mockingbird*, well as a variety of short stories and poems. They will also independently read an historical novel and a number of novels of their own choosing.

### MATHEMATICS

#### SIXTH GRADE MATH

This course is designed to help students become better problem solvers, think mathematically, and see the relevance of mathematics in their daily lives, in their educational futures, and in their possible careers. It is an integrated, hands-on course that includes algebra, geometry, statistics, rational numbers, ratio/proportion, graphing, measurement, and technology. Computational skills are taught, reviewed, and re-enforced without the use of calculators. Students will have the opportunity to solve problems in small groups and sometimes at home with family members. Estimation skills are taught and encouraged. Mathematical concepts and skills are connected to their uses in science, business, and everyday life.



## SIXTH GRADE ADVANCED MATH

This advanced course covers the material in the regular sixth grade math course in greater detail and greater depth, as well as delving further into algebra. Additional topics include complex algebraic expressions, solving multistep equations, the Pythagorean Theorem, a thorough investigation of linear equations, and an introduction to two-variable statistics.

## SEVENTH GRADE MATH

Seventh grade math is a general mathematics course that reviews addition, subtraction, multiplication, and division of whole numbers, fractions and decimals, ratios and proportions, percent, measurement (both customary and metric), basic geometry concepts, the coordinate plane, graphing two-variable relations, and operating with integers. Also, simplifying algebraic expressions and solving simple one and two step algebraic equations will be introduced. An emphasis is placed on problem solving and on deepening the level of understanding of math concepts.

## SEVENTH GRADE PRE-ALGEBRA

This course is designed to give the student a strong background for the study of Algebra. Emphasis is placed on improving skills by performing the basic operations of all real numbers. The course also enables the student to get an overview of Algebra. Students solve equations and inequalities, graph points and lines on a coordinate axis, solve word problems, use surface area and volume formulas, ratios, proportions and percents, and probabilities, as well as increase their understanding of numbers through number theory.

## SEVENTH AND EIGHTH GRADE ALGEBRA I

This course is a first-year algebra course with emphasis on variables, functions, rational numbers, equation solving, inequalities, linear equation and their graphs, systems of equations, exponents, polynomials and factoring, quadratic equations and functions, and an introduction to rational expressions and simplifying radicals.

## EIGHTH GRADE PRE-ALGEBRA

This course is designed to give the student a strong background for the study of Algebra I. Emphasis is placed on improving skills by performing the basic operations of real numbers. Students solve equations and inequalities, graph points and lines on the coordinate axis, solve word problems, and use area, volume, and perimeter formulas, ratios, proportions, percents, probability, and statistics. Students learn to simplify algebraic expressions and numerical expressions.

## HONORS GEOMETRY

This course is designed to develop the students' powers of deductive reasoning. Subject matter will include the study of parallelism and perpendicularity in two and three dimensions; angle measurements; congruencies and similarities of plane and solid figures; algebraic and geometric proof; logic; right triangle trigonometry and area; surface area and volume of solid figures. Strong Algebra I skills are necessary for success in this course. A scientific calculator with trigonometric functions (sin, cos, tan) is required. (This is an Upper School course. Students who complete this course in 8<sup>th</sup> grade receive an Upper School credit which will be average into their Upper School GPA.)

## SCIENCE

### SIXTH GRADE EARTH/SPACE SCIENCE

Sixth grade Earth/Space Science explores the earth in the universe, as a dynamic planet in the solar system, and as a habitat for life. Content areas include space exploration, technology, engineering, Physics and earth/space monitoring. We will also study astronomy, air and water, land composition and use, constructive/ destructive surface-shaping forces, geology, and ecology. Stewardship as well as a knowledge of the earth and its resources are stressed. This is a hands-on, inquiry-based course where collaboration and engineering skills are sharpened.

### SEVENTH GRADE LIFE SCIENCE

Science in seventh grade will focus on all aspects of life science. It is a rigorous, lab focused class that will explore cells, body systems, plant systems, relationships between organisms, and the environment. Students will learn how to collect and analyze data, collaborate with classmates, and research current questions/problems surrounding these topics.

