

striving for Excellence

McNicol Middle Magnet School



*2015-2016
Staff Handbook*

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McNicol Middle School STAFF HANDBOOK On-Line Version 2015-2016

I ACKNOWLEDGE RECEIPT OF A MCNICOL MIDDLE SCHOOL
(ON-LINE) STAFF HANDBOOK FOR THE 2015-2016 SCHOOL YEAR.

Teacher
Name: _____

Teacher's Signature: _____

Date: _____

*Please Print (select from page 2 to page 2 only) and return to the 6th Grade
Center Secretary by Wednesday, August 4, 2015.*

**updates will be posted online and copies will be provided in your mailboxes.*

Preface

Our on-line *Staff Handbook* provides a comprehensive resource of the policies, procedures, and expectations of all staff members and students at McNicol Middle School. We developed this handbook as an easy, user-friendly reference. It will be your responsibility to utilize the handbook to support your procedural needs throughout the school year.

This handbook contains valuable information such as district policies, calendars, forms, and other important procedural information. Please ensure the *Staff Handbook* is read in its entirety by August 4, 2015.

If you find that after reading this handbook you have suggestions for its improvement, please feel free to share your ideas with a member of the Administrative Staff.

From the Principal's Desk...

Welcome to *McNicol Middle School*, a school that strives to achieve educational excellence through professional excellence. It is a pleasure to welcome you to the *2015-2016* school year. I look forward to working together as a cohesive unit with one goal in mind: ***Improved Student Achievement.***

Striving for excellence in who we are, what we know, and what we do, is our core belief as members of the magnificent McNicol Staff. Our vision is to be the very best middle school in the state of Florida, and I am confident that we can accomplish this goal with your help. This school year is one of great expectations, and I challenge each of you to make this year one of achievement and involvement. Challenge yourselves to grow as professional educators. Indeed, we possess all the necessary tools. It is our charge to maximize our resources within our walls and within our school community by sharing our vision and empowering the minds of our students.

The McNicol Administrative staff and I sincerely wish each of you a successful school year as we journey on a new beginning. We are committed and recognize that “EXCELLENCE begins with all of us!”

Educationally,

Melissa Gurreonero

Melissa Gurreonero, Principal

McNicol Middle School
Administrative Offices & Student Support
2015-2016

Principal

Melissa Gurreonero, Principal

Office Manager

Krystal Morman, Confidential Secretary

6th Grade Center

Ms. Dacyanni Ibarrondo, Assistant Principal

Ms. Grace Wimberly, Secretary

Ms. Zae-Vista Arnold, Guidance Director

7th Grade Center

Ms. Letia Gale, Assistant Principal

Ms. Jona Brown, Secretary

Mr. Stephen Williams, Security

8th Grade Center

Mr. David Martin, Assistant Principal

Ms. Rosa Beliard, Secretary

Ms. Chandra Lee, Guidance Counselor

Ms. Shavonda Mitchum, Behavior Specialist

Student Support

Ms. Ericka Stewart, ESE Specialist

Ms. Heather Paschal, Reading Coach

Mr. Markis Facyson, Math Coach

Ms. Lara Ruddy, Science Coach

Ms. Betty Shore, ESOL Liaison

Mr. Phillip Shaver, Magnet Coordinator

Professional Conduct and Professional Ethics

6B-1.001 Code of Ethics of the Education Profession in Florida.

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Specific Authority 229.053 (1), 231.546(2)(b) FS. Law Implemented 231.546(2)(b) FS. History-New 3-24-65, Amended 8-9-69. Repromulgated 12-5-74, Amended 8-12-81, 7-6-82, Formerly 6B-1.01.

6B-4.008 Criteria for Dismissal Procedures

1. When an action or other matter appears to exist which may possibly result in the future dismissal of any employee, the immediate supervisor of the individual should take appropriate action to advise the employee of the matter and the potential consequence if not corrected.
2. Every possible helpful effort should be made by the immediate supervisor to aid the employee to correct the matter, which could cause his or her dismissal if not corrected.
3. Except in extremely serious circumstances, the employee should be given sufficient time, following notification, for improvement.
4. Any changes of undesirable traits or practices should be bona fide, verifiable, and clearly stated to the employee in writing. Any employee thus charged should have a fair opportunity to explain or otherwise defend him or herself, as provided in Section 231-36, Florida Statutes.
5. Fair dismissal procedures should be followed regardless of the race, creed, color, sex, or contractual status of the individual.

Specific Authority 229.053 (1), 231.546(2) (a) FS. Law Implemented 231.546(2) (a) FS. History-New 12-25-66, Repromulgated 12-5-74, Amended 8-12-81, Formerly 6B-4.018.

6B-5.007 Management Techniques

The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following management techniques:

1. Resolve discipline problems in compliance with the policies of the school, rules of the district school board and the State Board, and Florida Statutes.
2. Maintain consistency in the application of policy and practice by:
 - a. Establishing routines and procedures for the use of materials and the physical movement of students.
 - b. Formulating appropriate standards for student behavior.
 - c. Identifying inappropriate behavior and employing appropriate techniques for correction.
3. Maintain standards of conduct required in Rule 6B-5.007(2) FAC.
4. Use management techniques appropriate to the particular setting.

Specific Authority 229.053 (1), 231.546(2)(a)(b) FS. Law Implemented 231.546(2)(a) FS. History-New 10-7-69, Repromulgated 12-5-74, Amended 8-12-81, Formerly 6B-5.07.

6B-5.008 Competence in Specialization

Each competent educator shall possess knowledge within the area of specialization to a degree consistent with the educator's professional preparation. The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in specialization by:

1. Demonstrating an awareness of current developments in the field of specialization.
2. Demonstrating an ability to read, comprehend, interpret, and use professional material.

Specific Authority 229.053 (1), 231.546(2)(a)(b) FS. Law Implemented 231.546(2) FS. History-New 10-7-69, Repromulgated 12-5-74, Amended 8-12-81, 4-5-83 Formerly 6B-5.08

6B-5.009 Evaluation of Learning and Goal Achievement.

Each competent educator accepts responsibility commensurate with delegated authority to evaluate learning and goal achievement. The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following techniques used to evaluate learning and goal achievement:

1. Use several types of evaluative techniques, including but not limited to classroom test constructed by the educator to measure student performance according to criteria based on objectives.
2. Provide frequent and timely responses concerning the work attempted and tasks assigned.
3. Analyze and interpret effectively the results of evaluation for judging instruction, the achievement to state goals, or the need for further diagnosis.
4. Utilize the results of evaluation for planning, counseling, and program modification.
5. Explain methods and procedures of evaluation to those concerned.
6. Possess the ability to comprehend work with fundamental mathematical concepts.

Specific Authority 229.053(1), 231.546(2)(a)(b) FS. Law Implemented 231.546(2) FS. History-New 10-7-69, Repromulgated 12-5-74, Amended 8-12-81, 4-5-83 Formerly 6B-5.09.

6B-5.010 Human and Interpersonal Relationships.

