



**TEQUESTA TRACE
MIDDLE SCHOOL**
1800 Indian Trace
Weston, Florida 33326
754-323-4400

ADMINISTRATION AND SUPPORT STAFF

Paul Micensky, Principal
Edward Gomez, Assistant Principal
Cedric Maddox, Assistant Principal
Carol Nissen, Intern Principal
Angela Calle, Guidance Counselor
Phillip Jones, Guidance Director
Cynthia Veronick, Guidance Counselor
Anna Rivera, E.S.E. Specialist

MISSION STATEMENT

The mission of Tequesta Trace Middle School is to provide educational excellence. We will promote lifelong learning opportunities that nurture self-worth and develop competence. Through a community-wide commitment, we will foster a secure, creative environment which sets high expectations and meets the diverse needs of our students.



SCHOOL INFORMATION

School Hours: 9:10AM – 3:40PM
Early Release: 9:10AM – 1:44PM
Colors: Maroon and Gray
Mascot: Cougar
Motto: "A Tradition of Excellence"



TELEPHONE NUMBERS

| | |
|------------------------------|------------------------------|
| Main Office | 754-323-4400 |
| Assistant Principals' Office | 754-323-4419 (Secretary) |
| Cafeteria | 754-323-4410 |
| Community School | 754-323-4470 (after 3:00 PM) |
| Media Center | 754-323-4438 |
| Attendance | 754-323-4402 |

GENERAL SCHOOL PROCEDURES

Supervision of Students

School hours for students are **9:10 AM - 3:40 PM**. **The first bell will ring at 9:05AM and the tardy bell will ring at 9:10AM. Please have your student on campus by 9:00AM in order to ensure your child is in class on time.** Please do not drop off students before 8:30 AM or leave students on campus after 4:10 PM unless they are attending a special supervised event. **There is no supervision by the Tequesta Trace Middle School staff beyond these hours.**

Tardy to School

Students arriving after 9:25AM without an excuse by the parent, will be marked unexcused tardy. Students should report to the Front Office with documentation to excuse the tardy. Only those students with parent note will receive an EXCUSED TARDY.

Attendance

When students are absent, parents must call the **Attendance Office at 754-323-4402 or 754-323-4400, press 65021 for the voicemail extension**, or send a note to the child's first period teacher. Absences must be reported by a parent or guardian within 48 hours of the absence in order to be excused. Robot calls will be made to parents in the evening. Failure by a parent to contact the school by note or telephone results in an unexcused absence. **According to School Board Policy, vacations and special trips are NOT considered excused, however, illness of a family member or the student or death in the family may be considered excused.** Proper documentation must be provided to the school if the absence is longer than 5 days. **REFER TO THE STUDENT CODE OF CONDUCT FOR GUIDELINES FOR ABSENCES.**

Early Dismissal From School

Parents who wish to remove their children from school during the day should report to the Front Office. School Board Policy 5.5 requires that parents arrive **at least 30 minutes** before dismissal to sign students out. **LAST SIGN OUT IS 3:10PM** on regular school days (**1:04PM** on Early Release days). Only those persons listed by parents on the parent information forms will be allowed to remove students from school. Proper identification is required before any child is released.

PINNACLE INTERNET VIEWER

The Pinnacle Internet Viewer is designed to improve communication among students, parents and teachers by providing internet access to a student's grades, attendance, and discipline.

Please know that although we hope to be accurate at all times, the information contained in the Pinnacle Internet Viewer is not absolute. Grades and attendance change on a daily basis. If you have any questions regarding the grades please contact the teacher. The teacher is the first contact for discussion about grades. Attendance and grade information may take up to one week to be recorded. Please be patient.

TO ACCESS STUDENT INFORMATION:

The Student ID – CURRENT student number
This number is printed on the student's **CURRENT** schedule, and other official school related documents.
It is not always the student's social security number and may have changed from the number they had last year.

The Pin Code – the student's date of birth

It is entered as year, month, day –
yyyymmdd – no dashes, spaces or hyphens.

