

# MILWEE MIDDLE SCHOOL

## **MISSION STATEMENT**

The mission of Milwee Middle School is to foster rigorous, relevant, and inquiry-based learning that provides wholly educated individuals who are encouraged to reach their academic, artistic, social and physical potential by creating partnerships with regional industry and government, coupled with the efforts of outstanding faculty and staff.

## **CONFERENCES WITH GUIDANCE COUNSELORS**

Students may request a conference with his/her grade level guidance counselor by signing in at the front office with the guidance secretary. If the guidance counselor is not available at the time, the student will be requested to return to class until called, unless the situation requires immediate attention.

## **PARENT/TEACHER CONFERENCES**

Conferences with your child's teacher(s) may be arranged by calling the Guidance Department at (407) 746-3850. Conferences will be scheduled as timely as possible. Conferences are normally scheduled between 8:40 a.m. and 9:10 a.m. unless other arrangements are made with the teacher(s). Telephone conferences are encouraged if time is of essence. Your child's teachers will provide you with their voicemail numbers so that you may contact them for a telephone conference, if necessary. Teachers may also provide you with an email address if you wish to communicate in this manner.

## **PTSA/SAC/DIVIDENDS**

The administration and staff encourage all parents to get involved in your child's school. The **PTSA** welcomes your assistance in all areas. The **Dividends School Volunteer Program** is a district wide effort that encourages and promotes community involvement in Seminole County Public Schools. Please go to [www.scps.k12.fl.us](http://www.scps.k12.fl.us) to sign up to be a dividend or contact the SCPS Community Department for more information.

## **WITHDRAWALS**

Students who are withdrawing from Milwee should do so through the Guidance Office. A written note or telephone contact from the parent is required at least one day before the student's last day so the proper paperwork may be completed. Any student withdrawing prior to the end of a school year *must* turn all books in to the Guidance Department or to the individual subject area teachers. In addition, books checked out through the Media Center must be returned.

## **MEDIA CENTER**

Media Center hours are from 8:40 a.m. until 4:00 p.m. During lunches, students are allowed to use the media center only with a teacher's pass or an honor card.

## **STUDENT PROGRESS**

Middle school students must pass the final end of the year grade in all courses by earning a final quality grade point average of not less than 0.75 for any annual course, and earning an overall 2.0 grade point average on a 4.0 scale in order to be promoted. Grades for each subject taken will be used to calculate the final grade point average. Final determination of grade placement at the end of the school year rests with the principal.

The school year is divided into four nine-week grading periods. A progress report will be issued to all students for all subjects at mid-point of each nine-week period. A report card will be issued at the end of each nine-week period. The grading scale remains as last year:

<b><u>Letter Grade</u></b>	<b><u>Percentage Range</u></b>	<b><u>Quality Points</u></b>
A	100-90	4.0
B	89-80	3.0
C	79-70	2.0
D	69-60	1.0
F	59-below	0
I	Incomplete	

\*\*\*Please refer to the pupil progression plan for the grading of school credit courses.

*The pupil progression plan can be viewed in its entirety on the SCPS website.*

## **FCAT TESTING**

The Florida Comprehensive Assessment Test (FCAT) is given at all grade levels in middle school. Reading and math will be tested at all grade levels in middle school. In addition, 8<sup>th</sup> grade students will be tested on the FCAT in writing and science. Although FCAT is not the only measurement of a student's progress, it plays an important role in determining placement of a student in proper classes and is one of the factors considered in promotion or assignment of a child to the next grade level. It is imperative that students understand the significance of applying themselves during the school year and doing their best at the time the FCAT is administered in February or March.

**READING:** All students scoring at Level 1 or Level 2 will be assigned an Intensive Reading Class as mandated by state and district policy. Students scoring at Level 3 may be assigned to a Reading Enrichment class.

**MATH:** Students scoring at Level 1 or Level 2 may be assigned in an Intensive Math class. Students scoring at Level 3 may be assigned to a Math Enrichment class.