### EIGHTH GRADE PHYSICAL SCIENCE

Eighth grade physical science provides students with the opportunity to construct scientific knowledge through the use of hands-on, minds-on activities. The topics covered during this year-long course provide students with a firm basis for further scientific inquiry in all areas of science. Laboratory and problem solving activities as well as critical thinking tasks are presented at an attempt to prepare students for the Upper School experience. Students are encouraged to learn laboratory safety skills, use calculators, keep organized lab notebooks, and complete experiments.

## SOCIAL STUDIES

### SIXTH GRADE SOCIAL STUDIES

World Geography is an introductory course designed to promote geography awareness in students. This is accomplished by learning geographic concepts and map skills as well as studying about the peoples and cultures from all over the world. Current events help to reinforce concepts and places studied and to update the students' growing awareness of our ever-changing world. Activities related to selected countries are also included so students can encounter first-hand the rich cultural heritage of different societies.

### SEVENTH GRADE SOCIAL STUDIES

The seventh grade social studies curriculum involves a study of American government—its history, structure, evolution, and role in our daily lives. The duties, rights, and responsibilities of all citizens in the United States are examined through the use of the class text and other activities. The fourth nine weeks focuses on Florida History.

### EIGHTH GRADE SOCIAL STUDIES

This course offers a straightforward chronological history of North America. It will cover the colonization of America, the American Revolution, the beginning of a new Republic and the growth and changes that occur. The course will also include a survey of current affairs as they relate to historical events and other major events in U.S. History.

## WORLD LANGUAGES

### SIXTH GRADE SPANISH

Sixth Grade Spanish is a nine-week course designed to introduce the students to Hispanic culture and language. This course focuses on daily life situations and cultural activities. Students will spend class time conversing and participating in role play and other hands-on activities which are designed to stimulate cultural understanding and enjoyment for learning Spanish. At the conclusion of this class, students will have a basic appreciation for the Spanish language, its basic structures and vocabulary, and culture.

### SEVENTH GRADE SPANISH

The seventh grade course is designed to be the equivalent to the first half of the high school Spanish I course. The goal of the course is to help each student attain an acceptable degree of proficiency in listening, speaking, reading, and writing, and to help him/her learn about other cultures of the world. Various approaches are taken in order to meet these goals. There are listening, written, and oral exercises. Students are encouraged to speak Spanish and to get involved in conversation as soon as possible. Students may also be required to do a project on a country.

### EIGHTH GRADE SPANISH

Eighth Grade Spanish is sequential to the seventh grade Spanish course and covers the same material that is taught in the second semester of Spanish I in the high school. Students who successfully complete Spanish 8 will be placed into Spanish II as high school freshmen. While oral communication in the language is a priority, appropriate development of the four critical areas—reading, writing, speaking, and listening—is stressed. In particular, composition is emphasized much more at the eighth grade level than previously. At this level, culture is approached in a manner that capitalizes upon the students' maturing ability to perceive the world in a social and economic context.

### SIXTH GRADE FRENCH

This nine-week introductory course will introduce students to the beautiful French language with an emphasis on pronunciation and basic French conversations. Students will also learn a brief history of France, the influence of the French in North Florida, and the geography of France. The usefulness of English language.

### SEVENTH GRADE FRENCH

Seventh grade French begins at square one of language acquisition. Students will be introduced to the French language through the four basic tenets of language learning: reading, speaking, listening, and writing. This course presents basic grammatical construction in the present tense as well as vocabulary useful for the many situations necessary for communication. By the end of the year, students will have mastered the four pillar verbs of the French language: être (to be), avoir (to have), aller (to go), and faire (to do/make). They will also be proficient in their use of regularly conjugated verbs (-er verbs, -ir verbs, and -re verbs). Emphasis is placed on the culture of the French people, such as dining, pastimes, fashion, shopping, sports, and modes of transportation. Proper pronunciation is taught and emphasized in each lesson in an attempt to create the most natural and correct pronunciation.

