
HANDBOOK FOR PARENTS AND STUDENTS

MACLAY MIDDLE SCHOOL

2020-2021

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SCHOOL HISTORY

Maclay School was founded in 1968 by a group of parents who wished to provide their children with educational resources that would enable each student to develop to the fullest-academically, morally, emotionally, and physically. The school was named in honor of Alfred Barmore Maclay, Jr., a World War II veteran who died of polio in 1953. His mother, Mrs. Alfred B. Maclay, Sr., was a benefactor and loyal friend of the school. Over the years, Mr. and Mrs. John W. Mettler generously donated the land upon which the school is situated. During Maclay's first year, a nine-member faculty taught grades 1-8. Each year following, one grade level was added until the first class graduated in 1973. Our Kindergarten opened in 1975 and Pre-K began in 1989. Maclay is evaluated and accredited by the Southern Association of Colleges and Schools, the Florida Council of Independent Schools, and the Florida Kindergarten Council.

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

Maclay School Honor Pledge:

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 Middle School Director. Students may request confidentiality. Teachers who have knowledge of an Honor Code violation shall notify the Middle School Director.

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.

STATEMENT OF COMMUNITY

As a member of the Maclay School community, I will maintain my honor and integrity at all times by creating and upholding an atmosphere of trust, respect, kindness, and consideration for all members of the school and the wider community. All constituencies that make up our community – trustees, administrators, faculty, staff, students, parents, and alumni – should respect, support, defend, cooperate with, speak well of each other and Maclay School, and place the best interests of the institution first.

This Handbook supersedes all previous handbooks, policies, and practices which are in any way inconsistent with the contents of this Handbook and may be revised at any time.

Maclay School admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Maclay does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarship and loan programs, or athletic and other school-administered programs.

ENROLLMENT

CONTINUOUS ENROLLMENT CONTRACT

To ensure a stable, well-managed school for your child, Maclay School ("Maclay") has adopted a Continuous Enrollment Contract. Families will not be asked to sign another Enrollment Contract for the remainder of the years that your child attends Maclay. Rather, the terms of this Contract, as may be amended by Maclay from time to time, will continue in effect as long as your child remains enrolled at Maclay. Maclay agrees to notify families in writing (or electronically) of any significant changes made to this Contract prior to or concurrent with registration each academic year. Your child's continued enrollment represents your acknowledgment of the modified terms. Maclay will maintain an electronic copy of the Enrollment Contract with your child's records.

By January 31st of each year, Maclay will notify me of the amount of the tuition, tuition deposit and other required fees for the next academic year and the date by which the tuition deposit must be paid to reserve a place for my child for the next academic year. Maclay will assume that families intend to re-enroll for the next academic year on the same payment plan as elected in this contract unless Maclay has received notification, in writing, stating otherwise from families by February 15th. All written notifications should be addressed to the Business Office of Maclay.

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. If re-enrollment is denied, specifics will be given in a letter.

FINANCIAL AID

Maclay School offers a Financial Assistance Program which operates in conjunction with FACTS. All parents seeking financial assistance must complete and send in the confidential parents' financial statement. Additionally, parents must submit a copy of their Federal Tax Return from the previous year along with their application online. Forms are available online after January 1st and must be completed as soon as possible. The Financial Aid Committee reviews applications periodically throughout the Spring and Summer and communicates directly with the family regarding any award given. Directions for the application are on the Admissions page of the Maclay Website.

In making a 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 the financial aid application must be resubmitted each year for consideration. In considering renewal of grants, the family's need as well as the student's academic achievement, citizenship, and contribution to the school are considered. If, in the judgment of the school, a student is not living up to his or her potential in the above-mentioned areas, his or her award may be lessened or terminated.

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

MIDDLE SCHOOL HANDBOOK

DAILY SCHEDULE OF CLASSES

2020 – 2021 Block Schedule

2 Day Rotating Schedule: 80 Minute Classes

7:45-8:10	Students report to designated areas	
8:15-8:30	Homeroom	
8:35-9:55	1A	1B
	Breaks staggered by cohort during 2A/2B	
10:00-11:25	2A	2B
11:25-11:55	Lunch	
11:55-12:05	Handwashing/Restroom staggered	
12:10-1:30	3A	3B
	Breaks staggered by cohort during 4A/4B	
1:35-3:00	4A	4B
3:10	DISMISSAL	DISMISSAL

WEDNESDAY SCHEDULE

7:45-8:10	Students report to designated areas
8:15-8:25	HOMEROOM
8:30-9:30	BLOCK 1A OR 1B
9:35-10:40	BLOCK 2A OR 2B (Breaks staggered by cohort)
10:45-11:10	ADVISORY
11:15-11:45	LUNCH
11:50-12:50	BLOCK 3A OR 3B
12:55-2:00	BLOCK 4A OR 4B (Breaks staggered by cohort)
2:10	DISMISSAL

ARRIVAL AND DEPARTURE

Middle School is in session from 8:15 a.m. to 3:10 PM (2:10 PM on Wednesdays). Faculty supervision is provided from 7:50 AM to 3:30 PM. It is expected that every child will go home by 3:30 p.m. (and 2:30 on Wednesdays) 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. 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 3:30. If a student is not picked up by 3:30 or is finished with after-school help/sports early, he or she must report to the Middle School Center. **If students are wandering around campus after 3:30, they will be given an infraction for not going to the Middle School Center.** The Center is open from 3:00 to 6:00 PM. (2:00-6:00 on Wednesdays). The Center is not open on special early release days (11:30 dismissal). There is no charge for the Middle School Center.

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 3:10) must check in or out at the Middle School office. No student may leave campus without administration approval, we ask that parents make every effort to schedule all appointments (doctors, dentists) after school hours. 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 feeling sick, they should inform a faculty member before going to the clinic to see the nurse. The clinic will contact parents and let the Middle School office know if the student has checked out to go home.

ATTENDANCE

DEFINITIONS

- Tardy from class = A student who misses up to 20 minutes of class is defined as tardy from that class.
- Absent from class = A student who misses 20 minutes or more of a class is defined as absent from that class.
- Absent from school = A student who does not attend 2 academic classes in the school day. This student is not eligible for extracurricular activities.

ABSENCES

1. When a student is absent, parent/guardian are expected to notify the Middle School office by 8:30 a.m. the morning of the absence.
2. If you need to get notebooks or classwork please contact the Middle School office. All assignments may be listed on Schoology daily, but may not include certain class work.
3. When the student returns to school after any absence, the parent/guardian must send an email to Mrs. Anderson-Jackson(aandersonjackson@maclay.org) stating the reason for the absence and the date(s) of the absence. The student is responsible for collecting missed assignments from teachers. Failure to send a note from a parent or doctor after the day of being absent will constitute an unexcused absence. It is the student's responsibility to check Schoology and check with each teacher for work missed during the absence.
4. Parents/Guardian are expected to inform the Middle School office in an email concerning all expected student absences due to family trips or vacations. Parent/Guardian should send an email IN ADVANCE OF THE ABSENCE; students should get a BLUE form from the Middle School office, complete the top portion of the form and have parent sign; after parent signs, return BLUE sheet 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 absence. **Students should check Schoology.** Failure to do so in a timely manner will result in the student receiving a Z (0 on the grading scale) for that

assignment. Students should communicate with their teachers between classes, Personal Learning Time or via email to discuss missing work. It should not be done in the middle of class.

5. Absence from classes for part of the day: Parent/Guardian must email or student must bring a note from parent/guardian, doctor, or dentist, stating the date, time, and reason for absence. Students should notify teachers in advance of an upcoming non-emergency appointment. If a student misses an announced test or quiz because of an absence for a portion of the school day, but is well enough to be in school for the remainder of that day or to attend co-curricular activities, the student must make up the missed test or quiz on that same given day. Failure to follow this procedure may constitute deduction of points from the test.
6. Absences on the day preceding or following a scheduled school vacation will be **unexcused** unless specifically cleared IN ADVANCE with the Middle School office.
7. Students missing classes for field trips, sports, or any reason other than illness are required to obtain assignments beforehand, 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 who arrive 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, parent/guardian must email the Middle School office and get approval from the Middle School office and all teachers involved **in advance** of missing class.
10. For all absences, a parent/guardian must send an email with an acceptable reason for the absence.
11. **Students must attend school for at least two periods to be able to participate in sports or social events.**

ABSENCES FROM ACADEMIC COURSES

Upon the fifth (5th) absence in an academic class in one academic quarter, a student's letter grade will automatically be lowered 3 points on the 18 point scale (ex. A- becomes a B-.) For every two (2) absences after five (5), the student's grade will automatically be lowered an additional 3 points on the 18 point scale (ex. A- becomes a C-.) Missing 25% of an academic course may lead to **NOT** earning credit. Therefore, the course may need to be retaken.

EXTENDED ABSENCES

Absence in excess of **five** consecutive school days or 10 non-consecutive school days in any given academic quarter will be excused only with a doctor's note or with administrative approval arranged in advance of the extended absence. Otherwise excessive absences will be considered unexcused. Maclay School reserves the right to deny students participation in any and all co-curricular activities due to excessive absences or outstanding work. Please remember that, as stated above, students will receive a Z for any test or quiz missed during an unexcused absence.

