Section B: The School Day

Backpacks, Behavior, Bells, and Books

BELL SCHEDULE/DAILY SCHEDULE:

Pre-kindergarten (K-4) -- 8:35 "Circle Time" -- arrive between 8:10 and 8:30 a.m. (K-4 BeforeCare children may arrive earlier)
Kindergarten (K-5) -- 7:50 a.m. -- "Morning Meeting" -- arrive between 7:15 and 7:45 a.m.
Elementary Grades 1-3 -- 7:50 a.m.-- "Morning Meeting" -- arrive between 7:15 and 7:45 a.m.
Elementary Grades 4-6 -- 8:00 a.m.-- "Morning Meeting" -- arrive between 7:30 and 7:55 a.m.

7:50-8:20 - "Morning Meeting" for K-5 - Grade 3
8:00-8:20 - "Morning Meeting" for Grades 4-6
8:25-9:15 - Period 1
8:35-9:15 - K-4 "Circle Time"
9:20-10:10 - Period 2
10:15-11:05: Period 3
11:10-11:45 - Lunch A
11:50 -12:40 - Period 4 A
12:05-12:40 - Lunch B
11:10-12:00 - Period 4 B
12:45-1:35 - Period 5
1:40 - 2:30 - Period 6
1:45-2:05 - K-4 & K-5 dismissal -- back gate stays open during this time
"Club Eagle" AfterCare for K-4 & K-5 begins...
2:35-3:25 - Period 7
2:35-3:00 - Grades 1-3 dismissal -- back gate stays open during this time
"Parker's Pals" (for 1-3 grade siblings waiting for 4-6 grade dismissal) will be supervised until later pickup -- can do homework, read, or chat.
3:30-3:55 - Back gate opens for grades 4-6 dismissal
Students not enrolled in an after school activity or "**Club Eagle" AfterCare** must be picked up by 3:45 pm. After 4:00 pm the student will join "**Club Eagle"** and a fee will be assessed
5:45 p.m. - Final pickup time for "**Club Eagle" AfterCare** students

BIKE RIDERS: Parents must contact the school in advance if their child will be a walker or bike rider to be given appropriate instructions and guidelines.

Arrival at school: Please advise bike riders to dismount from bikes upon arrival at school and walk bikes to be parked. The bike parking area is where Tangerine dead ends into the school. **Leaving school:** For safety reasons, all children riding bikes will be detained at school until dismissal traffic has subsided. Bike riders should leave by way of entrance at the hammerhead turn-around. **Parents of bike riders:** Insist that your child/children come to a complete stop at all intersections and drives before crossing. Bike riders must wait for an adult from the school to help them across our back driveway -- always! We will notify you promptly if we observe or hear about any carelessness on the part of your bike rider(s) and, consequently, not allow the child/children to ride a bicycle to school.

PLEASE NOTE: We require that all students riding a bike to and from school wear a safety helmet. This is an important safety item, and it's the law!

CARPOOLS: Please form carpools! They help so much!

Every car must have a placard with the family last name. If you participate in a joint carpool, we ask that you write the **last name of all riders on the carpool sign** in thick black marker. Please use the bright yellow car-shaped sign (SEE PAGE B5) being issued to all families. Parents may purchase additional signs from the school office or at your child's grade level "Meet and Greet." **Please call the front office to confirm existing carpools or with information about any NEW carpool formations before school begins! Any car that comes through carpool without a placard will be given one with instructions to write your last name on the placard and that family will be charged five dollars. In addition, the driver's identification will be confirmed by checking their driver's license.**

Instructions:

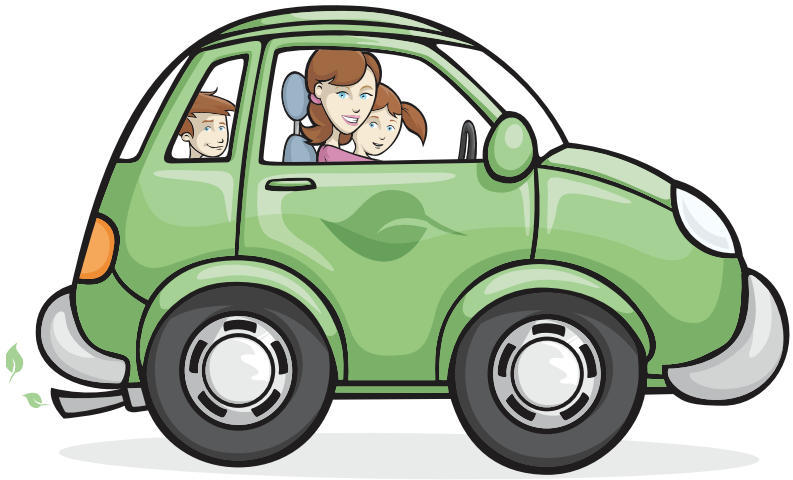
1. Form your carpool. **THE MOST HELPFUL THING YOU CAN DO AS A DRIVER IS TO JOIN A CARPOOL GROUP!** It will also be helpful if you can form a carpool containing students who arrive and are dismissed at the same time. With our staggered arrival and pickup plan, children in Grades 1-3 are grouped together, as are students in Grades 4-6. This will be the most efficient way to form your carpool.

2. Call the school with the names of all students included in a joint carpool.

3. One carpool sign for drivers to display during dismissal will be issued per NEW family. If you need a new sign or additional signs, please purchase them at the "Meet and Greet" events or from the reception desk.

4. **Please put your placard in front of the dashboard so that it can be seen by the caller AND the staff member opening the doors.** This helps us know which students to have ready to quickly get in the cars. **The placard must be visible upon entering the Magnolia Road gate until exiting campus on Orange Place.**

MORNING ARRIVAL: Please arrive early! You will be helping to avoid a backup of traffic!



K-5 and Grades 1-3: Arrive between 7:15-7:45 a.m.

1. Back gate (on Magnolia) opens at 7:15 a.m. Do not arrive before 7:15, please.
2. Drivers enter back driveway and carefully drive around to the drop-off area. Follow directions of staff to move forward.
3. Teachers and staff will help students exit cars quickly and safely.
4. Your child will be considered tardy if they are not in class by 7:50 a.m.

Grades 4, 5, and 6: Arrive between 7:30-7:55 a.m.

1. Back gate (on Magnolia) opens at 7:15 a.m. Grades 4, 5, and 6 students arriving at the earlier drop-off time with younger students are to go inside the gymnasium for the Early Morning Fun Zone.
2. Grade 6 also has the option of enjoying the 6th grade student lounge.
3. Drivers enter back driveway and carefully drive around to the drop-off area. Follow staff directions to move forward.
4. Teachers and staff will help students exit cars quickly and safely.
5. Your child will be considered tardy if they are not in class by 8:05 a.m.

K-4 arrival: Arrive between 8:10-8:30 a.m.

1. Do not arrive before 8:10, please. If a K-4 student needs to arrive early (before 7:55) with an older sibling or carpool rider, he/she will be placed in BeforeCare. There is a charge for this care that will be billed with tuition. (Refer to page B4.)
2. Drivers enter back driveway and carefully drive around to the front of the AAC for drop-off.
3. Teachers and staff will help students exit cars quickly and safely.
4. K-4s will be taken directly to their classrooms by staff members.
5. Your child will be considered tardy if they are not in class by 8:35 a.m.

DROP-OFF "RULES" FOR DRIVERS: COME FOR DROP-OFF AS EARLY AS POSSIBLE!

1. Please do not drop any students off at school before 7:10 a.m. We do not have adult supervision available for children before that time. Prior to 7:20 a.m., children in Grades K-5 - 6 must gather at the picnic tables outside the main office for proper supervision. After 7:20 a.m., students in Grades 4-6 who arrive with a younger sibling or carpool must go directly to the gym for supervision until first period. BeforeCare students (K-4) will be escorted to their assigned areas.
2. Enter the school's back driveway from Magnolia by turning right directly into the driveway.
3. Only families who live directly behind the school will be allowed to turn left into the back driveway (when it is not full). They will be issued a hanging tag to be displayed on their rear-view mirror. All others **must** come from Hwy. 17-92.
4. Have students gather all belongings (books, lunches, wraps, etc.) as you are traveling through the drop-off route so that they will be ready to exit your car when you pull up for drop-off. However, they MUST remain seated until your car has completely stopped at the drop-off point. Please do not allow students to unload belongings from the back of your car! This slows down the arrival progress AND creates a safety hazard for the children.
5. **DO NOT TALK ON YOUR CELL PHONE in our carpool line!** Other area schools have experienced near tragic accidents involving cell phone usage, and because we want to ensure the safety of our students and staff, we are going to enforce the following policy: Cell phone usage is strictly prohibited by anyone driving on campus. Cell phone usage includes talking, texting, reading or sending messages, or otherwise using a cell phone in any way. The same rules apply to other personal electronic devices such as iPad or tablets. Your full attention to safety is needed for the protection of our students, faculty, staff, and other drivers. Violation of this policy will result in the suspension of driving privileges on Park Maitland's campus. Continued or repeated violations will be considered a breach of the enrollment agreement. Please make sure any third parties picking up your child are aware of this policy.
6. A teacher or staff member will help your student(s) exit your car. Please encourage your rider(s) to get out of the car quickly but safely so that the line of cars can keep moving!
7. Please do not turn right out of our large, circular driveway to exit. You must turn left and follow the traffic pattern all the way to Orange Place. Upon exiting, turn left onto Orange Place. Right turns are not allowed.
8. Please do not allow children to place their head out of the sunroof or limbs and head out of windows of car while waiting in carpool line.