The educator, commensurate with job requirements and delegated authority, shall demonstrate competencies in the following human and interpersonal relation's skills:

1. Assist students in developing their values, attitudes, and beliefs.
2. Encourage and support behavior, which reflects a feeling for the dignity and worth of other people.
3. Demonstrate instructional and social skills, which assist others to interact constructively.
4. Provide leadership and direction for others by appropriate example.
5. Offer constructive criticism when necessary.
6. Comply with reasonable requests and orders given by and with proper authority.
7. Assign reasonable tasks commensurate with objectives and designated responsibility.
8. Demonstrate self-confidence and self-sufficiency in exercising authority.
9. Apply instructional and social skills in developing positive self-concepts.

Specific Authority 229.053(1), 231.546(2)(a)(b) FS. Law Implemented 231.546(2) FS. History-New 10-7-69, Repromulgated 12-5-74, Amended 8-12-81, 4-5-83 Formerly 6B-5.10.

6B-5.011 Personal Requirements.

In assessing the mental or physical health of educators, no decision adverse to the educator shall be made except on the advice or testimonial of persons competent to make such judgment by reason of training, licensure, and experience. Each educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following personal requirements.

1. Engage in physical activity appropriate to the designated task except for temporary disability.
2. Communicate effectively to accomplish the designated task.
3. Exhibit appropriate control of emotions.
4. Perform designated tasks with sufficient intellectual ability.

CLASSROOM EXPECTATIONS

As a *Differentiated Accountability* (DA) school it is imperative we follow the DA model. For effective learning and improved student achievement to occur, a variety of elements **must be** in place. The **expectation** of what is evidenced in **every** classroom at McNicol Middle School will include but not be limited to the following:

1. Evidence of effective behavior management
2. **Neat** and **orderly** classrooms
3. Daily objectives and Essential Question(s) are evident on the board, in the plan book and reviewed with students
4. Daily agenda posted and reviewed with students
5. **Active** Word Walls
6. **Current** student work displayed in the classrooms
7. Teacher movement during instruction (not at desk)
8. Students **actively** engaged in learning
9. Evident cooperative learning activities
10. Multiple levels (Webb's Depth of Knowledge) of questioning
11. Reading/Writing strategies evident in every class and plan book
12. ELL strategies evident in every class and plan book
13. ESE strategies evident in every class and plan book
14. Bell to bell instruction
15. Rubrics for completion of assignments
16. Criteria for mastery of objective/standard
17. Plan for reteaching when needed
18. Testing will occur on a regular basis utilizing short/long responses, multiple choice and gridded responses
19. Student portfolios are maintained by every child and evidence of instructional growth is measured by a set criteria
20. Evident implementation of Common Core Strategies as we prepare for Partnership for Assessment of Readiness for College and Careers (PARCC)

If any classroom teacher needs assistance in meeting these expectations, please meet with your team leader and/departments head. The McNicol support team is available to provide assistance and will be happy to work with you. However, if these expectations are not evidenced in an appropriate time period, **progressive disciplinary measures will be taken** in accordance with School Board policy and the BTU contract.

ATTENDANCE PROCEDURES

Reporting to Work

All instructional staff members are expected to be on time and prepared daily. You should be on campus no later than 7:25 a.m. Your work hours are 7:25 a.m. to 2:55 p.m. Adherence to the designated times is essential to the successful operation of McNicol Middle School. If at any time you are going to be late, please contact front office (754) 323-3400 (Ms. Wimberly, sub coordinator) to arrange for proper coverage. Failure to adhere to your work schedule may result in disciplinary action being taken.

Absences

Each teacher is responsible for reporting his/her absence in the Broward County SFE system. Failure to report your absence in a timely manner may result in your classroom not being covered. ***Absences must be reported in full day or half-day (3.75) increments only.*** Lesson plans should be prepared in advance and left on your desk for the substitute teacher. Additionally, one week's worth of lesson plans must be kept on file with your department head and team leader should any extended absences arise.

<https://sems.browardschools.com/logOnInitAction.do>

Sign-In/Sign-Out Procedures

Staff members needing to sign-out early, must receive approval from their grade level administrator prior to leaving. It will be your responsibility to arrange the appropriate classroom coverage (*please bear in mind, not all teachers have volunteered to provide classroom coverage*). You are then required to notify Ms. Henderson of such arrangement prior to leaving the campus.

Teacher Planning Days

All employees are expected to work a full day on planning days.