CHRONIC ABSENCES

Maclay School reserves the right to request the withdrawal of a student if chronic absences make it impossible for work to be made up in a timely and reasonable manner. If a student is absent for a period more than 10 days, a written Care Plan initiated by Guidance is required. *Please see the Care Plan section below.*

CARE PLAN

Any student with a medical/mental health condition that contributes to the student missing an excessive amount of school is required to have a Care Team meeting. The meeting will be called by the guidance counselor.

CARE TEAM MEETING

The purpose of the Care Team meeting is to support the student academically and emotionally so that he or she can be successful during periods of excessive absences.

CARE TEAM

The members of the care team may include: Student, Parents, Guidance Counselor, Teachers, Division Director, Head of School, Assistant Head of School, Dean of Academics, School Nurse, Center for Learning, and Security.

Maclay School reserves the right to ask a student to medically withdraw if after working with the Care Team the student's condition precludes them from completing academic work or earning representative grades.

TARDIES

1. Students arriving on campus after 8:15 should check-in at the Middle School office, 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 first morning class.
2. Email excuses from parent(s) will be accepted for tardies to be excused.
3. Only tardiness (between classes) involving student-teacher interactions will be excused.
4. Any student with an unexcused tardy to class will receive an infraction notice. An unexcused tardy may affect his/her citizenship grade.
5. On the third unexcused tardy and for every one thereafter for the remainder of the academic quarter, a student will have to serve a lunch detention. Students are responsible for any work missed due to excused or unexcused tardiness.
6. Tardies in excess of 10 nonconsecutive days in any given academic quarter will be excused only with a doctor's note.

POLICY REGARDING WORK MISSED DURING ABSENCES

1. Long-range assignments are due on the day assigned even if the student is absent. It is expected that the student who has had 5 or more days to work on a project will send that assignment in if the student should be absent. The only exceptions are extensions approved by a member of the Middle School administration.
2. Assignments that are not long-range assignments missed due to an unexpected absence must be made up on the day on which the student returns to school. Assignments that are not long-range assignments missed due to an expected absence (i.e. trip, sport event, or a scheduled appointment) must be arranged prior to the day of absence with the teacher. It is the student's responsibility to notify teachers when expected absences will occur to make up assignments.
3. Tests or quizzes are expected to be completed upon the student's return unless otherwise arranged by the teacher. A student who fails to complete the required assignment as scheduled, will receive an academic penalty.
4. Absence for a portion of the school day: If a student misses an announced test or quiz because of absence for a portion of the school day, but is well enough to be in school for the remainder of that day or to attend co-curricular activities, the student must make up the missed test or quiz on that same day. This supersedes school related activities. Failure to make up the missed test or quiz on the assigned day may result in an academic penalty (i.e. lowered letter grade or attain a Z)
5. For every one absent day, the student is provided with one day to turn in missed assignments (i.e. If a student is absent for 3 days, then the student will have 3 days to turn in all missed assignments). The student must arrange with his/her teachers.
6. As a courtesy, homework is generally posted daily on Schoology. However, the most up-to-date assignment is found by communicating with teachers via email, and it is each student's responsibility to obtain complete instructions from the instructor rather to rely solely on Schoology.

- ALL UNEXCUSED ABSENCES MAY OR MAY NOT MERIT CREDIT FOR ANY TURNED IN MISSED ASSIGNMENTS.

GENERAL INFORMATION

VISITORS/VOLUNTEERS

Students from other schools who wish to visit Maclay should get prior approval from the Admissions Office. Visits must be scheduled and arranged through the Admissions Office.

All other visitors and volunteers to the Middle School must sign in at the front office and receive an identification tag. This tag must be worn at all times for the given day while on campus.

PARENT-TEACHER CONFERENCES

Conferences may be requested by parents, teachers, guidance counselor, or the Middle School administration 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 Middle School administration. Parents should not show up at a teacher's classroom and expect an immediate conference; all conferences must be scheduled in advance. ***All conferences this school year will take place virtually.***

The Middle School Director is available to receive phone calls during the school day and may return phone calls if not available when the initial phone call is received. Phone messages may be left in the voicemail box.

TELEPHONES

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 or smartwatch during school hours. All cell phones and smartwatches should be kept turned off and in the student's backpack during school hours. *See page one for campus telephone directory.*

TRANSPORTATION

DRIVING CHILDREN TO SCHOOL

Parents/Guardians 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 Lower School or Middle School. **Please do not block traffic.** Please abide by the speed limit on campus at all times.

PARKING/ DROPPING OFF

Parents/Guardians should not drop off their children in the parking lot, but should use the drive-through drop-off lanes. Parents/Guardians 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 SERVICE

The Dining Hall offers a full lunch service daily and must be pre-ordered. Menus are available on the Maclay website. In order to safely and quickly serve everyone while maintaining distancing guidelines, all lunches will be pre-ordered and packed to-go for your student to pick-up. All pre-ordering will be done through the www.myschoolaccount.com website or app. Food and drinks except water will not be permitted inside classrooms.

LOCKERS

Students in Grades 6 to 8 are assigned individual lockers. Lockers this school year will be used to store bags only, no shelves, easy access (30 seconds). Bookbags will need to come into classrooms (find space for bookbags-hang behind chair or on a shelf in your room) – students can always use staggered breaks to place empty bookbags in their lockers.

Students' daily materials (i.e. pencils, pens, scissors, personal sharpener, etc.) will stay in classroom. Students will bring and take their course materials for each given day (for example: students bring Math, Science, SS materials for A Day and LA, Foreign Language for B Day)

BOOK BAGS

Book bags and backpacks are to be stored in lockers. When students arrive at school, they are required to place necessary materials from their book bags into the classroom (i.e. books, computer, notebooks, and other materials needed for the day). All bags are to be stored inside lockers. 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 diverse needs of all members of the Maclay community. Centrally located, the library serves as the hub for information, collaboration, technology, and creativity on campus. Our services and programming are planned to prepare students and faculty with the ability to locate and utilize information in a timely and selective manner. The library endeavors to support the instructional curriculum at Maclay School, ensure effective use of information and ideas, and instill a passion for reading and deeper understanding.

POLICIES AND HOURS FOR MIDDLE SCHOOL STUDENTS:

1. Middle School students may reserve a book in advance by using the Maclay library webpage. Students may pick up his/her reserved book during Personal Learning Time or after school.
2. After school: The library is open until 3:30 pm 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.
3. The library is an area for quiet reading and study. 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.
4. 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.
5. 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 located in the library and is open from 3:10 to 6:00 PM. On early release Wednesdays, the Center is open from 2:10-6:00 pm. If a student is not picked up by 3:30, or is finished with after-school help/sports early, **he or she must report to the Middle School Center**. All school rules apply. Students who abuse the rules of the center may be asked not to return. The afterschool center is a privilege and a convenience for both parents and students.

HONORABLE USE OF TECHNOLOGY

Personal integrity and academic honesty are fundamental principles that must be upheld by all members of the Maclay School community to create an atmosphere in which trust, scholarship, and friendship may flourish. These principles are in accordance with notions of common decency and respect for the rights and feelings of others. In the world of technology, these principles apply on or off campus. Behavior in the electronic world must reflect the same standards of honesty, respect, and consideration applied face-to-face.

Students must know they are accountable for any words, pictures, or video they post to social media accounts or sites. The School's discipline system is not designed to be a long list of prohibitions, warnings, and punishments. Rather, it is intended to foster within students a sense of responsibility and respectfulness for themselves and those in the community around them.

Students should expect that anything they post may become public and should know that the School will act firmly if any acts of harassment, hazing, bullying, or violation of our behavioral standards come to the attention of adults in the community.

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 ensure 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. Students should check their e-mail account daily.

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 academic quarter 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. Assignment planners are provided for each student by the Middle School to assist students in maintaining organization.

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

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. *See the Honorable Use of Technology section above.*

Students are required to bring their personal laptop to school each day and must be fully charged. There will not be any laptop carts for students to borrow laptops at the Middle School. If a student needs to borrow a laptop, arrangements must be made in advance with the Technology Department. Students may be charged a fee in order to borrow a laptop. 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 without teacher approval. Educational computer games can be allowed on phones or I-pads with the permission of the teacher.

OTHER ELECTRONIC DEVICES

Between 8:15 and 3:10, any tablets, 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 found using a personal electronic device for any other reason, it will be confiscated. The first offense merits one day's confiscation. If there is a second offense, the parent, in person, must retrieve the device. The student will lose their device for one week if there is a third offense.

Personal devices are only to be connected to Maclay-Personal-Devices wireless with your Maclay username and password. Connecting or attempting to connect to any other wireless or wired network on campus is strictly prohibited.

***Other reminders:

- a. 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 and the permission of the person(s) in the photograph. Pictures should never be posted on the Web without prior permission of the people in the picture. Consequence – the student is sent to the Dean of Students.
- b. Parents/Guardian may contact the middle school office for any messages to be given to students as all cell phones and SmartWatches are to remain in student's bookbags.
- c. PARENTS/GUARDIAN, PLEASE DO NOT CALL OR TEXT YOUR CHILD DURING THE SCHOOL DAY.

DRESS CODE

Students will choose from khaki, navy, and grey uniform bottoms (or the Middle School's designated plaid for skirts) paired with white, navy, light blue, or grey top with the Maclay School crest/logo.

There will be considerations given to the 8th graders. They will be allowed to wear blue jeans (with guidelines, such as: no tears, no jeggings, etc.) during the 2020-2021 school year.