MORNING DROP-OFF -- QUICK HINTS AND DOs and DON'Ts:

1. If you are traveling north on Hwy. 17-92, kindly STOP at the red light on Magnolia and DO NOT turn right on red. This allows enough space for the cars turning left from 17-92 to enter Magnolia and prevents backups in that direction.
2. DO allow our teachers to turn directly into the back driveway in the mornings, even when there is a queue. They will be parking their cars and must arrive to be ready to accept your children in their classrooms and begin the day.
3. **DO NOT TALK ON YOUR CELL PHONE** while you are actively in the traffic queue on Park Maitland property. This RULE is for the safety of our students and staff and to ensure the efficiency of the carpool line. Please do not be offended if we must speak to you about chatting on your cell phone while driving on our campus.
4. For K-5, Grades 1-3 arrival, try to get to school before 7:35 when the line really starts to back up.
5. The back gate at our driveway entrance on Magnolia will be closed at 8:35 a.m. Should you arrive and find that the back gate has been closed, simply circle the block and enter at entrance driveway at the front of the school.

CELL PHONES: **We cannot over-emphasize this important rule!** **IMPORTANT!**

For the safety of your own child as well as his/her classmates, teachers, administrators, and the staff of Park Maitland School, please DO NOT talk on your cell phone while driving on our campus! Plus, your child deserves your full attention! Please respect this extremely important rule!

Also, students are not allowed to have cell phones at school. Should a student need to call home, he/she may use one of the school's telephones WITH ADULT PERMISSION. Students are allowed to call home to notify parents of a change in afterschool activities. We do not allow students to call home to get forgotten supplies or assignments.

"EARLY MORNING FUN ZONE:"

For students in Grades 4-6 who will arrive prior to 7:55 a.m. with their younger sibling (or carpool buddy) in K-5-Grade 3, we offer a supervised program in the gym. Grade 6 students will also have the option of visiting the sixth grade lounge. We will accept students whose family schedule requires they arrive before 8:00, but we strongly discourage participation if it is not necessary. There is no need to sign up for this program in advance, and it is free of charge.

- Students needing to leave "Early Morning Fun Zone" or the sixth grade lounge for any reason must have a note from a parent indicating the reason for this request. If this is an ongoing request, one note sent at the beginning of the time period it is in effect will suffice. Please indicate the specifics, i.e., "Every Tuesday, _____ needs to go to math help."

BEFORECARE PROGRAM (For K-4 Students):

The BeforeCare program is available for Pre-K4 students who need to arrive (either with an older sibling or because of family schedules) before 8:15. This is a supervised program where the children are able to enjoy a healthy breakfast snack, many special activities, as well as start their day in a wonderful, nurturing way. BeforeCare primarily takes place in the Early Education Center.

A rates schedule and sign-up form will be available when you attend your child's K-4 "Meet and Greet" session, or upon asking at the front office. We prefer that you sign up in advance; however, should your child arrive at the school before 8:05, he/she will be sent to BeforeCare for supervision and monitoring. Attendance will be kept daily. All charges (whether full-time or daily use) will be billed "in arrears," appearing on your monthly statement the month after actual use.

Questions about billing should be directed to the business office (Ms. Ieleen Rundgren, ext. #111).

