

MACLAY SCHOOL

Student Handbook

Pre-K 3 - 12th Grade



2026/2027



MACLAY CAMPUS CONTACT INFO

Upper School Office (Grades 9-12).....	850-893-6545
Middle School (Grades 6-8)	850-893-4981
Lower School (Grades K-5)	850-668-5103
Pre-School (Pre-K3-Pre-K4)	850-668-5018
Admissions Office.....	850-893-7857
Advancement Office	850-893-8465
After School Program (K-5)	850-894-0908
After School Program (6-8)	850-668-5017
Athletic Department	850-668-2373
Clinic	850-893-5030
College Counseling.....	850-894-0841
School Counseling Office (9-12)	850-668-5104
School Counseling Office (K-8)	850-893-3795
Library	850-894-0816
Marauder Meals.....	ext.240
Technology	850-894-0911
The Center for Academic Excellence.....	850-907-1401



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ONE SCHOOL PHILOSOPHY

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

- to establish and maintain a curriculum designed to teach creatively the liberal arts.
- to create a 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.

ONE SCHOOL 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.

ONE SCHOOL MACLAY SCHOOL HONOR CODE

A MARAUDER IS HONORABLE, RESPECTFUL, ACCOUNTABLE.

I WILL RESPECT ALL PEOPLE AND PROPERTY.

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

Maclay School expects students to uphold standards of honorable conduct. This code was written at the initiative of Maclay students. It sets standards and serves as one resource for classroom instruction about ethical behavior. To uphold the Honor Code, students are encouraged to report known violations. If a student observes another student committing an Honor Code violation or acting illegally, the student should notify a teacher, a member of Administration, or the Division 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 School 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.

ONE SCHOOL 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.

ONE SCHOOL STATEMENT OF BELONGING

At Maclay School, a sense of belonging is central to our mission as an educational institution. Diversity, equity, and belonging are fundamental to ensuring that each member of our community has an opportunity to thrive, lead others, and be a person of impact. By embracing our differences as a community, our approach to diversity, equity, and inclusion fosters an inclusive, welcoming, supportive, and healthy school culture that promotes genuine respect and acceptance of all members of our community. We are committed to equal opportunity for all persons and do not tolerate discrimination and harassment on any basis.

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.

ONE SCHOOL PARENTAL RESPONSIBILITY

By enrolling a student in Maclay School, parents are expressing a belief in the philosophy and expectations of the School, as well as the professionalism of its faculty and administration. We expect parents to reinforce and support the School's rules pertaining to academic expectations and behavior.

ONE SCHOOL ENROLLMENT

CONTINUOUS ENROLLMENT CONTRACT

To ensure a stable, well-managed school for your child, Maclay School 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 School. Rather, the terms of this Contract, as may be amended by Maclay School from time to time, will continue in effect as long as your child remains enrolled at Maclay School. Maclay School 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 School will maintain an electronic copy of the Enrollment Contract with your child's records.

By January 31st of each year, Maclay School 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 School 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 School has received notification, in writing, stating otherwise from families by February 15th. All written notifications should be addressed to the Admissions Office of Maclay School.

NOTE: If a student fails a course in Upper School for the year, the student may be required to take a summer school course in order to remain at Maclay School.

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 School Website.

In making a financial award to students, the Financial Assistance Committee considers the family's monetary needs and the candidate's potential for a successful Maclay School experience. All awards are made for one year and the financial aid application must be resubmitted each year for consideration. In considering renewal of awards, 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 their potential in the above-mentioned areas, their 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.

HEAD OF SCHOOL SCHOLARSHIP

The Head of School Scholarship program offers full tuition coverage and more for incoming 9th grade students (open to 8th graders not currently enrolled). This scholarship's total value exceeds \$80,000. Up to two scholarships can be awarded each year, with a total of 8 at any given time at the Maclay Upper School.

The Head of School Scholarship recipient must be of superior academic performance, demonstrate excellence in citizenship and character, demonstrate significant promise to contribute to the overall life at Maclay School, at both inside and outside the classroom.

Application and forms are reviewed by a committee through January of the given year. In February semi-finalists are notified and requested to complete an essay or video. Finalists are invited for an on campus visit during scholar's week in February and are asked to complete an academic scholar's test and attend a faculty panel interview. Scholarship recipients are notified at the beginning of March.

RE-ENROLLMENT

Acceptance into each succeeding grade is dependent upon satisfactory academic achievement, attendance, effort, and citizenship. Provisional contracts may be issued in some circumstances.

ATTENDANCE

MIDDLE AND UPPER SCHOOL ATTENDANCE AND SCHOOL PARTICIPATION

Maclay School expects students to be present, on time, prepared, and engaged in every class. Attendance is a shared responsibility among the student, family, teacher, advisor, counselor, and division office. This policy applies to Middle and Upper School students unless a grade-level distinction is stated.

One Shared Attendance Expectation

Students are expected to attend school every day, arrive on time, follow sign-in and sign-out procedures, and communicate with teachers about missed work before problems develop.

SCHOOL DAY AND SUPERVISION

Campus is open from 7:00 a.m. until 6:00 p.m. unless a student is participating in a supervised school activity. Students should be in approved, supervised areas before, during, and after the school day.

GRADE LEVEL	REGULAR SCHOOL DAY	SUPERVISION AND AFTER-SCHOOL LOCATION
Grades 6-8	The regular school day for Grade 6 Academy is 8:00 a.m. to 3:00 p.m. The regular school day for Grades 7–8 is 8:15 a.m. to 3:00 p.m.	Middle School students who are on campus before or after regular school hours must be in the Middle School Center in Room 50 unless they are directly supervised by a teacher, coach, club sponsor, or other approved adult. The Middle School Center runs from 7:00–7:45 a.m. and 3:30–6:00 p.m. Students should report to the Middle School Center if they arrive before supervision begins, are not picked up by 3:30 p.m., or finish after-school help, athletics, clubs, or other supervised activities early. Middle School students may not remain in unsupervised areas of campus before or after school.
Grades 9-12	8:15 a.m. to 3:00 p.m.	Upper School students should report to approved locations before school, during breaks, lunch, study hall, office hours, Community Time, and after school. Students may not be in unsupervised areas or in vehicles during the school day without permission.

Homeroom is considered the first class of the day and is mandatory. Attendance will be taken and reported.

ATTENDANCE PHILOSOPHY

Regular attendance and punctuality are essential to learning, participation, and student success. Students are expected to attend school each day, arrive on time, and be present for every scheduled class, Homeroom, and required school activity.

Attendance is monitored by class and by school day. The same attendance expectations apply in Grades 6-12, although the school's response may reflect a student's age, developmental readiness, and individual circumstances.

The school recognizes that illness, medical needs, emergencies, family circumstances, and other significant situations may affect attendance. Students and families should communicate promptly with the school so that appropriate support can be provided.

ATTENDANCE DEFINITIONS

- **Tardy to Class:** A student arrives after the scheduled beginning of a class or required attendance period and misses less than 20 minutes.
- **Absent from Class:** A student misses 20 minutes or more of a class or required attendance period.
- **Medical Absence:** A student is absent because of a medical need and appropriate documentation is provided when requested.
- **School-Related Absence:** A student misses class with school approval because of athletics, arts, field trips, academic activities, or another Maclay-sponsored event.
- **Pre-Approved Absence:** A parent or guardian requests an absence in advance through Veracross, and the student completes the required Blue Form process.
- **Unexcused Tardy:** A tardy that has not been approved by the school or supported by appropriate communication or documentation.
- **Unauthorized Class Absence or Truancy:** A student misses a class, Homeroom, required activity, or assigned location without permission. Unauthorized absences are disciplinary matters and may result in an immediate consequence.

REPORTING SAME DAY ABSENCES AND LATE ARRIVALS

Parents or guardians should notify the appropriate division office whenever a student will be absent, arrive late, or leave school early.

Attendance communication should be directed to:

- Grades 6-8: msattendance@maclay.org
- Grades 9-12: usattendance@maclay.org

Documentation requesting that a late arrival be excused should be received by the beginning of the next school day. Documentation received after that time may be reviewed but is not automatically accepted.

Maclay School determines whether a late arrival is excused.

SIGNING IN AND OUT

Students arriving after the school day has begun must report to the appropriate division office before going to class.

Students leaving school before the end of the day must check out through the appropriate division office. No student may leave campus without school approval.

Parents or guardians are generally required to come to the division office to sign out a student. Upper School student drivers may be permitted to sign out without a parent physically present when appropriate written authorization or documentation has been provided.

Students who become ill during the school day must report to the clinic. The nurse will contact the parent or guardian and notify the appropriate division office when a student needs to leave campus.

PRE-APPROVED ABSENCES

Parents or guardians who know in advance that a student will be absent should submit the Pre-Approved Absence Form through Veracross no later than the school day before the absence.

The student must also obtain and complete a Blue Form from the appropriate division office. The form allows teachers to acknowledge the anticipated absence and identify assignments, assessments, or responsibilities that must be completed.

The completed Blue Form must be returned to the division office at least one school day before the absence.

If the pre-approval process is not completed, the absence will count toward the student's total class absences and may affect the student's ability to make up missed work.

Pre-approval does not remove the student's responsibility to complete missed academic work.

SCHOOL-RELATED ABSENCES

Students may be released from class for athletics, arts events, trips, competitions, and other approved school activities.

Students are responsible for:

- Leaving class at the scheduled release time;
- Obtaining assignments and instructions in advance;
- Submitting work that is due;
- Arranging assessments when necessary; and
- Returning prepared for class unless another arrangement has been approved.

School-related absences are recorded for attendance purposes but do not result in disciplinary consequences or automatically count against a student in an attendance or course-credit review.

LATE RETURNS FROM SCHOOL-RELATED ACTIVITIES

Students may be excused from the first scheduled class period following an approved school trip that returns at a late hour.

The Athletic Department, activity sponsor, or appropriate administrator will determine whether an excusal is warranted and will communicate the decision to the division office.

Students and families should not assume that a late return automatically excuses attendance the following morning.

TARDINESS

Students are expected to be in the assigned classroom or location when the class or attendance period begins.

Every tardy will be recorded. A parent or guardian may receive an automated attendance notification.

A late arrival to school that causes a student to miss Homeroom and part of the first academic class will normally be treated as one attendance event for disciplinary purposes. The attendance record may show each period missed, but the student will not automatically receive multiple detentions because of one late arrival.

A separate consequence may be assigned when a student:

- Fails to report to the division office;
- Intentionally delays reporting to class;
- Leaves an assigned location without permission;
- Provides false or misleading information;
- Repeatedly disregards instructions; or
- Engages in conduct beyond the original tardy.

TARDINESS BETWEEN CLASSES

Students are provided transition time to travel between classes, visit their lockers, use the restroom, and report to the next class.

A tardy between classes may be excused when a teacher, counselor, nurse, administrator, or other authorized employee verifies that the student was delayed for an approved reason.

The tardy will remain unexcused until appropriate communication is received.

Students are responsible for instruction, assignments, assessments, and activities missed because of tardiness.

PROGRESSIVE TARDY RESPONSE

Unexcused tardies are counted cumulatively across classes during each academic quarter.

UNEXCUSED TARDIES	SCHOOL RESPONSE
First & Second	Tardy documented and expectation reviewed
Third & Fourth	Lunch detention and electronic family notification
Fifth & Sixth	Morning or After school detention, student conference, and family notification
Seventh & Beyond	Family conference, written attendance improvement plan, and possible loss of privileges

The school may intervene earlier when tardiness is intentional, disruptive, dishonest, or part of a broader conduct concern.

In Middle School, the response may include additional advisor involvement, organizational support, and parent partnership. Upper School students are expected to take greater responsibility for tracking and correcting their attendance patterns.

ABSENCE NOTIFICATIONS

When a student is marked absent from a class, a parent or guardian may receive an automated attendance notification.

Families should review attendance information regularly through Veracross and contact the appropriate division office when a record appears incorrect.