### EIGHTH GRADE FRENCH

This course is a continuation of the material that was begun in seventh grade and covers the same material which is taught in the second semester of a French I course in high school. Students who successfully complete Eighth Grade French I will be placed into French II as a high school freshman. The course introduces increasingly complex grammar concepts. Many new verbs are introduced in both the present and the past tense. Giving commands, making comparisons, and using direct and indirect object pronouns are also heavily emphasized. Students will be given ample opportunity in oral practice and performance through creating videos, reciting

French poetry, doing fashion shows, etc. Pronunciation is always stressed, as is listening comprehension. French and Francophone culture are emphasized throughout.

## **SIXTH GRADE LATIN**

This nine-week course is designed to introduce students to the basics of Latin vocabulary and grammar, and ancient Roman culture (including mythology) through lessons, games, and interactive activities. Studying Latin gives students a better understanding of how languages develop and has been shown to improve English vocabulary and grammar skills. Western culture as a whole is heavily influenced by ancient Rome, and studying this past culture can give students a better appreciation of their own.

## **SEVENTH GRADE LATIN (LATIN IA)**

This Latin course is the equivalent to the first semester of a high school Latin 1 course. The goal of this course is to help students develop a proficiency in reading and translating Latin. To this end, the course focuses on learning Latin vocabulary and mastering the basics of Latin grammar. Students will also learn about Roman culture, mythology, and English word derivations. All Latin students will compete in the Latin Regional Forum, and some will go on to compete at the state level. Maclay's Latin team has a record of consistently scoring in either first or second place at Regionals and in the top 10 at State. Latin, like all the languages at Maclay, is offered through high school, up to the AP level.

## **EIGHTH GRADE LATIN (LATIN IB)**

This course is a continuation of the material begun in Latin IA (Seventh Grade Latin) and covers the material taught in the second semester of Latin I in high school. Students who successfully complete Latin IB will be placed in Latin II in 9th grade. Latin, with its unique patterns of inflection and syntax and the acquisition of an extensive vocabulary, is the major focus of the course whose goal is the ability to read and translate. The extended nature of a two-year Latin I course such as this will allow us to explore Roman customs and culture, mythology, and English word derivations at a greater depth than in a standard Latin I course.

## **PHYSICAL EDUCATION**

The Middle School Physical Education program is designed to encourage movement, physical fitness, and an appreciation of a variety of lifetime sports. Individual and team activities are used to help teach teamwork, sport specific skills and social skills used in all aspects of daily life. Grading is based upon the student's effort, participation, and sportsmanship. Each student must wear the Physical Education uniform and wear it properly. Students must wear sneakers that have either laces or Velcro. Footwear must have good support and non-marking soles. Footwear such as hiking boots, wrestling shoes, heeled boots, flip flops, or sandals of any type are unacceptable. Safety and dress code are our primary concerns.

## **ENRICHMENT COURSES**

### **SIXTH GRADE ART**

The art curriculum offers activities in the areas of art production, art criticism, art history and aesthetics. Building on the K to 5 scope and sequence for art, students study the units of drawing, painting, sculpture, printmaking, clay, papier-mache and glass fusing.

### **SEVENTH & EIGHTH GRADE STUDIO ART**

The goal of this nine-week art program is to provide opportunities for the encouragement of creative thinking, initiative, imagination, and personal resourcefulness. The course is organized around projects in ceramics, painting, drawing, graphics, sculpture, and crafts. The historical development, methods, techniques, and procedures for each medium are examined. Students develop their ability to make choices and express opinions through the selection and use of media, techniques, processes, and tools in individual problem-solving situations. Students observe, analyze, judge, and make aesthetic decisions concerning their own work and that of others.

### **SIXTH GRADE THEATER ARTS**

This class will focus on improving verbal and physical communication skills. Students will explore theatrical and musical theater conventions, such as poetry performances, monologues, musical improvisation and musical duet or ensemble scenes. Using theater as a catalyst for imagination and expression, the young people will begin to understand themselves and the world in which they live.