TARDY POLICY:

- **A K-5-Grade 3 child is tardy if he/she arrives in class after 7:50 a.m.**
- **A Grades 4-6 child is tardy if he/she arrives in class after 8:05 a.m.**
- **K-4 children should arrive by 8:35 a.m.**

Within a semester:

- **Multiple tardies will result in parent communication and /or parent conference for excessive tardies.**
- **Excessive tardies will be handled on an individual basis at the discretion of the Dean of Students; a plan of action will be formulated.**
- **Late students go to the front office for a pass to first period.**

We truly believe that an excessive number of tardies is a detriment to a child's success as a student. Most often, the tardy is not the fault of the child. We welcome your help with on time arrival.

Homeroom is an important part of our day in which many leadership and other activities take place, as well as a special time in which relationships within the class are strengthened. Students who miss part or all of Homeroom often find themselves out of sorts for the day. Students are allowed 3 tardies per semester.

If your child does happen to be tardy to first period, please walk him/her to the Front Office. Once there, he/she will be issued the appropriate pass to be used to enter class. Please remember, however: We would rather have your child arrive late to school than to not arrive at all! Please assure him/her, if they happen to be running late one day, that we will be very happy to see them! We would much, much rather have our students come to school than have them be afraid of being tardy. An occasional tardy is something that happens to almost everyone!

Tardies to class, lunch, dismissal, etc.: Just as being tardy to homeroom or first period class impacts a student's ability to learn a concept, interrupts other learners and the teacher, etc., being tardy to succeeding classes throughout the school day is also detrimental. We have a bell schedule that helps us run our school day "on time!" We expect our students to move from class to class strictly by that bell system. There can be no "dilly-dallying" in hallways, restrooms, or at cubbies. Likewise, students should arrive at their lunch area on time and eat in the given amount of time. Arrival at the dismissal area on time at the end of the school day is EXTREMELY important so that our drivers and traffic, in general, can "move!" Please talk with your children about being on time!

DISMISSAL: Follow the dismissal plan carefully!

- **Help us achieve safe, quick dismissals by following our plan.**
- **Please read it, understand it, and help us by following it!**

Dismissal can be one of the most trying "events" at Park Maitland School. However, experience shows that, **if all drivers follow our plan, it does run smoothly and quickly.** Here is how you can help:

1. Follow all of the traffic "rules" for Park Maitland School drop-off and dismissal.
2. Do not arrive early to pick up your child/children -- arrive LATER during the stated pick-up "window!" Please follow standard dismissal procedure, and avoid hanging by the front office and gathering children as they walk to carpool.
3. Make sure all drivers dropping off or picking up your child/children know exactly what to do. The school's dismissal plan is exactly the same as it has been for many years -- WE USE A STAGGERED SCHEDULE. If you are unsure of it or are new to the school, please carefully read it, understand it, and, if necessary, come by the school and let some one from the office walk you through it. Our goal is to remove as many cars as possible from the streets surrounding the school's property. Ideally, we will have no lines backed up in the neighborhood at all! This is easily achieved if every parent picking up a child follows the "rules!"

As mentioned previously under "Carpools," **the best way that parents can help limit the number of cars in line during peak dismissal times is to either form a carpool with other families or enroll your children in after-school activities**, especially our "Club Eagle" Aftercare program. The KEY to quick dismissals is to spread out the arrival time of pickup cars!

Please use the car-shaped name sign every day when you arrive at school to pick up your child/children. If you need to purchase extra signs, you can do so at your child's "Meet & Greet" event; the cost is nominal. Please plan to use the carpool sign for several years.

If you participate in a carpool, write your riders' last name on the back of the sign; please do so with a bold, black, indelible marker. Place the carpool sign on your passenger-side visor.

PLEASE LOWER YOUR VISOR SHOWING THE CARPOOL SIGN AND KEEP IT DOWN ALL THE WAY THROUGH THE DISMISSAL LINE SO THAT TEACHERS CAN READILY SEE THE NAME OF YOUR RIDER(S) OR CARPOOL GROUP. THIS HELPS VERY MUCH!

*Please remember: if you come through carpool without a carpool sign, you will be given a replacement and charged a five dollar fee for the new sign.

STAGGERED DISMISSAL SCHEDULE:

Kindergarten (K-5) and Pre-kindergarten (K-4) dismissal:

1:45-2:05 p.m. -- GATE OPENS AT 1:45 P.M. -- CLOSES AT 2:05 P.M.!