For example a March 4, 1989, birthday would be entered as 19890304.

Select School – Select Tequesta Trace Middle School from the drop down menu.

Once you are in the Pinnacle Internet Viewer, you can use the dropdown menus to select different classes, reports and quarters. Once you have requested a report and are finished viewing it, you can use the "return to class and report selection" link in the upper left of the screen to request a new report. Some reports contain legends that can be displayed by clicking on the hide/show link.



DRESS CODE POLICY

ID BADGES ARE TO BE WORN AT ALL TIMES. Students at Tequesta Trace Middle School are to adhere to a unified dress code. **TOPS** are to be long or short sleeved pique cotton collared, buttoned, solid colored polo styled shirts of any color. Tops are to be buttoned appropriately and should be long enough to cover the midriff. **BOTTOMS** are to be **navy blue, black or tan** Dockers style cargo pants, Capri pants, walking shorts, skirts or jumpers. Bottoms should not be so low that the midriff is exposed. No denim/jean material regardless of color is appropriate. Clothing that is indecent, suggestive or revealing will not be permitted. **“Indecent, suggestive, and revealing refer to exposure of private body parts and/or pictures or words with a sexual connotation,” as referenced in the Student Code of Conduct Book.**

Parent Contact –

Home Address and Telephone Numbers

It is the responsibility of the parent to contact the Office (754-323-4400 ext. 2014) immediately when there is a change in home address, work telephone number, or home telephone number.

Request for Homework

In case of extended absences (one week or more), assignments may be requested through Administration (754-323-4400 ext. 2012). Please allow two days for these assignments to reach the office. It is the responsibility of the parent to pick up the assignments.

Make-Up Work

Students who receive "excused" absences are expected to make up all work missed. For each day of absence, students have two days to make up work. However, any previously assigned work due during the absence is due the day of return.

Cafetorium

A well-balanced hot breakfast and lunch are available. **The cost for breakfast and lunch can be found on the Broward Schools Website.** Breakfast will be served from **8:30 – 9:05 AM.** Students may bring their own lunch from home and purchase milk and dessert, if desired. All students must eat in the cafeteria. We encourage parents to prepay for student's meals. You can pay online or if paying by check, please make sure the check has the student's meal number on it and is payable to Tequesta Trace Middle School. Prepayment for regular meals may be made in the cafeteria before first period on Mondays or the first day of the school week. When eligibility is established, students may participate in the free or reduced breakfast and lunch program.

Bus Transportation

Students are eligible for bus transportation only if they live **two or more miles from school.** Students must abide by rules of common courtesy and vehicular safety at all times. The privilege to ride can be withdrawn for disruptive or unsatisfactory conduct. All students are under the authority of the driver while being transported and must obey his/her requests. Food and drinks may not be consumed on the bus. Students are to ride only the bus to which they are assigned. Students are not permitted to change buses without the prior clearance from the Transportation Office. Applications for empty seats for the 2016 - 2017 school year will be accepted and granted in mid-October if available.



Bicycles

The bicycle rack is located at the south end of the campus. All bicycles should be locked securely, and students may not loiter in this area. Students on bicycles must not ride in the bus area or in the interior of the school. Bicycle riders should remain alert for pedestrians and adhere to safety rules including the wearing of helmets. The bike rack will not be locked before or after school hours.

PARENT ADVISORY

Addresses school-wide issues and serves as a liaison between school, various school organizations, and the community. It advises the principal in matters pertaining to the school, assesses the school's needs, evaluates programs designed to meet those needs, and participates in the development of Tequesta's School Improvement Plan.

PTA

Parents are encouraged to participate in PTA. Parents involved in the education of their children increase their chance for success. PTA sponsors various programs and activities throughout the year which enhance the relationship between parents, teachers, and students.

Student Council

The Student Council provides students with the opportunity to run for class office, to help make important decisions concerning their school, and to take part in community service.

