

MACLAY

UPPER SCHOOL HANDBOOK 2021-2022



MACLAY SCHOOL

Be Inspired. Be Determined. Be Unstoppable.

HANDBOOK FOR STUDENTS AND PARENTS

MACLAY UPPER SCHOOL

2021-2022

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Table of Contents

PHILOSOPHY.....	6
MISSION STATEMENT.....	6
STATEMENT OF COMMUNITY.....	7
Financial Aid.....	8
Non-payment of fees.....	8
Daily Schedule.....	9
ATTENDANCE.....	9
Definitions.....	9
Late Arrival at the Beginning of the School Day.....	9
Tardiness to Academic Courses.....	10
Unexcused Absence from Academic Courses.....	10
Unexcused Absence from Non-Academic Courses.....	10
Unforeseen Absence from School for One or More Days.....	10
Foreseen Absence from Classes for Part of the Day Due to Signing out.....	10
Foreseen Absence from School for One or More Days with an Absence Request Form.....	10
Foreseen Excusals and Absences Relating to Sporting Events or Other School-related Activities.....	10
Unforeseen Tardiness and/or Absences Relating to Sporting Events or Other School-related Student Activities.....	11
Extended Absences.....	11
Care Plan.....	11
Care Team.....	11
FLEX Period.....	12
Locks and Lockers.....	12
Telephones.....	12
Honorable Use of Technology.....	12
Electronic Devices.....	12
E-Mail Accounts.....	13
Students Driving Motor Vehicles.....	13
Library.....	14
Dress Code.....	15
General Appearance.....	15
Items not Permitted.....	15
Rules for Specific Articles of Clothing.....	15
Dress for Success.....	16
academic policy.....	16
Family Portal.....	16
Requirements for Graduation.....	17
Qualifications for Academic Honors.....	17

Grade Replacement	17
Sample Sequence of Courses	18
Requirements for Early Graduation with Diploma	18
Examination Exemption Policy	18
Examination Exemption Policy for Seniors	18
Absence/Tardy to Exam	18
Make-Up Exams	19
Grading Procedures	19
Conduct Grading Scale	20
Social Probation.....	20
Academic Warning	20
Academic Probation	21
Review Board.....	21
Maclay Academic Resource Center.....	21
Freshman Academy	21
Academic Advisors	21
Honors, Advanced Honors, and AP Courses	21
AP Course Load Cap	22
Dropping of a Course	22
Changing a Level.....	22
Pass/Fail Courses.....	22
Directed Individual Study Program.....	22
Dual Enrollment/ Dual Credit (credit from a college/university and Maclay School).....	23
Virtual School	23
Bright Futures Scholarship Program.....	23
Testing Program: PSAT 8/9, PSAT, SAT, ACT.....	23
Learning Support Services	24
Computer Science and Engineering Department	24
English Department Policy on Grammar Skills	25
Fine Arts Department.....	25
History Department	25
Physical Education Program.....	25
Science Department.....	25
World Languages Department.....	26
Cheating.....	26
Maclay School Policy Statement On Plagiarism	26
DISCIPLINE	27
Detentions.....	28
Lunch Detention.....	28
Composition of the Honor Council	28
Duties of the Honor Council	28
Procedures for the honor council	29
Penalties	29
Appeal of Decision	29
Composition of the Disciplinary Committee.....	29

<i>Duties of the Disciplinary Committee</i>	30
<i>Procedures</i>	30
<i>Penalties / Apology of Action</i>	30
<i>Criminal Conduct</i>	31
<i>Tobacco, Alcohol, and Drugs</i>	31
<i>Anti-Bullying Policy</i>	31
<i>Suspension</i>	32
<i>Expulsion</i>	32
<i>Appeal of Decision</i>	32
<i>Emergency Procedures</i>	33
<i>Lockdown/Danger codes</i>	33
<i>Health</i>	33
<i>Visitors/Volunteers</i>	34
<i>Athletics</i>	34
<i>Letters</i>	35
<i>Eligibility for Athletics</i>	35
<i>Concussion Policy</i>	35
<i>Student Athlete Code of Conduct</i>	35
<i>Policies on Leaving a Team, Quitting a Team, Removal From a Team</i>	36
<i>Student Activities</i>	36
<i>Leadership Organizations</i>	36
<i>Honor Societies</i>	36
<i>Service Clubs</i>	37
<i>Competitive Clubs</i>	37
<i>Policy on Running for Office and Holding an Office</i>	38
<i>Leadership Distribution</i>	38
<i>Class Trips</i>	38
<i>Community Service Hours</i>	38
APPENDIX I: BIBLIOGRAPHIC WORK	39
A. <i>WORKS CITED AND WORKS CONSULTED</i>	39
B. <i>RULES AND FORMAT FOR CITATION OF SOURCES</i>	39
C. <i>SAMPLE WORKS CONSULTED</i>	40
APPENDIX II: MACLAY SCHOOL DRIVING AND PARKING PERMISSION FORM	42
APPENDIX III: JUNIOR/SENIOR OFF-CAMPUS LUNCH PRIVILEGE & PERMISSION	43
APPENDIX IV: MACLAY UPPER SCHOOL PRE-APPROVED ABSENCE FORM	44
APPENDIX V: COVID-19 PROTOCOLS	45

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 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 exemplifying 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.

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 member of Upper School Administration, or the Upper School Director. Students may request confidentiality. Teachers who have knowledge of an Honor Code violation shall notify the Upper School Director or a member of the Upper School Administration. Under the Maclay Honor Code all persons are expected to be:

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.

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 and may lead to disciplinary action.

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

STATEMENT OF COMMUNITY

As a member of the Maclay School community, I will always maintain my honor and integrity 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.

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 families 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 your 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: If a student fails a course in Middle School for the year, the student may be required to 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 receive an incomplete instead of a letter grade for all courses and examinations taken during the academic 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: running for office of any club, including Student Council, for the next school year; trying out for any competitive activity, such as cheerleading, dance team, or any other sports team; and working out with a team during summer training

DAILY SCHEDULE

MONDAY, TUESDAY, THURSDAY, FRIDAY SCHEDULE

Period	Start	End	Length (min)
Period 1	8:00	9:20	80
Period 2	9:30	10:50	80
Break	10:50	11:05	15
Homeroom	11:05	11:35	30
Period 3	11:40	1:00	80
Lunch	1:00	1:40	40
Period 4/FLEX	1:40	3:00	80

STANDARD WEDNESDAY SCHEDULE

Period	Start	End	Length (min)
Period 1	8:00	9:15	75
Period 2	9:25	10:40	75
Break	10:40	10:50	10
Period 3	10:50	12:05	75
Lunch	12:05	12:45	40
Period 4/FLEX	12:45	2:00	75

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. The only exception is on "B" days where a student must attend at least one academic and one non-academic class. (Must have approval from Academic Advisor each semester.)

Truancy = In the Upper School truancy is defined as an unapproved absence from any class. Truancy of any kind will entail academic penalty (*Please see Absence from Academic Course below*) and/or disciplinary action up to suspension. Truancy involving absence from campus entails a more severe penalty and may lead to suspension.

LATE ARRIVAL AT THE BEGINNING OF THE SCHOOL DAY

Upon signing in at the Upper School office, the student will be issued a green (excused) or pink (unexcused) admit pass. The student is to bring the pass to the teacher to whose class the student is being admitted.

Handwritten excuse notes will not be accepted. All excusals should be emailed to the Attendance Office at USattendance@maclay.org. A phone call will not be accepted in lieu of an email. Only excuses involving illness, medical appointments, and unforeseeable, extraordinary circumstances will be accepted. Oversleeping, traffic delays, late carpools, etc. will not constitute an excuse.

It is the responsibility of students and parents to check the parent/student grade portal and make sure that all excused tardies have been changed from “TU” to “TE” and all excused absences have been changed from “AU” to “AE” within a three-school day period. After three days, any previously unexcused tardies or absences that have not been changed will remain as is. No excuse notes will be accepted more than three school days after. Tardiness to school may result in disciplinary action.

TARDINESS TO ACADEMIC COURSES

Students will receive a warning upon their first unexcused tardy to any academic class. Upon a second tardy, the following schedule will be followed: 2nd = Lunch Detention, 3rd = 7 am detention, 4th = Loss of privileges for a week, 5th = Meeting with the Review Board. Tardy totals will reset at the midway point of each semester, and the start of semester 2. Only tardiness involving student-teacher interactions will be excused. The teacher involved will write a pass for the student stating the date, time and reason for the tardiness. The student will present this pass to the teacher of the class for which the student is late. Tardiness to a non-academic course may result in disciplinary action.

UNEXCUSED ABSENCE FROM ACADEMIC COURSES

Upon the fifth (5th) unexcused absence (AU) in an academic class in one academic semester, 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-.) Absences not included in this total are those pre-approved with an Absence Request Form, school-related activities, and absences excused by a parent or doctor's note.

UNEXCUSED ABSENCE FROM NON-ACADEMIC COURSES

A student who incurs a 2nd unexcused absence for a non-academic class will be contacted by administration. The following scheduled will be followed: 2nd = Lunch Detention, 3rd = 7 am detention, 4th = Loss of privileges for a week, 5th = Meeting with the Review Board.

UNFORESEEN ABSENCE FROM SCHOOL FOR ONE OR MORE DAYS

As soon as possible, a parent should contact the attendance office about the student's absence. An email from the parent and/or doctor stating the date(s) and reason for absence must be emailed to the attendance office at USattendance@maclay.org within three days of the student's return to school. Handwritten excuse notes will not be accepted. **It is the responsibility of the students and parents to check the family/student grade portal and make sure that all absences are properly recorded.**

FORESEEN ABSENCE FROM CLASSES FOR PART OF THE DAY DUE TO SIGNING OUT

An email from the parent stating the date, time, and reason for the absence must be emailed to the Attendance Office at USattendance@maclay.org. The student must sign out at the Upper School office before leaving. Phone calls from a parent may be accepted in lieu of an email only to release the student from class, except on designated dates and end-of-day assemblies, where a parent email or parental appearance is required in order to sign out.

FORESEEN ABSENCE FROM SCHOOL FOR ONE OR MORE DAYS WITH AN ABSENCE REQUEST FORM

Students who know in advance that they are going to be absent must have a parent fill out an Absence Request Form in advance of the absence. Forms must be received the day prior to the absence. This can be found on FACTS. The student should make arrangements with teachers for making up work missed during the absence. Failure to follow this procedure will constitute an unexcused absence in each class that is missed.