Students may wear heavy winter coats, lightweight jackets, cardigans, and sweaters that are Maclay's solid colors (white, navy, grey, or light blue). Hoodies and sweatshirts must be with a Maclay logo or authorized by Maclay (i.e. team or club sweater).

Students may wear any socks, tights, and shoes that are deemed appropriate by the Division Director (refer to *Other Dress Code Rules* below).

Students who are part of a Maclay athletic team or club may wear their team/club's top on the days they have a game, a competition, or performance **if** abiding by the Maclay School dress code policy (refer to *Other Dress Code Rules* below). All tank top style jerseys or shirts **must** be worn over a Maclay uniform shirt. Students will be required to wear school uniform bottoms.

Fridays are Spirit Day at Maclay. Students are encouraged to demonstrate school spirit by wearing a Maclay shirt, such as a team or club shirt. Students will be required to wear school uniform bottoms.

BOYS

BOTTOMS

- Solid Colors – khaki, navy, and grey.
- Types – shorts, cargo shorts, pull-on elastic waist shorts, pants, or dress pants. Shorts must be a minimum of fingertip length.
- 8th graders **ONLY** may wear blue jeans (no torn edges, holes, or leggings)

TOPS

- Solid Colors – white, navy, light blue, or grey
- Types – collared shirt, polos, or T-shirts (long or short sleeve); mock-neck top
- The Maclay crest must be printed on each top.

OUTERWEAR

- Any heavy winter coat, lightweight jackets, cardigans or sweaters that are solid Maclay colors (without any symbols other than a small print of brand).
- Hoodies and sweatshirts must have the Maclay logo or be an authorized Maclay team or club sweater/sweatshirt.

GIRLS

BOTTOMS

- Colors – Solid khaki, navy, and grey; and three new designated plaid for skirts and skorts.
- Shorts, pants, skirts, skorts, jumpers, and dresses that match Lands' End styles.
- All shorts, skirts, skorts, jumpers, and dresses must be a minimum of fingertip length, including any slits.
- Maclay logo/crest expectation for dresses are posted on Lands' End; if the dress is labeled “option,” then no crest is needed.
- 8th graders **ONLY** may wear blue jeans (no torn edges, holes, or leggings)

TOPS

- Solid Colors – white, navy, light blue, or grey
- Types – Collared shirts, blouses, polos, or T-shirts (long or short sleeve); mock-neck top
- The Maclay crest must be printed on each top.

OUTERWEAR

- Any heavy winter coat, lightweight jackets, cardigans or sweaters that are solid Maclay colors (without any symbols other than a small print of brand).
- Hoodies and sweatshirts must have the Maclay logo or be an authorized Maclay team or club sweater/sweatshirt.

GAME DAYS, COMPETITIONS, AND PERFORMANCES/SPIRIT FRIDAYS

Students who are part of a Maclay athletic team or club may wear their team/club's uniform top on the days they have a game, a competition, or performance **if** abiding by the Maclay School dress code policy (refer to *Other Dress Code Rules* below). All tank top style jerseys or shirts **must** be worn over a Maclay uniform shirt. Students will be required to wear school uniform bottoms.

OFF-CAMPUS TRAVEL ATTIRE

- Solid navy top including the Maclay crest with khaki bottom unless otherwise noted.
- No jeans are allowed.

- Students will not be able to attend the off-campus function if the travel dress code rules are not followed.

OTHER DRESS CODE RULES:

- Athletic bottoms, bike shorts, 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. *Leggings* may be worn *only* under uniform bottoms or dresses.
- 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.
- Leggings, socks, and ties of all colors are allowed (no words are allowed on clothing items unless it states Maclay). *Leggings* may be worn *only* under uniform bottoms or dresses.
- No sweatpants, athletic drawstring pants, velour pants, athletic sweat suits or warm-ups may be worn.
- 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 clothing with symbols that are universally considered offensive, political statements/images or questionable language, phrases, or symbols.
- No hats or sunglasses may be worn inside classrooms.
- No blankets allowed.
- No headphones on in the hallway unless approved by a teacher or administrator.
- No smartwatches to be worn during the school day.
- 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 should not be extreme or distracting deemed by administration (i.e. shaved hair prints)
- No visible underwear is permitted, including bra straps. No clothing that is see-through or mesh-type is allowed.
- Fingernail polish and other grooming aids (e.g., hairspray) should be used at home and should not be brought to school.

FOOTWEAR

- All students must wear shoes at all times.
- Shoes should not have heels over 2 inches high.
- No house shoes, shoes with heels, shoes with wheels, 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.

*NOTE: Specific styles are provided on Lands' End website: www.landsend.com/shop/school-uniforms (Maclay School Code 900100223).

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 and a Life Skills course in the sixth grade, and then students may choose to study either French, Latin, or Spanish beginning in the seventh grade. Students take B.L.U.E. Classes for their Enrichment period. They will have the opportunity to take the following Enrichment electives: Forensics, Inspired Design, Logic in Action, Visual Arts, Theatre Arts, Music, Middle School News, Film Studies, Leadership, Computer Science, or Community Outreach through the Arts. Middle School Band will be offered in the mornings as a club. Students will be grouped in Mathematics according to their individual needs. The daily schedule provides for four classes each day, a break, plus advisory and lunch. A student may not repeat any course for credit which he or she has passed. Students wishing to take courses that are above their grade level must take a placement exam.

STANDARD COURSE OFFERINGS

Language Arts

Mathematics, Introduction to Pre-Algebra, Pre-Algebra, Topics in Algebra, Algebra 1, Geometry

World Geography, Civics, American History

Earth/Space Science, Life Science, Introductory Physical Science

Introduction to Spanish, French, Latin, Life Skills/Spanish IA, French IA, or Latin IA, Spanish IB, French IB, Latin 1B

Wellness (Physical Education and Mindful Art)

Enrichment B.L.U.E. Classes (Art, Theater Arts, Music, Community Outreach Through the Arts, MS News, Forensics, Computer Science, Inspired Design, Leadership, Logic, Mythology).

Personal Learning Time (a structured study hall focusing on executive functioning skills. Math and writing enrichment activities may apply)

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 this course will be averaged into their Upper School GPA and will be recorded on college transcripts. All exams are not exempted in the Middle School.

LETTER AND CONDUCT GRADES

The Middle School issues letter grades, conduct grades, and a record of absences for each course every academic quarter. 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 quarter 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. The yearly average will be determined by averaging the two semester averages.

GRADING SCALE

The grading scale used by all teachers is as follows:

Letter	18-point scale	Percentage equivalent
A+	18	98-100
A	17	93-97
A-	16	90-92
B+	15	88-89
B	14	83-87
B-	13	80-82
C+	12	78-79
C	11	73-77
C-	10	70-72
D+	9	68-69
D	8	63-67
D-	7	60-62
F	6	40-59
F-	3	0-39
Z	0	No work turned in

Letter	18-point scale	Percentage equivalent
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 .5 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 the Dean of Academics and/or the Director of Athletics for more information.

CONDUCT GRADES

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

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

SOCIAL PROBATION

When a student has continually exhibited behavior of concern (consistent failure to abide by classroom rules, one conduct grade of 4 in one grading period, two or more after school detentions earned during the school year, violation(s) of the Statement of Community, etc.) to the administration, the Dean of Students, in consultation with the Middle School Director, may place a student on Social Probation. Upon being placed on Social Probation, the student will be monitored closely by the faculty and the Dean of Students. On a continual basis, to be determined by the Dean of Students, the student will be evaluated by his/her teachers and the Dean of Students on issues such as accountability, respect, honorability, and conduct. The length of Social Probation will be determined by the Dean of Students in consultation with Middle School Director. Social Probation may limit a student's privilege to attend school-sponsored events such as dances, prom, sporting events, and other related activities. At the discretion of the Dean of Students, in consultation with the Middle School Director, Social Probation may extend into the summer and the next school year. A

student placed on social probation and who continues to violate the Honor Code and/or standard of acceptable behavior, may be sent before the Review Board (*please see this section below*) and/or have his/her contract held until the academic year is completed. At this time, the School will determine whether or not to extend a contract for the upcoming school year.

INTERIM REPORTS

In order to report performance and behavior, Interim reports will be compiled. These reports will reflect current class averages and conduct. By the fourth week of the academic quarter, teachers will have written a comment on the Portal to reflect performance noted. Students not performing at an acceptable level will meet with their Academic Advisor and the Dean of Academics, will be placed on a Middle School Improvement Plan, and may lose privileges. Students and parents must sign the Middle School Improvement Plan to ensure academic growth and continuance with co-curricular activities.

REPORT CARDS

Middle School students' grades will be posted on the Portal page at the end of every academic quarter. Before issuance of final report cards, transcripts, or diplomas, all student charges, fees, and fines must be paid, and all books returned. Final report cards will be mailed home only to those families who wish to obtain a hard copy.

ACADEMIC WARNING

Any Middle School student who earns a grade below a C- on any interim report or grading period will be placed on a Middle School Improvement Plan. A letter will be sent to parents and a copy given to the student, the Athletic Department or Club Coordinator, and the Review Board as official notification, intended to impress upon the parents and student the seriousness of his/her academic status. Any student already on a Middle School Improvement Plan, whose class average(s) does (do) not improve by the end of the academic quarter, will be placed on Academic Probation.