Academic Competitions

Students in all areas of the curriculum compete in county, state, and some national competitions. These may include spelling bees, literary fair, Invent America competition, social studies fair, science fair, mathematics competitions, Brain Brawl, and fine arts competitions.



Sports

In order to encourage students to be well-rounded, Tequesta Trace Middle School offers interscholastic sports teams offered by the county athletic office.

Broward County Junior Honor Society

At the end of January, 7th grade students will be invited to apply to the Broward County Junior Society based on a GPA of 3.75 (unweighted as displayed on the report card). After the third quarter, students in seventh and 8th grade who meet the requirements are inducted into the BCJS. The requirements include scholarship (3.75 GPA), outstanding character, leadership, citizenship and service with no administrative or behavioral issues. Students must submit a portfolio/packet.

Florida Future Educators of America (FFEA)

FFEA is dedicated to the principle of service which fosters learning and promotes teaching. Members have the responsibility to become committed to this principle. They are the future standard-bearers of education and should strive to enhance the image of their school by extending services and resources to other students on this campus, in other schools, and in the community.

Human Relations Council

The Human Relations "Heroes Club" has the objective to promote tolerance for the cultural diversity of our student body, community and the world. This club is open to all interested students and will provide opportunities to interact with mandated Multicultural activities, lessons and competitions. Meetings are advertised on the school news and they will meet at least once a semester.

SCHOOL SERVICES

Clinic

The school maintains a health clinic located in the Central Office, available for emergencies only. Students who are too ill to remain in class are too ill to stay in school. Parents will be notified to pick up their children. **It is important that the Emergency and Health Cards reflect up-to-date information on health problems, addresses, phone numbers, and emergency contacts.** No medication will be administered or dispensed to any student without the specific authorization by the Health Director of the Broward County Health Unit. Forms may be obtained at the front desk.

School Resource Officer

A partnership between the School Board of Broward County and the Broward Sheriff's Office provides a full time School Resource Officer. In order to maintain our campus as a safe and trouble-free environment, the officer counsels and educates individuals and groups of students in cooperation with staff members.



GUIDANCE DEPARTMENT

The Guidance Department is located in the Student Services Office. Guidance personnel register and assist in academic placement of all students. The Guidance Department duties include interpreting group or individual test results to parents, students, faculty, or administration, supervising and coordinating all major testing during the year. Conferences are available for students, parents, teachers, special school services, and community agencies. If you need to request a conference, call 754-323-4400 and follow the prompts. Counselors are available to assist students throughout the school day.

MEDIA CENTER

The Media Center is open before and after school for student research. Students are obligated to return borrowed material in GOOD condition. Outstanding items will be tracked and until obligations are met, students will not be permitted to participate in student extracurricular activities, sports, field trips and dances.

DESTINY ONLINE CATALOG/DATABASE

www.destiny.browardschools.com

Log on: Student ID #

Password: Birthdate mm/dd/yyyy



EVALUATION OF STUDENT PROGRESS

The Grading System and Promotion

The middle school uses letter grades which are equal to the following:

| | |
|-------------|-----------------------------------|
| 90%-100% A | 4 pts. superior progress |
| 87%-89% B+ | 3.5 pts. outstanding progress |
| 80%-86% B | 3 pts. commendable progress |
| 77%-79% C+ | 2.5 pts. above average progress |
| 70%-76% C | 2 pts. average progress |
| 67%-69% D+ | 1.5 pts. below average progress |
| 60%-66% D | 1 pts. lowest acceptable progress |
| Below 60% F | 0 points.....failure |
| I | 0 points..... incomplete |

STUDENT RECOGNITION PROGRAM

Tequesta Trace Middle School honors students who demonstrate improvement, excellence, accomplishment, and good citizenship. A special celebration is held to honor outstanding 8th grade students. Students receive certificates, plaques, ribbons, or trophies for attainment of excellence in the areas of academics, community service, and athletics.

Anti-Bullying Policy 5.9

The School Board of Broward County has approved the first school district Anti-Bullying Policy in Florida. The policy, which was adopted on July 22, 2009, was designed by the District's Office of Prevention Programs and Student Support Services, under the Safe Schools Healthy Students Grant initiative.