ATTENDANCE CONCERN THRESHOLDS

The school may intervene when absences or tardies begin to interfere with instruction, academic progress, classroom participation, or student well-being.

ATTENDANCE PATTERN	SCHOOL RESPONSE
Approximately 10% of a class or school days missed	Attendance notice, academic check-in, and review of missed work
Approximately 20% missed	Family conference and written attendance support plan
25% or more missed	Formal administrative review, possible Student Support Team meeting, and academic recovery or credit review

The school may begin intervention before these thresholds when the pattern is concerning.

Unauthorized absences, class cutting, or truancy will result in an immediate consequence.

MINIMUM ATTENDANCE STANDARD AND REVIEW PROCESS

MacLay School is committed to academic excellence and believes that consistent attendance is essential to student learning, engagement, and success. Regular attendance supports the integrity of the instructional program, classroom community, and student growth.

Students are expected to attend school every day and to be present for each scheduled class unless they are ill, have a medical appointment, experience an emergency, participate in a school-related activity, or have received prior school approval for an absence.

Students are expected to attend substantially more than 75% of each class. The 75% standard is a minimum threshold for formal administrative review, not an attendance goal.

Attendance is monitored by class and by the full school day. When a student's attendance falls below the minimum threshold or begins to interfere with learning, the school will review the circumstances and determine what support, recovery work, academic action, or credit decision may be appropriate.

ATTENDANCE REVIEW

A student who attends less than 75% of a course may be referred for formal administrative review.

The review may consider:

- The total number and type of absences;
- Medical, emergency, pre-approved, or school-related circumstances;
- Supporting documentation;
- The amount of instruction and required learning missed;
- Completion of assignments, assessments, projects, labs, discussions, or other required learning experiences;
- Evidence that the student has met essential course expectations;
- The student's participation in an attendance or academic recovery plan; and
- The student's readiness to progress to the next course, grade level, or academic requirement.

ACADEMIC IMPACT

Grades should reflect demonstrated learning and mastery of course expectations. A student's grade, academic standing, course placement, grade-level progression, or course credit, where applicable, may be affected when excessive absences prevent the student from completing required work, participating in essential learning experiences, or demonstrating mastery of course expectations.

Following the review, the school may require one or more of the following:

- Academic support sessions;
- Completion of missing assignments or assessments;
- Alternative assignments or assessments;
- Additional instructional time;
- An attendance or academic recovery plan;
- Regular check-ins with a teacher, advisor, counselor, Dean, or Division Director;
- Limited co-curricular participation until academic responsibilities are met;
- An incomplete until required work is completed;
- Summer work or additional academic recovery;
- A placement or progression review;
- Adjustment of the student's academic program; or
- Denial of course credit, where applicable, when essential requirements have not been met.

DOCUMENTATION AND APPEALS

Families are expected to communicate with the appropriate division office regarding absences and provide documentation when requested. Medical, emergency, pre-approved, or school-related absences may be reviewed differently depending on the circumstances and documentation provided.

Students and families are encouraged to monitor attendance regularly through Veracross. If there are extenuating circumstances, families may submit an appeal or request a review through the appropriate Division Director.

MacLay School is committed to supporting students and families while maintaining strong academic standards, personal accountability, and the integrity of the instructional program.

SAME-DAY ACTIVITY PARTICIPATION

As a general expectation, a student must attend at least half of the instructional school day to participate in athletics, arts events, performances, clubs, competitions, or other co-curricular and extracurricular activities that day.

Exceptions may be approved for:

- School-related absences;
- Documented medical appointments;
- Pre-approved absences;
- Emergencies; or
- Other circumstances approved by the school.

A student may not miss class solely to rest, prepare, practice, or complete work for an extracurricular activity.

RESPONSIBILITY FOR MISSED WORK

Students are responsible for checking Schoology, communicating with teachers, and identifying work missed because of an absence or tardy.

Schoology supports communication but does not replace direct communication with the teacher.

Students should communicate with teachers before or after class, during office hours, by email, or at another appropriate time rather than during instructional time.

MAKE-UP WORK

For regular assignments missed because of an absence, students will generally receive one class day for each class day missed.

Teachers may adjust the timeline based on:

- The nature of the assignment;
- The length and circumstances of the absence;
- The amount of instruction missed;
- The student's health or other significant circumstances; and
- The requirements of the course.

Students must communicate concerns before the established deadline.

LONG-RANGE ASSIGNMENTS

Long-range assignments remain due on the assigned date even when a student is absent.

Long-range assignments include projects, papers, presentations, major assignments, and other work that students have had multiple days or weeks to complete.

Exceptions may be approved by the teacher before the deadline or by the appropriate administrator when significant circumstances exist.

MISSED ASSESSMENTS

A student who misses a test, quiz, lab, presentation, or other assessment must communicate with the teacher to arrange completion.

The teacher may require the assessment to be completed upon return, during office hours, in the Testing Center, after school, or at another appropriate time.

A student who misses an academic class but attends school later in the day or participates in an extracurricular activity will be required to complete a previously announced assessment that same day.

Required make-up assessments take priority over practices, rehearsals, clubs, athletics, arts activities, and other extracurricular commitments.

FAILURE TO COMPLETE MISSED WORK

A student who does not complete required work, communicate with teachers, or follow an approved make-up plan may receive an academic consequence.

Consequences may include a lowered grade, a zero, an incomplete, required academic support, loss of privileges, or another response approved by the teacher and division administration.

Attendance alone should not determine a course grade. Academic consequences should be connected to work not completed, expectations not met, or learning not demonstrated.

EXTENDED ABSENCES

When a student experiences an extended absence, the Dean of Students, Division Director, counselor, or designee may coordinate a written make-up and academic recovery plan.

The plan may include adjusted deadlines, teacher support sessions, Testing Center appointments, alternative assignments, prioritized requirements, regular check-ins, or other appropriate supports.

CARE PLAN FOR EXCESSIVE ABSENCES OR TARDIES

A student may be referred for a Student Support Team meeting when absences or tardies become excessive or interfere with academic progress, social-emotional well-being, or regular school participation.

The Student Support Team may review attendance patterns, academic progress, missing work, documentation, available school supports, needed accommodations, communication expectations, and academic recovery requirements.

A Care Plan may include adjusted deadlines, regular check-ins, teacher support, academic recovery expectations, temporary modifications, or other appropriate measures.

A Care Plan does not automatically excuse all future absences, eliminate attendance expectations, guarantee academic credit, or remove the student's responsibility to complete essential course requirements.

APPEALS

A family may appeal an attendance-related academic or credit decision when significant medical, emergency, family, or other extenuating circumstances affected the student's attendance.

Appeals must be submitted in writing to the appropriate Division Director, include relevant documentation, and be received no later than one week after the conclusion of the semester unless an extension is approved.

LOWER SCHOOL ATTENDANCE

SCHOOL DAY

PRE-K

8:10 a.m. - 12:30 p.m.

Stay and Play will dismiss at 2:50 p.m. Monday- Friday

KINDERGARTEN – 5TH GRADE

8:10 a.m. - 2:50 p.m.

Monday- Friday

ARRIVAL PROCEDURES

PRE-K

Pre-K students may be dropped off at the Pre-K entrance between 7:55 and 8:10 a.m. Parents/guardians should unbuckle students, and then Pre-K faculty will assist students out of cars and guide them inside their classrooms.

KINDERGARTEN – 5TH GRADES

Students arriving between 7:55 and 8:10 a.m. should be dropped off in front of Lower School. They will report directly to their classroom. Parents may walk their child into the building between 7:55 and 8:10 a.m. each morning. In order to give teachers time to prepare their classrooms, please do not enter the building prior to 7:55 a.m. Our school day begins promptly at 8:10 a.m. Students arriving after 8:10 a.m. must be signed in at the front office by a parent/guardian.

It is important that students arrive in a timely manner. Please allow time for students to put their things away and be in their classrooms ready for instruction to begin at 8:10 a.m.

DISMISSAL PROCEDURES

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

Pre-Kindergarten students should be picked up in front of the PK building, 12:30 -12:40 p.m. or 2:50-3:10 p.m. Monday through Friday. To ensure an efficient and timely dismissal, the front windshield cling sticker must be placed on the bottom of passenger side front window while. Students not picked up by the end of dismissal (3:10 p.m.) will automatically be sent to the Kids Club program, and a fee will be charged.

K – 5th Grades: Students must be picked up in front of the Lower School between 2:50 and 3:10 p.m. Monday through Friday. To ensure an efficient and timely dismissal, the QR code cling sticker must be placed on the bottom of passenger side front window while. Students not picked up by the end of dismissal (3:10 p.m.) will automatically be sent to the Kids Club program, and a fee will be charged.

BEFORE SCHOOL CARE

Before School Care is provided for a fee from 7:00–7:55 a.m. (Monday, Tuesday, Wednesday, Thursday, Friday). Families may register for Before School Care on the Maclay School Website. All families should register for Before School Care and select the most anticipated registration type.

AFTER SCHOOL CARE

Maclay School's Kids Club is a vibrant and nurturing after-school program for Pre-K-5th grade students. During Kids Club, students catch up on their homework, unwind, and then it's off to play with their friends. Kids Club is available every school day until 6:00 p.m. For further information, please pick up a Kids Club brochure at the main office or visit the Maclay School website.

The same behavioral expectations that guide students during the school day also apply during Kids Club. Because Kids Club is intentionally designed to provide a more relaxed, less structured after-school environment, staffing and supervision look different than they do during the regular school day. When a student's behavior requires a level of supervision, intervention, or support that exceeds the capacity of the Kids Club setting, the Director of Auxiliary Services will work in partnership with Lower School administration and the family to determine next steps. In some cases, it may be determined that Kids Club is no longer an appropriate after-school option for the student.

TARDINESS

If a student arrives after 8:10 a.m., parents must accompany their student into the main office and sign in. Students who arrive after 8:10 a.m. will be marked tardy. If students are not in their classrooms by 8:10 a.m., they risk missing essential instruction.

ABSENCES

If a student is absent from school for any reason, parents/guardians should notify the student's homeroom teacher or the front office. A homeroom teacher will communicate with parents regarding any make-up work. Make-up work can be collected from the front office between 3:15 p.m. and 4:00 p.m. Parents and guardians should not stop by classrooms early in the morning to request work for the day.

Absences for major trips must be approved one week beforehand by the Lower School Director and homeroom teacher, so that make-up work can be assigned and distributed before the trip. If a student participates in an extracurricular activity that requires the student to be absent for prescheduled events (performances or competitions), please communicate with the homeroom teacher as soon as possible. Students are responsible for completing all make-up work in a timely manner.

Maclay School reserves the right to request the withdrawal of a student if chronic tardiness and/or absences make it impossible for work to be made up in a timely and reasonable manner, or if the student's academic or social growth are negatively impacted. Prior to withdrawing, parents will receive a written notice/improvement plan from the Lower School administration. Whenever possible, all appointments (doctors, dentists, etc.) should be scheduled outside of school hours.

SIGNING IN AND OUT DURING THE SCHOOL DAY

All Lower School students leaving school between 8:10 a.m. and 3:00 p.m. must be picked up from the main office. Office staff will ensure that students are signed out. Students who arrive/return between the hours 8:10 a.m. and 3:00 p.m. must be signed in at the main office. If your child has Middle School/Upper School siblings, older siblings must wait out front for ease of pick-up. Older siblings may not pick up their Lower School sibling from the classroom.

ENRICHMENT CLASSES

Level-Up Enrichment classes for PreK-5th grade students are offered after school in three eight-week sessions per school year. Classes are designed for students to have fun, create, explore, and learn! For

further information, please pick up a Kids Club brochure at the main office or visit the Maclay School website.

ONE SCHOOL GENERAL INFORMATION

VISITORS/VOLUNTEERS

Students from other schools who wish to visit Maclay should get prior approval from the Admissions Office. Visits must be scheduled and arranged through the Admissions Office. All other visitors and volunteers must check in at the front office and receive an identification tag. This tag must always be worn for the given day while on campus.