ACADEMIC PROBATION

While on Academic Probation, students will have a meeting with at least one member of their academic support team to discuss their academic performance, to identify strategies for improvement, and to create a Probationary Contract. During the Academic Probation period, students will be required to meet once a week with their advisor to ensure that the Probationary Contract is being followed. The advisor will communicate with teachers, as needed, to monitor the student's progress. In addition, students placed on Academic Probation will be restricted from participation in any and all co-curricular activities. Any student placed on Academic Probation will remain on Probation for a minimum of one grading period, but for a period of time not to exceed one semester. Any student on Academic Probation who fails to improve his/her academic status significantly before the end of the semester, will go before the Review Board.

REVIEW BOARD

The Review Board is convened for those students who have not fulfilled the terms of their Middle School Improvement Plan. Following a Review Board, a recommendation is made to the Middle School Director, who in return will make a recommendation to the Admissions Office regarding the student's continued enrollment at Maclay School. Acceptance into each succeeding grade is dependent upon satisfactory academic achievement, effort, and citizenship. Re-enrollment is NOT automatic. If re-enrollment is denied, specifics will be given in a letter. The Review Board will consist of the Middle School administration, Guidance Counselor and/or the Director of Center for Learning, and Middle School faculty members.

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 the end of the term is finalized and grades are shown on the Historical tab in the 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 helpdesk@maclay.org.

QUALIFICATIONS FOR ACADEMIC HONOR ROLL

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

- High Honor Roll: Students who obtain all A's with no grade below an A- and all 1's in Conduct.
- Honor Roll: Students who obtain all A's and B's with no grade below a B- in any subject.
- Citizenship Honor Roll: All 1's in Conduct each quarter, maintain perfect attendance with no tardies, and no infractions.

At the end of each grading period, there is a celebration to honor students who have made High Honor Roll, Honor Roll, and Citizenship 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 maintained perfect attendance throughout the school year, have earned the highest GPA for all grading periods, or have earned awards in their individual classes.

EXAMS

Middle School students are given semester exams at the end of each semester. A schedule of exam periods will be given. 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 \$50 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 monitor student progress 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.

CENTER FOR LEARNING/STUDENTS WITH DISABILITIES

The Center for Learning coordinates all tutoring, support services and intervention services at Maclay School. In addition, The Center for Learning coordinates all accommodations and services for students who are suspected of having, or who have been identified with a learning difference or disability. If your child has a disability or you suspect that your child may have a learning difference or disability, please contact the Interim Director of the Center for Learning, Shana McCombs at smccomb@maclay.org.

The procedures are as follows:

1. Once a student has been identified as a student of concern by a parent, teacher, Division Director, or Guidance Counselor, Division's Academic Dean will begin collecting data from multiple sources (interviewing parents, looking at work samples, observing the student in the classroom, etc.)
2. Once more data has been gathered, the Academic Dean and a staff member of the Center for Learning will hold a meeting with parents, teacher, Guidance Counselor, and Division Director to discuss the data collected. This meeting is optimally conducted as a team, but may be conducted separately if it is determined that immediate actions need to take place. During this meeting:
 - a. Staff from the Center for Learning collaborate with parents and teachers to formulate a provisional Accommodation Plan for the student which lists the accommodations to be provided in the classroom.
 - b. Supplementary Services may be recommended to parents (tutors etc.)

- c. Parents may be asked to provide additional data via a psycho-educational evaluation, speech-language evaluation, or occupational therapy evaluation, and parents are provided with lists of professionals in the area who conduct these evaluations.
 - d. Parents may be asked to do additional work at home with the student to support that student.
3. The Academic Dean and/or staff from the Center for Learning follow up with parents to ensure timely execution of the formal assessments, and the student's progress is monitored frequently.
 4. When the parents submit the results of the assessment, the staff of the Center for Learning writes a formal Accommodation Plan to replace the provisional accommodation plan. This new plan includes instructional strategies for teachers, a revised list of accommodations, and a list of parent expectations. The parents are given the opportunity to provide input and make suggestions or changes to the accommodation plan before it is shared with teachers. If the formal testing suggests services or accommodations that are not available at Maclay, we inform parents of educational settings in which the student would likely make better progress.
 5. Maclay School requires that parents provide the report of a full psycho-educational evaluation administered by a licensed psychologist in order to be considered for accommodations. Maclay School requires that a student be re-evaluated at least every four years in order to continue to provide a student with accommodations, unless the disability is a physical disability.

Policies regarding provision of services through the CFL and/or private tutors on campus:

1. All tutoring done on campus must be coordinated through the Center for Learning. The Center for Learning will handle all the administrative activities and billing for these services.
2. If a student has an accommodation plan, a recommendation may be made by the Academic Dean and the Director of the Center for Learning to have the student not participate in a particular part of the school day with the approval of the Division Head. Students without an accommodation plan must participate in all areas of the general curriculum.
3. Private tutors may not serve as proctors for student testing.

ACADEMIC DISHONESTY

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. 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* examples 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 Maclay School Policy Statement on Plagiarism below for more information.*
2. In science classes, copying data from lab partners is acceptable; copying conclusions and answers to questions 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. Using a translation source for work for a World Languages class.
9. If another person types a paper for a student, credit must be acknowledged.

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.... To 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 the following are unacceptable:

1. Direct copying from a source, word for word. This is especially common with Lower School age children, 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. A student may not consult 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.

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. *Please see the Statement of Community above.*

Students should be aware that certain activities outside of school hours or off campus may result in loss of privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct that is contrary to the mission of the school, even if such conduct takes place off-campus, during non-school hours, or on breaks. Such behavior will be addressed at the sole discretion of the school, and the school reserves the right to deviate from the regular disciplinary process as

may be deemed necessary under the circumstances. Some examples of such outside conduct that may have disciplinary ramifications include, but are not limited to:

- any violation of the law
- underage purchase, use, or possession of alcohol, illegal drugs, or a controlled substance not prescribed to that student
- cyber-bullying or other use or misuse of computers or computer websites that impacts or could impact the welfare of any member of the School community or the reputation or functioning of the school
- racist, sexist, or bigoted posts/activities
- impinging on the rights of other students, employees, or members of the school community

When a student does not live up to the school's expectations for behavior, we believe that an opportunity arises for education. This learning process for the student may include both disciplinary consequences for the particular offense, an apology for the action, and ongoing support with the goal of encouraging better decision making in the future, and restoration to our community.

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/her lifetime, and Maclay School will not tolerate behavior that is disruptive, destructive, immoral, or illegal.

The Maclay Middle School Life policy is based on the Maclay Statement of Community (*please see this section above.*) This statement is designed to create a culture of safety, security, honor, and respect, so that Maclay School students may enjoy an environment in which learning is achieved.

As a member of the Maclay Middle School Community,

1. I will maintain my honor and integrity at all times
2. I will uphold an atmosphere of trust, respect, kindness, and consideration for all members of the Middle School and the wider community.
3. I will respect, support, defend, cooperate with, and speak well of others and Maclay School, and I will place the best interests of the institution first.

If during the course of the academic quarter, any of these commitments are broken, progressive consequences will be enforced by the faculty and/or administration. The determination of disciplinary action may be made by one of the following:

1. Middle School Director
2. Middle School Deans
3. Honor Council
4. Disciplinary Committee
5. Classroom teacher

Such actions may include, but are not limited to: detention; suspension; referral to Honor Council; referral to Disciplinary Committee; probation; or expulsion. All disciplinary actions taken by the faculty and/or administration will be under the purview of the Head of School.

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. 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 8:15 AM and 3:05 PM. If a student uses a cell phone during these hours, it will be taken away and the student will receive an infraction. For the second offense, the phone will be taken away, the student will receive an infraction, and a parent must retrieve it. For the third offense, the student loses the phone, receives a detention, and the parent must retrieve it at the end of a week. 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, and they may not be left on the walkways because it is a fire safety issue.
15. No student may sell anything for personal profit; items for a Maclay club may be sold with pre-approval.

INFRACTIONS

Written notification will be given by individual teachers for any student who breaks classroom/school community rules. Three infractions given at any point in the school year will result in a lunch detention. Infraction slips should be signed by the parents and returned to the Dean of Students. If an infraction slip is not signed within the next school day, then the student will be given an additional infraction slip.

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 Dean of Students on the date the detention is to be served. Failure to do so will result in another detention. Infractions/Detentions will lower conduct grades.

After-School detentions may be imposed for hitting another student, throwing objects, destroying property, fighting, exhibiting disrespect, or incurring repeated lunch detentions or dress code detentions. **Three detentions during one semester may result in a suspension. Repeated detentions may result in denial of participation in Maclay social functions.**

HONOR COUNCIL

MIDDLE SCHOOL HONOR COUNCIL

The Honor Council is comprised of Middle School and/or Upper School representatives. The Middle School representatives may include: National Junior Beta officer(s), Middle School Student Council officer(s), Middle School Administrator(s), and a Middle School Faculty Member(s). The Upper School representatives may include: Upper School Administrator and/or Upper School Student Council officer.

DUTIES OF THE HONOR COUNCIL

The job of the Honor Council is to consider violations of the Honor Code. The Council must determine whether a violation has occurred and if so, may recommend penalties for violations. The Council may also refer a matter to the Middle School Director or to the Disciplinary Committee. In general, the Honor Council will act on cases involving violations of the Maclay School Honor Code including, but not limited to: prejudiced conduct, lying, cheating, 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 a teacher, the Middle School Director, or a member of the Middle School Administration.
2. The Middle School Administration decides whether a valid case exists. If they believe 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 considered 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. 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 and/or apology of action, constitutes a special honor offense.