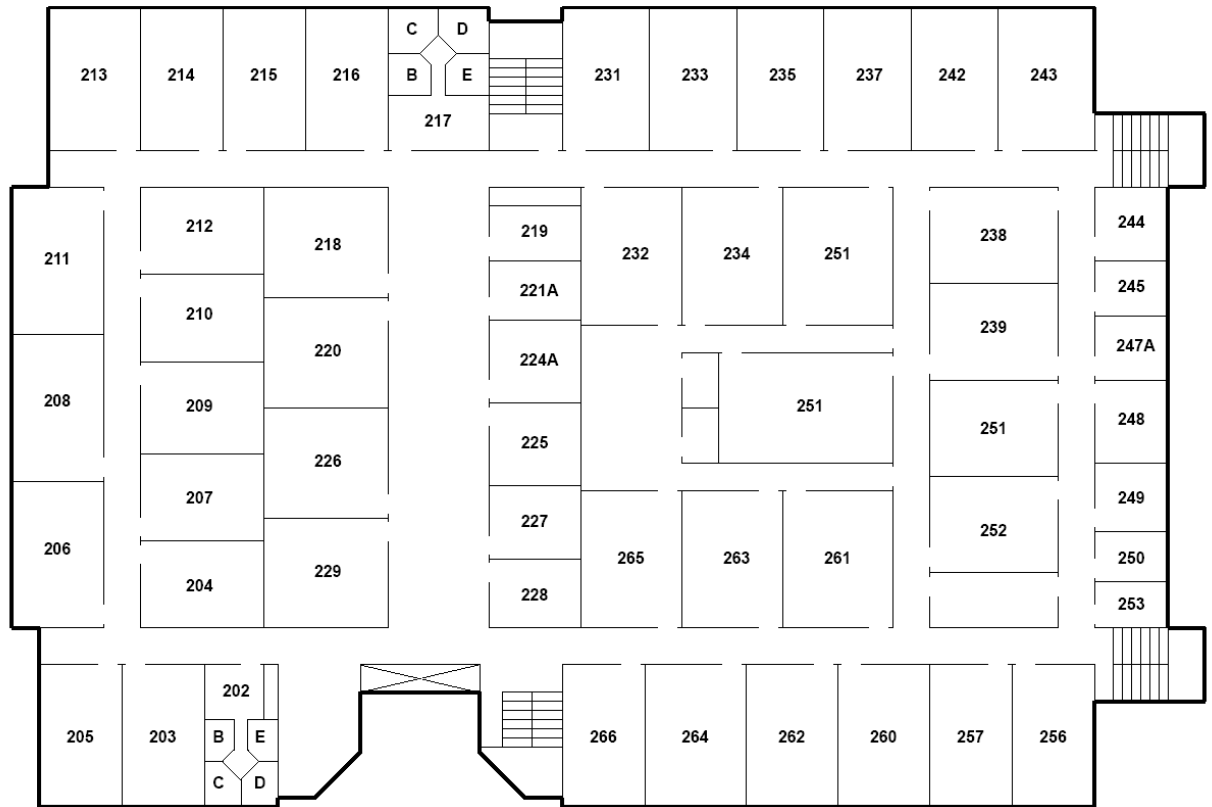
2015-2016 Bell Schedule

PERIOD	TIME	<u>LUNCH</u>
1	7:45 – 9:15	
2	9:19 – 10:08	
3	10:12-11:01	
4 (6 th Grade Students <u>ONLY</u>)	11:05-12:28	6th Grade Lunch 11:05-11:35
4 (7 th & 8 th Grade Students <u>ONLY</u>)	11:05 – 11:54	7th Grade Lunch 11:58-12:28
5 (6 th & 7 th grade Students <u>ONLY</u>)	12:32 – 1:21	
5 (8 th Grade Students <u>ONLY</u>)	11:58-12:47	8th Grade Lunch 12:51-1:21
6	1:25 – 2:15	Dismissal

There are four (4) minutes between classes

McNicol Middle School Floor Plan

Second
Floor





EMAIL

E-mail is available to all school personnel. All of the requirements listed in the Authorized Use Policy apply to e-mail as well as Internet use. The District has addressed e-mail abuse as a serious concern. Chain letters, poems, unofficial job advertisements, and other personal notices should not be sent through the School Board of Broward County's electronic mail system. Sending these types of messages is against School Board Policy #5306-School and District Technology Use. **E-mail is public and may be viewed upon request!**

EMERGENCY PROCEDURES

Emergency planning is an important part of the overall school operation. This handbook is intended to be part of the staff-training package for McNicol Middle School. The intent is to ensure that all staff members have a complete understanding of the procedures to be used in the event of an emergency.

Some

1. Medical
2. Behavioral (2-4 acting out persons)
3. Security
4. Fire
5. Bomb Threat
6. Other Emergencies
7. Major Utility Failures
8. Gas Leak Procedures

The contents of this handbook are not intended to replace “good judgment” and “common sense”. These qualities should prevail when making decisions relating to people and emergency events. The contents of this book are like a road map. There are times it might be necessary to “travel a road” not yet listed on the map.

	Code <u>Red</u> – Imminent Danger Lockdown – No Movement
	Code <u>Yellow</u> – Threat / Activate SAFE Team - Modified Lockdown
	Code <u>Blue</u> – Medical Emergency Activate SAFE Team
	Code <u>Black</u> – Bomb Threat Evacuate
	Code <u>Orange</u> - Evacuate
	Code <u>Green</u> – All Clear
	Code <u>Brown</u> – Threat/Incident within the Facility - Shelter – in - place

SAFETY AND SECURITY

Threat Assessment Team:

Any time that a verbal or written threat is made by a student, it is the responsibility of the adult employee who is made aware of the threat to notify the student's Assistant Principal. The Assistant Principal will notify the Principal, and as quickly as possible convene a Threat Assessment Team meeting. This team will consist of an administrator, the SRO, a guidance counselor, school psychologist/family counselor/school social worker, teacher, SIU investigator (if possible), parent and student.

Following SBBC guidelines, the team will make a determination for further follow up.

Crisis Intervention Team:

Unfortunately, there are times when traumatic events occur, such as the death of a student, teacher, a former student, or a well-respected community member. If a situation similar to this arises, notify the Principal immediately. The Principal will meet with the Team and determine the process for providing services to students and staff.

Classroom teachers are asked to wait for announcements in a situation such as this. However, any student who is obviously upset during this time should be sent to the guidance office.

Visitor Procedures:

Visitors should "check-in" at the Greeter's Desk (*single point of entry*) and sign in through the Star System. All school personnel should politely challenge any unfamiliar individuals in the halls of the school or on the school grounds. Those who have not checked in at the office should be asked to do so. Additionally, notify the front office of any unfamiliar individuals on campus. All visitors must show a photo ID. They will be issued an ID badge. Upon leaving, the person will "check out".

Students Escort Procedures from Class:

NOTE: *There are NO passes!*

- A. **Students are not to leave your classrooms without an escort, unless there is an emergency or a change of class.** Please use good judgment in determining an emergency.
- B. Teachers will not cause any student to be absent from another class without prior approval of the teacher whose class the student will miss. Avoid making students tardy to their next class. **Do not hold your last class after the bell. This can cause students to miss their bus and/or transportation home.**

Allowing Students to Leave School Grounds:

Teachers **CAN NOT** permit students to leave school grounds. Permission can only be granted by administration.

FIELD TRIPS

Field trips can be a valuable part of the learning process. For this reason, McNicol Middle School participates in district-approved trips away from school. Teachers are encouraged to plan field trips with their classes providing that the purpose of the trip is educationally sound and aligned with the current curriculum. Students may be denied the privilege of participating in field trips if those students have been disruptive, violate the student code of conduct or fail to conform to school rules and regulations. The criteria students must meet to be able to attend a field trip will be established in advance of the field trip by the administration.

A. **BOARD POLICY - Teachers planning field trips should:**

1. Schedule each trip with the grade-level administrator, specifying the destination, the method of transportation, number of chaperones and the period of absence from school. Field Trip Authorization Forms can be obtained from our bookkeeper, Ms. Bailey (budget specialist).
2. Complete all necessary arrangements with the organization, firm, and/or owner of the property to be visited.
3. ***Only after the Field Trip Authorization packet has been approved by the Principal and/or District, should the teacher/team begin planning with students.***
4. Obtain from parents of all pupils who are to participate in a field trip, written permission, on county-approved release of liability forms, for their child to be away from school during the time required for the trip. Liability forms can be obtained from the administrator's secretary.

5. Reminder, parents must complete a Medical Emergency Form for out of county field trips. A copy of this form must be taken on the field trip and left at the first aid station upon arrival.
6. The cafeteria manager must be notified at least 10 days in advance of any field trip, which necessitates students being absent during lunch.
7. Certain students at McNicol Middle School are authorized to take medication during the school day. This medication is kept secure in the clinic area of the front office. It is the sponsoring teacher's responsibility to secure a chaperone for the field trip that is trained in dispensing medications to students and to verify that this chaperone has properly checked out the medication from the school nurse's office.

B. SCHOOL POLICY

1. Completed release of liability forms are to be filed in the bookkeeper's office prior to departure.
2. A complete, **alphabetized list of students** who will make a trip must be on file in the administrator's office **three days in advance of the trip** as well as distributed to all faculty members via CAB Conference.
3. Students participating in school trips are to be counted present in accordance with Broward School Board Policy.
4. Prepare a letter to be sent home to parents listing the following information:
 - a. Educational purpose of the trip
 - b. Type of transportation to be used
 - c. Lunch plans (bag or buy)
 - d. Estimated cost, including transportation and entrance fees, and when monies will be collected (checks should be made payable to McNicol Middle School).
 - e. Students are to wear appropriate school clothing.
 - f. Obtain approval (from the administrator in charge) for the letter that will be sent home to parents.
5. Work directly with the bookkeeper in regard to collection of fees.
6. You must return a receipt to the bookkeeper for any check issued for your field trip.
7. Teachers and any other staff member attending the field trip must complete a Temporary Duty Authorization form (TDA) and submit it to Ms. Henderson, Office Manager, at least 2 weeks prior to the trip. A job number from Sub Central must be indicated on the upper right hand corner of the TDA prior to submission. Chaperones must be secured and volunteer registration forms must be completed.
8. Make arrangements with your team leader for students not going on field trips and inform these children where they are to go. All necessary parties must have full knowledge of the field trip plans and have access to the team's trip information. File a copy with the administrator's secretary.