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. Upper School students are to stay on the US/MS side of the library.

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.

MIDDLE & UPPER SCHOOL LIBRARY

Middle and 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).

LOWER SCHOOL LIBRARY

Conduct: The children's area of the Marian Lawton Langford Library is designed for quiet reading, study or instruction by a teacher or the librarian. Collaboration and creativity are encouraged in the library. Students should enter and leave quietly, use low voices, move calmly from one area to another, and be respectful of the books and furnishings. Students who are unable to follow this code of conduct will be asked to leave.

Circulation of Materials: The library has a large collection of children's books and periodicals for student circulation. The student circulation period is two weeks, and books may be renewed. Overdue email notices are delivered to the classrooms monthly. Fines are not charged, but a student with excessive overdue materials will lose check out privileges until items are returned or paid for and report cards may be held at the end of the school year. The cost of a book will be its current replacement price or equivalent. Teachers may check out an unlimited number of materials for a four-week period. The librarian will be happy to assist in the selection of different media for classroom use or will put books on reserve status in the library.

FAMILY PORTAL

The Family/Student Portal is a web-based application called Veracross, 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, service hours, 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.

Please note: Grades are not final until grades are reflected in the historical tab in the Portal. Teachers may make adjustments to the electronic gradebook record up until that time.

TRU BRU

Food, drinks and Maclay-branded merchandise are available at the Tru Bru cafe 8:00am – 3:30pm. Cash, credit cards, or Facts accounts may be used.

FOOD SERVICE

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 acai bowls 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. 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 or by contacting the Business Office.

MIDDLE AND UPPER SCHOOL GENERAL INFORMATION

DROP-OFF AND PICK-UP

GRADE LEVEL	DROP-OFF AND PICK-UP EXPECTATIONS
Grades 6-8	Drop-off is 8:00-8:15 a.m. at Webster Gym circle drive or Middle School front drop-off. Families should use designated lanes, not parking lots. Students arriving before 7:45 a.m. report to the Middle School Center. Students not picked up by 3:30 p.m. or finished early with after-school activities must report to the Middle School Center.
Grades 9-12	Upper School students may be dropped off and picked up at the Dining Hall or Webster Gymnasium. Students should not be picked up in Field House parking lots. Upper School students meeting a Lower School sibling should not enter the Lower School building before 3:00 p.m.

LOCKERS AND BAGS

GRADE LEVEL	LOCKER AND BAG EXPECTATIONS
Grades 6-8	Book bags and backpacks are not allowed in any middle school classroom. When students arrive at school, they are required to place necessary materials from their book bags into their lockers and carry into the classroom only the books, computer, notebooks, and other materials needed for the class. All bags may be stored on the hooks. Athletic equipment and/or musical instruments may be stored on designated shelves. No bags or books should be on the walkway or ground as it is a safety hazard. If found, they will be taken to Lost and Found. Students in Grades 6 to 8 are assigned individual lockers and are provided with a lock if requested. Any abuse of the locker (i.e., stickers or any adhesive materials, writing on lockers, etc.) will subject the student to disciplinary action. Students may keep their lockers locked to protect their belongings. No student should use personal locks on their locker without permission from the Middle School Administration. A master key for locks whose combinations have been lost is filed with the Middle School office. The school has an absolute right to perform a search and seizure of a student and their locker or possessions. A student who loses a lock must pay a \$10.00 replacement charge. See Middle School website for more information about lockers and shelving.
Grade 9	Freshmen have the opportunity to sign up for a locker during Freshman Orientation. Students who do not sign up then may request a locker during the year through the Freshman Advisor.
Grades 10-12	Students may request a locker. School-issued locks are available upon request. Students should use only their assigned locker and lock. Lockers must be kept closed. Lost locks may result in a replacement fee.
All Grades	The school is not responsible for items lost or stolen from unlocked lockers. Lockers and contents may be searched. Forbidden locker items include open drinks, open paints, breakable items, flammable items, unauthorized substances, and items that create a safety concern.

LUNCH LOCATIONS AND OFF-CAMPUS LUNCH

- Students may eat lunch in approved areas designated by the division office.
- Upper School approved locations may include the Dining Hall, Upper School Courtyard, BFIC Outdoor Plaza, outdoor pavilion and field, picnic tables near the CAE, Cartee, the Upper School side of the library, and BFRC Courtyard.
- Off-campus lunch is a privilege for juniors and seniors with an approved Off-campus Lunch webform.
- Students must sign out at the beginning of lunch and return on time. Off-campus lunch may be suspended for tardiness, failure to check out properly, weather, safety concerns, or administrative decision.
- Middle School students may not leave campus for lunch unless signed out by a parent or guardian through the Middle School office.

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 or Georgia 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 will be window clings and should be clearly visible in the designated location while on campus.

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

- Update vehicle information within 2 weeks if changes.
- Underclassmen or students without permission found going or having gone off campus for lunch will be subject to the demerit policy.
- Immediately upon entrance to campus before school, the vehicle must be parked in a designated space, marked by a wheel stop. Seniors will park in the Webster Lot. All other students with permission to drive onto campus will park in the Dining Hall grassy lot, not the paved spots, including next to Cartee.
- 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. Students found without a pass will be subject to the demerit policy.
- 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.

LOWER SCHOOL GENERAL INFORMATION

LOWER SCHOOL COMMUNITY TENETS

I take care of myself

I take care of others

I take care of my space

VISITORS/VOLUNTEERS

All visitors and volunteers to the Lower School must sign in at the Maclay School main office and receive an identification tag. This tag must be worn at all times.

COMMUNICATING WITH STUDENTS

If you need to communicate with your child during the school day, please call the Front Office. Office staff will ensure that your child receives the communication. Students in grades K through 5 may use the phone after school in the main office (with permission from the office staff) if it is an important call. Students may use classroom phones with the teacher's permission. Student cell phones must be kept in the student's backpack and may not be used during the school day.

Parents are asked not to message or text their children during the school day. Apple watches or any watch with two-way communication may not be worn by Lower School students.

FIELD TRIPS

Dress: The children are to wear the travel wear uniform for all field trips. Please see the dress code policy above for details on the travel wear uniform.

Behavior: We reserve the right to exclude children from field trips who have not shown us (with their on-campus behavior) that they are ready to represent Maclay Lower School off-campus. We also reserve the right to call a parent to come and get a child if the child is misbehaving during the trip.

Buying souvenirs or snacks: We discourage chaperones from buying any items for their own children or others while on a local field trip. This makes other children who have not had things bought for them feel unhappy and distracts from the purpose of the field trip.

PARTY INVITATIONS/ SCHOOL PARTIES

All private party invitations should be mailed to students and not given to students during school hours. If invitations are passed out at school, every child in that homeroom must receive an invitation. If a student has a birthday and parents want to bring a snack (fruit, cupcakes, etc.), please check with the classroom teacher before the snack is arranged. There are a number of classroom celebrations throughout the year, which are coordinated by parent volunteers in conjunction with the classroom teachers.

SNACK AND LUNCH

All Lower students should bring a healthy snack and a reusable water bottle daily. Whenever possible, Lower School students will take advantage of the many outdoor spaces on campus during snack and lunch. Lower School students have the option of bringing their lunch or purchasing lunch through Maclay's meal service. Menus will be available on the Maclay website. The dining hall offers a full lunch service daily, with a hot food line and a sub/salad station. Marauder Meals will offer acai bowls 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 on Fridays only. Drink choices include juice, water, white and chocolate milk, Powerade, tea, lemonade, and Gatorade. Menus will be available on the Maclay School website.

We strongly recommend that students use **non-metal , spill-proof water bottles with handles** during the school day. Please note that **metal water bottles are okay, as long as they don't have a handle.**

There have been instances of **accidental injuries** resulting from students unintentionally swinging metal water bottles with handles. To reduce this risk, **metal bottles with handles must remain in the classroom or cubby during the day** and are **not permitted on the playground, at lunch, or during PE.**

In addition, **straw-style tumblers such as Stanleys are not allowed**, as they frequently spill and create classroom disruptions.

We ask that families send their child with a **plastic or insulated non-metal bottle with a secure, leak-proof lid** that is easy for the child to manage independently and safe for daily transitions.

Lunch will be billed through the FACTS system. Charges will be incurred based on the food selections made in the Dining Hall. Details on the billing can be found in the Family Portal.

BATHROOM INDEPENDENCE POLICY

We understand that bathroom independence is an important developmental milestone for Pre-K students. While we are committed to supporting children in building these skills, we are not licensed or equipped to provide diapering or pull-up assistance. Therefore, all children must be fully toilet trained to attend school.

DEVELOPMENTAL UNDERSTANDING

We recognize that:

- Toilet learning is a process, and occasional accidents are developmentally appropriate at this age.
- Some children may be toilet trained at home but struggle to transfer these skills to the busy and unfamiliar school environment.
- Accidents may happen during transitions, moments of fatigue, or emotional dysregulation, including during nap time.

SCHOOL LIMITATIONS

Due to licensing and staffing constraints:

- We cannot change diapers or pull-ups.
- We are not able to provide frequent one-on-one bathroom support.

HONOR & INTEGRITY

Personal integrity and academic honesty are fundamental principles that must be upheld by all members of the Maclay School community to create an atmosphere in which trust, scholarship, and friendship may flourish.

These principles are in accordance with notions of common decency and respect for the rights and feelings of others. In the world of technology, these principles apply on or off campus. Behavior in the electronic world must reflect the same standards of honesty, respect, and consideration applied face-to-face.

Students must know they are accountable for any words, pictures, or video they post to social media accounts or sites. The Maclay 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 Maclay School will act firmly if any acts of harassment, hazing, threatening, bullying, or violation of our behavioral standards come to the attention of adults in the community.

DIGITAL CITIZENSHIP

MIDDLE & UPPER SCHOOL DIGITAL CITIZENSHIP

SHARED DIGITAL EXPECTATIONS

Technology is provided and permitted to support learning, not to distract from it. Students are expected to use email, Veracross, Schoology, laptops, classroom devices, and other tools in ways that are academic, respectful, safe, and aligned with the Acceptable Use Policy.

- School email accounts are for academic and school-related communication.
- Students should check school email and Schoology regularly.
- Students may not use another person's account, share passwords, bypass school safety systems, access inappropriate content, or use technology to harass, threaten, embarrass, or exclude others.
- Students may not record, photograph, or post others without permission when doing so affects privacy, safety, or the school community.
- During instructional time, laptops, I-pads, and other electronic devices should be used only for academic work as directed by the teacher.
- Students are responsible for care of school-issued or school-required devices.

SOCIAL MEDIA

UNACCEPTABLE SOCIAL MEDIA POSTING

The creation of a social media account on any platform using the name and likeness of Maclay School is prohibited.

To ensure consistency, quality, and safety in all student-facing communications, all student clubs and organizations will share their social media content through a single, centralized Instagram account: @MaclayStudentLife, which is managed by the Maclay Communications Office. Official Maclay clubs or classes may no longer create or manage individual social media accounts. Instead, all content—

such as event photos, behind-the-scenes moments, graphics, flyers, and captions—must be submitted to the Communications Office for approval and posting. Student leaders and club advisors are encouraged to collaborate on content, but final posts will be reviewed and shared by the Communications Office to ensure alignment with the school’s standards.

All content must reflect the values outlined in the Maclay Honor Code and the Social Media Policies. Students may not post images, videos, or other media featuring Maclay students, faculty, or staff without their express permission. All existing student-run club and organization accounts must be deactivated. For support or questions regarding content submissions, students and faculty may contact the Maclay Communications Office.

SOCIAL MEDIA AND ONLINE BEHAVIOR

Online communication that affects the school community will be addressed by the school even when it occurs off campus or outside school hours. This includes posts, messages, images, videos, group chats, or other digital actions that harass, threaten, demean, embarrass, impersonate, bully, or materially disrupt the school community.