1. Back gate (on Magnolia) opens at 1:45 p.m. Do not arrive before 1:45, please; gate is closed and locked prior to 1:45.
   You are not permitted to stop your car on the street or park at the Enzian to wait for the gate to open! Please continue driving and arrive at the appropriate time! We may not back up Hwy 17-92 or Magnolia by moving at a rolling pace. If you arrive too early, be prepared to circle around the block before entering the school. We cannot cause unsafe driving conditions on a major thoroughfair!
2. Drivers enter back driveway and carefully drive around to the AAC. Stay close to the car in front of you so that we can fit as many cars in the driveway as possible!
3. Display the carpool sign on your visor when you reach the adult calling names and stations AND keep your visor lowered throughout the dismissal route so that teachers can readily see the names of your riders.
4. Students will be brought to cars by teachers.

IMPORTANT! Parents... If your child is being picked up by someone other than the usual driver, you will need to send in a note or call the office stating exactly who will be picking up your child and that person should be prepared to show ID if asked..

Elementary dismissal -- Grades 1-3:

2:35-3:00 p.m. -- GATE OPENS AT 2:3 P.M. -- CLOSES AT 3:00!

1. Back gate (on Magnolia) opens at 2:35 p.m. Do not arrive before 2:35, please; the gate is closed and locked prior to 2:35. **You are not permitted to stop your car on the street or park at the Enzian to wait for the gate to open! Please continue driving and arrive at the appropriate time!**
2. Drivers enter back driveway and carefully drive around to the dismissal area. Stay close to the car in front of you so that we can fit as many cars in the driveway as possible.
3. Display the carpool sign on your visor when you reach the adult calling names and stations and keep your visor lowered throughout the dismissal route so that teachers can readily see the names of your riders.
4. Pull up to the next available station so that your back car door is even with the station number.
5. If your rider(s) is/are not ready and waiting at the station, you will be asked to pull around to the side of the AAC. (We still refer to it as "the pebbles," though there are no pebbles there!) Your rider(s) will be brought to you there.
6. **"PARKER'S PALS:"** Siblings of students in Grades 4-6 or those riding in a carpool with 4th, 5th, and/or 6th graders can be supervised (if this is needed by parents) by staff personnel until the later dismissal time at 3:30 p.m. at no charge.

Elementary dismissal -- Grades 4-6:

3:30-3:55 p.m. -- GATE OPENS AT 3:30 P.M.

1. Back gate (on Magnolia) opens at 3:30 p.m. Do not arrive before 3:30, please; the gate is closed and locked prior to 3:30. **You are not permitted to stop your car on the street or park at the Enzian to wait for the gate to open! Please continue driving and arrive at the appropriate time!**
2. Drivers enter back driveway and carefully drive around to the dismissal area. Stay close to the car in front of you so that we can fit as many cars in the driveway as possible.
3. Display the carpool sign on your visor when you reach the adult calling names and stations AND keep your visor lowered throughout the dismissal route so that teachers can readily see the names of your riders.
4. Pull up to the next available station so that your back car door is even with the station number.
5. If your rider(s) is/are not ready and waiting at the station, you will be asked to pull around to the side of the AAC. (We still refer to it as "the pebbles," though there are no pebbles there!) Your rider(s) will be brought to you there.
6. Students still waiting for pickup at 3:55 will be be supervised by staff personnel until 4:00 p.m. At that time, remaining students will be sent to AfterCare. The normal fees charged by AfterCare will apply.

After-school clubs/activities and AfterCare dismissal:

3:30-5:45 p.m. -- GATE REMAINS OPEN AFTER FINAL DISMISSAL -- CLOSES AT 5:00!

1. Back gate (on Magnolia) remains open for pick-up of children enjoying after-school activities and/or AfterCare until 5:00. After 5:00, enter through the gate on Orange.
2. Adults in charge of the various activities will dismiss their own students and help them into your car.
3. **If you need to park and walk in for your child, please use the parking lots in front of or beside the AAC rather than leave your car unmanned and running by the stations. This causes a traffic back-up!**

IMPORTANT! During the 2020-2021 school year, we will have several "Early Dismissal" days. This time will be used for staff training and for professional development on the following dates: **Dec. 18th, Feb 10th, March 12th, and May 27th.** AfterCare will be available until 5:45 pm on all dates except **Dec. 18th** and **May 27th.**

EARLY DISMISSAL SCHEDULE

Pre-kindergarten (K-4) and Grades 1, 3, and 5 early dismissal:
- 11:25 a.m.-12:00 p.m. -- GATE OPENS AT 11:25 A.M. -- CLOSES AT 12:00 P.M.!