C. BUSES

School buses are available for educational field trips between the hours of 9:00 a.m. and 1:00 p.m. Bus request forms are available from Ms. Collier, Bookkeeper (along with the field trip release forms). These forms must be completed in triplicate and returned to the transportation office two (2) weeks prior to the date the trip is requested. Upon approval at the transportation office, the original copy will be returned to the school as confirmation, showing the bus assigned. Use of school buses are confined to the counties adjoining Broward County and/or a maximum of 100 miles and can only be used between the hours of 9:00 a.m. and 1:30 p.m. When contracting for a private bus company, you must choose from a company that is included on the list of pre-qualified companies. Those companies will be required to quote their price on the School Board Quote Form. The school will confirm the reservation by issuing a School Activity Purchase Order.

D. CHAPERONES AND SPONSORS

Review the SBBC Chaperone Chart for the number of chaperones needed for various field trips. Sponsors must be present before any student boards the bus. Responsibility for student behavior rests entirely upon the chaperones. Only in emergency situations should the bus driver need to be concerned with the student conduct.

E. STUDENT BEHAVIOR

Extra-curricular trips are more informal than a regular school trip; however, the primary concern is the same -- SAFETY. Order and discipline are absolutely necessary for safe driving. Students are expected to adhere to Broward County's Code of Student Conduct on field trips.

F. TRIP REPORTS

Each driver turns in a trip report after he/she returns; this is placed in a file in the Area Transportation Office. If it is unfavorable, the principal is contacted and a report is sent to him/her for his/her files.

Routing Field Trip Packets

- Field trip packet is completed and given to the Grade Level Administrator.
- Grade Level Administrator forwards field trip packet to the Field Trip Coordinator.

- Field trip Coordinator forwards packet to Principal for signature.
- Principal returns packet to Field Trip Coordinator indicating approval or denial.
- Field Trip date is placed on master field trip calendar.
- Field trip packet is returned to the appropriate teacher.
- Copy of approval/denial is given to appropriate administrator.



Message from the Sub Coordinator

At some point during the school year at least one of you will require a substitute teacher. The process of calling in and securing a substitute can run smoothly if we all work together. Some helpful tips are listed below:

- Please notify the sub coordinator immediately of your anticipated absence.
- Enter your absence on-line or by phone in the Sub Search system.
- If you have secured a substitute to cover in your absence, that person may be put into the job at the time of entry (be sure to indicate that the individual has accepted the job).
- Have classroom plans, textbooks, and other necessary tools in your classroom to ensure that the substitute will have a positive experience.
- If in the event you decide to cancel an absence, please do so at least 24 hrs. in advance.

Reminders:

- **It is your professional responsibility to enter your absence into the Sub Search System. The sub coordinator, Ms. L. Henderson is not responsible for securing a substitute in your absence.**
- Absences may be taken in full-day (7.5) or half-day (3.5) increments. *Please do not enter an absence for less than 3.5 hrs.*
- **Permission from the Principal is necessary when a personal day is requested before or after a holiday weekend.** Additionally, you must provide a doctor's note should you be absent due to illness the day before or the day after a holiday.
- If you require emergency classroom coverage, please notify your administrator. Be reminded that if you secure your own coverage and that teacher has not been approved by administration to cover during "planning", that individual will not be paid. Make sure to check with the Sub Coordinator prior to finalizing coverage arrangements.

Temporary Duty Assignments (TDA's)

If you are requesting or required to attend any duties that take you away from your classroom you are to fill out a Temporary Duty Assignment (TDA) form. All TDA's must be returned to Ms. Lawanda Henderson (Office Manager) at least two weeks prior to the requested date. Supporting documentation must be attached to each TDA addressing the question "How will this duty help meet the needs of my students?".

If your TDA is not submitted within the two-week timeframe it will not be approved. Please be sure to consult with the sub coordinator prior to securing a sub.

Your TDA will be returned to your mailbox upon review by the principal. Each form will clearly indicate whether your TDA has been approved. Ms. Henderson will also follow each approved TDA with an email to both you and your administrator.

Virtual Counselor (BASIS)

Virtual Counselor (BASIS) is a link from Data Warehouse that provides access to student data.

It is expected that you access and use the information available to you to tailor instruction to meet the needs of your students.

Student rosters with test scores should be kept in your plan book. This data is to be used during lesson planning and also in conferences with students, parents, support staff and administrators.

For assistance, please contact your Grade Level Administrator.

STAFF PHONE USAGE

The focus of the overall operation of McNicol Middle School is student learning and achievement, therefore, interruptions during the school day for personal reasons (except in **extreme** emergencies) **ARE NOT** permitted for **ANY** staff member. **Cell phone usage is prohibited during the school day.** Teachers' personal cell phones should be turned **OFF** during instructional time (other than one's planning period).

Classrooms are equipped with phones that access outside lines. These phones are to be used for **school business only**. The utmost discretion is expected when calling a parent from a classroom with students present in the class. In addition, students are not allowed to use classroom phones nor answer the phone for the teacher. Phones are also located in the teacher planning area for calling parents. Long distance calls can only be made from an Administrator's phone and must be logged. The house Administrator must approve the call and initial the long distance log. No outgoing or incoming personal faxes will be approved.

PARTIES

Absolutely no parties should be planned for students unless approval has been received from the Principal. No foods are to be served to students unless a food service provider who operates under Health Department sanitary rules has prepared the food.

SCHOOL COUNSELOR REFERRAL FORM (STUDENT)

Student's Name _____

Grade _____ Date _____ Time _____ Teacher _____

Reason for Referral:

☐ Personal

☐ School

☐ Family

Additional Information/Comments: _____

URGENT MATTER ☐

SCHOOL COUNSELOR REFERRAL FORM

Student's Name _____

Grade _____ Date _____ Time _____ Teacher _____

Reason for Referral:

☐ Personal

☐ School

☐ Family

Additional Information/Comments: _____

URGENT MATTER ☐

School Counselor Referral Form (STAFF)

Student Name: _____ Grade: _____ Teacher: _____
Referral Source: _____ Date: _____

Check all areas of concern:

<u>BEHAVIOR</u> ___ Discipline ___ Aggression/Acting Out ___ Impulsive ___ Withdrawn ___ Hyperactive ___ Unusual/"Odd" Behavior	<u>SCHOOL</u> ___ Academic Progress ___ Organizational Skills ___ Peer Relations ___ Authority Figure Relationships ___ Poor Attention ___ New/Transfer Student
<u>HOME</u> ___ Death/Loss ___ Separation/Divorce ___ Conflict ___ Recent Move ___ Other	<u>EMOTIONAL</u> ___ Sad ___ Nervous/Anxiety ___ Angry ___ Fearful ___ Mood Swings <u>Other</u> _____

Examples: _____

One thing the student does especially well: _____

I would like: a. You to observe this student.
b. To discuss this student with you. I am available at _____
c. You to talk with this student: Today ___ This Week ___ Soon ___

Student knowledge of referral: a. Has not been discussed with the student.
b. Student is aware of the referral
c. Parent/Teacher is aware of the referral

Please fold this confidential form and return to the counseling office.