PENALTIES

The penalties imposed by the Honor Council are subject to stated policies in Maclay's Student and Faculty handbooks. A disciplinary letter will accompany and summarize any penalties imposed by the Honor Council. The disciplinary letter may be expunged from a student's file if there are no further violations of the Honor Code. Penalties may include, but are not limited to:

1. Receiving a "Z" on an assignment
2. Performing work detail
3. Writing letters of apology
4. Having to redo an assignment for no credit
5. Detention
6. Suspension
7. 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 Middle School Director within seven days of the Honor Council's reaching a decision. The Middle School Director will entertain an appeal only where material and relevant facts have been overlooked by the Honor Council. The Middle School Director will not consider an appeal where the purpose of the appeal is to reargue matters already considered by the Honor Council.

DISCIPLINARY COMMITTEE

COMPOSITION OF THE DISCIPLINARY COMMITTEE

The Disciplinary Committee is comprised of faculty and administrators appointed by the Assistant Head of School. The Upper School Student Council President serves as a non-voting member of the Disciplinary Committee. The Assistant Head of School shall serve as the Chair of the Disciplinary Committee. In the absence of the Assistant Head of School, an appointee shall serve as the Chair of the Disciplinary Committee. The Assistant 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 may handle 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, the Assistant Head of School, or senior administrator 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 / apology of action 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 a member of the senior administration 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 parent(s) or guardian(s) 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/her record. If the student is found guilty, the Disciplinary Committee will determine an appropriate penalty and/or apology of action. 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 / APOLOGY OF ACTION

The Disciplinary Committee has complete discretion in determining the appropriate penalty and/or apology of action 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 and/or apology of action, the Disciplinary Committee may, but is not required to, consider:

1. the student's conduct record
2. the student's family circumstances
3. any health concerns
4. the student's attitude with respect to the offense charged
5. admission of guilt
6. the student's assistance in the Disciplinary Committee's investigation
7. 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.

TRUANCY

In the Middle School truancy is defined as an unapproved absence from any class. Truancy of any kind may entail academic penalty and/or disciplinary action up 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 in person, telephonically, online or by other means.

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. While the school has no interest in involving itself in a student's off-campus behaviors, the school reserves the right to take action to the extent that those actions impact the individual's ability to continue at school or impacts other students' or employees' ability to be comfortable at school.

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

1. threats
2. intimidating
3. stalking
4. cyber-stalking
5. cyber-bullying
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, Honor Council, interventions, and/or disciplinary action by the school Administration.

Students and parents are encouraged to report, either verbally or in writing, suspected incidents of bullying to Guidance, their Division Director or a member of the Upper School Administration. A complaint may be made using the Community Standards Form located in each Guidance office, Division Director's office or the offices of the members of the Upper School Administration. Please see the Statement of Community above.

TOBACCO, ALCOHOL, AND DRUGS

The following policies govern the use of tobacco, e-cigarettes, vaping devices, vaporizers, alcohol, and drugs by students. Infraction of any of these policies is considered a serious offense.

1. Use of Tobacco: The use of any form of tobacco (smoking, "dip"/smokeless tobacco, etc.) is strictly prohibited on school grounds and at any school event. Maclay is a smoke-free school. Use or possession of this substance or device by students could lead to a suspension.
2. Use/possession of Vaping Devices, E-cigarette, Juul Vaporizers, or any paraphernalia: Vaping of any kind is strictly prohibited on school grounds and at any school event. Since we may not be able to identify what substance is being vaporized, the student is subject to the penalties below.
3. Students shall not consume, deliver, or have in their possession any alcoholic beverage on school grounds and/or at any school event. No student shall be on school property or attend a school activity, on or off campus, while under the influence of alcohol.
4. Students shall not at any time or at any place possess, use, or distribute illicit or prescription 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.

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.

Violation of any of these policies 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 one or more of these policies.

The one exception to this regulation may be if during the school day a student needs to take prescription or non-prescription medicine, other than Acetaminophen or Ibuprofen, stocked by the Clinic as listed on the Student Health and Information Update form. The parent must deliver the medicine to the Clinic, along with a signed "Permission to Administer Medications at School" form, found on the clinic website, and the student shall only take said medicine under the supervision of the clinic staff.

SUSPENSION

A student on suspension may be excluded from classes at the discretion of the Middle School Director and/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 (*please 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;
6. Fighting or bullying;
7. Chronic behavioral issues.

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

More than one suspension during grades 6 to 8 may result in an expulsion from school and the student will not 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.

SAFETY PROCEDURES

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, The school will post updates on the website, send an email, text alert, and/or post to social media outlets. Parent cell numbers that are in the school database PowerSchool will receive the text alert. The FCC requires that you respond to opt in. If you have not opted in for these alerts, you can text 68453 “yes”.

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 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. An annual Student Health and Information Update form is available for each individual, returning and new student during the re-enrollment or admission process of each new school year. This form must be updated and returned to the school annually for each student by the start of each new school year. 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. A section to list the names and phone numbers of those whom you wish to designate is provided on the Student Health and Information Update form. Please note, students **MUST** have a current and signed Student Health and Information Update form for the current school year completed in order to be eligible to participate in off-campus activities such as field trips. This form is available on-line on the Parent Portal page for each student.

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 or if more information is needed. In case of an emergency, the school nurse or staff member will notify #911/Emergency Personnel at once.

All medications, both prescription and non-prescription, must come to school in their originally labeled container with a Permission to Administer Medication at School 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 in the school Clinic and on the Clinic website in PDF and on-line on each student's Parent Portal page under ECollect forms. Medicines which must be administered during school hours **MUST** be left in the Clinic with the school 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 as required by the student's health issues. These specific medications require a Permission to Administer Medication at School form as well as student-specific Action Plan of Care. Samples of student-specific Action Plan forms for both allergy and asthma are available in the Clinic or the parent can use 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 and will be kept on file in the Clinic.

Please notify the school nurse immediately upon learning that your child has a communicable disease such as Measles, Diphtheria, Polio, Mumps, Varicella (chicken pox), Rubella (German Measles), Pertussis (whooping cough), 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. In the case of fever greater than 100.0 degrees, the student must be fever-free for 24 hours without the use of fever-reducing medications before returning to school. Sick Day Guidelines and school policies regarding return to school after illnesses such as fever, vomiting and pink-eye are posted on the clinic website.

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 ONLY return to school after being re-checked by the Maclay School nurse and found to be free of both lice and nits. The clinic nurse will make a phone call to the classroom teacher & Division Director to confirm that the student has been cleared and may be re-admitted to class.

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 Student Health and Information Update 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.

For information about our Sick Policy, please visit <https://www.maclay.org/campus-life/health>

CO-CURRICULAR ACTIVITIES

Middle School students have the opportunity to participate in extra-curricular activities – Middle School Clubs and Sports. Please contact Mr. Dean Gargiulo, Dean of Students and Mr. Raphael Harris, Middle School Athletic Director for further information.

ATHLETICS

In addition to a well-rounded Physical Education program, Maclay School offers all students the opportunity for team participation and interscholastic sports competition.

Middle School Athletics Philosophy

Maclay Middle School Athletics enhances the growth, development and enjoyment of all middle school students who participate in a sports experience. Participation in sports is an essential part of the total educational process of adolescents. Maclay Middle School Athletics follows education based practices. Middle School athletic policies will:

1. promote maximal student participation.
2. minimally impact academic programs by having maximum season lengths
3. limit lengthy practice times
4. minimally impact academic programs
5. be designed to appeal to a variety of student participants

Education Based Athletics

...is a privilege
...should be fun

Educational Goals of Athletic Participation

Learn Teamwork
Learn to be Successful
Learn to be a Good Sport
Learn to enjoy athletics
Learn to set goals
Learn desirable health habits

ELIGIBILITY FOR ATHLETICS

Each Student / Athlete must have the following information on file through the **www.athleticclearance.com** web platform before he/she may participate in any intramural, club or interscholastic athletic activity:

1. Student and Parent contact information including date of birth for student.
2. A filled out EL-2 / Physical Evaluation form signed and dated by a doctor certifying the student's clearance for participation in athletics.
3. All EL-3 documents signed ELECTRONICALLY by the parent and student including forms for Parent Consent, Concussion Awareness, Heat Awareness, and Sudden Cardiac Awareness, plus attesting that both student and parent have viewed the required video presentations for all areas.

While the athletic director is responsible for making sure each student/athlete has all appropriate forms on file, it is the parent's responsibility to check with the athletic director before their child begins to participate in Maclay Athletics.

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. In addition, students whose grade falls below a C in any class may be held out of practice and/or games to allow the student to bring their grade up. The Middle School Athletic Director and Middle School Dean will work with the student on a case-by-case basis. See the Director of Athletics for specific details.

Student athletes are eligible for Middle School Athletics for a total of 3 years (plus an additional 4 consecutive years for Upper School beginning the first time they enter ninth grade.)

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

We believe that honoring a commitment is a vital part of the athletic experience, and, for that reason, any athlete who 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 current sport season. This includes practicing, conditioning, or weight room activity of any team preparing for any upcoming season.

A student athlete is considered a member of a Maclay team following his or her participation in the first 2 weeks of practice or dressing/participating in the first regular season game.

The end of the sport season is defined as the day following the last scheduled contest for all teams - 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.