The District's Anti-Bullying Policy specifically prohibits bullying of or by any District student or employee, with consequences for those acts that meet the definition of bullying as defined in the policy:

"Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees.

The policy sets forth guidelines for the identification and reporting of bullying – as the overall goal of the initiative is the protection of students and their increased feelings of safety and belonging. The policy requires teachers and staff to utilize a variety of prevention and intervention activities and includes tools and resources that create environments of safety and respect and expectations of appropriate behavior.

The Anti-Bullying Policy was developed by a District task force, which included community and parental involvement.

Please visit www.browardschools.com for more information.

Behavior/Discipline Plan is used in conjunction with the School Board of Broward County Student Code of Conduct Book and the guidelines outlined in the District Discipline Matrix. The District's Discipline Matrix may supersede the guidelines as outlined in the Plan.

PROACTIVE DISCIPLINE PLAN

The safety of the staff of Tequesta Trace Middle School, the students, and their parents is paramount to ensure a safe and orderly learning environment for all students. In an effective school there is an orderly, purposeful, businesslike atmosphere which is free from the threat of physical harm. The climate is conducive to learning.

Teachers are to incorporate behavioral interventions prior to writing an Administrative Referral for "routine infractions." Interventions include but are not limited to: parent contact, time out from the classroom, teacher detention, conference with guidance/parent/administration. Interventions must be documented.

At Tequesta Trace Middle School, we believe that we must move beyond the elimination of undesirable behavior and move towards an increased awareness of desirable behaviors. We must work together to model appropriate behaviors for our students, both in the classroom and in the community.

This Discipline/Behavior Plan is based on clear and concise guidelines in the Broward County Student Code of Conduct Book and the District's Discipline Matrix. Interventions and consequences adhere to the guidelines as outlined in the aforementioned documents.

Consistent enforcement of the following rules will make our plan a success. Please review the Discipline/Behavior Plan with your student. Home and school MUST be on the same page in the same book in order for us to work together to ensure the safe and orderly environment for your child to learn the MOST he/she can learn.

CLASSROOM RULES and CONSEQUENCES



Rules and consequences will be posted in each classroom. Consequences will be as immediate as possible and will hopefully be an effective deterrent. Each classroom teacher will be provided with a classroom infraction/intervention checklist for each of his/her students. Anytime a teacher needs to do an intervention (seat change, reprimand, parent contact, etc.) it can quickly and easily be noted on this sheet. Once THREE infractions for routine offenses have been documented, upon the FOURTH infraction, a referral will be written to Administration. Based on the offense and the number of referrals a student has, the consequence will be given as directed by the District's Discipline Matrix. Outlined in the following pages are possible infractions and consequences. Please review these pages with your child to better understand the policies and assist your child in being successful at Tequesta Trace Middle School. Teacher will show documentation of interventions through an Intervention Sheet, Pinnacle, Phone Call, Note, or other form of documentation.

BASIC UNIFIED RULES FOR BEHAVIOR MANAGEMENT

- Arrive on time to school AND classes with ALL school materials – teacher instruction begins ON TIME.
- Dress appropriately in the acceptable unified dress code clothing. **ID'S ARE TO BE WORN AT ALL TIMES.**
- Behave appropriately – violence does not solve conflict; it causes injury and disruptions.
- Use proper language and be polite – it shows respect to others and yourself.
- Walk in the hallway – running causes disruptions and possible injuries.
- Keep hands, feet, and other objects to yourself – this prevents injuries and aggravation.
- Leave hats, sunglasses, toys, electronic devices, etc., at home – they are a distraction and are often lost or stolen.
- Leave gum and candy at home – they damage your property and the property of the school.
- Alcohol, tobacco, drugs, and weapons are NOT allowed – they prevent your body from functioning and cause damage to your overall health.