MCNICOL MIDDLE SCHOOL
CLASSROOM VISITATION CHECKLIST
The Environment for Academic Success

PRINT RICH ROOM	Current and relevant student work is displayed in an attractive and organized manner. Classroom is visually inviting.
CLASSROOM RULES	Behavior plan is displayed.
PLAN/GRADE BOOK	Lesson plans, with one week done in advance; grades, attendance, and seating chart are on the teacher's desk.
ESSENTIAL QUESTION	An over-arching question that speaks to the theme/main idea of a unit. It should be analyzed like an hypothesis during the learning process.
DAILY OBJECTIVE	Objective, class work, and homework are listed on the board. The objective of the lesson should be clearly stated to the students, matching work done, reflected in lesson plans.
AGENDA BOOK	Students write assignment in agendas at the start of class.
TEACHER INTERACTION	Teachers should be modeling, facilitating, circulating, or assisting students; 100% instructional time.
STUDENT LEARNING	Students should be actively engaged in learning and provided with practice for comprehension (instructional time should take place from bell to bell).
BLOOM'S TAXONOMY	Higher-level questions are evident in the presentation of the lesson.
ENDING REVIEW	Teacher conducts an ending review.
TECHNOLOGY	E-mails/Other business should not be done during instructional time



McNICOL MIDDLE SCHOOL
ADMINISTRATION
MELISSA GURREONERO, PRINCIPAL

By signing below, I acknowledge that I have read through the McNicol Middle School Teacher Handbook either on CAB conference or a hardcopy and know where to locate copies for future reference. I agree to abide by the policies expressed in the Handbook, as well as all School Board of Broward County and Florida State Educational Statutes and Policies.

I have also received and reviewed Florida's Employee Code of Ethics brochure.

Teacher Name

Date

Teacher Signature

**Please print (select page 2 to page 2 only) and return to the 6th Grade Center Secretary by 12:00P.M. on Monday, August 4, 2015.*



McNICOL MIDDLE SCHOOL
ADMINISTRATION
MELISSA GURREONERO, PRINCIPAL

ESE

All teachers, administrators, and counselors will receive a confidential list of ESE students no later than the first day of school.

Teachers will view each student's IEP through Virtual Counselor. A hard copy can be printed, if desired. An ESE provider will be assigned to each student.

An ESE provider will make contact with each teacher and student the first week of school.

Implementation of a student's IEP is crucial. Accommodations must be provided.

Please sign and return the bottom portion to the ESE Specialist, Ms. Stewart's mailbox by August 13, 2015.

I understand that I am responsible for viewing my ESE students' IEP through Virtual Counselor, implementing the IEP, and providing all accommodations as stated on the IEP.

Name (please print) _____

Signature _____ Date _____

MEDIA FORMS

6100

6100

AUDIOVISUAL MATERIALS USE POLICY

THE PURPOSE OF THE POLICY IS TO ESTABLISH CLEAR DIRECTION AND CONSISTENT PROCEDURES FOR THE USE OF AUDIOVISUAL MATERIALS FOR STUDENT INSTRUCTION AND CLASSROOM USE. THESE RESOURCES ARE TO BE USED FOR CURRICULAR PURPOSES, NOT FOR ENTERTAINMENT. AUDIOVISUAL MATERIALS INCLUDE BOTH COMMERCIAL AND STUDENT/STAFF PRODUCED MATERIALS. THEY INCLUDE MATERIALS USED ON FIELD TRIPS OR IN BEFORE AND AFTER SCHOOL CHILD CARE PROGRAMS AT THE SCHOOL. THE GUIDELINES THAT CLARIFY THE POLICY ARE TO BE MADE A PART OF THE PRINCIPALS' HANDBOOK.

RULES:

1. Requirements
All instructional resources, including audiovisual materials, must:
 - a. be consistent with School Board of Broward County policies, educational goals, and the objectives of specific courses and/or activities;
 - b. be consistent with Florida Statutes 1006.34(2)(b), and relevant to the Sunshine State Standards;
 - c. adhere to federal and state copyright laws, including but not limited to Public Law 94-533, The Copyright Act and School Board of Broward County Policy #6318; and
 - d. reflect the best teaching practices based on age appropriateness and instructional relevance.
2. Selection of Audiovisual Materials
 - a. Audiovisual materials selected for student instruction and classroom use must be age appropriate and relevant to the specific instructional goal. When available, the MPAA (Motion Picture Association of America) ratings should be used to guide decisions about audience appropriateness.
 - b. Audiovisual materials in the school collection and those selected for use from outside the school collection must be selected based on personal preview, reviews or recommendations from professional literature, or have been recommended for use by the District.
3. Procedures and Best Practices for Use of Audiovisual Materials
The usage of audiovisual materials from inside or outside the school collection must:
 - a. meet principal or designee approval prior to use with students;
 - b. exhibit a clear educational purpose;
 - c. be previewed in their entirety prior to being shown to students by the teacher using the resource, with special attention paid to assuring that language, theme, violence, and content are consistent with the maturity level of the students who will be viewing the material;
 - d. be a legally acquired copy; and
 - e. sustain review by the school audiovisual review committee, if concern arises.

A list of full-length feature films to be shown must be maintained in the school's office and made available for parent review. Each school must notify parents of the process and procedures for review of the list and commentary.
4. Responsibility
 - a. The principal is responsible for the use of all instructional materials within the school. The teacher is responsible for use within the specific classroom.

Authority: F.S. 1006.34 (2) (b)

Policy Adopted: 04/29/03

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Full-length Feature Films To Be Used For Classroom Instruction

School: _____ Date: _____

Dear Parent:

Students in my classes have been studying:_____.

To support this unit, I plan to use a full-length feature film.

The material, entitled: _____,
is being shown because it will _____

Viewing of this is highly recommended but is not mandatory. An alternate assignment related to the unit being taught will be provided if you do not wish for your child to view this material.

Teacher: _____ Course/Grade: _____

Principal's Signature: _____

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Parent/Guardian Request For Alternate Assignment



I do not wish my child, _____

to view the full-length feature film, entitled _____

being shown in _____ class.