FORESEEN EXCUSALS AND ABSENCES RELATING TO SPORTING EVENTS OR OTHER SCHOOL-RELATED ACTIVITIES

Students are released early from school for sporting events and/or trips at times scheduled by the Athletic Director and/or by a faculty/staff member and announced by the Upper School office. Students should be prepared to leave at that time;

such things as forgotten equipment or uniforms are not a reason to leave early. Pre-approved absences for sports and other school-related activities are automatically excused.

UNFORESEEN TARDINESS AND/OR ABSENCES RELATING TO SPORTING EVENTS OR OTHER SCHOOL-RELATED STUDENT ACTIVITIES

On the day following any athletic event or school-related activity, students are expected to be on time to school. However, if a team/group officially returns to Maclay AFTER midnight, team members may be allowed to come in late, if the head coach receives approval by the Athletic Director. The Athletic Director will alert the administration, and students will be excused only up until the designated time.

POLICY REGARDING WORK MISSED DURING TARDIES/ABSENCES

Arrives tardy or arrives absent to class: If a student misses a test or quiz because of a tardy or absence to class, the student will take the assessment in the afternoon in the Testing Center or at a scheduled time at the teacher's discretion.

Arrives same day but absent from an entire class: If a student misses an entire academic class in which a previously announced test or quiz was given, but is well enough to be in school for the remainder of that day and/or to attend co-curricular activities, the student must make up the missed test or quiz on that same day in the afternoon in the Testing Center. This supersedes extracurricular activities. Failure to make up the missed test or quiz on the assigned day will result in a letter grade penalty (3 points on the 18-point scale) for each date missed.

Arrival to school after absence for one to four school days: During the school day in which a student returns, the student should discuss with all teachers any tests or quizzes missed and when they will be made up. Work collected while tardy or absent (from class, from part of the school day, or entire day) is due the day the student returns to school, whether the class meets or not. If not, the student will be subject to academic penalties as defined in each teacher's policy sheet. All homework is posted on Schoology. Long-range assignments are due on the day assigned even if the student is absent. It is expected that the student who has had five or more days to work on an assignment, will submit it by the deadline. The only exceptions are extensions approved before the deadline by the teacher or a member of the Upper School Administration. Failure to do so will result in a letter grade penalty for each day late.

EXTENDED ABSENCES

Absence more than five consecutive school days or 10 nonconsecutive school days in any given academic grading period will be approved only with a doctor's note or with administrative approval arranged in advance of the extended absence. Otherwise excessive absences will be considered unapproved. Maclay School reserves the right to ask a student to withdraw or to deny students participation in all extracurricular activities due to excessive absences or outstanding work.

For extended absences, students must communicate with their Academic Advisor upon returning to school to arrange a schedule to complete missing assignments. Any changes made to any arrangements made with the academic advisor must be completed and approved by the Advisor and appropriate teacher. Students who do not follow this protocol will be subjected to academic penalties as defined in this handbook and each teacher's policy sheet.

CARE PLAN

If it is a licensed clinician's professional opinion that chronic absences are likely due to a documented medical/mental health condition, the student will be considered for a Care Plan. The purpose of the Care Plan is to support the student academically and emotionally so that the student can be successful during periods of excessive absences. A parent must provide documentation from a licensed clinician and/or medical professional of an ongoing medical/mental health condition that contributes to the student missing 5 or more school days in a grading period in order to have a Care Team meeting. The meeting will be called by the school counselor. Parents should be attentive to all aspects of the care plan.

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, Academic Advisor, School Nurse, Center for Learning, and Security. Maclay School reserves the right to ask a student to medically withdrawal if after working with the Care Team the student's condition precludes them from completing academic work or earning representative grades.

FLEX PERIOD

In order to pursue individual passions, students may sign out at the beginning of the FLEX period on designated days with an approved FLEX Period Sign-out Permission Form. On days when Flex Period is not at the end of the day, it is the student's responsibility to reschedule the activity and they may not miss academic classes in order to participate in an activity. Students must remain in good academic/behavioral standing in accordance with the rules of the Maclay Upper School Handbook for Parents and Students. School permission to participate in a FLEX activity may be revoked at any time due to non-compliance with the terms of the form. Failure to check in and/or check out properly will result in disciplinary action. For Freshmen and Sophomores, the first 40 minutes of the first FLEX of the week will be dedicated to the Freshmen and Sophomore Seminar classes. Failure to attend will result in a make-up session during the next day's lunch. Junior and Seniors with an approved Off-Campus lunch AND an approved FLEX Period Sign-Out Permission Form will be permitted to sign out for both lunch and FLEX on designated days with their College Counselor at the beginning of lunch, with no need to return to check in with their FLEX period teacher. Students must remain in good academic/behavioral standing in accordance with the rules of the Maclay Upper School Handbook for Parents and Students to keep this privilege. This privilege may be taken away for various reasons.

GENERAL INFORMATION

LOCKS AND LOCKERS

Locker assignments and combinations will be given by the Upper School Administration during Planning Week upon request. Locks are issued by the school; the combinations are on file in both the Upper School office and the Upper School Administrations' offices. Students are to only use the lock and locker they are assigned. There is to be no switching without the Upper School Administration's permission. Lockers are to be kept closed. If the lock is not returned at the end of the school year, the student will be charged \$5.00. Students have the right to decline a lock, but the school is not liable for any items lost or stolen from an unlocked locker. Lockers and the contents inside may be subject to search. The following items are forbidden in lockers: open drinks, open paints, breakable items, flammable items, and any illegal substance.

TELEPHONES

There are no public phones on the Maclay campus. Students may place essential local calls on classroom phones with the permission of their teachers. Students must limit these calls to three minutes or less. The office phone may be used by students only in case of emergency.

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 accord 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.

ELECTRONIC DEVICES

Electronic devices are not to be used by students during class unless permission is given by the teacher. Students may use electronic devices before school, in between classes, during study hall at the discretion of the teacher, at break, at lunch, and after school. During class periods, phones may not be on ring or vibrate. *Personal devices are only to be connected to Maclay-Personal-Devices wireless with your Maclay username and password.*

Failure to comply with these rules could result in the electronic device(s) being confiscated and the following disciplinary actions by the Upper School Administration:

1st Violation—Confiscate the electronic device, return device to the student at end of school day, **lunch detention** assigned. Students leaving early must receive parental permission to get device before end of school day.

2nd Violation—Confiscate the electronic device, return device to a parent only, **lunch detention** assigned.

3rd Violation—Confiscate the electronic device, return device to a parent only, **morning detention** assigned, turn in device daily. The student will turn their device over to the Upper School Administration upon arrival to school each day and pick it up after school. Failure to comply will result in a suspension for defiance.

Parents are asked **not to call their child on their cell phone during the school day**. Instead, they should call the Upper School office and leave a message.

E-MAIL ACCOUNTS

Our 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 this e-mail account and to check it on a daily basis. If a student chooses to forward e-mail from their Maclay account to another e-mail account, they 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 must 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 DRIVING MOTOR VEHICLES

Before any student may operate a motor vehicle on campus, the following conditions must be met:

The student must have a valid unrestricted Florida driver's license applying to the vehicle to be operated, and the student must be covered by valid liability insurance with limits of at least \$50,000/\$100,000 for bodily injury.

If at any time, the student's Florida driver's license is suspended, revoked, or restricted, or the student's liability insurance lapses or is terminated, the student's right to operate a motor vehicle on campus shall be automatically suspended. The parent shall immediately notify the Upper School office of any such failure to meet the School's driver's license or insurance requirements and shall promptly return to the Upper School office any parking tag that has been issued to the student.

The parents of the student must file the MACLAY SCHOOL DRIVING AND PARKING PERMISSION FORM, which states the rules and regulations governing the use of vehicles at Maclay School and gives authorization for the child to operate a vehicle to and from the school. Also, an Indemnity Agreement must be filed agreeing to hold Maclay blameless from any liability arising out of the use of the vehicle by the student. When this form is registered through security, an identifying parking tag will be issued for the registered vehicle. Each vehicle which is regularly driven by a student to school must be registered and must prominently display a Maclay parking tag. Parking tags must be displayed within the first two weeks of school or the student may face disciplinary action. Parking tags must be hung on the rearview mirror and displayed while on campus.

After all the above conditions have been met, the student may drive to school. The student must follow these rules:

Immediately upon entrance to campus before school, the vehicle must be parked in its designated space.

Students may not go to their cars during the school day unless they have obtained a pass from the Upper School office. All books, lunches, etc., should be brought into lockers upon students' arrival.

Only students who have permission to go off-campus for lunch (juniors and seniors) or to leave for an appointment may, after checking out, move their vehicles during the school day.

Student drivers must observe the campus speed limit of 15 M.P.H. and all traffic signs.

There is NO unoccupied parking, temporary or long-term, in front of Webster Gym. All vehicles will be asked to be moved immediately.

ANY STUDENT WHO COMMITS REPEATED INFRACTIONS OF ANY OF THE ABOVE RULES MAY LOSE THEIR ON-CAMPUS DRIVING PRIVILEGES. CARS MAY BE SUBJECT TO SEARCH.

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 Upper School students:

Hours: Monday-Friday: 7:45 a.m. to 4:00 p.m.

Students must sign in and out of the library before, during, and after school using the library sign in touch screen.

Before and after school: Students may visit the library before and after school for research and study. The library may be used as a gathering place, but with consideration and respect for those working quietly.

During lunch break: Upper school students may NOT eat lunch in the library. Students are responsible for cleaning their space thoroughly. Failure to do so may result in the loss of this privilege. Library computers and technology may not be used while eating.

The library is an area for quiet reading, study, and educational use of technology. Collaboration is encouraged and conversation at a moderate level is permitted. Students should be mindful of their surroundings and adjust their volume accordingly. Students are welcome to use the library Production Studio, with permission from the librarian to record audio and video projects.

Students who do not behave properly will be warned. If improper behavior continues, they may be asked to leave, may be given detention, or may lose their library privileges altogether.

Upper 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 payment is made.