### **SEVENTH GRADE THEATER ARTS**

This class will focus on understanding the role of theatre in modern societies and cultures. Students will participate in devising and creating theater pieces to explore pertinent aspects of modern society. They will be encouraged to use different traditional and musical theater conventions, both performative and technical, to critically examine the world in which we live. A culminating performance will occur at the end of the nine weeks.

### **EIGHTH GRADE THEATER ARTS**

This class will focus on the ways in which theater can be used as a societal commentary platform. As citizens of the world, the students will use traditional and musical theater conventions to address the issues they feel most worthy to examine in a

theatrical context, using age appropriate theater sources. They will be challenged to create a culminating performance, showcasing both their performative and technical theatrical comprehension at the end of the nine weeks.

## SIXTH GRADE EXPRESSIONS

Sixth Grade Expressions is a nine-week creative writing course. Students will tackle a variety of challenging poetry and short story assignments, ultimately creating an impressive portfolio of work. For example, students will write haikus that feature favorite sports or hobbies. Another writing prompt will have them composing a brand new version of a classic fairy tale, making sure to provide a major twist. As the course name indicates, artistic expression is at the heart of the matter, but we will also be reinforcing important grammar and writing concepts from language arts class. We will emphasize proofreading and editing, and students will often engage with peer groups for feedback.

## SEVENTH GRADE EXPRESSIONS

Seventh Grade Expressions is an extension of the writing portion of seventh grade language art classes. Specific types of writing are explored and the focus turns to more vivid and active pieces as well as creative poetry and research. The small class size enables individualized instruction and more in-depth writing evaluation and experience. Each student is encouraged to try new techniques and experiment with developing a personal voice in writing.

## EIGHTH GRADE EXPRESSIONS

This nine-week course is designed to give students lots of practice in writing: using different formats and styles, revising for content and organization, proof-reading for correct usage. The writing assignments will include both fictional and non-fictional components. Students will use historical information but transform it in creative ways. By the end of the course, each student should have produced a play, story, song, editorial, debate, conversation, and photo essay.

## SIXTH GRADE LOGIC

Have you ever seen a commercial that claims “4 out of 5 doctors recommend our product!”? Did you think to ask what *kind* of doctors were asked? Did they ask medical doctors? PhD’s in English? Veterinarians? Without that information, you can’t make an informed decision about the claim. Introduction to Logic will explore this and other similar “logical fallacies”, or errors in reasoning. The goal of this class is to help students learn how to identify such fallacies, and how to make intelligent, well-informed decisions. In fact, all the teachers who were surveyed at Maclay said this is one of the most important classes you can take!

## SIXTH GRADE LIFE SKILLS

This course is designed to introduce and improve study skills and character qualities. Character development topics include cyber safety, honesty, integrity, courtesy, cooperation, compassion, and trustworthiness. Study skill topics include organization, note taking, prioritizing, how to study, time management, and test taking skills. Students will be graded on classroom assignments, class participation, open note quizzes and the organization of their lockers.

## SEVENTH GRADE ROBOTICS

The course will cover principles of robot design, engineering, troubleshooting, robotic sensors and computer programming using the Lego Mindstorms Education software. We will use both a mathematical and an experimental approach to solving designed (and sometimes unexpected) problems and challenges. This class will be an open lab environment with lots of hands-on learning, experimentation and collaboration of ideas. Students will build, troubleshoot and program a variety of robots and actively participate in daily/weekly class challenges and activities.

## EIGHTH GRADE COMPUTER SCIENCE

The course will cover principles of Computer Science including skills to prepare for what will be expected at the next level such as file management, office proficiency, e-mail and Internet safety, plus, the concepts of Computer Science and Coding through both unplugged and on-line activities. Development of critical/creative thinking skills and troubleshooting will also be heavily reinforced.

## MIDDLE SCHOOL BAND--6TH, 7TH, AND 8TH GRADES

This course is offered to anyone who plays, or wishes to play, a band instrument. In addition to developing skills on an instrument, students play lots of fun band music. Band activities include concerts at school, district contests, and occasional outside performances. Band students also participate in All-State Band and District Honor Band. Students may select from the following instruments: flute, clarinet, oboe, bassoon, saxophone, trumpet, french horn, trombone, euphonium, tuba, and drums.