## **GENERAL INFORMATION**

### **VISITORS TO CAMPUS/CHECKING OUT STUDENTS**

Parents, family members, or other visitors to Milwee *must* check in through the administrative office. Visitations by students from other schools are not allowed during the school day. Anyone visiting classrooms or remaining on campus for any reason will be given a Visitor identification badge. Any person wanting to check a student out of school must be on the student's emergency card and must produce a valid ID. **Students will not be called out of class to check out after 3:30 p.m MTTTF or 2:30 on W.** Exceptions to this are permitted only in emergency situations and only if explicit permission is given by the parent/guardian of the student. Students are not allowed to leave campus unsupervised without verified verbal or written consent by the parent/guardian. A state law prohibits unauthorized entry into a classroom.

### **TEXTBOOKS**

Textbooks are provided for your student's use. Each student may be assigned a textbook or CD for their academic and elective classes. It is the responsibility of the student to keep the textbooks in good condition. Throughout the year, we will have "Textbook Checks" where your student will be expected to bring in their book(s). Fines for damages beyond normal wear and tear, and for lost textbooks, will be assessed and must be paid. We recommend that all textbooks be covered. Please refrain from taping covers to the textbook, as tape may damage the textbook. Failure to pay textbook and other school fines will result in a failure to attend extracurricular functions. In addition, failure to pay textbook and school fines could have a negative effect on high school graduation.

### **FIELD TRIPS**

Field trips are often planned to complement our instructional program. School rules apply during field trips, and proper behavior and dress are expected. Students who consistently exhibit uncooperative or unsafe behavior may be denied the privilege of attending a field trip. However, students choosing to not attend a field trip are required to attend school as usual. Proper permission slip forms must be completed and signed by parents/guardians and returned to the teacher(s) by deadline date.

### **BREAKFAST/LUNCH INFORMATION**

**Breakfast** is provided compliments of food service. **Lunches** are provided for a small charge daily by our cafeteria. Those students who qualify may obtain breakfast and/or lunch free or at a reduced charge. Lunch applications will be provided to all students who wish to request assistance. Those students who qualified for free or reduced lunch last school year will be provided the same for **the first ten school days** of this new year. After this grace period, if an application has not be completed and approved, the student must pay for his lunch or bring a lunch from home. If you would like to prepay for breakfast and/or lunch, please contact the food services manager at Milwee at (407) 746-3852. You can pay for your child's meals online at [www.mylunchmoney.com](http://www.mylunchmoney.com). Free and reduced lunch applications will be distributed during the first week of school. However, this application is also available online at <http://foodservice.scps.k12.fl.us/>. It is recommended that this application is submitted as soon as possible.

## **CAFETERIA ETIQUETTE**

All food and drink must be consumed in the cafeteria. Food and drink are not allowed in the outside patio area. As students have only 30 minutes for lunch, they should report immediately to lunch without running, place backpacks in desired seat, and take their place in line. Students cutting in line will be sent to the end of line. Students are to remain seated while eating, and also dispose all trash in the proper trash receptacles before leaving the cafeteria. Any student not exhibiting proper lunchroom behavior will be given lunch detail, requiring them to assist in cleaning the cafeteria. Once leaving the cafeteria, students will not be allowed to re-enter.

## **HEALTH SERVICES**

### **EMERGENCY CARDS**

Unfortunately, emergencies can occur at school. Please fill out the emergency and student information cards completely and notify the school whenever information changes. It is very important that the school has up-to-date and working phone numbers.

### **MEDICATION POLICIES**

If a student needs to receive medication at school it may be done in one of three ways:

1. Prescription medication will be administered through the Media Center. The parent/legal guardian must bring medication into school, or it may be brought in by another authorized adult, counted and logged in. The physician and the parent/legal guardian, prior to the student receiving medication must complete a medication authorization.
2. Over-the-counter medication may be carried and administered by the student **ONLY** **after the parent/legal guardian has completed the proper paperwork.** The student may only carry enough medication for one day at school; it must be in the original container, labeled with the student's name and not exceed the recommended dosage.
3. The parent/legal guardian may come to school and administer medication to his/her child. They must complete the medication log kept in the front office.