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ROUTINE OFFENSES

Any minor physical or verbal disturbance that interferes with the learning environment or management of school activities is considered a "routine offense." Such disruptions lead to a loss of teaching time and will not be tolerated.

Each staff member will use his/her discretion in determining such disruptions and will handle appropriately via behavior management and classroom management. Examples of routine offenses include, but are not limited to, the following:

- Eating/drinking in unauthorized areas – gum, candy, sodas, water bottles, etc. in the Media Center, hallways or classrooms.
- Violation of school/classroom rules – constantly talking, disrupting learning, inappropriate behavior, horseplay, etc.
- Inappropriate conduct in the hallways, media center, cafeteria, or the courtyard/student areas – running, yelling, pushing, shoving, etc.

1st Offense Teacher Warning/Infraction Documentation/Intervention

2nd Offense Infraction Documentation/ Intervention

3rd Offense Infraction Documentation/ Intervention/Parent Phone Call

Subsequent Offenses

Referral to Administration/Consequences based on Broward County Discipline Matrix

TARDY POLICY

Students have the responsibility to be at school on time (prior to the tardy bell) and to every class on time (in the classroom, ready to learn). Teacher will show documentation of interventions through the attached Intervention Sheet, Pinnacle, or other form of documentation.

1st Offense Teacher Warning/Infraction Documentation/Intervention

2nd Offense Teacher Warning/ Infraction Documentation/ Intervention

3rd Offense Infraction Documentation/ Intervention/Parent Contact

4th Offense Referral to Administration - Detention

5th Offense Referral to Administration – Multiple Detentions

Subsequent Offenses

Referral to Administration/Consequences based on Broward County Discipline Matrix



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- 1st Offense Administration notified/ Verbal Warning **and** Parent contacted to bring appropriate clothing
- 2nd Offense Administration notified/ Detention **and** Parent contacted to bring appropriate clothing
- 3rd Offense Referral to Administration/ Multiple Detentions **and** Parent contacted to bring appropriate clothing
- Subsequent Offenses Referral to Administration/Consequences based on Broward County Discipline Matrix

PROFANE/OBSCENE LANGUAGE

Students are expected to use age-appropriate language in line with the school environment. Use of profane/obscene language, racial slurs, and derogatory language will not be permitted. Language of this type directed towards another student warrants immediate disciplinary action. Uncontrolled outbursts which disrupt the learning environment or inappropriate language directed at a staff member will be dealt with in a more severe manner. Refer to the section titled **Immediate Referable Offenses.**

- 1st Offense Teacher Warning/Documented parent contact (phone call, letter home)
- 2nd Offense Referral to Administration/<1 day IS
- 3rd Offense Referral to Administration/ 1-2 days IS
- Subsequent Offenses Referral to Administration/Consequences based on Broward County Discipline Matrix



WILLFUL DISOBEDIENCE/DEFIANCE OF AUTHORITY

If the learning environment is to be effective, it is vital that the line between students and staff members be an unmistakable one. **Students are obligated to follow directives from any and all staff members.** Open or willful disobedience or defiance is considered a severe offense and will be dealt with accordingly.

- 1st Offense Documented and successful parent contact
- 2nd Offense Removal of student/< 1 day IS
- Subsequent Offenses Referral to Administration/ Consequences based on Broward County Discipline Matrix

IMMEDIATE REFERABLE OFFENSES

Any major physical or verbal disturbance that interferes with the learning environment or management of school activities warrants an immediate referral to Administration. Such disruptions lead to a loss of teaching time, disruption of school function, may be dangerous, and will not be tolerated.

Each staff member will use his/her discretion in determining such disruptions and handle appropriately via behavior management and classroom management. Examples of offenses leading to an immediate referral include, but are not limited to, the following:

- ✓ Disruptive Behavior
- ✓ Disruptive Play
- ✓ Aggressive behavior/verbal abuse directed toward a staff member
- ✓ Major physical altercations
- ✓ Harassment of classmates or other students
- ✓ Obscene or threatening gestures
- ✓ Battery on a school board employee
- ✓ Pornography
- ✓ Sexual Offenses
- ✓ Tobacco, drug, alcohol possession (including electronic cigarettes and hook pens)
- ✓ Vandalism
- ✓ Weapons
- ✓ Fighting

The above offenses will result in immediate removal of the student and referral to Administration. Consequences will adhere to the Discipline Matrix and, depending on the severity, will result in referral to an AES program, External Suspension, and possible Expulsion from school.