Students are expected to follow all digital etiquette guidelines as outlined in the school's Acceptable Use Policy (AUP). **Violation of the AUP is an Honor Code violation.**

LUNCH ON CAMPUS

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

With the implementation of FACTS SIS, lunch will be billed through the FACTS system. Charges will be incurred based on the food selections made in the Dining Hall. The charges will be billed through FACTS. Details on the billing can be found in the Family Portal.

TRU BRU

Food, drinks and Maclay-branded merchandise are available at the Tru Bru cafe 8:00 – 3:30 (and until 2:30 on Wednesdays.) Cash, credit cards, or FACTS accounts may be used.

LUNCH OFF CAMPUS

The privilege of going off campus during lunch is extended to juniors and seniors. Students with approved Off-Campus lunch forms sign out at the beginning of lunch with their College Counselor. This privilege may be taken away for various reasons. Specific details of permission for and regulations governing off-campus lunch are distributed in the fall. There

will be no off-campus lunch privileges during inclement weather or other times deemed necessary by the administration. Failure to check in and/or check out properly will result in disciplinary action.

DRESS CODE

Maclay Upper School does not have a required uniform dress; however, by the student's attendance at Maclay, a student and their parent/guardian agree to abide by the guidelines established by the school. The student in violation of the dress code will be subject to consequences defined below. Repeat violations may be subject to suspensions. The following specific guidelines must be observed.

GENERAL APPEARANCE

- No part of undergarments may be visible at any time. This includes, but is not limited to boxer shorts, briefs, bra straps and bralettes.
- No body piercing is allowed except for earrings.
- Hairstyle must not be extreme or distracting.
- A sense of modesty about one's appearance when sitting in a classroom is expected of all.
- Clothing must fit appropriately.

ITEMS NOT PERMITTED

- All forms of head coverings inside of buildings, except for religious reasons approved by administration.
- Clothing with ragged edges or holes, manufactured commercially or not.
- Clothing with large sections cut out, manufactured commercially or not.
- Clothing that is sheer and/or tight as to reveal underwear or body parts.
- Clothing that is sexually suggestive or contains vulgar lettering, printing, or drawings.
- Depictions of or references to drugs, tobacco, or alcoholic beverages.
- Clothing with symbols that are universally considered offensive, political statements/images or questionable language, phrases, or symbols.

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

RULES FOR SPECIFIC ARTICLES OF CLOTHING

Pants	<ul style="list-style-type: none">• Pants must fit at the waist.• No pants that drag on the floor or ground.• No pajama pants, lounge/yoga pants, or pants with print across the back.• Maclay team warm-up pants/outfits must be approved by Upper School Director and Athletic Director prior to use and may be worn on game days.• Leggings or tight pants may only be worn if the accompanying dress/skirt is a minimum of fingertip length. Fingertip is measured with shoulders down and hands flat.• No oversized t-shirts or tank tops with leggings are allowed.
Shorts	<ul style="list-style-type: none">• Must always be fingertip length minimum. Fingertip is measured with shoulders down and hands flat.• No bathing suits (including board shorts), PE shorts, or athletic shorts may be worn to class.• No cutoffs are allowed.• All boys' shorts must have a fly (zipper or buttons).
Skirts or Dresses	<p>Must be a minimum of fingertip length, including any slits. Fingertip is measured with shoulders down and hands flat.</p>
Shirts or Dresses	<ul style="list-style-type: none">• No visible cleavage.• Shirts and/or dresses must cover the back, chest, midriff, including while the wearer is sitting, standing, walking, or with arms raised. No t-backs or racer-back shirts and/or dresses.• Straps must be 3 finger-width minimum.• Bottom layer must be dress code appropriate.

Footwear

Footwear must always be worn and must be appropriate for the activity in which the student is involved.

EXTREMES IN APPEARANCE (HAIR, ATTIRE, OR STYLES) THAT, IN THE OPINION OF THE SCHOOL, ARE NOT APPROPRIATE WILL NOT BE ALLOWED. APPEALS OF DRESS CODE VIOLATIONS MAY BE MADE TO THE UPPER SCHOOL ADMINISTRATION.

DRESS FOR SUCCESS

Every Wednesday each student is required to dress in attire as outlined below. No denim of any color is allowed except for outerwear. During cold periods, any dress code-appropriate outerwear is allowed on top of the required attire outlined below.

Ladies

Dress pant suit; dress; or pants or skirt with a blouse must be worn. No water shoes, including but not limited to crocs and flip-flops.

Gentlemen

A collared dress shirt, dress slacks, belt and a tie must be worn during the entire school day. Shirts must be tucked in during the entire school day. A sports jacket or blazer is optional but preferred. No water shoes, including but not limited to crocs and flip-flops.

CONSEQUENCES FOR DRESS CODE VIOLATION

A student in violation of the dress code will be sent to the Upper School Administration. The student will not be excused for any class time lost when found in violation of the dress code.

The first violation of the dress code will be recorded as a warning. No phone call to parents will be made.

Upon the second violation, the student will be assigned a lunch detention. For a third violation, a morning detention will be assigned. The Upper School Administration will call the parents of all students in violation by the end of the day, informing the parents that their child was inappropriately dressed and that a detention has been assigned.

The 4th dress code violation or failure to comply with detention assignments will result in the student's being sent to an administrator. The student will be given a disciplinary warning letter and this letter will dictate further disciplinary action for chronic dress code violations.

ACADEMIC POLICY

Maclay School attempts to provide a challenging curriculum to all its students. The faculty has committed the school to a constant re-examination of its purposes, its values, its programs, and its methods and continues to adopt innovations such as pass/fail options, semester courses, and new electives.

FAMILY PORTAL

The Family/Student Portal is a web-based application which is tightly integrated with FACTS, the electronic gradebook system used by Maclay School. Using the Family/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 student's teachers, in addition to viewing and printing the student'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. Students are strongly urged to contact teachers with any concerns about their performance.

Information on the Portal is secure and requires a username and password to access. For new parents, portal access information and instructions will be emailed by the Information Technology Department to the parent email address provided at the time of admission. Parents are urged to keep this username and password in a secure place. In the event

that parents do not receive a letter or have problems accessing the portal, they should contact the Information Technology Department Help Desk at 850-668-5105 or gradebook@maclay.org.

REQUIREMENTS FOR GRADUATION

Academic subject area	Units
English	4*
Mathematics	4**
World Language	2
History	3 ½
Laboratory Science	3
Economics	½
Electives, with a minimum of 3 ½ academic electives	5 ½
Fine Arts/Humanities	½
Life Management	½
Physical Education	½
Total	24

*Seniors must take at least one English course with emphasis on contemporary literature.

**Math must include Algebra I, Geometry, and Algebra II.

***Science must include Biology, Physics, and Chemistry.

One unit equals one class meeting for an 80-minute period, five times per two weeks, for two semesters.

All students in grades 9 to 12 are required to take a minimum of six full-time courses. Five of these courses must be academic.

Any course taken in the subject area beyond the requirement counts as an academic elective, e.g., Spanish III.

Midterm and final exams count one-fifth of the semester average.

The following courses taken in Middle School--Algebra I, French I, Latin I, Spanish I, or HOPE--count only toward Upper School distribution requirements, not toward the credit total. 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. Middle school students who take classes above level I, for example, Geometry or Spanish II, will receive high school credit. These courses will be averaged into their Upper School GPA.

QUALIFICATIONS FOR ACADEMIC HONORS

The qualifications for each honor roll are:

Honors: B average with no grade below C-.

High Honors: A- average with no grade below B-.

The Valedictorian and Salutatorian are the #1 and #2 seniors in academic standing based upon their four-year grade averages. These honors are given to students who have attended Maclay Upper School for at least 3 years, including the junior and senior years.

GRADE REPLACEMENT

A student may grade replace two semesters of course work of grade D+ or below by repeating those semesters to earn a better grade. BOTH grades will be reflected on the transcript, but the higher grade will replace the lower grade for GPA. Students must know that they will only receive credit for 1 of the two grades and they must be conscious of the 24-credit graduation requirement, which typically requires 6 courses for credit per semester. These courses must be Maclay courses.

SAMPLE SEQUENCE OF COURSES

FRESHMAN YEAR	SOPHOMORE YEAR	JUNIOR YEAR	SENIOR YEAR
English 1	English 2	English 3	2 Semesters of English 4
Ancient History	Modern World History	U.S. History	Economics U.S. Government
1 Math	1 Math	1 Math	1 Math
Biology	Chemistry	Physics	
1 World Language			
2 Other Electives (Recommend P.E., Life, Management, Art, Study Hall)	3 other electives (e.g., World Language, P.E., Art, Study Hall)	3 other electives (e.g., World Language, Psychology, English or History Electives, Art, Drama, Band, Journalism, Computer Science)	4 Other Electives (e.g., History Elective, Advanced Physics or Other Science Elective, Advanced Math, Advanced World Language, Art, Drama, Journalism, Computer Science, Study Hall)

REQUIREMENTS FOR EARLY GRADUATION WITH DIPLOMA

Upper School Director's approval.

Completion of all graduation requirements by May of junior year or December of senior year. (Senior English, History, and Economics must be taken concurrently with junior courses at Maclay.)

Cumulative grade average of B for grades 9 to 11.

Minimum combined SAT scores of 1210 or ACT composite of 25 taken by January of the junior year.

EXAMINATION EXEMPTION POLICY

For year-long courses, students in grades 9 - 11 who have maintained a minimum of an A- average may exempt second semester exams, provided that the first semester exam grade was C- or higher. A STUDENT WITH MORE THAN 10 ABSENCES (EXCEPT FOR ABSENCE REQUEST FORM OR SCHOOL-RELATED) IN ANY GIVEN SEMESTER WILL NOT EXEMPT THE FINAL EXAM. However, some teachers may include other stipulations beyond these minimums.

For semester courses, exemptions are at the discretion of the teacher, but with a minimum of an A- average being maintained for the semester. A STUDENT WITH MORE THAN 10 ABSENCES (EXCEPT FOR ABSENCE REQUEST FORM, OR SCHOOL-RELATED) IN ANY GIVEN SEMESTER WILL NOT EXEMPT THE SEMESTER EXAM. However, some teachers may include other stipulations beyond these minimums

EXAMINATION EXEMPTION POLICY FOR SENIORS

Second semester exemptions will be at the discretion of the teacher, but only if the senior has maintained a minimum of a B average for the entire year, provided that the first semester exam grade was C- or higher. However, some teachers may include other stipulations beyond the minimum grades for exemption. For semester courses, exemptions are at the discretion of the teacher, but with a minimum of a B average for the semester.

