



**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
Stephanie Mogul, 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.