These forms may be obtained from the school or they may be found on the Seminole County Public Schools web-site at [www.scps.k12.fl.us](http://www.scps.k12.fl.us)

### **IMMUNIZATIONS**

Immunization requirements must be met in order for your child to attend SCPS. Seventh grade immunization requirements include the Tdap (Tetanus, diphtheria, attenuated pertussis) vaccination. The blue 680 immunization certificate should be brought into school, to be filed in the student's health record. Immunizations may be obtained free of charge from the Seminole County Health Department or from your health care provider.

## **STUDENT CODE OF CONDUCT**

The Student Code of Conduct is located in its entirety on the Seminole County Public School's website. To view the policy click on School Board located in the top right corner. Next, you will see a tab labeled Policies and Procedures located on the left-hand side. After clicking on it you will be able to scroll to Student Conduct and Procedures. **Its is the responsibility of the parents and students to review this publication and be aware of its contents.** Please note, in particular, those infractions considered as zero tolerance which result in recommendation for expulsion from school.

### **DETENTIONS**

Students given an administrative detention will be provided a detention/referral form as a means to inform their parents of the date and time of detention. Teacher detentions will be held every Tuesday and Thursday from 4:00 pm until 5:00pm in the media center where students will work on FCAT Explorer. Students who receive an administrative detention will serve them on Wednesdays 3:00pm until 5:00 pm in the cafeteria with a Dean. **If a student cannot attend a detention on a given date, the parent *must* notify the discipline office prior to the scheduled detention at (407) 746-3853 to schedule an alternate date.** Stronger disciplinary action will be taken against those students who do not show up for scheduled detentions.

### **PROGRESSIVE TARDY SWEEP POLICY**

Academic rigor is of the utmost importance at Milwee, therefore students need to be in their scheduled class at the beginning of each period. To assure that students are in class **before** the late bell, a progressive tardy sweep policy has been developed.

Consequence for being late to class during a tardy sweep increases each nine-week grading period. Consequences per each 9 week grading period are listed below:

- 1<sup>st</sup> quarter: 1 lunch detention
- 2<sup>nd</sup> quarter: 3 lunch detentions
- 3<sup>rd</sup> quarter: 1 hour Wednesday detention
- 4<sup>th</sup> quarter: 2 hour Wednesday detention

### **PROHIBITED ITEMS ON CAMPUS**

In conjunction with the Code of Conduct for all schools in Seminole County, the following items and their use are prohibited at Milwee: ***If confiscated, these items will be returned to the parents ONLY.***

1. Radios, CD players, iPods, MP3 Players, headphones	5. Over the counter stimulants/sedatives/medication
2. Video games, toys, electronic devices	6. Gum, candy, including lollipops
3. Active beepers or cell phones	7. Magic markers, white-out
4. Skates, skateboards, scooters	8. Other items identified in the Code of Conduct

## **STUDENT APPEARANCE AND DRESS CODE**

Responsibility for the dress and appearance of students enrolled in Seminole County Public Schools primarily rests with parents/guardians and the students themselves. Some student apparel, however, may not be appropriate to wear to school even though that same apparel may be appropriate to wear in other settings.

To assist parents/guardians and students in making appropriate fashion and grooming decisions for school, the School Board has established guidelines for the appearance and dress of students. Please refer to the Student Code of Conduct for details.

Students shall not dress or groom themselves in a manner that causes a disruption in the orderly operation of the school. Pants and/or shorts must be properly worn at the waist, and also no shorter than mid-thigh. Tank tops and midriffs are strictly prohibited. A student's shirt **MUST** have either short or long sleeves. Dress code requirements will be addressed by the discipline office. Please pay close attention to the "Spartan News Network", Milwee Middle School's closed circuit daily television show for continual updates on dress code.