Signature of Parent/Guardian

Date

**McNicol Middle School
School-Wide Positive Behavior Expectations
2015-2016**

Positive Behavior Support Team

To create, promote, and ensure a safe and orderly learning environment

McNicol Middle Magnet & STEM School Core Values:

Safety

Order

Attitude

Responsibility

Self Control

McNicol Middle Behavioral Expectations:

Be Responsible, Be Respectful, Be Safe, Be a Learner

Behavior Matrix:

Location Classroom	Be Respectful -Raise your hand to speak -Cooperate with Teacher -Give and receive feedback kindly -Maintain personal space	Be Responsible -Come to class prepared to work -Bring all necessary materials to class -Arrive before the second bell and be in seat -Clean up after yourself -Maintain personal space	Be a Learner -Apply your best effort -Challenge yourself - Participate positively and purposefully -Listen attentively	Be Safe -Leave seat or assigned area only with permission -Maintain personal space -Use all materials appropriately -Use Voice Control
Common Areas	-Maintain personal space -Be considerate of others -Keep moving in an orderly fashion - Maintain an appropriate tone	-Avoid Loitering - Keep all areas clean -Use Pass when out of class -Walk only on the right -Maintain personal space	-Demonstrate your understanding of appropriate behaviors and expectations -Model positive behavior	-Walk to your right -Keep your hands feet and objects to yourself -Keep moving in an orderly fashion
Cafeteria	-Use appropriate tone of voice -Be attentive to directions -Treat everyone politely -Maintain personal space	-Maintain personal space -Be attentive to directions -Keep your personal space clean -Wait in line until your turn to be served -Keep food in cafeteria. -Place all trash in appropriate receptacle	-Demonstrate good manners -Remain in designate area throughout your lunch periods	-Walk at all times -Enter in an orderly and remain in your assigned are until called -Walk down and around -Touch only your own food
Bus Car/Loop	-Be Respectful -Enter Bus in an orderly fashion -Maintain personal space	-Maintain safe and orderly behavior -Be aware of your surroundings	- Report to your designated area at all times	-Arrive and exit in an orderly manner -Stay to the right of the

		-Walk only on the right -Maintain personal space		buses -Stay on sidewalk -Keep your hands and all items to yourself -Avoid and report conflict
Restrooms	Respect Personal Privacy -Receive Permission -Use all Equipment and supplies as intended -Maintain personal space	-Maintain personal space -Report any problems to your teachers -Report unsafe conditions. -Return to class promptly -Keep bathroom free from liter and vandalism	-Return to class promptly -Demonstrate good hygiene	-Report spills and other defects to an adult -Report inappropriate activities immediately
Library	-Maintain quiet atmosphere -Use all equipment and supplies as intended -Use technology appropriately -Maintain personal space	-Maintain personal space -Be careful with equipment and materials -Return books on time -Enter with pass -Push in chairs -Return all books to designated area	-Model positive behavior -Practice academic honesty	-Walk -Push all chairs in -Use appropriate websites -Sit in chairs properly -Leave food and drinks in the lunch room
Main/Grade Level Office	-Obtain pass to go to and come from Main/Grade Level Office -Obtain and complete Main/Grade Level Office request form -Maintain personal space	-Maintain personal space -Enter quietly and sign in at front desk -Be seated quietly and wait to be addressed	-Model positive behavior	-Enter with appropriate pass

Attendance

- Regular school attendance is vitally important to a student's academic achievement, so it is important that staff, parents and students be familiar with Broward County Public Schools Attendance Policy.
- Both excused and unexcused absences along with tardiness and early sign-outs continue to be counted when determining a student's pattern of non-attendance. A student has a "pattern of non-attendance" if he or she is absent from school a total of 30 hours (5 days) in any one marking period or 60 hours (10 days) within 90 days.
- If a child has unexcused absences, excused absences without acceptable documentation, tardies or early sign-outs that add up to a "pattern of non-attendance," and it is clear that the absences are a sign of early truant behavior, consequences may be imposed. Consequences may range, for an elementary age student, from having his or her report card withheld if he or she was in school for less than 25 days in a marking period, to the child's parent being required to appear in court.

Cafeteria

- Teachers will escort their students into the cafeteria quietly and students will sit at their assigned table. All students must remain seated.
- Wait until your table is called to walk to the lunch line.
- Students **MUST** raise their hands for all requests, and wait to be recognized by a staff member before leaving their seats for ANY reason.
- Students will use appropriate manners keeping their area clean, and speaking only to those students at their own table.
- All lunches will be placed on silent dismissal during the last five minutes of lunch. This includes teachers as they enter to pick up their students. There should be absolutely **NO TALKING**.
- At dismissal teachers will enter the café and monitor their students during silent dismissal. Teachers should stand at their table and make sure that their area is free and clear of all litter and there is **NO TALKING**.
- When students are finished eating, wait until your table is called to throw away trash. Make sure that your area is clean and free of trash before leaving your table.
- All food and food items must be left inside of the cafeteria.

Cell Phones / Electronic Devices

- All electronic devices will be turned **OFF** prior to entering the building.
- Electronic devices can be turned back on after 2:15 pm dismissal.
- If you need to contact your parent you must obtain a pass to your grade level office.
- If your parent needs to contact you they may call the main office and the message will be forwarded.
- Texting, calling, taking pictures, and using your phone for any other function is not permitted during school hours.

Classroom Etiquette / Expectations of Students

All students are expected to:

Come to class with all needed materials and homework complete.

Respect yourself and others.

Be courteous and use appropriate language.

Keep hands, feet, and objects to yourself.

Stay seated when teacher or another student is speaking.

No food, drink, or gum in the classroom.

All electronic devices unless approved are forbidden.

Keep your work area clean.

Always do your best.

Discipline yourself so no one else has to.

In order to maintain an environment with an academic focus, the following guidelines must be followed in each class, including electives.

Clinic

- You must have a completed clinic pass signed by your current class teacher in order to go to the clinic.
- When entering the office, quietly place your pass on the counter, sign in, sit down and wait to be called.
- If it is an emergency, calmly tell the secretary at the desk that this is an emergency.
- When returning from the clinic you must have a signed pass from the nurse.

Computers (Media Center, Computer Labs & Laptops)

- Computers are available as a resource for students to use for educational purposes only.
- Copying information and pictures from the internet without giving credit to the author(s) is considered plagiarism; this is unacceptable behavior and may result in no credit for the assignment.
- Students should be familiar with the rules of the *Acceptable use of Computer Network and Online Telecommunications* policy.
- Inappropriate uses will warrant a consequence and/or termination of use.
- Students and their parents/guardians will be held liable for any damage or destruction to school computers.
- Problems with computers should be brought to the attention of the teacher or Media Center Specialist right away.
- Food / Drinks are not allowed in the media center or computer labs.

Laptops:

- Students should handle laptop computers carefully. Use two hands when carrying it to or from your desk.
- When you are finished, shut it down completely. Then return it to its proper place in the cart and plug it into the charger.

Conferences

Teacher-parent conferences are valuable in building respectful relationships with parents and in developing a broad understanding of student's academic success in the classroom. The conferences will enhance adult's knowledge and understanding of the developmental and academic progress of their child. Parents please remember teachers need your help in order to do a first-class job. Through this collaboration we can help your child have a great school year.

Conferences are scheduled on two days.

This year the set days are Tuesday & Thursday.