***Note: In unforeseen circumstances, a doctor's excuse is required for the exemption from any semester or final exam.

ABSENCE/TARDY TO EXAM

If a student arrives tardy to an exam, a note from a medical professional must be provided at the time of arrival in order to be allowed the full time allotted. Otherwise, the student must complete the exam in the time remaining. If a student is absent for an exam, a note from a medical professional must be provided within 3 school days to excuse the absence. The exam will be administered during one of the make-up sessions. Otherwise, a grade of Z will be given. Communication on the part of the student/parent is expected.

MAKE-UP EXAMS

If a family plan calls for a non-medical absence from an exam, rescheduling will be granted only under unusual circumstances. The following procedure must be followed:

Request approval from the Upper School Director before exams begin.

The student will arrange for the make-up time with the teacher directly and communicate these plans with an Upper School administrator.

A \$50 make-up fee (checks should be made out to the teacher directly) will be charged for each exam missed or taken early.

GRADING PROCEDURES

Semester Grades - Credits for passing grades will be issued at the end of each semester. Progress throughout the semester will be monitored by students, their advisor, and parents/guardians through FACTS on a weekly basis. Semester grades will be determined by the following formula:

Semester Work = 80%

Semester Exam = 20%

Semester Grade = 100%

Letter	18 Point Scale	4.0 Scale	Percentage
A+	18	4.0	98-100
A	17	4.0	93-97
A-	16	4.0	90-92
B+	15	3.0	88-89
B	14	3.0	83-87
B-	13	3.0	80-82
C+	12	2.0	78-79
C	11	2.0	73-77
C-	10	2.0	70-72
D+	9	1.0	68-69
D	8	1.0	63-67
D-	7	1.0	60-62
F	6	0	40-59
F-	3	0	0-39
Z	0	0	No work submitted

Students should note the debilitating effect that a Z can have on an average.

In recognition of the extra academic load taken by students enrolled in Advanced Honors and AP courses, these courses will be weighted when computing a student's academic GPA. On the 4.0 scale, one point will be added to each AP grade above F, .75 point to each Advanced Honors grade above F, and .5 point to each Honors grade above F. For example, a student making a B- in Biology (Advanced Honors) would have a 3.75 averaged into their academic GPA instead of a 3. A student making a B+ in AP English would have a 4 averaged in rather than a 3. A student making a B+ in Honors English, would have a 3.5 averaged in rather than a 3.

On the 4.0 scale, the weighting of grades listed above will be used for academic GPA calculation.

Grade weighting does not change the teacher's grading policy, the grades recorded on the report cards, or the grades recorded on the transcript.

NOTE: The grading scale imposed by the Florida High School Activities Association (FHSAA) for purposes of athletic eligibility is computed using criteria defined by the FHSAA.

CONDUCT GRADING SCALE

Grade	Meaning
1	Excellent
2	Good
3	Poor

Conduct grades are given by teachers at least twice in an academic grading period. These grades are used to determine the retention of certain privileges and the possibility of academic probation. Two or more 3s in conduct in an academic semester will result in a referral to the Review Board (*see this section below.*) Conduct includes work habits, behavior, citizenship, and attitude. The grade is based on, but is not limited to, 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 is always prepared to learn and positively contribute to the classroom environment. They demonstrate outstanding citizenship, responsibility, and class participation. They never disrupt peers from learning and have not received any type of detention or written warning during the grading period related to that particular class.

Two signifies Good conduct. This student is prepared to learn on most days. They demonstrate acceptable citizenship, responsibility, and class participation most of the time. This student is sometimes disruptive to the classroom environment. He or she has received no more than two detentions or one written warning during the grading period related to that particular class. This student must improve conduct and citizenship over the grading period or is in danger of earning a 3 in conduct, the lowest conduct grade.

Three signifies Poor conduct. This student needs improvement in preparedness to learn, citizenship, responsibility, and/or class participation. This student may frequently be disruptive in the classroom. They may have received three detentions of any type or written warning during the grading period related to that particular class. Certain privileges may be revoked based on poor conduct and/or student will be placed on Social Probation. See this section below.

SOCIAL PROBATION

When a student has continually exhibited behavior of concern (consistent failure to abide by classroom rules, violation(s) of the Statement of Community, etc.) to the administration, the Dean of Students, in consultation with the Upper 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 their 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 Upper 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 Upper 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 their 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.

ACADEMIC WARNING

Any Upper School student who earns two or more grades of D+, D, or D-; or one or more grades of F or F- on any interim report or report card, will be placed on Academic Warning. A letter will go home to parents and a copy given to the student, the Athletic Department, and the Upper School Administration, as official notification, intended to impress upon the parents and student the seriousness of his/her academic status. Any student already on Academic Warning, whose class average(s) does (do) not improve by the time period specified by the Academic Dean in the letter, 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 Probation Improvement Contract. During the Academic Probation period, students will be required to meet once a week with their advisor to ensure that the Probation Improvement 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 eight weeks, 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 Probation Improvement Contract and/or for continual behavioral issues. Following a Review Board, a recommendation is made to the Upper 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 members of the Upper School administration, College Counseling, Upper School faculty members, Guidance and/or the Center for Learning. Presiding over the Review Board will be the Upper School Director.

MACLAY ACADEMIC RESOURCE CENTER

The Maclay Academic Resource Center (MARC) will be open to all students after school Monday, Tuesday, and Thursday from 3:30 – 4:15. Additionally, the MARC will also be open on "A" days during Community Time, and "B" days during Flex. The MARC will be staffed by Upper School teachers, as well as by members of the National Honor Society.

FRESHMAN ACADEMY

The Upper School recognizes the transition for many ninth graders is difficult. There are new academic and social expectations for all students. The Freshmen Academy seeks to ensure all freshmen are successful by focusing on six main areas:

1. Preparation for the academic demands of the Upper School
2. 21st century skills needed for success beyond high school
3. Incorporation of a variety of study skills and strategies
4. Promoting, establishing, and supporting social skills
5. Founding quality working relationships with teachers, administrators, and peers
6. Begin the college counseling process

The Freshman Academy platform will continue throughout the sophomore year as the Sophomore Academy. The Academies will provide each student with individualized academic assistance by utilizing a team approach to instruction and guidance. Each freshman teacher and advisor will work together to identify and monitor the strengths, weaknesses, and needs of each student.

ACADEMIC ADVISORS

9TH & 10TH: MRS. ANGELA CROSTON

11TH & 12TH: MR. DARON GALLINA (STUDENT'S LAST NAME A-L)

MR. MATTHEW CAVE (STUDENT'S LAST NAME M-Z)

HONORS, ADVANCED HONORS, AND AP COURSES

Because of level of difficulty, courses are designated as Honors (H), Advanced Honors (AH), or Advanced Placement (AP). Advanced Honors and AP courses have special prerequisites and requirements that differ. Advanced Honors courses are rigorous in that they are designed to prepare students for AP courses. AP courses are college-level courses following the curricula designed by the College Board, for which students may receive college credit. Maclay School has a thriving AP program. Please read the US Curriculum Guide for current requirements and course listings. AP

examinations, administered by the College Board through Maclay School, are given in May on nationally standardized test dates. There is a fee for each AP exam. Students enrolled in each AP course must take the AP exam as the final for that course. Successful achievement on the exam can result in potential college credit for the AP course taken in high school.

A student who wishes to take a College Board AP Exam without having taken the course must arrange a Directed Individual Study contract with a qualified Maclay teacher within the first two weeks of school. Without successfully completing the DIS, the student will not be allowed to register for the AP Exam.

AP COURSE LOAD CAP

To encourage student-life balance and health, students may not take more than FOUR AP classes per term, unless approved by the advisor, and department chair(s) and teachers of intended AP courses, after consulting with the student's parent/guardian.

DROPPING OF A COURSE

Within the first three weeks of a course, a student is allowed, without penalty, to drop any course from his/her schedule. Student must seek approval from their Academic Advisor. If a course is dropped after that time, a failing grade will be entered on the student's transcript unless special approval has been obtained from the Upper School Director. Students should consult with their teacher, parent(s), and advisors before seeking permission from the Upper School Director to drop a course.

CHANGING A LEVEL

Within the first four weeks of a course, a student is allowed, without academic penalty, to change the level of a course. After four weeks have passed, all grades will transfer to the new course. Any change will require approval from the student's Academic Advisor and the course Department Chair. The student will be responsible for all course material. Make-up work may be required.

PASS/FAIL COURSES

Based on certain approved conditions, students may elect to take an academic class on a Pass/Fail basis. To elect the Pass/Fail option, the following criteria must be met:

- The course must be an elective.
- The Department Chair must give their approval.
- The student must do all the required course work, with no exceptions, to pass.
- The students must achieve a C- or better average to pass.

A grade of F in a Pass/Fail course will automatically prevent a student from being included on the honor roll or as an honor graduate.

The student's transcript will reflect the above criteria for Pass/Fail.

Only one academic course may be taken Pass/Fail per semester unless permission is granted by Upper School Director.

At the discretion of the teacher, a student who has earned an A- for the course (or B for seniors) may exempt an exam in a Pass/Fail course.

DIRECTED INDIVIDUAL STUDY PROGRAM

In order to allow students a broad range of academic choice more tailored to their individual needs, a Directed Individual Study Program (DIS) is available based on the following criteria. Approval by Academic Advisor and teacher must be obtained BEFORE the last day of classes of the PREVIOUS academic semester.

The directing teacher and the student must draw up a written outline of the course of study to be followed in the DIS course, stating the goals of the course and listing some of the sources and materials to be used. Time and frequency of teacher-student meetings should be listed. The directing teacher and student will at this time agree on criteria for grades and will include these criteria in the course outline.

The instructor must then submit the course outline to the Upper School Administration for final approval within the first three weeks of the semester.

Criteria applied to other academic courses concerning failure and withdrawal also apply to DIS.

In addition to the DIS, the student's schedule must include at least 5 other academic courses.

Credit will be pass/fail, with special consideration given only to those extreme circumstances or depending on the area of study.

Any DIS requiring outside instruction must have academic work created and assessed in conjunction with a grade-issuing institution and Maclay School. (i.e. A class overseen by an FSU professor.)