Kindergarten (K-5) and Grades 2, 4, and 6 early dismissal:
- 12:13 p.m.-12:45 p.m. -- GATE OPENS AT 12:13 P.M. -- CLOSES AT 12:45 P.M.!

DISMISSAL "RULES" FOR DRIVERS:

1. If you are traveling north on Hwy. 17-92, stop at the red light on Magnolia and **DO NOT turn right on red.** This allows enough space for the cars turning left from 17-92 to enter Magnolia and prevents backups in that direction.
2. **DO NOT wait on Enzian property, on Magnolia, or on Orange Place.** No standing or waiting traffic is allowed by the City of Maitland on these neighboring streets. This includes building traffic directly on 17-92. Simply DO NOT arrive before time for the gate to open to our back driveway.
3. Only families who live directly behind the school will be allowed to turn left into the back driveway (when it is not full). They will be issued a hanging tag to be displayed on their rearview mirror. All others must come from Hwy. 17-92.
4. LOWER YOUR VISOR CONTAINING YOUR CARPOOL SIGN to show to the teacher using the microphone. Keep your visor lowered all through the carpool route. This helps staff members identify Park Maitland parents easily.
5. Keep your car CLOSE to the car in front of you so that we can fit as many cars in our pickup line as possible except if blocking the crosswalk.
6. **DO NOT TALK ON YOUR CELL PHONE in the carpool line! This is for our students' and teachers' safety! IT IS AN IMPORTANT RULE!**
7. Once you are at the dismissal stations (in front of the AAC), pull all the way forward to the first available station. Your child(ren) will have been called by station. PLEASE KEEP YOUR VISOR LOWERED TO SHOW NAME SIGN!
8. Pull up so that the back door of your car is even with the station.
9. A staff member will assist your child(ren) into your car. If your child needs extra assistance buckling his/her seat belt or car seat, we ask that you pull to a parking space to do the buckling safely.
10. If your child is not at the station when you pull up, you will be asked to pull around to the south side of the AAC to our "pebbles" area. Staff members will retrieve your child(ren) and bring them to your car. Please stay with your vehicle.
11. Exit the drive continuing on to Orange Place. You may only turn left -- after a complete stop -- onto Orange Place, but, please, follow all posted speed limits and other traffic rules. Be sure to look both ways before exiting our driveway!

Extremely important: If you need to pick up your child early, please make arrangements through the office either by a written note or by a phone call prior to 1:30 p.m. The office needs "lead time" in order to have your child ready for your arrival. You will need to park and walk in for your student. Please be sure to vacate the visitor parking spaces by Domino's BEFORE the carpool line begins to drive through -- by 2:30 at the latest.

* Please remember, any child being picked up early is missing class time, and their class is being interrupted. We know at times it is unavoidable, however please consider before puling your child early from school.

IMPORTANT!

Use of the Crosswalk -- Very Important!
Children are instructed to go directly to dismissal after the last period.
They MAY NOT cross back over the crosswalk once there...for safety reasons!
If a child forgets an item, he/she is to ask the carpool driver to circle around to the visitor spaces by the main building so that the missing item may be retrieved.
Our goal is to NOT use the crosswalk at all once children are in place for dismissal!
We do not want them to cross the car line! We appreciate your support of this goal!

"PARKER'S PALS:" For Information contact Ms. Maranda Trombley at mtrombley@parkmaitland.org

For students in Grades 1-3 who will be dismissed with their older sibling (or carpool buddy) in Grades 4-6, we offer a supervised and monitored program in the lunch area outside the upper grade Science rooms. This is a great time to get a jump start on homework, or take some time to socialize with peers! Registration is required for this service, and it is free of charge. Registration can be found on our website on the "Parent Resource" page. To avoid dismissal and carpool confusion, please be certain you have gone over clearly with your child whether he or she is to attend Parker's Gang on any given day.