PHONES, SMARTWATCHES, EARBUDS, AND PERSONAL DEVICES

GRADE LEVEL	EXPECTATION
Grades 6-8	Students may place essential calls on classroom phones with the permission of their teachers. Students must limit these calls to three minutes or less. The office phone may be used by students. Please do NOT call or text your child on their cell phone, smartwatch, or laptop during school hours. All cell phones and smartwatches should be kept turned off and will be stored in the student's Homeroom during school hours. See page one for campus telephone directory.
Grades 9-12	Cell phones must be secured according to the Upper School phone/Yondr procedure. Earbuds or headphones may only be used with teacher or administrator approval.
All Grades	Students may use school phones or office phones with permission for essential calls. Permitted electronic devices may be used only for reading books, or with specific permission from the teacher for something other than academic tasks.

SMART GLASSES AND RECORDING-CAPABLE WEARABLES

A recording-capable wearable is any device worn on the body with a camera, microphone, recording, transcription, display, or AI capability, whether or not it is paired with a phone. This includes smart glasses, smart rings, and recording pendants, regardless of brand and regardless of whether any feature is turned on. Ordinary prescription glasses and sunglasses are not affected by this policy.

Students may not wear or use recording-capable wearables on campus or at any school-sponsored event, on or off campus. Because these devices cannot be visibly "off," they are treated like cell

phones: they must be powered off and stored in the student's Homeroom (Grades 6-8) or student's Yondr pouch (Grades 9-12) for the school day.

Smart glasses with prescription lenses do not satisfy this policy. Students who require corrective lenses should wear ordinary prescription eyewear during the school day.

Recording-capable wearables are prohibited without exception in restrooms, locker rooms, changing areas, and the Student Health Center. This rule applies to every person on campus.

Recording, photographing, transcribing, or live-streaming any person without their permission is already prohibited under the Digital Citizenship Code and applies fully to wearables. Florida law generally requires the consent of all parties to record a private conversation.

A wearable used in violation of this policy will be confiscated and returned only to a parent or guardian. Violations follow the phone policy consequence ladder; recording in a private space, or recording another person without consent, is a major disciplinary matter that goes directly to the Division Director and may result in suspension or expulsion.

A teacher may authorize supervised use of a wearable for a specific academic activity with advance approval from the Division Director and the Technology Department.

UPPER SCHOOL YONDR POLICY

Upon entering Homeroom or their first block class each day, students must turn off their cell phones and place them in their assigned Yondr pouch. During the school day, phones may not be on ring or vibrate mode.

Consequences for Policy Violations:

- 1st Offense:
 - The teacher will confiscate the phone and turn it in to the Dean.
 - The student will be required to check in their phone each morning to the Front Office for one full week.
- 2nd Offense:
 - The student will receive a logical consequence.
 - The student will be required to check in their phone each morning to the Front Office for one full week.
- 3rd Offense:
 - The student will receive a logical consequence.
 - The student will be required to check in their phone each morning to the Front Office for one full week.

Repeated violations or refusal to follow the policy may result in additional disciplinary action.

A \$30 replacement fee will be charged to the family for any lost or damaged Yondr pouch.

ARTIFICIAL INTELLIGENCE AND DIGITAL TOOLS

AI and digital tools may support learning when a teacher authorizes their use and the student cites or explains that use as required. Using AI, translation tools, calculators, collaboration tools, or any digital resource in a way not allowed by the teacher is an academic integrity violation. When uncertain, students must ask before using the tool.

DIGITAL CITIZENSHIP CODE

- During instructional time, my laptop is only used for academics.

- My cell phone and Smartwatch are always in my Homeroom or Yonder pouch and may not be used until after school, unless directed by a teacher to use for an assignment. If I need to call my caregivers, I will use the Division office phone.
- When using online information, I will rephrase by putting it into my own words and giving proper credit when I use written ideas from other sources.
- I will respect myself and my Maclay peers through kind, supportive communication when interacting through technology as I recognize written information cannot be erased.
- I will not post on social media apps during the school day. Outside of school hours, I will not post pictures or videos of any Maclay members without their consent. When posting pictures or stories about my Maclay peers, they will be respectful.
- The creation of a social media account on any platform using the name and likeness of Maclay School is prohibited.

Helpful things to keep in mind:

- I will create strong passwords, keep them in a safe place, and only share password information with trusted adults.
- If I see inappropriate or concerning online content from a fellow Maclay student, I will tell a trusted adult.
- I will consider my image when posting on social media apps to ensure that I'm presenting myself as respectful, responsible, and accountable.
- I will consider the credibility of an online source and cross check with multiple sources to help me determine if the information is reliable and accurate.

Students are not allowed to take photographs or videos with any device on campus or during school-sanctioned events, without the permission of a teacher and the permission of the person(s) in the photograph. Pictures should never be posted on any platform or streamed without prior permission of the people in the picture.

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.

COMPUTERS

Students are required to bring their personal laptop to school each day and must be fully charged. iPads are NOT permitted. If a student needs to borrow a laptop, arrangements must be made in advance with the Technology Department. A student's personally owned laptop may be used only with teacher's permission at an appropriate time during class computer activities. Laptops, phones, or iPads are not to be used without teacher approval. Educational computer games can be allowed with the permission of the teacher.

OTHER ELECTRONIC DEVICES

Between 8:15 AM and 3:00 PM, permitted electronic devices may be used only for reading books, or with specific permission from the teacher for something other than academic tasks. If a student is found using a personal electronic device for any other reason (i.e. messaging, gaming, etc.), it will be confiscated. Logical Consequences will be assigned as needed.

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

LOWER SCHOOL DIGITAL CITIZENSHIP

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. Students should expect that anything they post may become public and should know that Maclay 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.

TECHNOLOGY INTEGRATION

Students have numerous opportunities for technology exploration and project-based learning. All students have access to computers and iPads and special project times are integrated into the regular classroom curriculum. Through collaboration, critical thinking, problem solving and creativity, students explore how technology can be used as a creative tool to allow them to develop creative solutions. Students also participate in special enrichment groups in their particular field of interest.

Students may not wear smart watches that have two-way communication.

Schoology is Maclay School's Learning Management System. All 4th and 5th grade families will have a Schoology Account. In Schoology you will find announcements, assignments, and class materials. Parents/guardians of PK3 – 3rd graders will use Schoology to upload completed assignments.

ONE SCHOOL SAFETY/HEALTH 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 will receive an email and text alert or can go to www.maclay.org/storm for updated information.

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.

STUDENT HEALTH CENTER

The Maclay School Student Health Center is located in the center of campus as you enter the Upper School quad. It is staffed by Registered Nurses and part-time assistants. The Health Center is open during school hours to provide care for students with chronic medical conditions and those who become ill and/or injured during the school day. Parents and guardians must ensure that the Student Health Center has current student medical information and accurate information for emergency contacts. Maclay School’s Annual Health form must be updated prior to the start of each new school year. This form can be found on Veracross Parent Portal. Please include medical diagnoses, daily medications, and any health issues which might affect your child during the school day. Please notify the Upper School Director and the School Nurse of any changes to your child's health status during the school year. It is imperative that the Health Center receives communication when your child is ill, receives a new diagnosis, and/or medical treatment plan in order to facilitate prompt and appropriate response to any situation requiring skilled attention during the school day. Please be advised that the Annual Health Form must be completed in order for students to be eligible to participate in off-campus activities and field trips.

COMMUNICATION

The Student Health Center must have current and accurate phone numbers of at least one parent/guardian, and at least two other persons listed as emergency contacts authorized to pick up and care for the student in case of emergency. A parent/guardian will be contacted if a student registers a temperature over 100°F, vomits, or if there is any indication that a student should be sent home or seek medical attention. In case of an emergency, the RN and/or staff member will call 911, in addition to contacting the student’s emergency contacts on file. Parents and guardians may contact the Student Health Center directly at 850-893-5030 and by email at HealthCenter@maclay.org

IMMUNIZATIONS

ALL students (PreK to 12th grade) are required by Florida State Statutes to have a Florida Certificate of Immunization Form DH 680 and a State of Florida School Entry Health Exam Form DH 3040 on file prior to the first day of school. The immunization records must be on a specific State of Florida Certification of Immunization Form DH 680, available at Florida-licensed physicians' offices or the Leon County Health Department located at 1515 Old Bainbridge Road. The Florida Religious Exemption Form DH 681 can be issued only by the Florida Department of Health and only due to a student’s family’s religious tenets or practices.

MEDICATIONS

All medications, including prescription and over-the-counter medications, must be stored in the Student Health Center and administered under the supervision of the school nurse. The Health Center provides storage and safe handling of medications, and it is imperative for campus safety that medications be managed through the Health Center. All prescription medications (including EpiPens) will need to be in the original packaging/bottle with a pharmacy label detailing the student's name, medication name, and dosing instructions; over-the-counter medications will need to be in the original packaging with the dosing instructions. Parents/guardians will be asked to complete a Permission Form for Administration of Medications at School. Medications to be administered during school hours must be stored in the Student Health Center. The exception to this rule is for life-saving medications such as asthma inhalers, Epi-Pens, and diabetic medications - students may carry and self-administer rescue medications only if it was previously discussed with and approved by the school nurse. In addition to the Permission Form for Administration of Medications at School, responsible students trained on the use of the medication may self-carry life-saving medications (asthma inhaler, EpiPens, diabetic medication) only if a doctor's note is provided to the school nurse. Questions regarding this policy can be directed to the Student Health Center at 850-893-5030 or healthcenter@maclay.org.

SICK DAY POLICY

The goal of Maclay's Student Health Center is to promote successful learning conditions by encouraging a healthy environment for all students, faculty, and staff. Please do not send your child to school if they are sick. Please see our Sick Day Policy below - reference these guidelines when determining when to keep your student home from school/school-related function (field trip, athletic event, etc.).

Students, faculty, and staff should stay at home if they are experiencing any of the following:

- *Fever (100F or higher)

- Acute cough

- Acute congestion or runny nose

- Sore throat

- *Nausea or vomiting

- *Diarrhea

- Fatigue

- Body aches or chills

- Shortness of breath or difficulty breathing

- **Rash

- New loss of taste or smell

*Students experiencing fever may return to school once symptoms are improving and fever-free without medication (Tylenol/acetaminophen or Motrin/Advil/ibuprofen) for at least 24 hours.

*Students experiencing vomiting and/or diarrhea may return to school once symptoms are improving and vomiting/diarrhea has been resolved for at least 24 hours.

**Students with a new rash (especially honey-colored crusting, rashes around the hands/feet/mouth, open lesion or oozing, hives, or raised bumps) must be evaluated by a physician prior to returning to school - a doctor's note is required upon return.

GUIDELINES FOR RETURN TO SCHOOL FOR COMMON ILLNESSES

- **Flu** – students must stay at home until symptoms are improving and fever-free without medications for at least 24 hours. Generally, students diagnosed with influenza will need to stay at home for at least 5 days from the onset of symptoms.
- **Strep Throat** - students must stay home for at least 24 hours after the start of antibiotics and/or cleared by a physician to return to school.
- **Impetigo** - students must stay home for at least 24 hours after the start of antibiotics and/or cleared by a physician to return to school.
- **Conjunctivitis** ("Pink Eye") - students must stay home for at least 24 hours after the start of antibiotics and/or cleared by a physician to return to school.
- **Molluscum** - students must stay at home until evaluated and cleared by a physician - all exposed bumps that are not easily covered with clothing must be covered with a bandage or medical tape while attending school or any school function.
- **Hand, Foot, Mouth Disease** (HFMD) - students may return to school once symptoms are improving, fever-free for at least 24 hours without medication, and sores/blisters dry up.
- **Hives** - if a student experiences a sudden onset of hives while at school with or without a known trigger and Benadryl is given by the clinic (only after getting permission from the parent or guardian), then the student must go home immediately due to the sedative effects of Benadryl. Upper School students and faculty/staff are not permitted to drive themselves once Benadryl is administered due to risk of injury.
- **Lice** - Maclay School has a no nit policy. Students may return to school after treatment and after being cleared by the clinic staff. The clinic must check the student's scalp PRIOR to returning to the classroom - students must go home for any presence of live lice or nits.