All students enrolled in a DIS course must represent their work in the Academic Showcase in the spring, constituting a part of the final assessment given.

DUAL ENROLLMENT/ DUAL CREDIT (CREDIT FROM A COLLEGE/UNIVERSITY AND MACLAY SCHOOL)

Students interested in Dual Enrollment or Dual Credit must meet with their college counselor to gain approval. Once approved by their college counselor, the student must submit the DE or DC application to the college/university for approval. Students can earn college credit in two ways: Dual Enrollment, which requires an articulation agreement/contract between the college and Maclay School, or through Dual Credit as a non-degree seeking student, which does not require an articulation agreement. Students are only allowed to take General Education courses, which would count towards Maclay electives. Academic Core courses required for graduation must be taken at Maclay School. Students will be permitted to take a maximum of two DE or DC courses starting in their junior year. In most cases, a college semester course is the equivalent of a yearlong class at Maclay. To be eligible, students must meet the college/university pre-requisites and must also have a 3.8 cumulative weighted GPA at Maclay. Maclay School is not responsible for any costs associated with taking these courses.

VIRTUAL SCHOOL

During the regular school year, no virtual school classes are allowed, unless with special permission of the Upper School Director. If a student takes an online course during the summer as a substitute for a course offered at Maclay during the school year, the following conditions must be met:

The student must complete a written Maclay permission form, signed by the academic advisor, parent and student, and submit it to the Upper School Director in April preceding the date of the course.

The online course must be completed and the grade accessible by the first day of first semester classes at Maclay.

BRIGHT FUTURES SCHOLARSHIP PROGRAM

The Bright Futures Scholarship Program includes Florida Academic Scholars, Florida Medallion Scholars, and Florida Gold Seal Vocational Scholars--scholarships to participating universities or junior colleges in the State of Florida. Students interested in qualifying for this program should see the Director and/or Assistant Director of College Counselling for information on state requirements.

TESTING PROGRAM: PSAT 8/9, PSAT, SAT, ACT

In October, on a date set by the Educational Testing Service of Princeton, New Jersey, the PSAT/NMSQT is administered to grades ten and eleven while the PSAT 8/9 is administered to grade nine. Maclay does not fund the American College Test (ACT) or the College Entrance Examination program (SAT), but it is our policy to counsel grades eleven and twelve to register for and take both these tests according to the admissions requirements of the colleges to which they intend to apply.

CENTER FOR ACADEMIC EXCELLENCE

LEARNING SUPPORT SERVICES

The Center for Academic Excellence (CAE) partners with the divisions to provide learning support, accommodations, and extensions to students who are suspected of having, or who have been identified with a learning difference or disability, or who would benefit from additional challenge or rigor. The procedures are as follows:

Once a student has been identified as a student of concern by a parent, teacher, division director, dean, or guidance counselor, staff of the Center for Academic Excellence will begin collecting data from multiple sources (interviewing parents, looking at work samples, observing the student in the classroom, conducting an informal evaluation, etc.).

Once data has been gathered, a staff member of the Center for Academic Excellence will hold a meeting with parents, teachers, guidance counselor, and a member of the division administration 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:

Staff from the Center for Academic Excellence collaborate with parents and teachers to formulate a provisional Learning Profile (LP) for the student which provides a brief description of the student's strengths and challenges and suggested instructional strategies

Supplementary Services may be recommended to parents (tutors, etc.)

Parents may be asked to provide additional data via a psycho-educational evaluation, speech-language evaluation, or occupational therapy evaluation. Parents can be provided with lists of professionals in the area who conduct these evaluations.

Staff from the Center for Academic Excellence will follow up with parents and division administration to ensure timely execution of the formal assessments. The student's progress will be monitored frequently.

When the parents submit the results of the assessment, the staff of the CAE writes a formal Learning Profile (LP) to replace the provisional LP. This new plan will also include a list of accommodations taken directly from the provided evaluation and a list of learning goals. The parents are given the opportunity to provide input and make suggestions or changes to the LP before it is shared with teachers. The accommodations listed on the LP are a framework for support in the classrooms and within the CAE. They should be viewed as flexible and adaptable based on progress monitoring and ongoing communication with parents, the student, faculty, and CAE staff.

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 CAE and/or private tutors on campus are as follows:

All on-campus tutoring must be coordinated and billed through the Center for Academic Excellence. All tutors conducting services on Maclay Campus who are not Maclay faculty members are required to bill an additional 20% surcharge. Maclay faculty members tutoring on campus are not required to bill an additional 20% surcharge. All tutors, including Maclay Faculty Members, are required to share information with the Center for Academic Excellence pursuant to the Contractor Agreement.

If a student has a Learning Profile, a recommendation may be made by the division administration and the director of the Center for Academic Excellence to have the student not participate in a particular part of the school day. Students without a Learning Profile must participate in all areas of the general curriculum.

Private tutors may not serve as proctors for student testing.

DEPARTMENTAL POLICIES

COMPUTER SCIENCE AND ENGINEERING DEPARTMENT

Students planning on enrolling for computer science or engineering courses should refer to the course descriptions for prerequisites for individual courses. Please note that not all classes will require prerequisites. The Computer Science and Engineering Department does not currently require any additional student provided resources. As all of the classes

require collaborative and group work, students are required to be respectful and engaged. For the Engineering course students will be using various materials and will be expected to strictly follow all safety guidelines and procedures. Students who fail to observe these policies, or who fail to behave in a safe manner in the lab, may be asked to leave and may face both academic and disciplinary penalties.

ENGLISH DEPARTMENT POLICY ON GRAMMAR SKILLS

The English Department designates certain language arts skills to be mastered at each grade level. These skills will be taught throughout the year, and a test of skill mastery will be given. This assessment test comes at the end of 9th, 10th, and 11th grades. Students who do not achieve mastery of skills designated at their grade levels will be required to complete additional IXL work over the summer and recommended to attend summer school (if available) or to receive tutoring help.

FINE ARTS DEPARTMENT

Students planning to participate in Fine Arts classes should refer to the prerequisites that are listed in the course descriptions on the Maclay website. Certain courses may require specific materials (sketchbook, camera, instruments, etc.) Please note that not all Fine Arts classes require prerequisite courses.

HISTORY DEPARTMENT

The Upper School History Department policy is for students to be active readers and writers by going beyond simply completing assignments for credit. History Department courses will require students to use primary and secondary sources to compare and contrast, examine cause and effect, and analyze the impact of change over time. Additionally, students will be expected to write in ways that communicate their ideas effectively.

MATHEMATICS DEPARTMENT

It is the Upper School Mathematics Department policy that no extra credit assignments or projects are offered or accepted. This does not include occasional bonus problems on tests and/or quizzes.

All students are required to have a TI-83, 84 type graphing calculators. Students must have their own calculator to use during assessments. Sharing of calculators during assessments is not allowed.

PHYSICAL EDUCATION PROGRAM

All students are required to take one semester of Physical Education (P.E.). Participation on a sports team does not substitute for a P.E. credit. The Physical Education program stresses the meeting of present and future recreational needs of Upper School students through:

Active participation in a wide variety of physical programs that will lead to development of coordination, strength, skill, and endurance.

Physical Education experiences that are designed to develop and foster knowledge, understanding, and attitudes which will result in desirable practices to maintain sound physical, emotional, and mental health.

P.E. uniforms are not required, but all students must dress for P.E. in appropriate clothing allowing for freedom of movement and in athletic shoes. Detailed regulations regarding proper physical education attire are distributed to students at the beginning of each school year.

SCIENCE DEPARTMENT

Safety is of utmost importance in the science laboratory. To provide students with an authentic hands-on experience in our courses, students may come in contact with objects or with biological or chemical compounds that may pose a minimal risk to their safety. To mitigate this risk, teachers will express a minimum level of PPE – Personal Protective Equipment – that must be worn in the lab and provide students with other rules to ensure their safety. Students who fail to do observe these policies – or who fail to behave in a safe manner in the lab – may be asked to leave and may face both academic and disciplinary penalties.

WORLD LANGUAGES DEPARTMENT

The World Languages Department feels that all students should be exposed to all facets of the languages and culture. This includes history, language acquisition, and culture. In view of the globalism of our current society, the acquisition of another language is a critical asset for today's youth. This skill would afford a competitive edge for those vying for a position in any job market.

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

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

- 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.*
- In science classes, copying data from lab partners is acceptable; copying conclusions and answers to questions is not.
- Using any materials (for example, notes), other than those permitted by the teacher, while taking a test or quiz.
- Asking for or giving specific information about a test already taken by another student.
- 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.
- Talking during a test or quiz, even if one's paper is already handed in, until all students have finished the task.
- Using an unauthorized smart device during a quiz or test.
- Using a translation source for work for a World Languages class.
- Listing a bibliography from an encyclopedia, the card catalogue, or an electronic source as the student's own Works Cited or Works Consulted list. Each item on Works Cited or Works Consulted list must be read and used by the student. *Please see Appendix I.*
- If another person types a paper for a student, credit must be acknowledged.

PLEASE NOTE:

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

MACLAY SCHOOL POLICY STATEMENT ON PLAGIARISM

Plagiarism is willfully or accidentally "presenting another person's ideas, information, expressions or entire work as one's own. It is thus a kind of fraud: deceiving others to gain something of value . . . [I]t is always a serious moral and ethical offense" (*MLA Handbook*). It is important to note that plagiarism may be intentional or unintentional, so students must take careful notes during the research process to avoid inadvertently using someone else's ideas or words. Plagiarizing unintentionally is not a defense, and as with intentional plagiarism, this action constitutes cheating. Students should read the following section carefully so that they can identify and avoid the various forms of plagiarism. There are varying methods and degrees of plagiarizing, but Maclay School wishes to make clear that all of the following are unacceptable:

- Direct copying from a source, word for word. This is especially common with Lower School age children but persists into Middle and Upper School as well. Students must acknowledge any direct quote with quotation marks around the quoted material; and in-text citation of source.
- 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...."
- 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...." or an in-text citation.
- Consulting of any sources without acknowledging them in a Bibliography or Works Consulted or Works Cited list. 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 or Works Consulted list 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.

Students should be aware that certain activities outside of School hours or off School property 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 you
- 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 offense, an apology of 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 determination of disciplinary action may be made by one of the following: School Director, Upper School Administration, Honor Council, Disciplinary Committee or Classroom teacher.