"CLUB EAGLE" AFTERCARE: Call AfterCare coordinator for information ext. #159 or email aftercare@parkmaitland.org

"Club Eagle" is run by Ms. Joy Sonntag, AfterCare Director, and Ms. Brandy Johnson. All AfterCare will take place on the Park Maitland campus, primarily using the Arts & Athletics Center. A rates schedule and sign-up procedure will be available on our website on the "Parent Resource" page and at Meet & Greet. You must register in advance so the appropriate contact and emergency information is given to the director. All charges (whether full-time or daily use) will be billed 'in arrears,' appearing on the monthly statement the month after actual use.

If you have any questions about or need assistance for the "Club Eagle" AfterCare program, please call **Ms. Joy Sonntag** at **407-647-3038**, **ext. #261**, or email Aftercare@parkmaitland.org

AFTER-SCHOOL ACTIVITIES:

There are quite a few enrichment/physical programs offered after school hours throughout the year for our students. Information about the offerings and registration is contained on our website. The after-school activities include programs such as chess, cheerleading, art clubs, strings, boy and girl scouting, etc. **Ms. Joy Sonntag, ext. #159** is the after-school activities director.

We ask that all participants -- including parent leaders -- adhere to the rules that the school must impose on any program taking place on our campus. These rules will be sent home at the beginning of each activity for parents to read, sign, and return and include such things as parking, campus cleanliness, watching of young children for safety purposes, etc. We greatly appreciate parents' help by cooperating with the after-school campus rules.

"EAGLE ATHLETICS" INTERSCHOLASTIC SPORTS: For more information contact Mr. John Courson or Ms. Melissa Kohn via email at athletics@parkmatiland.org -- **Go Eagles!**

Students in grades 1-6 have an opportunity to play on our interscholastic sports teams. The athletic department offers programs that foster the same integrity, respect, responsibility, leadership, and excellence that are embodied in the classroom. Athletic participation plays an important part in helping the individual student develop a healthy self-image as well as a healthy body. Participation on an interscholastic team adds to our school spirit and helps all students, spectators, and participants, develop pride in our school. All of the leagues that Park Maitland participate in are comprised of many local public and independent schools.

Our program offers 5 different sports. These include:
Volleyball (grades 4-6)
Soccer (grades 1-6)
Track and Field (grades K-4 - 5)
Flag Football (grades 3-6)
Basketball (grades 1-6)

Students who are interested in participating must provide proper registration information, health exam forms, and meet academic and behavioral expectations set forth in the Eagle Athletics Handbook.

PARKING: Always look for parking information in communications about special events.

Any time you need to visit during the school day for a short duration, there are a number of visitor parking spaces available at the entrance driveway in front of the school. If full, please park at the Enzian. The access code is the same as our entry gate for the front office.. Please do not block any assigned spot. **Parking by school guests is NOT allowed in the Domino's Pizza parking lot once they are open for the day at approx. 10:30 a.m., in the lots across Orange Place, or in the condominium lots. Please be aware that Domino's Pizza will tow your car if parked after the designated 10:30 a.m. time.**

If you are visiting for an hour or more (or there are no visitor parking spaces available), you are to park at the Enzian Theater at the East end closest to the neighborhood. Please do not park at the Enzian if they are obviously having a function. Most informational communication regarding events/volunteer activities will include specific instructions regarding parking. It is vital to the school that you respect these requests.

When you park in the Enzian parking lot for special events, you should cross over Magnolia and enter our campus by the back driveway where staff or security will check you in. During a regular school-day the gates remain locked.

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ABSENCES/ATTENDANCE:

- **Report your child's absence to the school by calling 407-647-3038.**
- **Illness -- students normally have three days to make up missed work.**
- **Special activities/trips -- Please notify Ms. Davina Spillmann, the Dean of Students and Faculty, prior to the planned activity or trip.**
- **Schedule your child's appointments before or after school hours.**
- **If you must take a child out, please send a note; the child will be waiting for his/her parent in the front office. No children should EVER be allowed to wait outside alone. You will need to park and walk in to the office.**
- **A parent must sign a student out/in on the log-book at the reception desk.**
- **A note from doctor/dental/other professional office is REQUIRED after appointments during school hours.**

Absences due to illness: Makeup work will be gathered after a child has been out for a total of three days. Following absences due to illness, a student will normally be given three days in which to make up missed work. Teachers will provide makeup assignments for your child, per your request but not until after the third day. Please call the front office when your child has been absent at least three days and needs makeup assignments. If the child feels well enough to do homework in the meantime, he/she should call a classmate for the assignments.