Our conference time slot for each day starts at 2:25 p.m. – 2:55 p.m.

Please note that conferences must stay within their time frame.

Please make sure to call your child's pride office in order to make an appointment.

6th Grade #754-323-3416 7th Grade #754-323-3418 8th Grade #754-323-3417

You can also make a request for a phone conference through the grade level secretary.

Students are strongly encouraged to attend conferences. They are the essential piece of our collaboration effort.

Please make sure that any action plans that are put into place are followed through with. During parent conferences the team leader or designee will complete a parent conference form that outlines parent, teacher, and student concerns. It will also outline a plan of action.

Additionally, when an academic/behavioral intervention is put in place: monitor your child's behavior and check on class work and homework using the student planner and pinnacle. Stay in touch with the teacher to discuss your child's progress. Continuing to keep in touch with the teacher, even if things are going well, can play an important role in helping the child do better in school. This can be done through emails as well as phone calls. When a child knows parents and teachers are regularly working together, the child will see that education is a high priority requiring commitment and effort.

Dress Code:

McNicol Middle Magnet and STEM middle follows the Broward County Unified Dress Code Policy. The dress code at McNicol Middle is strictly enforced.

Shirts: Collared, solid, polo style, in navy, white, red, or black.

Bottoms: Knee length or longer in khaki, navy, or black.

Shoes: Refer to the Broward County Student Code of Conduct.

Students will wear clothes that are appropriate for school and are not dangerous to health and safety and that do not create a distracting or disruptive school environment. Students will dress neatly, appropriately and in a way that respects the rights of others.

Footwear must not impede student and staff safety. Special clothing and footwear will be required for activities such as physical education.

Clothing must cover the student's entire torso including chest, midriff and waist.

All clothing must be free of tears, rips or holes and must be properly fastened. Pants, jeans and shorts must be worn at waist level and secured at the waist.

Clothing including, but not limited to, pajamas, boxer shorts, bloomers, and bustiers which were traditionally designed as undergarments, sleepwear, or beachwear, may not be worn as outer garments. Other clothing items that are not allowed include: leggings, tights, bodysuits or hosiery, including those with lace trim and bicycle racing attire unless they are worn underneath dresses, skirts or shorts of mid-thigh length or longer.

All clothing must cover the upper thigh. Shorts, mid-thigh length or longer, are allowed.

Clothing, jewelry, buttons, haircuts or other items or markings must be free of references about the exposure of private body parts and / or pictures or words with a sexual connotation. These clothing items must also be free of gang and cult association and must not encourage the use of drugs, alcohol or violence or support discrimination on the basis of age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation or physical appearance.

Head coverings / bandanas, including caps and hats may only be worn for religious or medical reasons. Head coverings may be worn outdoors for physical education only as a safety precaution from sun damage.

Curlers and other hair grooming aids are not allowed. Personal grooming, including combing and brushing hair and applying cosmetics is allowed only in restrooms.

Sunglasses may only be worn outdoors for physical education classes unless a doctor's authorization is on file.

Clothing items or jewelry that may cause injury may not be worn. This includes items with spikes or sharp objects, wallet chains and heavy link chains.

(2015/2016 Code of Student Conduct)

Violators of the dress code policy will receive the following consequences:

- For the first offense, the student's parent will be notified of the offense and a change of clothes will need to be brought to school for the student. Student will not be allowed to return to class until appropriate clothing is provided.
- Subsequent offenses will result in in-school suspension as dictated by the administrative discipline matrix.

Electronic Devices

McNicol Middle School shall not be responsible for the theft, loss or damage to personal electronic devices brought to school by a student. All electronic devices must be turned off and appropriately stored before leaving the cafeteria.

(2015/2016 Code of Student Conduct)

Extracurricular Activities

All students must maintain satisfactory conduct in order to participate in interscholastic, athletic and extra-curricular activities. Eligibility to participate is both an honor and a privilege. To participate in extracurricular interscholastic teams or school clubs, students must maintain an "un-weighted" GPA of 2.0 or higher, from the previous quarter and the present quarter, and only one N in conduct and no U in conduct.

GRADES 6-12

90 - 100 = A
87 - 89 = B+
80 - 86 = B
77 - 79 = C+
70 - 76 = C
67 - 69 = D+
60 - 66 = D
59 or below = F
Incomplete = I

McNicol ACTIVITIES

Academic Games
Basketball
Cheerleading
GUIA Environmental Club
Florida Future Educators of America
Lego Robotics Club
National Junior Honor Society
(3.8 GPA or higher)
SECME
Soccer
Track

Field Trips

Field trips can be a valuable part of the learning process. For this reason, McNicol Middle School participates in district-approved trips away from school. To participate in any field trip, students must provide, in advance, written permission from their parents to the principal on a form provided by the principal. The term "parent" refers to either or both parents or a legal guardian. In addition, students may be denied the privilege of participating in field trips if those students have been disruptive, violate the student code of conduct or fail to conform to school rules and regulations. The criteria students must meet to be able to attend a field trip will be established in advance of the field trip by the teacher in charge. Students who are not allowed to participate in the field trip will be provided an alternate assignment that aligns with the curriculum objectives of the trip.

While participating in school-approved field trips, students must follow the rules and dress code set forth in the Code of Student Conduct. If applicable, students must abide by the rules set forth at the conferences, conventions or contests they may attend.

(2015/2016 Code of Student Conduct)

****Students may be denied the opportunity to participate in a field if they receive (1) or more days in in-school suspension or have arrived late to class (4) or more times within the quarter.***

Guidance Services

Grade level guidance counselors are available to meet with you and discuss any issue you may have. These can include personal, social, or academic concerns. In order to meet with your grade level guidance counselor you must complete a 'guidance request' form. This form is available from your classroom teacher or grade level office. There are a few ways to turn in this form:

- Give the form to your classroom teacher.
- Take the form to the grade level office and ask that it be placed in your guidance counselor's mailbox.

If your grade level guidance counselor is available when you drop off the form she may meet with you then. If she is not available at that time, then she will review the form and call you in to discuss the issue as soon as possible.

Guidance counselors are located in the 6th & 8th grade centers.

****** Note: If you feel you have a true emergency, then mark it on your guidance form. Tell an adult immediately and he or she will take appropriate action.**

Gum / Candy

McNicol Middle is a gum free school. Possession of gum chewed or unchewed will result in the application of negative behavior consequences. Candy is to be confined to the cafeteria. Candy may only be used to supplement lunch. Candy includes; chocolate, lollipops, smarties and anything else made primarily of sugar.

Main Office & Grade Level Centers

Students who wish to visit the main or pride office must request a pass from their teacher. Students without a pass will be required to return to class to obtain one. Upon entering the main office, students will sign in by writing their full name, the time they arrive, and the reason they are there. After signing in students shall be seated and wait quietly for their name to be called.

Media Center

- Students may be escorted to the media center during their lunch, before, or after school.
- Students must have be escorted in order to be admitted to the media center if they are not with their class. A maximum of (4) students per class are allowed in the media center, if they are not being escorted by their teachers.
- Students must enter and remain at a maximum of voice level 2 while in the media center.
- Drinks, snacks, or gum are not permitted.
- Computers are for research, multimedia presentations, word processing, educational programs, and educational websites. Non-academically focused games are not allowed (except during before/after care).