Such actions may include but are not limited to: an apology of action; 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.

Letters reflecting disciplinary action issued will be placed in a student's file. These may be issued by one or more of the following: Upper School Dean's Office, Honor Council, Disciplinary Committee, and Review Board. Upon receiving three letters, a student will be sent to the Review Board.

DETENTIONS

In instances of misbehavior or other breach of conduct, a system of penalties may be administered in the form of detentions. The duration of penalty time imposed on an offender is determined by the seriousness of the offense and the offender's past record. Detentions can be the penalty for infractions including, but not limited to:

- Disruptive behavior
- Tardiness / unexcused absence
- Disrespect
- Violations of the dress code (*Please see the section on Dress Code above for specific detention penalties*)
- Unauthorized use of electronic devices
- Disregard for safety
- Being in unauthorized areas during the school day. Examples include but are not limited to, going to a car or to the parking lot without permission, Lower School, Middle School, Pre-K
- Failure to sign in / check out appropriately when coming on or off campus

LUNCH DETENTION

Lunch detention runs from 5 minutes after the start of lunch until 5 minutes before the end of lunch. It is assigned for day-to-day problems around campus or in a classroom. The teacher informs the student they have been assigned a detention. The teacher emails the Dean of Students with the student's names and the reason for the detention. The Dean of Students emails the student with the detention information. The lunch detention supersedes extracurricular activities. Students may defer detention for schoolwork with permission of the Upper School Administration. Arriving tardy to lunch detention or missing a detention will incur another detention. A consecutive tardy or absence will result in a morning detention or afternoon campus cleanup.

Progression of Disciplinary Action Resulting from Offenses:

1-2 offenses = lunch detentions

3rd offense = 7am or after-school campus cleanup (supersedes extracurricular activities)

4th offense = Loss of privileges, including extracurriculars, for one week

5 + offenses = Referral to the Review Board

These totals will reset at the start of semester 2.

COMPOSITION OF THE HONOR COUNCIL

The Honor Council is comprised of twelve Upper School student members. The Honor Council voting members include: two Seniors, two Juniors, one Sophomore, and one Freshman. Honor Council members are elected by students in each grade. Seniors and Juniors will each elect four students of their class to serve. The students with the most votes will be voting members of Honor Council. Sophomores and Freshmen will each elect two students to serve. The student with the most votes will be that grade's voting representative. No student that has received any Maclay disciplinary letter within the previous 365 days may serve on the Honor Council. If a voting member cannot attend an Honor Council meeting, a non-voting member from the same grade level will vote in their place. Presiding over the Honor Council as Chairperson is a member of the Upper School Administration, who votes only in the event of a tie.

DUTIES OF THE HONOR COUNCIL

The job of the Honor Council is to consider violations of the Honor Code by Upper or Middle School students. The Council must determine whether a violation has occurred and if so, must determine penalties for violations. The Council may also refer a matter to the Upper 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 FOR THE HONOR COUNCIL

- If a student believes that an honor offense has been committed, they should contact any Honor Council member, a teacher, the Upper School Director, or a member of the Upper School Administration. The individual contacted must then inform the Honor Council Chairperson.
- The chairperson, in consultation with the Upper School Director, 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.
- Students who commit honor offenses may turn themselves in; their integrity in doing so will be taken into account by the Honor Council.
- 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.
- 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.
- During the Honor Council proceedings, the student charged with an Honor Code violation shall have an opportunity to confront their accuser(s) and/or any witness(es).
- 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. Penalties may include, but are not limited to:

- Receiving a "Z" on an assignment
- Performing work detail
- Writing letters of apology
- Having to redo an assignment for no credit
- Suspension
- 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.

APPEAL OF DECISION

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

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

- 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.
- 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.
- 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.
- 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.
- All accusers and/or witnesses will present their account of the facts.
- The alleged student offender(s), accuser(s), and witness(es) will have an opportunity to question each other.
- Members of the Disciplinary Committee will have an opportunity to question any accuser(s), witness(es), and the alleged student offender(s).
- 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.
- 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.
- All students, accusers, witnesses, parents, and guardians will be asked to leave before the Disciplinary Committee begins its deliberations.
- 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 their 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.
- 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: the student's conduct record; the student's family circumstances; any health concerns; the student's attitude with respect to the offense charged; admission of guilt; the student's assistance in the Disciplinary Committee's investigation; 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.

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.

- 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.
- 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.
- 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.
- 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 the chaperone 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 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.

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: On the campus of Maclay School; At any location whatsoever, during a Maclay School related or Maclay School sponsored program or activity; on

any Maclay School bus; through any computer or electronic device while on any of the locations specified in numbers 1-3; 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:

- threats
- intimidating
- stalking
- cyber-stalking
- cyber-bullying
- physical violence
- theft
- sexual, religious, or racial harassment
- public humiliation
- destruction of school or personal property
- social exclusion, including incitement and/or coercion
- 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.*

SUSPENSION

A student on suspension will not be on Maclay campus. A suspended student may not be a participant in any school activities during the period of suspension. For example, a member of a school related team or club who is suspended will not be able to participate in that club or team's event during the period of suspension. A student suspended for truancy will receive an automatic grade of Z for any academic work missed in that class. For other suspensions, all academic work must be made up. Grades will be assigned in accordance with this handbook and the teacher's policy sheet. Teacher or tutorial assistance will not be provided during a period of suspension. Suspension is one possible result of an Honor Code violation which is brought before the Honor Council. *Please see the Honor Council section above.*

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

- Possession of or experimentation with tobacco, alcohol, marijuana or drugs of any kind
- Leaving the boundaries of the campus without permission
- Serious or repeated violations of the dress code
- Chronic unexcused absences from or tardiness to a class
- Failure or refusal to serve detention in a timely manner
- Fighting or bullying
- Chronic behavioral issues

EXPULSION

Three suspensions during grades 9 to 12 will result in automatic expulsion from school and the student cannot return. The Disciplinary Committee may decide to expel a student for an offense for which he or she was initially automatically suspended.

APPEAL OF DECISION

A student or parent 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 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

Fire drills are held regularly. Emergency procedures for severe weather or any other school-wide emergency are explained by the classroom teacher and the administration.

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).

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

LOCKDOWN/DANGER CODES

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

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

The "All Clear" can be given only by the Head of School.

HEALTH

Florida State law requires immunization against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Varicella (chickenpox), and Hepatitis B. **All** students in grades 9 to 12 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.

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

Parents must ensure that the school has current student medical information as well as accurate parent contact information for emergency contact. The Student Health Information Update Form for each individual returning student will be made available to each family before the start of the new school year and must be filled out, signed, and returned to the school nurse at the start of each new school year. New students will complete their Student Health Information Update Form during the admissions process. **Please include any medicines and/or medical issues** such as known allergies, asthma, diabetes, physical problems or any other health issues which might affect your child during the school day. **Also, please notify the Upper School office and 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 the 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 reached and list their names and phone numbers on the student's record.

Please note, students MUST have a current and signed Student Health Information Update Form completed for the current school year to be eligible to participate in off-campus activities such as field trips. This form is available on-line on the Family 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 form filled out and signed by the parent. No medication of any kind will be provided to students without parents' permission, which must be recorded on The Permission to Administer Medications at School form, available from the Upper School and Front Offices and on the Clinic website in PDF. Medicines which must be administered during school hours MUST be left with the Clinic nurse. Students must not be in possession of any prescription or non-prescription medications. The exception to this rule is asthma inhalers, Epi-Pens and Diabetic medicines and supplies. These specific medications require a Permission to Administer 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. (For Covid Protocols please see Appendix V.)

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 Upper School must sign in at the Upper School front office and receive an identification tag. This tag must always be worn for the given day while on campus.

CO-CURRICULAR ACTIVITIES

ATHLETICS

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

Girls Teams: Varsity and J.V. Volleyball; Varsity Soccer; Varsity and J.V. Basketball; Varsity Swimming; Varsity Weightlifting; Varsity and J.V. Tennis; Varsity and J.V. Cross-Country; Varsity and J.V. Track and Field; Varsity Golf; Varsity Softball; Varsity Cheerleading; Dance Team.

Boys Teams: Varsity Soccer; Varsity and J.V. Cross-Country; Varsity and J.V. Track and Field; Varsity Football; Varsity and J.V. Basketball; Varsity Swimming; Varsity Weightlifting; Varsity and J.V. Tennis; Varsity and J.V. Baseball; Varsity and J.V. Lacrosse; Varsity and J.V. Golf.

LETTERS

In awarding letters, the Head Coach of each Varsity sport will submit a list of his recommendations to the Athletic Director, who will then make the final decision concerning these awards. Letters and other athletic awards are presented at the end of season gathering for each team. NO major plaques, trophies, or other player awards will be presented at these events.

ELIGIBILITY FOR ATHLETICS

It is imperative that a certified copy of the birth certificate of each student who will compete in athletics at the interscholastic level be presented to the school for registration with the Florida High School Activities Association. The birth certificate must be certified by the state in which it was issued. The school Athletic Director should receive the birth certificate before the beginning of the season in which the student wishes to participate. Student athletes are eligible for only four consecutive years beginning the first time they enter ninth grade. Furthermore, student athletes are eligible to compete only if they are under 19 years of age as of June 1 of their SENIOR (4th) year of high school.

Each Student / Athlete must have the following information on file through the www.athleticclearance.com web platform before they 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.

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 other volunteers. Students may also be held out of practice and/or games if their weekly grade average falls into the D or F range. See the Director of Athletics for specific details.

CONCUSSION POLICY

Students participating in any athletic program and their parents should be familiar with Maclay School's Concussion Policy. It can be found at <http://maclay.org/Page/4893>. If you have questions or need to make academic accommodations please contact the Director of Guidance.

STUDENT ATHLETE CODE OF CONDUCT

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills.

To participate in athletics at Maclay, student-athletes must obey the Maclay Student Athlete Code of Conduct which is located in full at www.maclay.org.

The following are some key components of the Student Athlete Code of Conduct:

Be a Positive Role Model— Remember that participation in sports is a privilege, not a right, and that student-athletes are expected to represent the school, coach, and teammates with honor and integrity, on and off the field.

Be Respectful — Do not engage in any sort of profanity, obscene gestures, offensive remarks of a sexual, gender, or racial nature, refrain from trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport. This includes posting/commenting/forwarding messages with the above content on any social media platforms.