CONCUSSION POLICY

Students participating in any athletic program and their parents should be familiar with Maclay School's Concussion Policy. It can be found on our Maclay website. If you have questions or need to make academic accommodations, please contact the Director of Guidance.

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.

MACLAY MIDDLE SCHOOL CURRICULUM

2020-2021

MIDDLE SCHOOL COURSES

Core Courses:

Language Arts

Math, Introduction to Pre-Algebra, Pre-Algebra, Topics in Algebra, Algebra I, Geometry

Earth/Space Science, Life Science, Introductory Physical Science

World Geography, Civics, American History

Introductory Spanish, Spanish I A & B

Introductory French, French I A & B

Introductory Latin, Latin I A & B

Wellness - Physical Education & Mindful Art

B.L.U.E. Classes/Enrichment Courses:

Visual Arts

Music

Middle School Band

Theatre Arts

Life Skills

Forensics

Inspired Design

Leadership

Community Outreach through the Arts

Film Studies

Logic

Mythology

Middle School News

Personal Learning Time

MACLAY MIDDLE SCHOOL CURRICULUM COMPONENTS **2020-2021**

SIXTH GRADE

1. Language Arts
2. Mathematics (6th Grade Math, Introduction to Pre-Algebra)
3. Earth/Space Science
4. Social Studies (World Geography)
5. Foreign Language Wheel: French, Latin, Spanish, Life Skills, Computer Science – courses rotate throughout the school year/*MAP offered as needed
6. Wellness - Physical Education & Mindful Art
7. B.L.U.E. Classes/Enrichment Courses
8. Personal Learning Time
9. Advisory

SEVENTH GRADE

1. Language Arts
2. Mathematics (7th Grade Math, Pre-Algebra, Algebra 1)
3. Life Science
4. Social Studies (Civics)
5. Choice of French IA, Latin IA, or Spanish IA/*MAP offered as needed
6. Wellness - Physical Education & Mindful Art
7. B.L.U.E. Classes/Enrichment Courses
8. Personal Learning Time
9. Advisory

EIGHTH GRADE

1. Language Arts
2. Mathematics (Topics in Algebra, Algebra I, Geometry)
3. Introductory Physical Science
4. Social Studies (American History)
5. Continuation of World Language - French IB, Latin IB, or Spanish IB/*MAP offered as needed
6. Wellness - Physical Education & Mindful Art
7. B.L.U.E. Classes/Enrichment Courses
8. Personal Learning Time
9. Advisory

MACLAY MIDDLE SCHOOL COURSE DESCRIPTIONS

2020 - 2021

LANGUAGE ARTS

We are committed to having our middle school students become flexible, resilient readers who read for pleasure as well as for academic purposes. Our Language Arts curriculum includes literature selections that complement the social studies and/or science curriculum. We recognize the importance of students learning ever-growing skills, strategies, and habits to become powerful readers as they engage in reading more than just a few books throughout their middle school years.

SIXTH GRADE LANGUAGE ARTS

Sixth Grade Language Arts combines the study of literature, vocabulary, grammar, and composition. Over the course of the year, students will read many books and are encouraged to do as good reader's do in exploring different genres, authors, and texts. The course emphasizes the interaction between readers and text. Students will learn to ask questions, make connections with prior knowledge and previously read texts, and ask questions to clarify comprehension. We will study short stories and novels together in class and engage in projects to develop and demonstrate a deeper understanding of learned reading and writing skills.

SEVENTH GRADE LANGUAGE ARTS

Seventh Grade Language Arts combines the study of vocabulary, literature, grammar, usage, mechanical skills, and composition. Over the course of the year, students will read and discuss novels as well as a variety of short stories and poetry of both the contemporary and classic variety. These classes will focus on the development of critical thinking through literature discussions, reading responses and analysis, creative expression, and oral presentations, as well as a research project. The use of 21st century technology skills and reading and writing for authentic audiences and purposes will also be emphasized.

EIGHTH GRADE LANGUAGE ARTS

The Eighth Grade Language Arts course balances creative work with rigorous writing practice and literary analysis that not only prepares students for Upper School English but allows for the engaging exploration of literature and self. Students will express themselves critically, creatively, and collaboratively, as we interact daily with complex texts. In addition to a variety of short stories and poems, students will read and discuss various novels.

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. This course uses the 6th Grade Eureka Curriculum.

INTRODUCTION TO PRE-ALGEBRA

Introduction to Pre-Algebra is an accelerated mathematics course for sixth grade students who thrive in a fast-paced environment dedicated to the pursuit of mathematical study. Students in this course should expect to not only cover the 6th grade mathematical concepts listed above, but also 7th grade topics in preparation for further Pre-Algebra or Algebra study. An emphasis is placed on problem solving and on deepening the level of understanding of math concepts and mathematical thinking.

SEVENTH GRADE MATH

Seventh Grade Math is a continuation of the mathematical journey experienced in sixth grade and is designed to introduce algebraic concepts. This course reviews the 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. This course uses the Eureka 7th Grade Curriculum.

PRE-ALGEBRA

Pre-Algebra is designed to give the student a strong background and foundation for the study of Algebra. Emphasis is placed on improving skills by performing the basic operations of all 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, percentages, probability, and statistics. Students also learn to simplify algebraic expressions and numerical expressions.

TOPICS IN ALGEBRA

Topics in Algebra is a course designed to cover the same topics of Algebra 1 but at a more moderate pace. This course will primarily focus on the first half of an Algebra I course, so students can develop a more concrete foundation of the prerequisite skills. The goals of the course will be to learn Algebraic connections, properties of real numbers, solving and graphing linear equations and functions, and solving and graphing linear inequalities. Students enrolled in this course will be prepared to continue their Algebra study in ninth 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.

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 8th grade receive an Upper School credit which will be averaged into their Upper School GPA and appear on their transcript.)

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 INTRODUCTORY 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

In Sixth Grade World Geography, students explore the concept of globalization and will examine the increasingly interdependent world we live in and share. They will be taught how physical geography, history and culture, as well as different forms of governments and economies affect global relationships among all countries. Through our various reading and projects, our aim is to teach students to focus on becoming critical readers, thinkers, and effective writers. Students will come to understand the land and heritage of people living in different societies that will facilitate their appreciation of the diverse cultures that exist in our world. Our unit projects will focus on the importance of the relationships between the United States and other countries. Reading current events and engaging in discussions will enable the students to be aware of our ever-changing world. In preparation for the seventh grade, a Civics unit examining differences in government will be emphasized in correlation with the U. S. Constitution.

SEVENTH GRADE SOCIAL STUDIES – CIVICS

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 academic quarter focuses on Florida History.

EIGHTH GRADE SOCIAL STUDIES – AMERICAN HISTORY

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 occurred. The course will also include a survey of current affairs and primary sources as they relate to historical events and other major events in U.S. History.

WORLD LANGUAGES

SIXTH GRADE SPANISH (INTRODUCTION)

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. Students may also be required to do a project on a Spanish-speaking country.

SEVENTH GRADE SPANISH (LEVEL 1A)

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 speaking exercises. Students are encouraged to speak frequently using open-ended activities that allow students to apply the key vocabulary and grammar in role-playing.

EIGHTH GRADE SPANISH (LEVEL 1B)

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 8th grade Spanish 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 (INTRODUCTION)

6th grade French is a nine-week introduction to the language. Students will learn basic vocabulary with an emphasis on pronunciation. They will also learn about the culture, the music, discover historical aspects of France, and do a virtual guided visit of Paris.

SEVENTH GRADE FRENCH (LEVEL 1A)

Seventh grade French builds on what students have learned in 6th grade. They will learn how to conjugate basic verbs at the present tense and continue working on their pronunciation, while still expanding their vocabulary on a variety of different topics. Through projects and activities, seventh graders will start to learn how to communicate in different situations and contexts (at a restaurant, paying for something, etc..) while still discovering more of France's pop culture, music, and history.

EIGHTH GRADE FRENCH (LEVEL 1B)

This course is a continuation of the material that was seen during seventh grade. Eighth graders will learn more advanced grammar and conjugation. Students will learn their first past and future tenses, all while expanding their vocabulary bank on a variety of different topics. A focus on conversational French is also introduced this quarter through more speaking and role play activities, combining all they've learned in 7th grade. We will, of course, still learn and see various French cultural things as well as, at the end of the year, a very useful lesson on French slang.

SIXTH GRADE LATIN (INTRODUCTION)

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 dressing out each day, 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.

B.L.U.E. (BALANCE OF LEARNING, UNDERSTANDING, AND EXPLORING) CLASSES/ ENRICHMENT OPPORTUNITIES

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 their organizational skills.

FINE ARTS

VISUAL ARTS

This class is a basic foundations of art class. The visual arts curriculum at the Middle School is designed to bring each student the confidence and desire to create. 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, paper-mache and glass fusing. This class encourages independent personal artistic exploration and exposes students to significant artistic works from a wide variety of global cultures. While learning about the elements and principles of design, students will develop their drawing, painting, sculpting, and printmaking skills. A variety of famous artists and their styles throughout history will be studied. This course is open to all students who would like to participate in a fun and creative atmosphere as they learn more about the studio habits of mind. **Some units may require a digital camera, cell phone or ipad.*

COMMUNITY OUTREACH THROUGH ARTS

COTA challenges students to examine their community and its needs, then address those needs through arts initiatives. Students will collaborate to create art projects that directly and positively impact both the Maclay and Tallahassee communities. Visual Arts strategies will be used in a service-learning model. This class seeks to ingrain a spirit of service and empathy fitting of a Maclay Marauder. It will be a chance to make a creative and artist impact on the community and have fun while doing it.