**Specific care plans based on diagnosis will be made on a case-by-case basis with the Student Health Center to guide when students and faculty can safely return to school. Please remember to stay home when ill and practice hand hygiene often. If your child contracts a communicable disease such as Varicella (chicken pox), Measles or Mumps, Rubella (German Measles), Diphtheria, Polio, Pertussis (whooping cough), Hepatitis B, Influenzae, or any serious contagious illness, please notify both the main office and the Student Health Center at HealthCenter@maclay.org or 850-893-5030.*

ONE SCHOOL DRESS CODE

All students must wear a Maclay School approved uniform. Students may choose from khaki, navy, grey, traditional navy plaid, white houndstooth (grades 6-12), and houndstooth check (grades 6-12) uniform bottoms paired with white, navy, light blue, or grey top with the Maclay School crest/logo. Students are allowed to wear leggings in school colors under skirts or dresses.

Students may wear a solid school color, white, navy, grey, or light blue, for heavy winter coats, lightweight jackets, hoodies, sweatshirts, quarter zips, and sweaters. Hoodies and sweatshirts must align with Maclay School's solid colors unless authorized by Maclay School (i.e., team or club sweater). No writing or logos allowed on solid outerwear.

Students who are part of a Maclay athletic team or club may wear their team/club's top on the days they have a game, a competition, or performance if abiding by the Maclay School dress code policy.

(refer to Other Dress Code Rules below). All tank top style jerseys or shirts must be worn over a Maclay School uniform shirt. Students will be required to wear school uniform bottoms.

The preferred vendors of choice are Lands End and Tommy Hilfiger. Links and school codes can be found at www.maclay.org/uniforms. Families are not limited to these brands and can purchase items elsewhere and have embroidered crest added at a local retail shop listed on the uniform page. No alteration to the crest is allowed.

The Maclay Community Association Resale store is offered as a service to our community. Donations of gently used items are accepted during the school year and items can be purchased at \$1-\$5. Do not donate Maclay apparel to thrift shops or resale stores.

GENERAL APPEARANCE

- No undergarments of any kind may be visible at any time
- A sense of modesty about one's appearance is always expected
- Clothing must fit appropriately
- Footwear must always be worn and must be appropriate for the activity in which the student is involved.

ITEMS NOT PERMITTED

- Athleisure and athletic bottoms including team issued bottoms such as gym shorts, sweatpants, joggers, leggings, tennis skirts, track pants, PFG shorts, yoga pants, joggers, bike shorts.
- Tank tops, deep V-neck shirts, spaghetti straps, strapless, cropped or bare midriff shirts.
- Holes, torn or ragged edges, or be oversized so that underwear is visible, or the waistband is not secured at the waist.
- Hats or any head covering of any kind (unless it is for religious practice) or sunglasses during the school day.
- Visible undergarments
- Any writing, symbols or logos other than the Maclay crest or Maclay brand.
- Blankets
- Headphones or earbuds unless instructed by teacher or administrator
- Chains are permitted to be carried or worn on clothing
- Black tops, black bottoms, black jackets, or black coats



MACLAY SCHOOL

Uniform Chart Pre-K 3-12

TOPS

Options	Lower School	Middle School	Upper School
<i>Colors: White, Navy, Light Blue and Gray for 5th and up</i>			
MacLay Spirit Wear Fridays Only	✓	✓	✓
Polo with MacLay Crest or TruBru Signature Logo	✓	✓	✓
Crew Neck/T-shirt with Crest	✓	✓	✓
Dress Button-Down with Crest	✓	✓	✓
Mock/Turtle Neck with Crest	✓	✓	✓
Field Trip/Travel Wear (<i>Navy Top & Khaki Bottom</i>)	✓	✗	✗

BOTTOMS: ITEM TYPES BY GENDER

BOYS

Item	Lower School	Middle School	Upper School
Pants	✓	✓	✓
Shorts	✓	✓	✓
Dress Pants	✓	✓	✓
Friday Jeans (<i>Blue/White, no rips</i>)	✓	✓	✓

No athletic wear, joggers, sweats, or jeggings. **No** jeans with rips, holes, or frays. Leggings or tights in school colors may be worn under skirts/dresses for Middle & Upper School; Lower School may vary.

GIRLS

Item	Lower School	Middle School	Upper School
Pants	✓	✓	✓
Skirts	✓	✓	✓
Skort	✓	✓	✓
Shorts	✓	✓	✓
Capri	✓	✓	✓
Dress Pants	✓	✓	✓
Dress (<i>Navy Plaid, Light Blue, Navy or Khaki</i>)	✓	✓	✓
Friday Jeans (<i>Blue/White, no rips</i>)	✓	✓	✓

BOTTOMS: COLOR OPTIONS

Color Option	Lower School	Middle School	Upper School
Khaki	✓	✓	✓
Navy	✓	✓	✓
Gray	✗	✓	✓
Traditional Navy Plaid	✓	✓	✓
White Houndstooth	✗	✓	✓
Houndstooth Check	✗	✓	✓

OUTERWEAR

Outerwear Type	Lower School	Middle School	Upper School
Sweater (V-Neck or Crew, MacLay logo)	✓	✓	✓
Sherpa (MacLay logo)	✓	✓	✓
Hoodie (MacLay logo)	✓	✓	✓
Quarter-Zip (MacLay logo)	✓	✓	✓
Athletic/TruBru Outerwear (MacLay logo)	✓	✓	✓
Winter Coat (Solid Blue/White/Grey, No Logo required)	✓	✓	✓

FOOTWEAR

Lower School requires closed-toe shoes. Middle and Upper must be mindful of activities such as PE or recess. See handbook for more detail.

NOT ALLOWED

No black tops, bottoms, jackets, or coats. No words or logos outside of MacLay Spirit wear. Game day issue jerseys are allowed only on game days with uniform bottom only.

VISIT [MACLAYSCHOOL.ORG/UNIFORMS](https://www.maclayschool.org/uniforms) FOR ADDITIONAL INFORMATION

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EXTREME COLD

Leggings and tights are permitted under skirts. No sweatpants. In the event of rare extreme weather condition, the Division Directors will issue an exception to dress code via email to parents.

SPIRIT FRIDAYS

Fridays are Spirit Day at Maclay School. Students are encouraged to demonstrate school spirit by wearing a Maclay School shirt, such as a team or club shirt. Students are allowed to wear blue jeans (with guidelines, such as: no tears, no jeggings, etc.) on Friday only.

UPPER SCHOOL DRESS CODE

GAME DAY (MIDDLE AND UPPER SCHOOL)

Officially issued athletic jerseys, polos, or uniform tops are permitted on game days but must be paired with uniform bottoms only. Official jerseys that are razor back or tank tops must have a shirt under them that will equal 3" on the shoulder.

DRESS UP DAYS

On days that are designated as "Dress up Days" each student is required to dress in attire as outlined below for the entire school day. No denim of any color is allowed except for outerwear. No polos, t-shirts, shorts, or water shoes, including but not limited to crocs and flip-flops, allowed. During cold periods, any dress code-appropriate outerwear is allowed on top of the required attire outlined below.

Acceptable attire includes the following:

DRESSES:

Must have sleeves and must fall to at least mid-thigh

TOPS:

Button-up/Down collared shirt, tucked in, with tie and belt
Blouse with sleeves

BOTTOMS:

Dress Pants
Skirts That Are a Minimum of Mid-Thigh Length

MIDDLE SCHOOL DRESS CODE

FOOTWEAR

Students must wear sneakers that have either laces or Velcro. Footwear must have good support and non-marking soles. Footwear such as hiking boots, Crocs, heeled-boots, flip flops, or sandals of any type are unacceptable. Safety and dress code are our primary concerns.

GAME DAY (MIDDLE AND UPPER SCHOOL)

Officially issued athletic jerseys, polos, or uniform tops are permitted on game days but must be paired with uniform bottoms only. Official jerseys that are razor back or tank tops must have a shirt under them that will equal 3" on the shoulder.

LOWER SCHOOL DRESS CODE

LABELS AND LOST & FOUND

Please label all clothes or other personal items with the child's name. A Lost and Found is located in the Lower School Student Commons.

GENERAL LOWER SCHOOL DRESS CODE RULES

Students are required to wear the designated uniform for Lower School. Students may choose from khaki or navy uniform line bottoms paired with white, navy or light blue top with the Maclay School crest. An item labeled uniform line maintains traditional colors, cuts and lengths considered appropriate for many school dress codes.

SHOES

Students must wear sneakers that have either laces or Velcro. Footwear must have good support and non-marking soles. Footwear such as hiking boots, Crocs, heeled-boots, flip flops, or sandals of any type are unacceptable. Safety and dress code are our primary concerns. Please label all clothes or other personal items with the child's name. A Lost and Found is located in the Lower School Student Commons.

HATS & SKORTS

Lower School students ARE permitted to wear hats (outside only) and athleisure skorts (in permitted colors).

OUT OF UNIFORM

If a Lower School student (Prek-5th grade) arrives out of uniform, we will:

Send a reminder note home, and when possible, help the student change into an appropriate item from our uniform resale shop for the day (handled privately and respectfully). You can either wash and return the item the following day, or you can keep the item, and we will bill your FACTS account.

If a student has already received two reminders, we will call you and ask that you bring a change of clothing to school.

ONE SCHOOL 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.

SCHOOLGY

Schoology is Maclay's Learning Management System. All families grades 4-12 have a Schoology Account. In Schoology you will find class assignments and other necessary information. Students will use Schoology or at times will use Teams to upload completed assignments. Parents are to not upload assignments for students.

UPPER SCHOOL ACADEMIC POLICY

UPPER SCHOOL INTELLECTUAL GROWTH

At Maclay School, we are dedicated to cultivating a culture of intellectual curiosity, open-mindedness, and critical inquiry. As part of this commitment, students will occasionally encounter ideas and opinions that differ from their own, which may cause discomfort. This discomfort is an integral part of intellectual growth. When students feel uneasy about an idea, we encourage them to reflect on the reasons behind their feelings. Learning to listen to and thoughtfully consider challenging ideas is a crucial skill that will benefit students throughout their lives after Maclay School.

Both students and teachers have the right to express their viewpoints and perspectives without fear of harassment, intimidation, or ridicule. Critiquing an idea respectfully with reasoned arguments is not the same as harassment, intimidation, or mockery. Additionally, students have the right to avoid experiencing or re-experiencing personal trauma in the classroom due to the nature of a topic or discussion. If trauma is anticipated or experienced, we encourage students and families to inform the teacher or school so that reasonable accommodations can be provided.

Students and teachers have the responsibility to engage in discussions respectfully, focusing on listening to understand rather than just to respond, and avoiding any form of harassment, intimidation, or mockery based on differing views or ideas. It is important to remember that presenting or exploring alternative perspectives does not equate to advocating for those perspectives.

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, Chemistry, and Physics.

One unit equals one class meeting for a 75-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.

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 and will not calculate into a student's Upper School GPA. Such courses, however, will be listed on transcripts in a way which satisfies state requirements for math and world language. For example, a student who has completed Spanish I in Middle School need take only Spanish II to complete the language requirement. However, this student will have to take an additional unit of academic elective, not necessarily in Spanish. 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 REMEDIATION

A student may receive grade forgiveness for courses with grades of a 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 calculation. 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.

SAMPLE SEQUENCE OF COURSES

FRESHMAN YEAR	SOPHOMORE YEAR	JUNIOR YEAR	SENIOR YEAR
English 1	English 2	English 3	2 Semesters of English 4
Geography	Modern World History	U.S. History	Economics U.S. Government
1 Math	1 Math	1 Math	1 Math
Biology	Chemistry	Physics	-
1 World Language	1 World Language	-	-
2 Other Electives (Recommend P.E., Life, Management, Art, Journalism 1, Study Hall)	3 other electives (e.g., World Language, P.E., Art, Journalism, 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

With prior approval of the Upper School Director, a student may graduate early with completion of all graduation requirements by May of junior year or December of senior year. Senior English, History, and Economics are still required and can be taken concurrently in junior year, over the summer, or fall of senior year with approval. The student must have a cumulative grade average of B for grades 9 to 11.