Respect Officials — Always treat officials with respect. Do not complain about or argue with official calls or decisions during or after an athletic event.

Apply Self-Control —Do not exhibit excessive anger or frustration during games or practices. Have the strength to overcome the temptation to retaliate.

Live a Healthy Lifestyle —Put the proper fuel in your machine while also abstaining from illegal or unhealthy substances including alcohol, tobacco (including vaping), illegal drugs or steroids.

Be a Great Sport - Honor the spirit and the letter of rules. Always demonstrate the highest ideals of sportsmanship and avoid trying to gain competitive advantage through gamesmanship techniques that violate the highest traditions of fair play.

Student-athletes who do not perform according to this Code will face consequences which may include partial or full game suspensions or termination for the season. Suspension or termination of the participation privilege is within the sole discretion of the athletic department and the school administration.

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. An 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.

STUDENT ACTIVITIES

Enriching students' lives at Maclay is a wide range of co-curricular activities through which students can develop new interests and skills and cultivate friendships. Students may join the following organizations:

LEADERSHIP ORGANIZATIONS

- Leadership Council. Class and club Presidents discuss ways for groups to support each other and how to enact best leadership practices. Grades 9-12.
- Upper School Student Council (USSC). Representatives and officers elected at the end of the previous year; meetings open to entire student body. Grades 9-12.

HONOR SOCIETIES

- Cum Laude Society. The highest academic honor society for Juniors and Seniors. Membership is based on cumulative academic average. Grades 11-12.
- International Quill and Scroll Honor Society. Members selected for outstanding work on school newspaper or yearbook. Grades 10–12.
- International Thespian Society. Members earn points for participation in theatre activities, including District to State competitions, in various dramatic areas. Grades 9-12.
- Mu Alpha Theta. Members selected for academic achievement in mathematics and may choose to participate in regional mathematics competitions. Grades 9 - 12.
- National Art Honor Society. Members selected for excellence in visual arts.
- National Computer Science Honor Society. Members selected for high academic performance and original investigation in the various fields of the computing and information disciplines. Grades 9-12.
- National French Honor Society. Members selected by faculty for academic achievement in the French language. Grades 9-12.
- National Honor Society (Colin English Chapter). The national honorary organization whose members are elected by a faculty committee based on their scholarship (GPA selection will be greater or equal to a 3.2 unweighted,) leadership, character, and service (32 hours minimum average per completed academic year.) Grades 11-12.
- NJCL Latin Honor Society. Members selected by Latin teacher for academic achievement in Latin. Grades 9-12.
- Science National Honor Society. Members selected for proven interest in science. Grades 9-12.
- Spanish Honor Society. Members selected by faculty for academic achievement in the Spanish language. Grades 10-12.

SERVICE CLUBS

- Caraid. Service club that strives to make connections with the elderly population in Tallahassee. Grades 9-12.
- Key Club. Service club affiliated with Kiwanis Club. Grades 9 -12.
- Quincy Tutoring Program. Tutors work on academic fundamentals with children of migrant families in Quincy. Grades 9-12.

COMPETITIVE CLUBS

- Astronaut Challenge. An aero-space competition sponsored by FSU and presented in cooperation with NASA and the Kennedy Space Center. Teams compete in several areas including aerospace engineering, space science design, space shuttle flight simulation, and space shuttle landing simulation. Grades 9-12.
- Brain Bowl Team. Teams for academic quiz bowl competition with schools from surrounding counties. Members chosen by tryout each fall. Grades 9-12.
- E-Sports. Gaming club with beginners to expert's welcome. Grades 9-12.
- Model UN. For all students with a special interest in politics and international relations. Being a club member involves participation in an area-wide competition with delegates from other schools. Grades 9-12.
- Robotics Club. For anyone interested in participating in robotics and competing in robotics competitions. Grade 9-12.
- Science Olympiad. An academic competition that allows students to participate in a variety of hands-on science, mathematics, and engineering events on the invitational, regional, and state levels. Anyone with a keen interest in STEM is encouraged to join. Grades 9 – 12.

SPECIAL INTEREST ORGANIZATIONS

- Book Club. An opportunity for students to enjoy discussion, exploration, and discovery of books, while creating a sense of community through the love of literature. Grades 9–12.
- Le Cercle Français. For anyone interested in French food, films, language, and culture. Grades 9-12.
- Chess Club. For anyone interested in playing chess. Beginners to expert's welcome. Grades 9-12.
- Coding Club. For anyone who has an interest in expanding their programming skills and promote computer science. Grades 9-12.
- The Company. Support club for dramatic presentations. Grades 9-12.
- Dance Marathon. Partnering with FSU Dance Marathon, works to raise money for Children's Miracle Network. Grades 9-12.
- Film Club. For anyone interested in watching and discussing films, making films for entertainment, or making videos for other extracurriculars. Grades 9 – 12.
- Green Club. Environmental activist club. Grades 9-12.
- Junior Classical League. Open to any students who are taking or have taken Latin. Students may participate in local, state, and national Latin competitions. Grades 9-12.
- *Marauder*. School yearbook, produced through the Journalism class, but also through work after school. Grades 10-12.
- Maclay Student Ambassadors. A group of students who display leadership and enthusiasm, and work alongside the Admissions Department to improve the transitions of new students and freshman and to spread school spirit. Applications are accepted in the Spring. Grades 9 – 12.
- Maclay Student Athletic Advisory Council (SAAC.) Representatives from all athletic teams united to promote good sportsmanship, service and school spirit. Grades 9-12.
- Multicultural Awareness Club. Promotes multicultural awareness and observes international festival days as well as increasing students' knowledge of places in the world where conflicts or crises are creating great need. Grades 9-12.
- Music Club. Promotes appreciation for all forms of music. Grades 9-12.
- Newspaper. For students interested in sharing ideas with like-minded lovers of the written word, a club to produce creative writing in a variety of genres. This club publishes the *Andalusian*, the monthly newspaper that covers issues from school activities to world news. Grades 9-12.
- *Notes from the Underground*. Publishes the creative writing journal, which contains fiction, nonfiction, poetry, and visual art composed by Maclay's Upper School students. Grades 9-12.
- Smash Club. Open to all students interested in playing Super Smash Bros. Beginners to expert's welcome. Grades 9-12.

- Spectrum Club. Raises awareness for diversity and the problems that occur regarding treatment of minority groups and other marginalized people. Grades 9-12.
- Writing Club. Publishes the creative writing journal titled *Notes from the Underground*, which contains fiction, nonfiction, poetry, and visual art composed by Maclay's Upper School students.

POLICY ON RUNNING FOR OFFICE AND HOLDING AN OFFICE

Any student wishing to run for an officer's position in any Upper School society, club, or class must have a minimum of a C average cumulative GPA (2.0 on the 4.0 scale), and must not be on academic or social probation/warning. If elected to office, the student must maintain that minimum average while in office and not be placed on academic or social probation. Failure to do so will result in being placed on probation within the club for the next grading period. If the student does not improve his academic and/or social performance to be removed from probation, he or she will be removed from office. The next lower officer in the club may move up to the vacated position; if he or she does not wish to do so, then a new election must be held to fill the vacated position. Club constitutions may dictate other limitations/requirements for officers.

LEADERSHIP DISTRIBUTION

Students at Maclay are very active. With academics, athletics and extra-curricular activities, students need to learn to self-regulate and have a balanced life. Students that overextend themselves will be counseled. In order to allow for a fair distribution of leadership positions and to prevent any student from becoming overcommitted, no one student may hold more than one of the following positions in any given year:

President (or its equivalent)	Dance Marathon, Key Club, <i>Marauder</i> , Senior Class, Student Council
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Club sponsors can determine any other leadership limitations before elections for the following school year.

CLASS TRIPS

- Freshman Challenge = Overnight trip for all ninth graders.
- Sophomore Safari = Campout for all tenth graders.
- Junior Class = Ski trip to Colorado.
- Senior Class = Grad Bash trip to Universal Studios.

COMMUNITY SERVICE HOURS

Community service hours will be credited only if the following criteria are met:

- The work must be unpaid, volunteer service which benefits one or more members of the community (typically for a non-profit or community-based event.) Specific work for a for-profit company that benefits the community will count towards hours (a more detailed description of the work may be required.)
- An adult supervisor must sign off on hours. The only exception is charitable organizations created and run by students.
- A letter/email/form certifying hours must be delivered electronically or in person to the Dean of Student Affairs. This letter/form must include the following:
 - Date(s) of service;
 - Total number of hours served;
 - Brief description of type of work done;
 - Organization name (if applicable)
 - Adult supervisor's printed name and signature.
- Students record hours on FACTS. Rising 9th graders and students new to Maclay will receive more information after starting the school year.

Students who wish to be eligible to join the National Honor Society (NHS) or Key Club must have recorded at least 36 hours of service average for each completed academic year prior to joining. Exceptions will be made only for students new to the school.

APPENDIX I: BIBLIOGRAPHIC WORK

A. WORKS CITED AND WORKS CONSULTED

All of the following information has been updated to reflect the most current (eighth) edition of the *MLA Handbook*. Please see the website for the handbook for more information, samples, and guidance: style.mla.org.

According to the *MLA Handbook*, “The list titled ‘Works Cited’ identifies the sources you borrow from – and therefore cite – in the body of your research project.”

These items of information are acknowledged in the body of the paper with **in-text citations**, i.e., following the sentence with parentheses including author’s name and page number. Example:

71% of the voters disagreed with this policy (Butler 22).

A “Works Cited” list will most likely be used for essays that analyze a particular text or document.

For broader research projects, where a student consults information from many sources (a research essay, a PowerPoint on a contemporary issue, etc.) but does not cite (quote) from all of the sources, title this list “Works Consulted.” This list contains both sources from which the essay quotes and sources that were merely read. The “Works Consulted” list can be viewed as a hybrid of “Works Cited” and “Bibliography” lists.

Most importantly, though, remember that **every source** consulted during the research process must be listed in this section at the end of **every** essay or project.