Students will learn about the Science of clay and solve technical and creative issues using clay. Students will learn about the History of sculpture as well as basic hand building, glazing techniques and art criticism. Students will gain an understanding of the tools they are using as well as an introduction to multiple mediums and how they can work in tandem with one another. We will be working on establishing their individual creative confidence through multiple projects.

THEATRE ARTS

This course is offered to any middle school student interested in theatre. No previous experience is required. Students will be introduced to the basics of theatre arts incorporating acting, design, playwriting, and theatre history. This very interactive course is filled with acting games, improvisation, monologues, partner/group scenes through a series of activities and simple presentations.

MUSIC

The purpose of this course is to empower every student with the opportunity to respond and connect with music. Throughout the course, there are opportunities for students to listen and analyze music. This course is designed to be a music appreciation course that teaches students about the "ingredients" of music such as melody, harmony, notation, texture, style, rhythm and form. Students will explore the basics of music as well as listen to various examples of music.

MIDDLE SCHOOL BAND

Middle School Band is a full year course for students who have had some experience playing a band instrument and who wish to be full-time members of the Maclay Middle School Band. Students will participate in all band performances, including concerts at school, and district festivals. Motivated beginners are welcome.

STEM:

COMPUTER SCIENCE

The emphasis in Computer Science is placed on essential user proficiencies, including file management, Microsoft Office & keyboarding, as well as an introduction/continuation of Coding and Computational Thinking through Code.org and Scratch. Digital Citizenship, Online Safety and Cyberbullying are key topics, as well as an open discussion 'Tech Talk' where students share their experiences and opinions/advice about various technologies.

The course will also cover principles of robot design, engineering, troubleshooting, robotic sensors and computer programming using the Lego Mindstorms Education software. Development of critical/creative thinking skills and troubleshooting will also be heavily reinforced. Students will be given the opportunity to look for ways in which learners can explore science, engineering, art, and technology by designing and building projects, solving problems, and creating personally meaningful solutions to their own goals.

FORENSICS

This class is a lab-driven introductory course about several main areas of Forensic Science. Students will explore the science and application of fingerprinting, chromatography, tire tracks, shoe impressions, hair analysis, simulated blood typing, and DNA analysis. While exploring these areas, students will also build on common science skills such as observing, analyzing, investigating, and public speaking.

INSPIRED DESIGN

The new Inspired Design class will be filled with captivating multimedia elements that will help students visually experience (and not just imagine) how different components can affect the look and feel or usefulness of a space. Students will use digital designing programs, develop portfolios, learn the basics of architecture, write a scope of works for contractors, explore decoration and various design styles, and provide a preliminary costing for potential clients as they design residential spaces. Students will gain valuable real-world advice and information from accomplished industry professionals with our local 'Career Connections' community collaboration. This elective will also invest a tremendous amount of resources that will teach multiple skills.

Humanities:

LOGIC

This elective builds on how to create effective arguments, how to test arguments for validity, and recognize and use persuasion techniques. Students learn how to use and interpret language to reason well. This a great course for anyone who loves to debate!

MYTHOLOGY

In this course, we will learn how these ancient civilizations used stories of gods, monsters, heroes, and transformations to better understand the world around them, and what the myths tell us about their cultures. We'll also compare these stories to mythology in other traditions, explore the impact of classical mythology on literature, art, and culture of later time periods, and discover elements of mythology in the world around us today.

MIDDLE SCHOOL NEWS

Calling all Newsies! The Middle School News elective needs YOU. This elective focuses on learning the elements of broadcast news journalism through the weekly production of the Middle School News program. Students will have the opportunity to develop their research, writing, speaking, photography, graphic design, and film editing skills. Students will learn to operate sound and video systems. Students will learn how to use digital and video equipment along with photo and video editing software. Every student will be responsible for working with the news team each class to brainstorm ideas for stories, research, conduct interviews, write copy, and edit copy. Students can choose what role they wish to play on the production team. Roles include but are not limited to anchor, news reporter, features

reporter, sports reporter, weather reporter, film crew, photographer, film editor, and graphic designer.

FILM STUDIES

Ever been curious about how movies and special effects are made? Do you often find yourself googling explanations about the ending of that weird movie you just watched? Or are you just tired of not getting all those movie references in your favorite shows? Well then, this is the class for you! Film studies will be divided into several units in which we will study different film genres by analyzing famous scenes from popular movies. It will lead us to talk about things such as: types of filming, lighting, music, cultural context and the message behind it all. Secondly, you will be able to develop and create a short movie scene by applying all the skills learned in the class.

OTHER COURSES

PERSONAL LEARNING TIME

Designed to give students a structured supervised environment in which to work and study on class assignments.

MARAUDER ACHIEVEMENT PROGRAM (as needed only)

MIDDLE SCHOOL HANDBOOK ADDENDUM

Please note these important adjustments to the Middle School Family Handbook. These changes are in effect beginning August 12, 2020 and will be updated as necessary.

THE THREE WS

Wear your face covering . . .

- All Middle School students are always required to wear a face covering while on campus – except for when eating lunch. Students are required to wear a face covering outside when it is not possible to maintain 6ft physical distance. “Mask Breaks” will be scheduled throughout the day. PLEASE SEND IN TWO EXTRA FACE COVERINGS IN A PLASTIC BAG FOR STUDENTS TO KEEP AT SCHOOL. (label face covering with student’s name)
 - Note about neck Gaiters/buffs- Most Gaiters/buffs are made of material that allows for stretch. Knit materials are not adequate in reducing the transmission of airborne particles. Single layer gaiters/buffs are not effective in reducing transmission of particles. All face coverings must be at least two layers and fit to cover the nose and mouth appropriately. If a buff/gaiter has a double layered weave material that covers the nose and mouth and extends under the chin with the stretch material around the back of the head, it will be acceptable.

Wash your hands . . .

- Students will wash their hands or use sanitizer after removing or replacing their face coverings, before entering the classroom and before and after eating.

Watch your distance . . .

As much as feasibly possible students will maintain 6 ft distance from each other and teachers.

REQUIRED FACE COVERING USAGE

<https://www.maclay.org/campus-life/covid-19#fs-panel-4623>

All students, faculty and staff, and campus visitors must wear a face covering at all times while inside including during drop-off and pick-up. Approved masks include two-layer 100% cotton weave or three-layered disposable masks. Neck gaiters are not approved as face coverings.

Gaiters/Bufs: Most Gaiters/buffs are made of material that allows for stretch. Knit materials are not adequate in reducing the transmission of airborne particles. Single layer gaiters/buffs are not effective in reducing transmission is particles. All face coverings must be at least two layers and fit to cover the nose and mouth appropriately. If a buff/gaiter has a suitable double layered weave material that cover the nose and mouth and extends under the chin with the stretch material around the back of the head, it will acceptable.

Valve Masks are banned on campus.

SCHOOL DAY

8:15 a.m. to 3:10 p.m. on Monday, Tuesday, Thursday, Friday and from 8:15 – 2:10 p.m. on Wednesday.

ARRIVAL

Morning drop off occurs between 7:45 and 8:10. Please do not bring your child earlier than 7:45. Our Middle School hallway gate will open at 7:45 a.m.

- Students arriving between 7:45 and 8:10 will be dropped off in front of the Middle School wearing their face covering where they will walk to place their bookbag inside their assigned locker and report to their grade level's designated area. Middle School faculty members will assist and supervise students.
- Students arriving between 8:10 and 8:15 should be dropped off in front of Middle School. They will report directly to their classroom. Parents dropping off a student late must contact the Middle School Office (850-893-4981) to open the Middle School hallway gate. We will adhere to our tardy policy.

It is important that students arrive in a timely manner. Please allow time for students to put their things away and be in their classrooms ready for instruction to begin at 8:15.

DISMISSAL

We have staggered dismissal times to reduce traffic density and facilitate efficiency and safety.

Middle School students must be picked up in front of the Lower School and Middle School area between 3:10 – 3:30 (Wednesday 2:10 – 2:30). Families who have children in both lower and middle school are strongly encouraged to pick up their lower school student after 3:00 so that they can transition directly to the middle school pick-up area.

Middle School Center (After School Care) will be offered for our middle school students from 3:10 – 6:00 p.m. (2:10 on Wednesdays).

VISITORS AND VOLUNTEERS

Until further notice, parents, other visitors and volunteers may only enter the Middle School building with prior approval from the Director of Middle School and by appointment.

COMMUNICATING WITH TEACHERS

During the school day teachers are primarily focused on teaching, learning, planning, and preparation. If you need to communicate with your child's teacher/s, please do so via email. Your child's teacher/s will respond via email or a phone call within twenty-four hours. Teachers are prohibited from using text messaging on their personal devices to communicate with parents/guardians. We understand that this may pose a minor inconvenience; however, this measure has been implemented to provide for the safety and security of all students. Teachers often do not have time to check email during the school day. If your communication needs to be viewed or responded to within the same school day, please call the Middle School Office (850-893-4981) in addition to sending an email.

FIELDTRIPS

Until further notice, Middle School students will only participate in virtual field trips.