GRADING PROCEDURES

Semester grades will be calculated based on a combination of formative assessments and summative assessments. The weighting of these assessments will be determined by each teacher and placed in their policy sheet. 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 Veracross on a weekly basis.

GLOSSARY OF TERMS

FORMATIVE ASSESSMENT: Formative Assessment is defined as Assessment FOR Learning or academic practice. It is work conducted when a student is still learning the material and is designed to provide direction for both students and teachers. Formative assessments help students monitor their progress towards the mastery of learning targets, and they help teachers identify areas in which students need additional practice. Examples of formative assessments may include homework, worksheets, observations, rough drafts, quizzes, labs, notebook checks, etc.

SUMMATIVE ASSESSMENT

Summative Assessment is defined as Assessment OF Learning. These are assessments that measure students' understanding of a group of learning targets and/or essential learner outcomes. Summative assessments follow practice work (homework, formative assessments, and instruction). Examples of summative assessments may include tests, essays, presentations, or projects.

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 3.0. A student making a B+ in AP English would have a 4.0 averaged in rather than a 3.0. A student making a B+ in Honors English, would have a 3.5 averaged in rather than a 3.0.

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.

HONORS, PRE-AP, AND AP COURSES

Due to a higher level of difficulty, courses are designated as Honors (H), Pre-AP, or Advanced Placement (AP). Pre-AP and AP courses have special prerequisites and requirements. Please read the US Curriculum Guide for current requirements and course listings. Pre-AP courses are rigorous and designed to prepare students for AP courses. Maclay School has a thriving AP program. AP courses are college-level courses following the curricula designed by the College Board. AP examinations, administered by the College Board through Maclay School, are given in May on nationally standardized test dates. Students enrolled in each AP course are required to take the AP exam. There is a fee for each AP exam. Successful achievement (a score of 3, 4, or 5) on the exam can result in potential college credit for the AP course.

DROPPING OF A COURSE/LEVEL

Within the first three weeks of a course, a student is allowed, without penalty, to drop any course or level from his/her schedule. After three weeks, students must have approval from their Academic Advisor and the Dean. If changing levels after four weeks have passed, all grades will transfer to the new course. 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 the Academic Advisor.

DIRECTED INDIVIDUAL STUDY PROGRAM

To allow students a broad range of academic choices more tailored to their individual needs, a Directed Individual Study Program (DIS) is available. A DIS Contract (outlined below) must be submitted for approval to the Academic Dean by the END of April in order to be considered as class for that student for the following school year.

DIS Contract: The directing teacher and the student must draw up a written outline of the course of study with the following information: title of the course, the goals of the course, content to be covered, list of sources and materials to be used, time and frequency of teacher-student meetings, and criteria for grading. DIS may be given an Honors weight (.5) which should be in the title of the course. No DIS will be given a weight higher than a .5. The contract must be signed by the directing teacher and the student before submitting it to the Academic Advisor.

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.

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 spring, constituting a part of the final assessment given. (i.e., a paper, presentation, research paper/project...)

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 3.5 minimum cumulative weighted GPA at Maclay. Maclay School is not responsible for any costs associated with taking these courses.

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, PREACT 8/9, PSAT, SAT, ACT

In October, on a date set by the Educational Testing Service of Princeton, New Jersey, the PSAT/NMSQ is administered to grades ten and eleven while the Pre-ACT 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.

COMMUNITY TIME

Community Time is an intentional part of the Middle and Upper School experience designed to develop students beyond the traditional classroom. Through assemblies, grade-level gatherings, academic programming, school-wide initiatives, and other shared experiences, students build community, develop character, strengthen communication, and cultivate the qualities outlined in Maclay's Portrait of a Graduate while engaging in meaningful academic and personal learning experiences.

Community Time attendance is mandatory. Students may only miss Community Time on these days with a pre-approved absence, by signing out from the clinic, or if a parent physically comes to school to sign their student out.

To help with communicating Community Time activities/opportunities, a calendar will be provided in the E-news and online.

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
- 7.

MIDDLE SCHOOL ACADEMIC POLICY

ACADEMIC COURSE OFFERINGS

CORE ACADEMIC COURSES

Language Arts

Pre-Algebra, Introduction to Algebra, Algebra IA, Algebra IB, Algebra I, Geometry

Earth/Space Science, Physical Science, Life Science, Advanced Honors Biology

World Geography, Civics, American History

Spanish IA & IB, French IA & IB, Latin IA & IB

Physical Education (Dance fulfills PE requirement)

H.O.P.E. (HEALTH OPPORTUNITIES THROUGH PHYSICAL EDUCATION) - Upper School Credit – Course for 8th Graders

LAUNCH WHEEL (6th grade) – Stage Performance, Introduction to Band, Music Wellness, Foundations of Art, Computer Science – courses throughout the school year.

UPPER SCHOOL CREDITS

The following courses taken in Middle School--Algebra I, French I, Latin I, or Spanish I--count only toward Upper School distribution requirements, not toward the credit total, nor are the grades averaged into their Upper School GPA. Such courses, however, will be listed on transcripts in a way which satisfies state requirements for math and world language.

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

HOMEWORK

Students are assigned homework on an as needed basis depending on the course. Students are to adhere to the course's policy sheet.

LETTER GRADES

The Middle School issues letter grades and a record of absences for each course every academic term

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.

GRADE COMPOSITION

Grades in courses will be comprised of two categories, Formative and Summative. Formative grades include any items that students turn in as practice (i.e., homework, classwork, labs). Summative grades are comprised of assignments through which students display overall understanding (i.e., tests, quizzes, projects).

GLOSSARY OF TERMS

FORMATIVE ASSESSMENT: Formative Assessment is defined as Assessment FOR Learning or academic practice. It is work conducted when a student is still learning the material and is designed to provide direction for both students and teachers. Formative assessments help students monitor their progress towards the mastery of learning targets, and they help teachers identify areas in which students need additional practice. Examples of formative assessments may include homework, worksheets, observations, rough drafts, quizzes, labs, notebook checks, etc.

SUMMATIVE ASSESSMENT: Summative Assessment is defined as Assessment OF Learning. These are assessments that measure students' understanding of a group of learning targets and/or essential learner outcomes. Summative assessments follow practice work (homework, formative assessments, and instruction). Examples of summative assessments may include tests, essays, presentations, or projects.

REPORT CARDS

Middle School students' grades will be accessible on the Portal page throughout the school year and posted at the end of every academic semester (18 weeks). Before issuance of final report cards, transcripts, or advancement certificates, all student charges, fees, and fines must be paid, and all books returned. Final end of year report cards will be emailed.

QUALIFICATIONS FOR ACADEMIC HONOR ROLL

Dean's List: Students who obtain all A's and all 1's in Conduct.

Honor Roll: Students who obtain all A's and B's and all 1's in Conduct.

At the end of the first semester, there is a celebration to honor students who are on the Dean's List. At the end of the second semester, certificates will be mailed.

STANDARDIZED TESTS

Students will take Track My Progress assessments throughout the school year. It is a computer-based adaptive testing program designed to monitor student skill development in mathematics and language arts.

All eighth-grade students will take the PSAT 8/9 in the Spring.

LOWER SCHOOL ACADEMIC POLICY

GRADES AND REPORTS

Lower School students in grades Kindergarten, First and Second grades receive a standards-referenced report at the end of semester one in December and the end of semester two in May. Students in grades Third, Fourth, and Fifth grades receive letter grades at the end of semester one in December and the end of semester two in May - A, B, C, D, and F, based on the following scale:

A+	98-100	B+	88-89	C+	78-79	D+	68-69	F	59-40
A	93-97	B	83-87	C	73-77	D	63-67		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

HONOR ROLL

Students in 5th grade are eligible for High Honor Roll. To earn High Honor Roll, a student's end-of-year average for each class may not fall below an A-.

HOMEWORK

Homework in Lower School may be assigned to provide an opportunity for students to practice or extend skills learned in class or to prepare for subsequent lessons. All homework assignments are developed and distributed according to the following guidelines:

- Time - The amount of time a student is asked to spend on homework each day should be developmentally appropriate. Generally, this equates to 10 minutes for each grade level (i.e., First grade = ten minutes, third grade= thirty minutes, fifth grade = fifty minutes.)
- Competence and Ownership - Students should be able to independently complete 90% or more of assigned homework.
- Feedback- Students will receive substantive feedback on completed homework assignments.

Parents/guardians can support their child/children by providing a quiet place and a consistent time for them to complete homework. While we know that parents/guardians will facilitate the completion of homework, we do not expect you to teach any content. If your child/children are confused about an assignment or seem to require significant support to complete it, put it aside and reach out to your child's teacher. Homework should never be a regular catalyst for conflict at home. If this happens, reach out to your child's teacher. We can adjust assignments and offer strategies to help ease tensions at home.

STANDARDIZED TESTING

At multiple points throughout the school year, students in Kindergarten through 5th grade will take a variety of nationally normed assessments, including True Progress (literacy and numeracy). Individual student scores do not factor into a student's grades. Rather, they are used as one data point among several, to gain a comprehensive understanding of student growth and achievement.

ONE SCHOOL ACADEMIC SUPPORT

CENTER FOR ACADEMIC EXCELLENCE

Maclay's Center for Academic Excellence (CAE) serves as the central hub for academic support and enrichment on campus. Students come to the Center for small group instruction or intervention, Orton-Gillingham structured literacy support, math support, test proctoring, and/or enrichment programming. Other services provided include occupational therapy, speech language therapy, and behavioral support. Services that require intensive support, the use of a test proctor, or those who work with an independent contractor or tutor are charged an additional program fee or bill rate and are billed monthly.

The Center for Academic Excellence also monitors student accommodations for all students who require it. Members of the CAE team review psycho-educational testing, write individualized Learning Profiles, and monitor accommodations in the classroom. The CAE SSD (Students with Disabilities) coordinator also applies for accommodations for students through College Board and ACT.

CAE PROGRAMS AND SERVICES

LOWER SCHOOL ACADEMIC SUPPORT: CAE PATHWAYS

Our CAE Pathways program for lower school students focuses on tailored reading instruction for highly intelligent kids who learn differently. This approach helps our students thrive by celebrating their unique learning styles, fostering engagement, and building confidence in their reading abilities through a program grounded in Orton-Gillingham pedagogy. Core tenets include small group reading instruction led by a learning specialist, explicit and systematic instruction, and classroom-integrated math support.

LOWER SCHOOL ITHINKERS STEM

iThinkers is an enrichment course for students in grades who are identified as gifted or who demonstrate high ability or strong interest in STEM. Taught by a gifted education teacher, the class emphasizes creativity, innovation, and critical thinking through hands-on, collaborative exploration of STEM topics. Lessons are thematic and based on student interests, with a focus on building problem-solving, leadership, and communication skills. Placement is determined each fall through a combination of True Progress data and teacher feedback.

MATH AT MACLAY

Math at Maclay is a math enrichment and support program for students in grades K–5, taught by Maclay faculty. In grades K–3, students engage in hands-on math activities that build number sense, foster a love of learning, and strengthen problem-solving and collaboration skills. In grades 4–5, the focus shifts to targeted homework support, helping students reinforce concepts and build confidence. Registration is available through Level Up.

MIDDLE AND UPPER SCHOOL ACCESS

Access is a support class for middle and upper school students who need help managing academic demands, staying organized, and building executive functioning skills. The class provides structured time, strategies, and guidance to help students balance their workload and succeed across their courses. As part of their regular course schedule, students work in small, grade-level groups with a CAE learning specialist. Instruction focuses on reteaching core content, building executive functioning skills, and providing individualized scaffolds to help students succeed in their academic courses.