For in-text citations, at the end of the quoted or paraphrased passage, use parentheses (footnote numbers are no longer used.). In the parentheses put the author’s name (or whatever is listed first in the entry on your Works Cited or Works Consulted page); last name will suffice unless your Works Cited list includes two authors by the same name. Also include the specific page number where the information was found (if available). If no author’s name is available, use a shortened form of the title. For example:

Sir Philip Sidney was a Renaissance courtier and soldier who died in the Netherlands of wounds received fighting in a war against Spain (*no citation—common knowledge in all sources about Sidney*). One critic claims that his best known work is the sonnet sequence *Astrophil and Stella*, dedicated to his love Penelope Rich (Myrick 52). Many people consider his pastoral romance *The Arcadia* to be a failure; others disagree (“Sidney’s *Arcadia*” 42).

B. RULES AND FORMAT FOR CITATION OF SOURCES

1. Items should be arranged in alphabetical order by author’s last name. If no author is listed, alphabetize by the first important word in the title (e.g., exclude *the*, *a*).
2. Place the first line of each entry flush with the left margin. If the item extends to a second line, that line and subsequent ones should be indented five spaces or one tab.
3. Double-space the entire Works Cited or Works Consulted list.
4. At the top of the page, place the heading **Works Cited** or **Works Consulted**, centered.
5. Do not number items in a Works Cited or Works Consulted.
6. In the eighth edition of the *MLA Handbook*, the MLA has adopted a method for “core elements” that – when available – should be included in each entry. The elements are listed in the following chart in the order they should appear and with the appropriate punctuation:

Author.
Title of source.

Title of container,
Other contributors,
Version,
Number,
Publisher,
Publication date,
Location.

Depending on the source, all of this information may not be required. See the following examples for more details:

C. SAMPLE WORKS CONSULTED

The type of “container(s)” appears in bold brackets at the end of each entry. This is included here for reference only and should not appear in an actual works-consulted list.

Alexander, Jonathan M. “Garner Officers Testing out Body Cameras for Future.” *The News and Observer* [Raleigh, NC], 7 Dec. 2014. *Points of View Reference Center*,
<http://search.ebscohost.com/login.aspx?direct=true&db=pwh&AN=2W61463672151&site=pov-live>. **[Newspaper found in an online database. You only need to include the place of publication for smaller papers.]**

Alexander, Shoshana. *In Praise of Single Parents: Mothers and Fathers Embracing the Challenge*. Houghton, 1994. **[Book]**

Baum, Rosalie Murphy. “Early-American Literature: Reassessing the Black Contribution.” *Eighteenth Century Studies*, vol. 27, 1994, pp. 533-49. **[Print journal article]**

Black, Henry Campbell, Joseph R. Noland, and Jacqueline M. Nolan-Haley. *Black’s Law Dictionary*, 6th ed., West, 1991. **[Book with an edition and three authors]**

Cohen, Adam. “The Difference a Million Makes.” *Time*, 19 June 1995, p. 43. **[Print magazine article]**

“Education.” *Merriam-Webster*. www.merriam-webster.com/dictionary/education. Accessed 11 July 2016. **[Webpage without an author. Use an access date when a date of publication cannot be found, particularly on webpages]**

Elder, Lonnie. “Ceremonies in Dark Old Men.” *New Black Playwrights: An Anthology*, edited by William Couch, LA State UP, 1968, pp. 55-72. **[Part of a print anthology with an editor]**

Kinsley, Michael. “Now Is the Summer of Too Much Content.” *Slate*, 20 June 1998,
www.slate.com/articles/news_and_politics/readme/1998/06/now_is_the_summer_of_too_much_content.html.
[Article on website]

Krayewski, Ed. “Deadly Flash.” *Reason*, vol. 47, no. 10, Mar. 2016, p. 5. *Points of View Reference Center*,
<http://search.ebscohost.com/login.aspx?direct=true&db=pwh&AN=112460200&site=pov-live>. **[Journal article found in online database]**

Paley, Grace. *Just As I Thought*. Farrar, 1997.

---. *Later the Same Day*. Farrar, 1985. **[Two books by same author]**

"Under the Gun." *Pretty Little Liars*, season 4, episode 6, ABC Family, 16 July 2013. *Hulu*, [www. hulu.com/watch/511318](http://www.hulu.com/watch/511318).

[Television show viewed online, via a pay service]

The above examples are not all-inclusive, so please see the *MLA Handbook* website for further information. Specifically, the following page will be helpful: <https://style.mla.org/works-cited-a-quick-guide-book/>

To download practice templates, view the following page: <https://style.mla.org/files/2016/04/practice-template.pdf>

APPENDIX II: MACLAY SCHOOL DRIVING AND PARKING PERMISSION FORM

SEE FACTS WEBFORMS

APPENDIX III: JUNIOR/SENIOR OFF-CAMPUS LUNCH PRIVILEGE & PERMISSION

- I. Rules governing the use of the privilege any day during the week according to the regulations provided below:
- A. A junior/senior in **GOOD STANDING** may exercise this privilege any day of the week during the normal lunch period (**1:00-1:40 PM**). You must be on time for your period 4/FLEX class. Tardiness will not be tolerated. NOTE: EVERY WEDNESDAY on early RELEASE days, LUNCH period=**12:05-12:45 PM**.
 - B. If you drive your own car, you must have a completed Driving and Parking Permission Form on file in the Upper School Office, and a current parking tag displayed on your car.
 - C. The off-campus participation form below must indicate whether or not a driver has permission to transport passengers. Even if you plan to be just a passenger, your parents must complete and sign this form.
 - D. You must check out and in with Mr. Cave or Mr. Gallina when you leave and return from off-campus lunch. **STUDENTS MUST PERSONALLY CHECK OUT AND IN and TURN-IN/PICKUP their OWN student ID.** Maclay Student ID is preferred or another form of identification of equal size (***NOT a piece of paper that blows away or personal property such as a backpack***).
**This is great practice for college where your ID is required for access to nearly everything on campus (dormitory, cafeteria, fitness center etc.).
 - E. If the student is on the Care List for having a grade in any class below a C-, off-campus lunch privileges will be suspended for the entire week until the grade is brought up to a C- or higher.
 - F. **ALL SCHOOL RULES AS OUTLINED IN THE MACLAY UPPER SCHOOL HANDBOOK FOR PARENTS AND STUDENTS ARE IN EFFECT, AND MUST BE OBSERVED BY ALL PARTICIPANTS IN THIS PROGRAM.**
- II. Penalties for infractions of the above rules:
- A. If you fail to return to school **on time OR CHECK BACK IN** with Mr. Cave or Mr. Gallina:
 - 1. FIRST offense-apology after school to remind yourself to be on time
 - 2. SECOND offense – one WEEK suspension of off-campus privileges.
 - 3. THIRD offense – one MONTH suspension of off-campus lunch privileges.
 - 4. FOURTH offense – LOSS of off-campus privileges for remainder of the year.
 - B. If you leave campus without proper permission, or fail to return to campus, both driver and rider(s) will have all off-campus lunch privileges revoked and disciplinary action will be taken.
 - C. Failure to maintain good standing will result in an automatic suspension of this privilege.
 - D. Failure to observe School rules while off-campus will result in immediate disciplinary action.

SEE FACTS WEBFORMS

APPENDIX IV: MACLAY UPPER SCHOOL PRE-APPROVED ABSENCE FORM

THIS FORM MUST BE COMPLETED IN FULL AND RETURNED TO THE UPPER SCHOOL OFFICE NO LATER THAN THE DAY BEFORE THE PLANNED ABSENCE. FAILURE TO FOLLOW THIS PROCEDURE WILL CONSTITUTE AN UNAPPROVED ABSENCE IN EACH CLASS THAT IS MISSED.

SEE FACTS WEBFORMS

APPENDIX V: COVID-19 PROTOCOLS

SICK DAY POLICY- WHEN SHOULD STUDENTS AND STAFF STAY HOME

School year 2021-2022, students and employees must stay home at least 24 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 24 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
- **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.
- **Definitions and Other Ailments**
- ***Fever** ≥ 100.0 F degrees. To return to school student must be fever-free for 24 hours without the use of anti-fever medications such as Acetaminophen (Tylenol) or Ibuprofen (Advil or Motrin). Ex. Fever of 100.6 F on Monday at 0800, acetaminophen given at 0805, temperature at 1200 is 99.5 F and does not receive any additional doses of medication and temperature remains below 100.0 F, student can return on Wednesday Morning. For more information on fevers, visit <https://kidshealth.org/en/parents/fever.html>
- ***Vomiting or Diarrhea** in last 24 hours. If stool contain blood or mucous student can return after a minimum of 24 hours of last episode **and** once cleared by their physician.
- **Flu-** Individuals with suspected or confirmed flu, should stay home from work at least 4-5 days after the onset of symptoms. Persons with the flu are most contagious during the first 3 days of their illness. <https://www.cdc.gov/flu/business/stay-home-when-sick.htm>
- **Undiagnosed, new, or untreated rash or skin condition.** (i.e. generalized hives, wounds with purulent drainage.). Return when resolved or 24 hours on treatment plan.
- **Strep Throat-** Students can return 24 hours after treatment has been initiated **and** when the child has been without fever for 24 hours. <https://www.cdc.gov/groupastrep/diseases-public/strep-throat.html>
- **"PINKEYE" or conjunctivitis.** White or yellow eye discharge, matted eyelids, and redness of eyelids or skin surrounding the eye. Students can return 24 hours after treatment has been initiated, when eyes are clear, or with physician permission.

- **Pain.** If your child has a mild ache but is otherwise acting okay sending them to school is okay. Anything more than mild pain is always something you want to keep an eye on. Keep them home and call your doctor instead.
- **Chickenpox-** Students should stay home until the sixth day after onset of rash or when all lesions have dried and crusted.
- **Green, Brown, or Bloody Sinus Drainage-** especially when the child is unable to keep their nose wiped clean and their hands washed. Consult a physician for treatment recommendations.
- **Impetigo-** Students can return 24 hours after initiation of treatment.
- **Ringworm-** Students with ringworm-can return once treatment has been initiated.

*Specific care plans based on diagnosis can be made on a case by case basis with the Maclay Health Department to guide when student/faculty can safely return to school.

Please remember to stay home if sick and practice hand hygiene often.

It is the position of the National Association of School Nurses (NASN) that the management of head lice in the school setting should not disrupt the educational process. <https://www.nasn.org/advocacy/professional-practice-documents/position-statements/ps-head-lice> For Tips for management of Lice can be found at the following link- <https://kidshealth.org/en/parents/head-lice.html>.