*\*Dress Code additions since 2010-2011: All shorts cannot be any shorter than mid-thigh. All shirts **MUST** have either short or long sleeves.*

## **REFER TO THE 2012-2013 STUDENT CONDUCT AND DISCIPLINE CODE**

**Note:** The principal or the principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code. When it is determined that a student's clothing or appearance does not comply with the dress code, depending upon circumstances, a parent/guardian may be asked to bring an appropriate change of clothes to school, or a student may be sent home.

## **MILWEE MIDDLE SCHOOL'S DRESS CODE POLICY**

During first period, teachers will send students who are out of dress code to the discipline office. Administration will also be conducting **DRESS CODE SWEEPS**. These sweeps are when two administrators walk through classrooms and all common areas, identifying students who are not in compliance with the K-12 Seminole County Dress Code Initiative. Consequences per dress code violation are listed below:

### **1<sup>st</sup> Violation**

Student is assigned one lunch detention, and asked to meet dress code compliance.

### **2<sup>nd</sup> Violation**

Student is assigned three lunch detentions, and asked to meet dress code compliance.

### **3<sup>rd</sup> Violation**

May result in a 1 hr. Tues. or Thursday detention, and asked to meet dress code compliance.

### **4<sup>th</sup> Violation**

Two hour Administrative detention on Wednesday and asked to meet dress code compliance.

### **5<sup>th</sup> Violation**

Student is considered to be in open defiance of the posted **Dress Code Policy**, and suspension will result.

\*If a student fails to meet dress code compliance and has no change of clothing, he/she will be assigned to In School Suspension for the remainder of the school day.

\*\* The principal will determine when progressive discipline is no longer effective. Students may be given a one day notice that a suspension will occur for dress code violations. This typically happens 2<sup>nd</sup> semester.

## **SPARTAN CODE**

### **EXPECTATIONS**

1. Model RESPONSIBILITY by arriving prepared, on time, and following all directions given by any adult on campus.
2. Model RESPECT by treating others and their property as you would want to be treated.
3. Model SAFETY by making choices that consider the well being of others and yourself.

### **CONSEQUENCES**

1. Verbal warning and a call home.
2. 1 to 3 days lunch detention and a call home.
3. 1 hour Tuesday or a Thursday detention and a call home.
4. Discipline Referral and a call home.

## **TEEN COURT**

Teen court is a joint program setup through the Seminole County Prosecution Alternatives for Youth and Milwee Middle School. The philosophy is to have campus leaders address behaviors that students' display which may interfere with the safe and purposeful conduct of a school activity. The students are assigned to teen court through the discipline office for violating the Spartan Code, dress code and the Milwee tardy policy. Students present the cases before a panel of their peers; upon completion of the hearing, students may be assigned a consequence. The consequences will range from a letter of apology, an essay, work detail or even a work sheet. The student is then given a deadline to comply with the panel's decision. If the student does not comply then the discipline office will address the non-compliance through and administrative detention or even a referral. The idea is to address the student behavior before it reaches the level of a referral and teach student accountability. The discipline office will monitor the student's teen court outcomes and compliance.

## **8<sup>TH</sup> GRADE PRIVILEGES**

Beginning March 1 of each school year, Milwee Middle School Administration reserves the right to revoke/deny any or all "8<sup>th</sup> Grade Privileges" to students who have not returned textbooks (or have an outstanding balance due to the school). Students will not be allowed to attend 8<sup>th</sup> grade end of year activities if they receive In School or Out-of-School suspensions during the 4<sup>th</sup> quarter which is the last nine weeks of school, or who have certain attendance concerns (truancy, excessive absences and/or absences on the day of said event). On the day of the event/activity students **MUST** be present and attend a minimum of 75%, or 6 out of 7 classes, of the school day in order to be eligible to participate. "8<sup>th</sup> Grade Privileges" consists of, but is not limited to

Field Day, 8th grade dance, nighttime and extracurricular events/activities, and/or activities scheduled in late May to celebrate the near-completion of the 8th grade year for students.

### **LOST AND FOUND ITEMS**

Lost items may be claimed in the front office. Items or articles not claimed will be donated or properly disposed of at the end of each quarter.