Negative Behavior Consequences

1. Warning
2. Time out and parent contact
3. Teacher detention
4. Guidance Referral
5. Administrative Referral as per the Broward County School Behavior Matrix

P.E. Policy

All students are required to dress appropriately for physical education class.

Attire:

Gym Shorts
T-Shirt
Sneakers

To ensure the safety of your property you should NOT share lockers with your peers. You should NOT give your combination to your peers. Always ask to check the lost and found if your lock is missing.

You must have a doctor's note to be excused from participation in P.E. and must still dress-out even if you are not permitted to participate. Tell your P.E. teacher immediately if you are injured during physical education.

Positive Behavior Rewards

- Verbal acknowledgment
- Smiles
- Caught You Excelling tickets
- Positive phone call home
- Classroom Reward (to be determined by teacher)

- Team Reward (to be determined by team)

PTSA, SAC, SAF & Volunteers

The McNicol Middle School PTSA, SAC, SAF & Volunteers are active parent/community groups. These groups hold monthly meetings throughout the school year and are composed of parents, students, members of the community and school personnel. For times and dates of meetings, please check our website or contact the school for more information.

S.I.P.:

The SAC (School Advisory Council) is responsible for the development and implementation of the School Improvement Plan, the framework for improvements in the school. The School Improvement Plan at McNicol Middle recognizes four core areas for improvement – reading, writing, science, and math. However all courses including social studies and the arts play a role in impacting student achievement. The School Improvement Plan can be found on the website.

Tardy Policy

Tardy: Arriving late to school or an individual class.

Tardiness to School – Students who are not in their first period by 8:00 a.m. are considered tardy, however they should report to their first period class. After 8:00 a.m. tardy students should report directly to the main office to sign in and receive a pass to class.

Tardiness to Class — Students are expected to be in the classroom and in their seats, prepared for class to begin when the tardy bell rings. Otherwise, they are considered tardy to class. Tardies to class will be handled separately from tardies to school but with similar consequences.

NOTE: Students who arrive to campus after 8:00 a.m. will be considered tardy to school *and* tardy to first period. They must report to the attendance office before proceeding to class.

Excused Tardies: Medical appointments, student illness, or unusual circumstances as determined by the administration. In the case of medical appointments or student illness, the student upon arrival at school must submit a note from the attending physician or the parent. All other tardies will be considered UNEXCUSED.

Students who continuously arrive to school tardy will receive a referral to a social worker.

Classroom Consequences for Tardies

1st Tardy: Student will be given a verbal warning.

2nd Tardy: Student will receive a phone call home to parents. Teacher will notify parents of the tardy and the consequences for the next tardy.

3rd Tardy: Student will receive a lunch detention and/or meet with a guidance counselor to identify reasons and solutions for tardiness.

4th Tardy: Student will receive afterschool or Saturday detention.

5th Tardy: Teacher sends a referral for each of the subsequent tardies for administrative action(s).

Any subsequent tardies will be addressed on an individual basis with the appropriate administrator.

** No show to any of the detentions will result in rescheduling the detention with additional detention days.*

**The administration reserves the right to modify or make additions to the consequences at any point in the tardy accumulation process.*

Recording of tardies will start over at the beginning of each trimester.

NOTE: Afternoon detentions will be held on Monday - Thursday from 2:20 p.m. to 3:00 p.m. Attendance at detention is mandatory and supersedes any other activities.

** Note refusal of any of the above steps may result in a student being suspended and required to attend Alternative Education Center.*

Text Books & CD's

- Textbooks should be treated gently and with respect.
- Textbooks are used as a resource to supplement students' education. They are merely on loan to students for home and school use.
- Students may receive textbooks to use at home. These should be cared for properly and returned in good condition at the end of the school year or when the student withdraws from McNicol Middle.
- Students and their parents/guardians are held liable for any loss, damage or destruction of textbooks. Fines may be assessed and students may be excluded from end of year special events.
- Classroom books should stay in their assigned classrooms.
- When finished using a textbook, the student should return it to the appropriate location as specified by the teacher (the rack under the desk, counter, table, etc).
- Students will receive a consequence for defacing a textbook (tearing, writing in, damaging in any way). They may be charged for the price of a replacement.

Traffic & Parking

Parents, when driving onto campus with your student in the morning, please:

- Observe the speed limit, all posted signs, marked crosswalks, and parking locations

- Have your student stay in the car until you arrive at the front of the school and have them exit onto the sidewalk.
- **Do Not** let them exit your vehicle into vehicular traffic!
- Students when riding your bicycle or skateboard:
 - Wear your helmet buckled while riding, this is a law.
 - As you arrive at school walk your bike to the rack
 - Be sure to secure your bicycle with a lock for the day
- Students while using the bus:
 - Get on your bus a timely manner
 - **Do not** push
 - **Do not** run along side a moving bus!
 - Please wait for the bus to come to a complete stop before leaving the sidewalk to enter the bus

Transportation Policy

Bus transportation is available to students who live two or more miles from school or live in an area that has been declared an unsafe walking area. Students may ride only the bus to which they have been assigned. The following guidelines must be followed at all times, are regulated by the transportation department, and are adhered to by the school staff.

1. All students who ride the school bus are responsible for knowing rules for riding the school bus as well as the mandatory consequences if you receive a bus referral. Read your Code of Conduct book for specific information.
2. Listen carefully to the announcements at the end of the day for your bus number, and check the arrival board at the bus loop for your bus location.
3. Student conduct on the bus must conform to the Broward County School Board's regulation. The bus driver has absolute authority over all students while they are riding the bus.
4. All students are expected to behave in a quite, orderly manner while riding to and from school. You are to sit facing forward with both feet on the floor and keep your voices at a maximum of level two.
5. Any fighting, vandalism, smoking or other misconduct at the bus stop should be reported to local law enforcement.
6. If a bus is late, remain at the bus stop until the bus arrives. Leaving will result in an unexcused absence from school.

Valuables

Neither the School Board of Broward County nor its employees will be held liable for items that are prohibited and are lost, stolen, or confiscated; or for wireless communication devices (e.g., cellular telephones, Ipods, and pagers) or other personal technology that is lost, stolen, or confiscated.

The school Lost and Found is located in the main office. Items found may be brought to the Lost and Found where it will remain until the end of the school year if not claimed.

Be aware that confiscated items not claimed by the end of the school year will be donated to local charities.

(2015/2016 Broward County School Code of Conduct)

Voice Level System

Students and staff at McNicol Middle will use the following voice level indicators to identify the appropriate volume level in common areas, classrooms, media center, and cafeteria.

- 1 - Small Group Voice (Only the 2 or 3 people around you can hear you)
- 2- Whisper (Only the person you are talking to can hear you)
- 3 - No Talking (Eyes and attention focused on the adult providing instruction.)

Home of The Mighty Hawks

“PREPARING THE HIGH SCHOOL READY, COLLEGE-BOUND STUDENT!”