Behavior/Discipline Plan is used in conjunction with the School Board of Broward County Student Code of Conduct Book and the guidelines outlined in the District Discipline Matrix. The District’s Discipline Matrix may supersede the guidelines as outlined in the Plan.


**HABITUAL DISOBEDIENCE/DEFIANCE/
INSUBORDINATION**

Habitual disobedience/insubordination resulting in four (4) or more separate (01) [DISOBEDIENCE/INSUBORDINATION] referrals, or the deliberate refusal to physically attend the In-School-Suspension Program as assigned, or failure to comply with the In-School-Suspension Program rules and requirements resulting in dismissal from the Program.

| | |
|-------------------------------|--|
| 1 st Documentation | External Suspension 1-2 days (Offer AES) |
| 2 nd Documentation | External Suspension 2 days (Offer AES) |
| 3 rd Documentation | Mandatory External Suspension 6-9 days (Offer AES) and Alternative Probationary Contract |
| 4 th Documentation | Referral to Administration/ Consequences based on Broward County Discipline Matrix |

POSSESSION OF UNNECESSARY ARTICLES

Possession of unnecessary, distracting items **including, but not limited** to laser pens, electronic games, roller blades, skateboards, and **other items as listed in the Student Code of Conduct Book** are not permitted on campus. The faculty, staff, and administration are **not liable** for any student owned and/or prohibited items on campus. For each offense, the item will be confiscated, submitted to Administration/School Security and a consequence will be given. **Cell phone use during school hours is prohibited.**

| | | |
|-------------------------|---|---|
| 1 st Offense | Item confiscated and submitted to Administration/School Security Officer and returned to parent |  |
| 2 nd Offense | Detention | |
| 3 rd Offense | Multiple Detentions | |
| Subsequent Offenses | Referral to Administration/ Consequences based on Broward County Discipline Matrix | |

Behavior/Discipline Plan is used in conjunction with the School Board of Broward County Student Code of Conduct Book and the guidelines outlined in the District Discipline Matrix. The District's Discipline Matrix may supersede the guidelines as outlined in the Plan.

2016 - 2017 School Year Calendar

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|----------------------------------|---|
| August 22 | First Day of School |
| September 5 | First Quarter (46 days) |
| September 15 | No School – Holiday |
| September 22 | Early Release |
| October 3 | Interim Reports |
| October 12 | No School |
| October 27 | Early Release |
| October 28 | End of 1 st Quarter Employee Planning Day |
| October 31 | Second Quarter (39 days) |
| November 8 | Employee Planning Day |
| November 11 | No School – Holiday |
| November 17 | Report Cards |
| November 23 – 25 | No School Thanksgiving Holiday |
| December 1 | Interim Reports |
| December 26 – January 6, 2017 | No School Winter Break |
| January 9 | Return to School |
| January 12 | Early Release |
| January 13 | End of 2 nd Quarter Teacher Planning |
| January 16 | No School |
| January 17 | 3 rd Quarter (47 days) |
| February 2 | Report Cards |
| February 16 | Interim Reports |
| February 20 | No School |
| February 23 | Early Release |
| March 23 | Early Release |
| March 24 | End of 3 rd Quarter Teacher Planning |
| March 27 | 4 th Quarter (48 days) |
| April 10 – 14 | Spring Break No School |
| April 20 | Report Cards |
| May 4 | Interim Reports |
| May 29 | No School |
| June 8 | Early Release |
| June 9 | Last Day of School Employee Planning |
| June 28 | Report Cards |

For Testing Dates – Please visit www.browardschools.com for more information.