### **STUDENT ATTENDANCE**

Regular attendance provides students the opportunity to participate in many integral learning activities, such as class discussions, group experiences, field trips, guest speakers, and direct instruction, which cannot be simulated or replicated with written work. Therefore, with the goal of promoting student achievement and increasing the likelihood of success, the Seminole County Public Schools has adopted a uniform Middle School Attendance Policy that consists of the following components:

#### **School Notification on Day of Absence**

On the day of a student's absence, school personnel will make a good faith effort to notify the parent/guardian of the absence through personal or voicemail contact.

#### **Parent Verification of Absence**

On the day a student returns to school, in compliance with the procedures established at the school, parents/guardians are expected to provide documentation of the reason for a student's absence.

#### **Excused Absences Defined**

The principal or designee shall determine if a student's absence from school is excused or unexcused. An absence will be recorded as excused for each day a student is not in attendance for any of the following reasons:

1. Medical treatment provided by a licensed physician
2. Sickness or injury makes attendance inadvisable\*
3. Observance of religious practices or a religious holiday
4. Law enforcement order or court subpoena
5. Death of a family member
6. Natural disaster
7. Traffic accident that directly involved the student
8. Extraordinary circumstances or situations approved by the principal

\*Short term, non-chronic illnesses may be documented/explained via a signed parent note. A student may be excused for a continued or repeated illness up to 10 attendance days in a span of 90-calendar days. After this period of time, a doctor's verification will be required. If no verification is submitted within 3 student attendance days, a referral to the school board nurse is required. Should the principal or designee reasonably suspect an abuse of this provision, documentation from a "licensed practicing physician" (M.D., O.D., D.D., D.D.S., and/or D.C., etc.) may be required as a condition for declaring the student's absence for illness excused.

### **Unexcused Absences Defined**

Absence from class for any reason other than those outlined shall be unexcused. In addition, the following conditions shall result in an absence being recorded as unexcused:

#### **a. No Documentation of Reason for Absence**

Student absences that are not verified according to the procedures established at the school for documenting the reasons for a student's absence.

#### **b. Vacations/Personal Family Time**

All absences from school due to vacation or personal family time are **unexcused**. Parents must submit to the principal, in writing, requests for pre-arranged absences due to vacation or personal family time if they wish to obtain, in advance, the class work that will be missed during the nonattendance. Teachers may, but are not required to, provide class assignments to students in advance. When such arrangements are made in advance, assignments are **due on the day the student returns to school.**

### **Make-Up Assignments and Assessments**

Regardless of whether an absence is excused or unexcused, students are required to make-up all coursework and assessments missed during the period of nonattendance. Immediately upon returning to class, it is the responsibility of the student to obtain missed coursework, confirm corresponding dates for completion, and schedule missed assessments. Full credit will be given for those short-term assignments turned in within the reasonable time limits set by the teacher, which shall be no less than the number of days the student was absent, plus one additional day. After the letter grade for the assignment has been determined, the teacher may reduce the grade by one letter grade for each day the assignment is turned in late.

### **Tests and Quizzes**

At a minimum, students have no less than the number of days they were absent, plus one additional day, to make up tests and quizzes missed during absences. The time and place for make-up is the decision of the teacher. The teacher's decision on make-up schedules shall be final. The teacher may administer an alternate form of a test or quiz to assess competency or mastery of a subject matter. There shall be no academic penalty imposed for tests and quizzes completed within the reasonable time period set by the teacher. However, if a student fails to make up the test or quiz within the reasonable time period, then the teacher may impose a reasonable academic penalty, such as assigning a zero or a failing grade for the test or quiz, or the teacher may give the student another opportunity to make up the test or quiz.

### **Truancy**

After a student has accumulated 10 unexcused absences in 90 calendar days, the principal or designee will make an attendance referral as outlined in the *Truancy Procedures*.

*\*Attendance policy in its entirety can be viewed on Seminole County Public School's web site at [www.scps.k12.fl.us](http://www.scps.k12.fl.us)*