ITHINKERS MATH

Maclay students in grades 4-8 can participate in iThinkers Math by selecting it as an elective or special area course during their school day. This course, which includes participation in math competitions, is designed to encourage students to stretch their mathematical abilities and think outside the box. As a team, students explore complex problem-solving scenarios by approaching challenges systematically, thinking critically, and learning new techniques. Math competitions also teach valuable lessons about sportsmanship and resilience. Participating students compete in weekend local and regional math competitions and national competitions like Math Olympiads.

INDEPENDENT CONTRACTOR SERVICES

The Center for Academic Excellence partners with several former teachers and local tutoring practitioners for students who are seeking general, subject-specific tutoring. Maclay also partners with a speech language pathologist, occupational therapist, and board-certified behavior analyst for students to receive services or screenings during the school day. For questions about services, please contact the office of the Center for Academic Excellence.

CAE ACADEMIC REFERRALS

Students may be referred to the Center for Academic Excellence when they show signs of needing additional academic support beyond the general classroom setting. Referrals are based on a combination of teacher or parent feedback, classroom performance, grades, and results from assessments, screeners, or progress monitoring tools.

STUDENT ACCOMMODATIONS AND LEARNING PROFILES

Students with a diagnosed learning or behavioral difference may require classroom accommodations to help them access the curriculum and participate fully in school life. Accommodations are adjustments to the learning environment, instruction, or assessments that support a student's individual learning needs.

To receive accommodations at Maclay, families must submit a current psychoeducational or neuropsychological evaluation conducted by a licensed psychologist. In some cases, students may receive a temporary Learning Profile while awaiting updated testing or due to a temporary condition.

All accommodations are documented and communicated through the Center for Academic Excellence and are based on each student's unique strengths, challenges, and learning profile.

Examples of Classroom Accommodations

- **Extended time** on assignments or assessments
- **Preferential seating** to reduce distractions
- **Alternative testing environments** or use of a scribe, reader, or proctor
- **Visual supports**, such as charts, graphic organizers, or visual schedules
- **Note-taking assistance**, including outlines or access to peer/teacher notes
- **Modified assignments** with adjusted length or complexity
- **Assistive technology**, like text-to-speech or speech-to-text tools
- **Breaks or movement opportunities** during class
- **Visual or verbal prompts** to support focus, behavior, and task initiation

Maclay Learning Profiles and accommodations are reviewed annually by the Center for Academic Excellence staff and Student Support Team to determine adjustments to the level of support in the

classroom. These annual reviews are also in collaboration with the families and guardians to determine appropriate accommodations.

MENTAL OR PHYSICAL HEALTH-RELATED ACCOMMODATIONS

Some students may require temporary or ongoing adjustments to support their health and ensure safe, equal access to education. For example, students with mobility impairments may need changes to improve physical accessibility, while those with dietary restrictions or food allergies might require alternative meal options or allergen-free environments. Additionally, students experiencing conditions such as short-term anxiety, depression, concussions, or sensory challenges may benefit from classroom modifications—like noise-canceling headphones, sensory breaks, adjusted lighting, or extended time on assignments.

To initiate these accommodations, please provide relevant documentation and contact the Director of Health or Athletic Trainer. A temporary Learning Profile/Accommodation Plan will then be created and shared with teachers and administrators.

PROTOCOL FOR TESTING REFERRALS TO COMMUNITY PARTNERS

Maclay believes that supporting the whole child behaviorally, academically, and socially-emotionally requires collaboration among educators, parents, and the wider community. We actively involve parents and guardians in their child's development, maintaining open lines of communication and providing resources for support. We also collaborate with community partners and mental health professionals to offer comprehensive services for our families. In cases where students require additional testing or support, we collaborate with external agencies such as school psychologists, speech therapists, occupational therapists, behavioral analysts, and mental health practitioners. Referrals to an external agency are issued by the Director of the Center for Academic Excellence or the Director of Student Support.

ONE SCHOOL STUDENT SUPPORT

BEHAVIOR

MACLAY DISCIPLINARY POLICY

Maclay School is built on the strength of its community. Our community's core belief is based on our respect for people, property, and self. Maclay School is an institution that sees its main goal as educating and developing students in a healthy community for each student. As such, our disciplinary processes are progressive and firm. Proceedings conducted are based on institutional policy and are not legal, therefore all protocols are determined by the school, and no outside representation is allowed. In all cases, whether minor to major violations are considered, the severity and nature of the offense, the number of previous related violations, unrelated disciplinary action which has been taken, and the ability of the student to understand the gravity of the offense based on age and maturity will be factored into the resulting disciplinary proceedings and resulting required action.

We believe that the school's obligation of reasonable supervision ends, and the parent or guardian's duty of supervision resumes when the student leaves the school's premises during non-school hours and is no longer involved in school-related activities. At the same time, if a student is involved in an

extreme situation off campus or on the weekend that the school deems behavior unbecoming of a Maclay student, the school reserves the right to treat the situation as a possible disciplinary offense.

There are three levels to which discipline can be assigned. The first level is the classroom teacher or supervisor. The second level is led by the Dean of Students. This level responds directly to minor, medium, recurring, or escalating incidents, unless it is determined that the offense(s) should be elevated to the Review Board, using both accountability and support measures. For offenses of academic dishonesty, the Honor Council will meet and will deliver a determination and resulting apology of action. All major violations will be referred, without fail, to the third level, the Disciplinary Committee. As noted below, both the administration and/or Honor Council can refer any offense(s) that normally would be considered by that body to the Disciplinary Committee based on the circumstances involved. Disciplinary actions available to administration and the Honor Council include but are not limited to detentions, written apologies, out-of-school suspension, and other apologies of action deemed appropriate. All preceding disciplinary actions are available to the Disciplinary Committee. However, the separation of a student or expulsion is reserved for the Disciplinary Committee alone.

Maclay School has classified offenses into categories for education and transparency. Any assigned weight to an offense should not be interpreted as if any of the listed offenses are acceptable in our community, only that a minor offense may be more aligned with a lesser apology of action or correction, while a student who has committed a major violation should have an expectation of significant disciplinary action, including, when the facts warrant, expulsion from Maclay School. The following list is a guide and not an exhaustive list of all items the school may address.

The following listed categories are considered major violations and will be referred to the Disciplinary Committee:

- Any harassing language, behavior, or discrimination based on race, sex, ethnicity, religion, or sexual orientation
- Willful and severe damage to property on campus or at a school-related event
- Bullying as defined by the repeated targeting or harassment of another person
- Possession of a controlled substance including illegal drug paraphernalia
- Possession of a firearm or instrument designed to harm others on campus

A subset of infractions requiring action by the School are those dealing with the Honor Code. These will be approved by the Honor Council unless it is determined by the Honor Council the offense(s) should be considered by the Disciplinary Committee. The Honor Council will consider offenses of academic dishonesty.

The following listed categories are considered minor or medium violations and will be handled by the administration if occurring in isolation. However, the School reserves the right to elevate any of the offenses, in the light of the severity and nature of the offense, number or previous related violations, unrelated disciplinary action which has been taken, and the ability of the student to understand the gravity of the offense based on age and maturity.

- Physical harm of a peer, staff, school employee, or volunteer
- Relational aggression seeking to isolate and/or disrespect
- Cell phone violation
- Chronic tardiness to class or skipping a class
- Defiant behavior
- Dress code violation
- Inappropriate use of technology, including social media usage and the recording of any other member of our community in a way that can negatively impact anyone involved.
- Physical aggression, threats, or intimidation

- Profanity
- Public display of affection
- Smoking or Vaping
- Intentional damage to property on campus or at a school-related event
- Vehicular violations

Once an investigation is satisfactorily concluded and the respective disciplinary body has agreed upon a verdict and apology of action, all people affected by the incident will be communicated with in writing regarding the investigation and outcome. In addition, each verdict will be shared with the division administrative team to inform strategy and work for communication and education within our community.

A student or a group of students who are aware of illegal activities, violations of the Honor Code, and/or other violations (including Statement of Community, Statement of Belonging, Class Policy Sheets for example) and do nothing to prevent, stop, or report it are in violation of the Honor Code. Confidential reports can be filed with Administration.

BEHAVIORAL REVIEW BOARD

The Behavioral Review Board is chaired by the Director of Student Support as a non-voting member. The composition of the committee includes: the Deans of Students 6-12, Dean of Students Pk-5, and the Division Director. The purpose of this committee is to review probable cause and determine whether the behavior is academic dishonesty and should result in a referral to the Honor Council, whether it is a violation of the Statement of Community and should result in a referral to Disciplinary Committee, or is a minor issue that can be managed by Division Administration.

COMPOSITION OF THE DISCIPLINARY COMMITTEE

The Disciplinary Committee is chaired by the Dean of Students as a non-voting member. The composition of the committee includes the Division Directors, Director of Center for Academic Excellence, the Director of Student Support, a faculty member, and a Dean (US: also includes a member of Athletics and a member of College Counseling). A student advocate is also appointed to the committee as a non-voting member. In a Disciplinary Committee proceeding, when expulsion is considered, all three division directors, Director of Student Support, and Director of Center for Academic Excellence must be present.

DUTIES OF THE DISCIPLINARY COMMITTEE

The Disciplinary Committee handles cases that are considered major violations of the school's code of conduct involving but not limited to:

- Offenses related to the Statement of Community and Belonging
- Any harassing language, behavior, or discrimination based on race, sex, ethnicity, religion, or sexual orientation
- Willful and severe damage to property on campus or at a school related event
- Bullying as defined by the repeated targeting or harassment of another person
- Possession of a controlled substance including illegal drug paraphernalia
- Possession of a firearm or instrument designed to harm others on campus

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, an 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 ROLE OF THE DISCIPLINARY COMMITTEE CHAIR

The role of a committee or board non-voting chair is to ensure that disciplinary policies and procedures are implemented consistently and fairly. The following are key responsibilities associated with the role:

- The chair is responsible for organizing and facilitating the board or disciplinary committee meeting. The chair sets the agenda and ensures that committee members are well-informed about the process.
- The chair oversees investigations into the board or disciplinary committee matter. The chair gathers information, arranges for interviews if applicable, and assesses the situation to arrange a fair and informed committee meeting.
- The chair documents and maintains accurate records of the cases, including findings, disciplinary actions taken, and any relevant communication.
- Based on the findings of the committee, the chair communicates the action or decision to the parents and administration. The chair also communicates any logistical or process needs to faculty while prioritizing confidentiality (i.e. the collection of work, relevant decisions). Decisions for expulsion will be communicated to families directly by the Division Director.

PENALTIES

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. 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. Penalties may include, but are not limited to:

- Apology of Action
- Detentions
- Written apologies
- Out-of-school suspension
- Separation of a student
- Expulsion, dismissal, or contract non-renewal
- Social Probation
- Mandated counseling services
- Restorative conversations

PROCEDURES FOR THE DISCIPLINARY COMMITTEE

- 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 may be placed under 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 or the Division Director will call the student's parent or guardian and inform them of the decision.

VOTING PROCESS

Following the investigative findings and the testimony of students, parents, and cooperating staff participants, the DC Chair will call for a vote. All participants, except the DC Chair and appointed student advocate, are considered voting members and cannot abstain. Voting must be conducted anonymously. When expulsion or contract non-renewal is being considered, a 24-hour confidential discernment period is triggered. The DC Chair will then call for a blind vote the following day and the Division Director will report the outcome to the student's family, the Head of School, and the DC Committee shortly thereafter.

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.) the Dean of Students, in consultation with the Division 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. An Improvement Contract will be written and signed by the student parents/guardian and Dean. The length of Social Probation will be determined by the Dean of Students in consultation with Division Director. Social Probation may limit a student's privilege to participate in extra-curriculars, and 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 Division Director and the Director of Student Support. Social Probation may extend into the summer and the next school year. A student

placed on Social Probation, who continues to violate the Honor Code and/or Improvement Contract, may be brought up before the Behavioral Review Board. (See this section above.) At this juncture, the School will determine whether or not to extend an Enrollment Contract for the upcoming school year.