## MIDDLE SCHOOL CHORUS - 6TH, 7TH, & 8TH GRADES

The Middle School Chorus is a performing group. There are no auditions; any interested student is welcome. The chorus may present music for special events or concerts in winter and/or spring. They may rehearse in part with either the Lower School Glee Club or the Upper School Chorus. Members are eligible to audition for the All-State Choruses that perform at the Florida Music Educators Association annual convention held in January.

## SIXTH, SEVENTH, AND EIGHTH GRADE MUSIC LESSONS

Students may choose to take private music instruction in piano, voice, guitar, violin, woodwinds, brass, or percussion at Stubbs' Music Center & TA-DA. Students sign up by the semester, with students attending class once per week during a physical education class or another time that has been approved by Mrs. Ashcroft. If a student would like to participate in this elective, arrangements may be made with Mrs. Sarah Brown at 850-528-3161. The students are transported to 1260 Timberlane Road for their weekly lesson. This elective class does have an additional fee payable to Stubbs' Music & TA-DA. You may visit [www.stubbs.org](http://www.stubbs.org) for additional information.

## COMPUTER SCIENCE

The emphasis in sixth grade Computer Science is placed on exercises to increase students' keyboarding speed and accuracy. Seventh and eighth grade students continue to work on their keyboarding skills, but the emphasis shifts to increasing proficiency in Microsoft Office applications: Word, Excel, Power Point, and Web 2.0 tools. Programs such as Google Earth, Picasa, Animoto and Glogster will also be introduced. In addition, students in grades 6 through 8 are introduced to basic concepts in computer science and programming through Alice, a modern programming environment designed to be a student's first exposure to object-oriented programming.