SNACK AND LUNCH

- Students should bring a re-usable water bottle (daily), labeled with name. The drinking fountains will not be in use. However, students will be able to use the bottle filling stations on our water fountains. Water bottles should be washed/disinfected at home each evening.
- Purchased lunches must be pre-ordered through Marauder Meal Service.
- Students may bring lunch in a container of your choosing. Please be sure to disinfect these containers each night. Students will NOT have the use of a microwave at lunch, so please do not pack any items that need to be heated.
- All students should pack a snack each day.

DISTANCE LEARNING GUIDELINES

SCHOOL DAY

8:15 – 3:10 (Wednesdays 2:10). Virtual learners are expected to participate in the full daily schedule, except for snack and lunch. PE classes will often be asynchronous. Please follow Schoology and Teams for assignments and connecting to classes.

ABSENCES

If a student will be absent, please inform the homeroom teacher and Middle School office. Absences for major trips must be approved one week beforehand by the Middle School Director and teachers, so that the student understands the assigned makeup work that will need to be completed.

TARDIES

Students that do not join the virtual classroom space by 8:15 AM will be marked tardy.

DRESS CODE

Students are required to wear their school uniform.

SCHOOLGY

Schoology is Maclay's Learning Management System. All Middle School families have a Schoology Account. In Schoology you will find class schedules, meeting links, announcements, etc. Students will use Schoology or at times will use Teams to upload completed assignments. Parents are to not upload assignments for students.

MATERIALS

Teachers at times may create Distance Learning Kits with materials that virtual learners will need. Families are expected to collect distance learning kits from the front of the Middle School office when necessary. Families will be asked to print materials for students. We encourage families to have printers at home for their virtual learners.

AT HOME CLASSROOM

Virtual students should use a laptop computer or desktop computer to access the classroom.

VIRTUAL LEARNER EXPECTATIONS

- use a headset with microphone to ensure that they can clearly hear what is happening in the physical classroom and that those in the physical classroom can clearly hear them
- be seated at a table or desk and have all their learning materials within reach
- limit eating and drinking to scheduled snack time or lunch time (except for a water bottle)
- do not invite pets or siblings to participate in learning
- be on time and do not leave the meeting until you are dismissed
- always have camera on during class
- wear school uniform
- must have his/her icon image either be default initials or a picture of student's own face
- background environment must be conducive to an academic setting, no distracting images or posters, etc. visible on the screen – must be seated at a desk or table (not lying in bed, on the couch, etc.)
- no disruptive activities (i.e. extended conversations to someone off screen)
- behave as if you were physically in the classroom – if you need to leave the screen for any reason, bathroom, etc. notify the teacher before leaving your workspace

COVID-19 PROTOCOLS

SICK DAY POLICY- WHEN SHOULD STUDENTS AND STAFF STAY HOME

Students and faculty must stay home at least 3 days (72 hours) have passed since resolution of any of the following symptoms- *subject to change with evolving COVID-19 research. Recommendation to consult with primary care provider for diagnosis and consideration for COVID-19 testing.

- Fever ≥ 100.0 or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue

- Muscle or body aches
- Headache (*unless history of migraine diagnosis)
- New loss of taste or smell
- Sore throat
- Congestion or runny nose (*unless previously known allergies to school- no new allergy diagnosis)
- Nausea or vomiting
- Diarrhea

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

COVID 19 DIAGNOSIS

Persons with COVID-19 who have symptoms may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed since resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath, symptoms above); and
- At least 10 days have passed since symptoms first appeared or Negative results of molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)

Persons who tested Positive with No Symptoms-

- If you continue to have no symptoms, you can be with others after 10 days have passed since test.

Persons who had close contact (less than 6 feet ≥ 15 minutes) with someone who tested Positive with COVID-19:

- You must self-isolate, contact your healthcare provider and Maclay Health Department to establish when you can return based on exposure date and sequela of exposure.

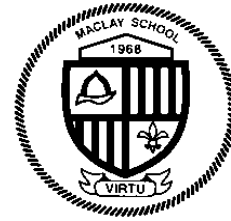
FACULTY /STAFF/ADMINISTRATION

- ❖ AUDREY ANDERSON-JACKSON, B.S., Florida State University. Administrative Assistant.
- ❖ CLAUDIA ARAKELIAN, B.S., Ph.D., Florida State University. Introductory Physical Science; Forensics.
- ❖ CAMERON BARTON, B.A., University of the South. 6th Earth/Space Science.
- ❖ DAVID COMBS, B.A., M.Ed., University of Florida. 8th Social Studies; MAP.
- ❖ JENNIFER CORZINE, B.M., Wisconsin State University; M.A., University of Hawaii; M.S., M.S.W., Florida State University. Instrumental Music; Middle School Band Sponsor.
- ❖ KIM DANIEL, B.S., University of Georgia; M.A. University of West Georgia. Art; Middle School Art Club Sponsor; Fine Arts Department Co-Chairperson.
- ❖ PAUL DICKSON, B.A., Florida State University; M.A., University of Texas. 6th Language Arts.
- ❖ TAMMY EUBANKS – B.S., Florida State University; M.Ed., Valdosta State University.
- ❖ MARIE FRASER, B.A., Florida State University; M.A.T. University of Georgia. 8th Grade Language Arts; Grade Level Chairperson; MS News; Brain Bowl Sponsor
- ❖ TODD FORD – B.S., State University of New York, Empire State College. School Resource Officer.
- ❖ DEAN GARGIULO, B.A, Florida State University. Middle School Dean of Students; Computer Science.
- ❖ RAPHEAL HARRIS, B.S., M.S., Florida State University. Middle School Athletic Director; Physical Education; Life Skills.
- ❖ ROSILYN HENDRIX, B.S., Florida State University. Topics in Algebra; Algebra 1; Geometry.
- ❖ CHRISTINE HERZOG, B.A., Florida State University. 7th Math; Pre-Algebra; Math Department Chairperson.
- ❖ MARTHA KUTTER, B.S., University of Wisconsin-Madison; M.S., University of the Pacific. World Geography; Social Studies Department and Grade Level Chairperson; MS News Club, Green Club, and Model U.N. Sponsor.
- ❖ MAGGIE MASFERRER, B.A., Florida State University; ESOL Endorsement, FIU. Spanish; Grade Level Chairperson; Jr. Beta Club Co-Sponsor.
- ❖ JASMINE MCINTYRE, B.S., Lambuth University, M.A., Ed. S., University of Memphis; Guidance Counselor; Learning Specialist.
- ❖ WILLIE MITCHELL - School Security Officer.
- ❖ NINA OLIVARDIA, B.S., Appalachian State University. 7TH Social Studies.
- ❖ RIKKI OVERSTREET, B.A., Montreat College; M.A., Florida State University; Ph.D., Florida State University. 7th Grade Language Arts; Language Arts Department Chairperson.
- ❖ HANNA PARISI, B.A., Albion College; 6th Math; Intro to Pre-Algebra; Community Outreach Through Arts; Rock Climbing Sponsor.
- ❖ RACHEL PAUL, B.S., Florida State University; M.S. University of Florida. 7th Life Science; Science Department Chairperson; Science Fair Sponsor.
- ❖ EMMA PERRY, B.A., Mercer University; M.A., Florida State University. Latin; Logic; Mythology; MAP; World Languages Department Chairperson; Pep Band Director.
- ❖ BARBARA RUBIO-GOMEZ, B.S., M.S., Ed. Specialist, Florida International University. Middle School Director.
- ❖ ELIZABETH SHEWARD, B.A., M.Ed., University of Florida. Middle School Dean of Academics; Inspired Design.
- ❖ PETER STEJSKAL, B.S., Florida State University. Director of Technology.
- ❖ CINDY THOMAS – B.A., Florida State University. Fine Arts Department Co- Chairperson (Performing Arts); Company and International Thespians Co-Sponsor.
- ❖ BENJAMIN TUFFIGO, B.A., University of Versailles St. Quentin; M.S., University of Paris; TESOL Certification V. French.
- ❖ SARA VANTASSEL, B.S., Defiance College; Physical Education.



MACLAY SCHOOL

Community Standards Form



Your name: _____

Name of person(s) being mistreated: _____

Name of person(s) responsible for mistreatment: _____

Date & time of incident(s): _____

Where did the incident(s) occur? _____

Check the statement(s) that best describes what happened. Check all that apply.

- ☐ Cyber Bullying
- ☐ Inappropriate Gestures
- ☐ Mean Comments
- ☐ Name Calling
- ☐ Physical Intimidation
- ☐ Physical Violence
- ☐ Public Humiliation
- ☐ Rumor-spreading
- ☐ Stalking
- ☐ Taunting
- ☐ Threat
- ☐ Verbal Intimidation
- ☐ Other _____

Please describe, in as much detail as possible, what happened.

List any supporting evidence (i.e. letters, photos, e-mails, text messages, Facebook transactions, etc.).
If possible, also attach evidence.

Have you reported this incident to anyone before? If yes, who did you contact?

- ☐ Yes Previous Contact: _____
- ☐ No

Indicate if there are other witnesses who could provide more information regarding this situation:

Name: _____

Contact Information: _____

Name: _____

Contact Information: _____

Name: _____

Contact Information: _____

Name: _____

Contact Information: _____

I certify that there is no falsification of the above information and events are accurately depicted to the best of my knowledge.

Signature of Complainant

Date

Thank you, this form will be followed up by an appropriate administrator.

For Office Use Only

Date Received:	
Received by:	