SUSPENSION

A student on suspension will not be allowed on Maclay's campus or any Maclay sponsored event. 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 may receive an automatic grade of Z for any academic work missed in that class. Teacher or tutorial assistance may not be provided during a period of suspension.

EXPULSION

A student may be expelled for an offense evaluated by the Disciplinary Committee or Administration.

APPEAL OF PROCESS

The Disciplinary Appeals Committee is chaired by the Head of School as a non-voting member. The composition of the committee includes: Assistant Head of School for Academics, Director of Admissions and Enrollment, Chief Financial Officer, and additional faculty or administrative member from a different division. Appeals can be submitted to the Head of School within seven days of the Disciplinary Committee decision. Appeals are limited to issues related to due process. Process is reviewed by the Appeals Committee and the decision is upheld or repealed.

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.

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, students will automatically go before the Behavioral Review Board.

- 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; 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, 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 a School Counselor, their Division Director or a member of the School Administration. A complaint may be made using the Community Standards Form located in each School Counselor's office, Division Director's office or the offices of the members of the School Administration. Please see the Statement of Community.

PUBLIC DISPLAY OF AFFECTION

To promote a respectful and comfortable environment for all students, public displays of affection (PDA) include any forms of physical intimacy that are not deemed appropriate in a school setting.

Students are expected to demonstrate respectful behavior towards each other and maintain appropriate physical boundaries. Handholding and brief hugs are considered acceptable forms of affection. Kissing, prolonged hugging, sitting on laps, and any other forms of physical intimacy that go beyond acceptable behavior are prohibited on campus and at school-sponsored events.

Staff members will address incidents of PDA in a respectful and discreet manner. Consequences for repeated violations will be in accordance with the Maclay School disciplinary policies and procedures. Enforcement of this policy will be applied consistently and fairly to all students, regardless of their gender, sexual orientation, or relationship status. No student will be targeted or discriminated against for displaying PDA in accordance with the school's non-discrimination policies.

ACADEMIC DISHONESTY

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. Incidents of academic dishonesty are addressed through each division's honor process. In the Upper School, cases are referred to the Honor Council. In the Middle School, cases are reviewed by the Middle School Director and the Deans of Students.

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.

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.

- Using unapproved Artificial Intelligence (AI).
- 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 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 (AI, 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.

ACADEMIC WARNING

Any student who earns two or more grades of D+ or below at mid-semester or on a report card, will be placed on Academic Warning. A letter will go home to parents, the Athletic Department, and the 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 Dean of Students 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 create a Support Plan. Additionally, their progress will be reviewed by the Student Support Team to consider additional supports that may be required. 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 set time period, but 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 be considered for non-contract renewal.

COMPOSITION OF THE UPPER SCHOOL HONOR COUNCIL

The Honor Council is comprised of twelve Upper School student members elected by their class. The Honor Council members include: four Seniors, four Juniors, two Sophomore, and two Freshman. No student that has received any Maclay disciplinary letter within the previous 365 days may serve on the Honor Council. The Dean of Students presides over the Honor Council as a Chairperson and only casts a vote in the event of a tie.

DUTIES OF THE HONOR COUNCIL

The job of the Honor Council is to consider violations of academic dishonesty as guided by the Honor Code by Upper 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.
- 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 offense to the Honor Council Chairperson.
- The chairperson, in consultation with the Review Board, decides whether a valid case exists. If they believe that the charge warrants investigation, the people involved, including all witnesses, are notified and the Council convenes.

- 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 memo in the students file 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
- Social Probation (see below)
- 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 PROCESS

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.

CARES LIST

Using a weekly progress report students who have lower than a C- cumulative average in any class will be placed on the CARES LIST. For an entire week students will be required to participate in additional academic support. An email will be sent to the student and parents/guardians notifying them of placement on the list for the following week.

PARENT-TEACHER CONFERENCES

We value strong communication and partnership between home and school. To support those relationships, Maclay hosts Conference Days each fall and spring.

In addition to these scheduled conference days, parents, teachers, school counselors, or school administrators may request a conference at any time during the school year as needed. Conferences may be held with an individual teacher or with a student's full team of teachers.

To help ensure teachers are available and prepared, conferences involving multiple teachers should be coordinated through the Dean of Students at least 24 hours in advance. Because teachers are actively instructing and supervising students throughout the school day, parents should not expect to meet with teachers without a previously scheduled appointment.

ONE SCHOOL ATHLETICS

UPPER SCHOOL/MIDDLE SCHOOL ATHLETICS

In addition to a well-rounded Physical Education program, Maclay School offers all students the opportunity for team participation and interscholastic sports competition. Maclay School Athletics enhances the growth, development and enjoyment of all school students who participate in a sports experience. Participation in sports is an essential part of the total educational process of adolescents. Maclay School Athletics follows education-based practices. Please see the Athletic Department Parent/Student-Athlete Handbook for the most up-to-date policies available at www.gomacclay.org.

ELIGIBILITY FOR ATHLETICS

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. A complete athletic profile for the current school year.
2. A filled out EL-2 / Physical Evaluation form signed and dated by a doctor certifying the health of the student athlete.
3. EL1 ECG Screening form - required starting July 1, 2026, for all incoming 9th graders and new student athletes in grades 10-12.
 - a. EL1/2s is for use when a follow-up is required for either the EL1 or the EL2
4. 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.
5. Uploaded certificates for the NFHS courses; Concussions for Students, Sudden Cardiac Death, and Heat Illness Prevention.
6. Acknowledgement of reading and upholding the Maclay Athletics Player and Parent Codes.

While the Athletic Department is responsible for making sure each student athlete has all appropriate forms on file, it is the parent's responsibility to keep their student athlete's documentation up to date. Physicals are valid for ONE Calendar Year. If your child's physical is going to expire mid-season, be sure to schedule an appointment ahead of time to avoid interruption in their current season.

Student athletes must maintain a minimum grade point average established by the Florida High School Activities Association (FHSAA). 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 bat-persons. In addition, students whose grade falls below a C in any class may be held out of practice and/or games to allow the student to bring their grade up.

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

Students must attend school for at least two periods to be able to participate in sports (practice or game) on that day. Exceptions are made for out-of-town competitions and day long competitions.

TRYOUTS/LIMITED ROSTERS

There are open tryouts for all sports. Anyone interested in participating in a Maclay sport is encouraged to tryout. Every effort will be made to find a team for all student-athletes looking to participate in a sport. Because of tryout participants for each sport, facility space, staffing, safety, and being able to provide valuable lessons and experiences for all student athletes there may be a need to limit roster size. Any student-athletes cut from a team will be notified by the Coach. Student-athletes will be encouraged to work on the skills in which they need improvement and will be encouraged to try out for the team again the following year.

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

One of the lessons taught in athletics is perseverance. Quitting a team is strongly discouraged, and failure to finish a prior season may be considered in roster decisions in following years. Any athlete who quits a sport, or has been removed from a team, after regular-season contests have begun may not join another team in that same season, nor may they participate with a team in the following season until their teammates can (for example, a basketball player who quits cannot begin track practice until the basketball season concludes). This includes practicing, conditioning, or weight room activity of any team preparing for any upcoming season. Any exceptions to this policy must be approved by the coaches of both teams and the athletic director.

FIFTH GRADE PARTICIPATION

Participation in Middle School Athletics is intended for students in Grades 6–8. On a limited, case-by-case basis, fifth-grade students may be approved to participate when it is determined to be beneficial for both the student-athlete and the overall team. Approved fifth-grade students may participate in team practices and are welcome to be present on the bench during home contests. However, they are not eligible to participate in interscholastic competition or travel to away contests with the team.

Approval for a fifth-grade student to participate in a Middle School athletic program requires the consent of the Athletic Director, Lower School Division Head, and Middle School Division Head.

DRESS

Student-athletes are expected to follow the dress code of Maclay School. This includes being in dress code on school days that include an early dismissal for travel and on home game days. See the Dress Code section for more information on Maclay Schools dress code. Variation from the school dress code requires the approval of the Division Director.

TRAVEL

The athletic department will work with each team to arrange transportation for away contests, when applicable. Parents may be responsible for transportation to away games within Leon County, when it is feasible the athletic department will arrange for a drop off only of student athletes. If available, a bus will be provided for away games outside of Leon County. Transportation will be designated on team schedules for families to plan.

Dismissal times for student-athletes are set by the Athletic Department and Head Coaches for each sport. Dismissal times will be added to each team's game schedule. Student athletes are responsible for communication with teachers and arranging in advance for all work missed and upcoming.

CONCUSSION POLICY

Students participating in any athletic program and their parents should be familiar with Maclay School's Concussion Policy. The most up-to-date policies available at www.gomacclay.org. If you have questions or need to make academic accommodations, please contact the Athletic Trainer or School Nurse.

ONE SCHOOL **CO-CURRICULAR ACTIVITIES**

NON-SCHOOL-SPONSORED TRIPS

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

UPPER SCHOOL CO-CURRICULAR ACTIVITIES

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:

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)	<i>Andalusian, Better Together, MCSC, Notes from the Underground, Senior Class, Student Ambassadors, Student Council, Yearbook</i>
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Club sponsors can determine any other leadership limitations before elections for the following school year.

CLASS/FIELD TRIPS

- Freshman Challenge = Adventure trip for all ninth graders.
- Sophomore Safari = Out-of-town overnight campout.
- Junior Class = Ski trip to Colorado.
- Senior Class = Grad Bash trip to Universal Studios.

To ensure the safety, well-being, and proper conduct of all students participating in trips sponsored by Maclay School, the Maclay school honor code and disciplinary policies apply to all students. Parents and students should be aware that Maclay School reserves the absolute and unconditional right to suspend and/or expel any student whose social performance during an off-campus trip is deemed to be unacceptable. All bags and people are subject to be searched before leaving campus, during a trip, and after students return from a trip. For each student participating in an off-campus trip, the following documents must be provided:

- Signed permission slip form
- Current student health center form located on the Veracross family portal

COMMUNITY SERVICE HOURS

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

- a) 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.) Up to 100 work hours may be recorded to help qualify for Bright Futures. These hours will be reflected in the graduation program but may not count toward other organizations that require service hours.
- b) An adult supervisor must sign off on hours. The only exception is charitable organizations created and run by students.
- c) 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:
 - i. Date(s) of service;
 - ii. Total number of hours served;
 - iii. Brief description of type of work done;
 - iv. Organization name (if applicable)
 - v. Adult supervisor's printed name and signature.
- d) Hours earned starting the day of 8th grade graduation may qualify for Upper School service hours.

Students hours are recorded on Veracross.

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

MIDDLE SCHOOL CO-CURRICULAR ACTIVITIES

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.

LEADERSHIP ORGANIZATIONS

- Junior Beta Club is dedicated to leading by serving others. Students in grades 7 & 8 follow set qualifications.
- Middle School Student Council (MSSC). Representatives and officers elected at the beginning of the school year; meetings open to the entire student body. Grades 6-8

COMPETITIVE CLUBS

In the Middle School, we offer various teams students can be part of to compete that align with their personal passions.

- Science Fair
- Competitive Math Team
- Advanced Robotics
- National History Fair
- Latin Team

SPECIAL INTEREST ORGANIZATIONS

In the Middle School, our clubs may vary from year to year depending on student interests.

CLASS/FIELD TRIPS

- Sixth Grade Class = Kennedy Space Center
- Seventh Grade Class = Washington, D.C.
- Eighth Grade Class = Civil Rights Road trip

To ensure the safety, well-being, and proper conduct of all students participating in trips sponsored by Maclay School, the Maclay school honor code and disciplinary policies apply to all students. Parents and students should be aware that Maclay School reserves the absolute and unconditional right to suspend and/or expel any student whose social performance during an off-campus trip is deemed to be unacceptable.

For each student participating in an off-campus trip, the following documents must be provided:

- Signed permission slip form
- Current student health center form located on the family portal