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## FACULTY

- ❖ PAT ASHCROFT, B.S., M.S., Florida State University. Head of Middle School; Sponsor, Middle School Student Council.
- ❖ MELISSA BAKAS, B.S., University of Alabama; M.S., Florida State University. Guidance Counselor.
- ❖ CAMERON BARTON, B.A., University of the South. Science.
- ❖ ANN BLAKE, B.A., Yale University; M.A., Texas A & M. Language Arts; Expressions; Sponsor, Middle School Wordcraft Club.
- ❖ ERICA BUNCH, B.S., Florida State University. Physical Education.
- ❖ LAURIE COBURN, B.S., Mississippi College, M.C.C., Florida State University. 8<sup>th</sup> US History; 7<sup>th</sup> Language Arts.
- ❖ DAVID COMBS, B.A., M.Ed., University of Florida. Social Studies; Language Arts.
- ❖ JENNIFER CORZINE, B.M., Wisconsin State University; M.A., University of Hawaii; M.S., M.S.W., Florida State University. Instrumental Music; Sponsor, Middle School Band.
- ❖ KIM DANIEL, B.S., M.A., University of Georgia. Art; Sponsor, Middle School Art Club, Fine Arts Co-chair.
- ❖ PAUL DICKSON; B.A., Florida State University; M.A., University of Texas. Language Arts; Expressions.
- ❖ GARY DROZE, B.S., U.S. Air Force Academy; M.S., Florida State University. Physical Education.
- ❖ KATHY ENGELBRECHT, B.S., Salisbury State University. Director of Teaching and Learning.
- ❖ DEAN GARGIULO, B.A., Florida State University. Middle School Robotics.
- ❖ EUGENE GRANGER, B.S., Charleston Southern University. Physical Education.
- ❖ RAPHEAL HARRIS, B.S., M.S., Florida State University. Physical Education; Chairperson, Physical Education Department.
- ❖ RACHEL HAYES, B.S., Florida State University; M.S. University of Florida. Life Science.
- ❖ JOHN HINSON, B.A., Emory University; M.S., Florida State University. Assistant Network Administrator.
- ❖ SUSAN JORDAN, Administrative Assistant.
- ❖ DIANNE JOHNSTON, B.A., M.S., Specialist in Library and Information Studies, Florida State University. Head Librarian.
- ❖ JOE KUPISZEWSKI, B.S., Florida State University. Computer Science.
- ❖ LESLIE LUNDBERG, B.A., Wayne State University; B.A., Florida State University; M.P.A., Troy University. Spanish; MIP/Certification Specialist; Middle School Academic Counseling.
- ❖ MAGGIE MASFERRER, B.A., Florida State University; ESOL Endorsement, FIU. Spanish; Co-Sponsor, Jr. Beta Club.
- ❖ KOLLEEN METARKO, B.S., Florida State University, M.S., Ed.S., Mercer University. Geometry; 7<sup>th</sup> Pre-Algebra; 7<sup>th</sup> Math.
- ❖ AL PERUZZI, B.A., Florida State University. Strength Coach and Weight Room Supervisor.
- ❖ EMMA PERRY, B.A., Mercer University; M.A., Florida State University. Language Arts, Latin; Sponsor, Knitting/Crochet Club; Sponsor, Latin Club; Sponsor, Strategic Card Club.
- ❖ LANCE RAMER, B.A. University of Rochester, M.Ed. New England College, M.A., Concordia University. Math, Psychology, Leadership, Coaching; MS Dean of Students; Assistant Athletic Director.
- ❖ DWAN RIGGINS, B.S., University of Florida, M.S., Florida State University. Physical Education.
- ❖ JEAN RILLSTONE, B.S., St. Mary's College. School Nurse.
- ❖ TIA SMITH, B.S. Florida A&M University, MSW Florida State University. Life Skills; Guidance Counselor.
- ❖ WHITNEY SNOW, B.F.A., The Boston Conservatory. Theater Arts; Sponsor, Jr. Thespian Troupe; Co-Sponsor, Company.
- ❖ PETER STEJSKAL, B.S., Florida State University. Director of Technology.
- ❖ CINDY STOCKSTILL, B.A., Potsdam College; M.S., Florida State University. French; Sponsor, Middle School French Club.
- ❖ MATTHEW STUMPF, B.A., University of California; M. Ed., National University. Math; Sponsor, Middle School Brain Bowl.
- ❖ KURT ZIMMERMAN, B.S., University of Louisiana at Lafayette. Certified Athletic Trainer.
- ❖ BARBARA RUBIO-GOMEZ, B.S., M.S. Ed. Specialist, Florida International University. Social Studies, Expressions.
- ❖ KATIE WALKER, B.S., George Mason University; M. Ed., University of Virginia. Math, Special Education.

## HEAD COACHES

- ❖ ERICA BUNCH, Varsity Volleyball
- ❖ CHRIS CHAVEZ, Lacrosse
- ❖ RUSSELL COTTON, Girls Golf

- ❖ PAUL DICKSON, Girls Soccer
- ❖ KAITLYN DRESSLER, Swimming
- ❖ GARY DROZE, Track and Cross Country; Girls Weightlifting
- ❖ SCOTT EAGEN, Athletic Director
- ❖ TERA GAINER, Varsity Softball
- ❖ KATHRYN GIMBEL, Boys Golf
- ❖ GENE GRANGER, Boys Basketball
- ❖ ALLISON HALPIN, Genesis Dance Team
- ❖ RAPHEAL HARRIS, Girls Varsity Basketball; Chairman, PE Department
- ❖ TOM JANIAK, Crew
- ❖ STEPHANIE McCANN, Boys Golf
- ❖ MELISSA MINACCI, Varsity Cheerleading
- ❖ AL PERUZZI, Boys Weightlifting
- ❖ LANCE RAMER, Varsity Football
- ❖ DWAN RIGGINS, Assistant Athletic Director
- ❖ ANDREW SHERROD, Varsity Baseball
- ❖ JAKE VON SCHERRER, Athletic Director
- ❖ JOHN VINSON, Tennis
- ❖ ANDY WARNER, Director of Soccer, Boys Varsity Soccer