If a child has been present in class for all review work but is absent for the quiz or test due to non-illness reasons (i.e., trip, relatives' visit, etc.), the child will be given one day to review and prepare to take the test at a time scheduled by the teacher.

Please contact **Ms. Davina Spillmann,** the Dean of Students and Faculty, at ext. 158 or at dspillmann@parkmaitland.org and she will assist the student in getting work from his/her teachers prior to leaving. It will then become the responsibility of the parents to see that the collected work is carefully completed by the child and returned to the teacher(s). Teachers may request the family access posted homework assignments on their students Grade Level Page.

Part-day absences: A doctor/dentist note is required following appointments during the school day. Whenever possible, please schedule non-emergency dental, doctor, or other professional appointments before or after school hours. If you do need to pick up your child for an appointment during the school day, please send a note to that effect, stating the time that you will arrive. We will attempt to have him/her waiting in the office. No child is allowed to wait outside for this pickup. You must sign your child out on the student log at the front desk. Please return your child to school as soon as possible following the appointment along with a doctor/dentist/similar professional's note.

Extended absences -- all types: Parents should contact **Ms. Davina Spillmann at ext. #158 or via email at dspillmann@parkmaitland.org** -- for extended absences of more than three days. Every effort will be made to keep children current with the concepts being taught. If there is work that a child can complete at home, it will be made readily available. Most of the time, however, make-up work is not available.

IMPORTANT!

PARK MAITLAND SCHOOL ATTENDANCE POLICY:

Students should not be tardy or absent from school except for illness or medical or dental appointments. Missed work must be completed neatly and thoroughly by the student. The school cannot be responsible for student progress if there are frequent tardies or frequent or prolonged absences, or if students or their parents fail to strive to reach the academic goals of the school. A total of 10 absences in a semester will necessitate a meeting between parents and administrators. Park Maitland School will then base a decision about the student's continued enrollment in the school upon the advice of administrators.

MORNING ANNOUNCEMENTS/STUDENT-LED SCHOOL NEWS:

Each morning, elementary and kindergarten students enjoy important announcements. The "Pledge of Allegiance," "7 Habits," a "Thought for the Day," and other pertinent information such as student birthdays is announced via the intercom system. Often, the school's "Alma Mater" is sung, as are patriotic songs such as the "National Anthem" or "America, the Beautiful." Building student self-confidence and leadership skills is a major goal of these broadcasts! **Eagle News Today:** A monthly student-led news show will be presented before the morning announcements.

TOYS/OTHER "INAPPROPRIATE" ITEMS:

- **Toys are not allowed unless requested by a teacher.**
- **Label any belongings brought to school with the child's name, grade, and class color.**
- **Distracting, dangerous, or inappropriate items are not allowed.**
- **Bringing dangerous items will result in serious consequences.**

Toys, including collectable cards, stuffed animals, pocket "pets," gel pens, gel or other puffy stickers, etc. are not allowed unless requested by a teacher as part of a project or for an event. This includes keychains and/or toys that clip or hang off of bags. Many times students do bring items for "sharing" in a particular class... these must be clearly labeled. **Items which are distracting, dangerous, or inappropriate are never allowed at school -- preschool or elementary! The bringing of a dangerous item to school or the threat of doing so to harm another student or an adult will result in serious consequences...even expulsion, should the situation warrant such action.**

BEHAVIOR: Please refer to the Academic & Behavioral Expectations & Consequences -- pages B11-B13

As stated in our mission: "The goal of Park Maitland School is to provide a complete educational experience -- with emphasis upon academic, social, emotional, and physical development." We are dedicated to the social and emotional success of each individual student. It is imperative that each classroom or learning situation be the best that it can be for each child.

Fortunately, we have wonderful students who quickly meet, and usually exceed, our behavioral expectations. We are very proud of them! Once in awhile, a child might need a bit of extra attention or help with a behavioral matter. Because we want all of our students to assume responsibility and accept accountability for their own behavior, the steps delineated in our protocol serve the school community well. Children know exactly what to expect, parents have full knowledge of office "visits" or teacher/administrator concerns, and teachers are able to carry on with their most important "job" -- teaching our enthusiastic, well-behaved learners.

Academic and Behavioral Expectations and Consequences

This overview of our academic and behavioral policies is general in nature and gives the entire school community notice about proper behavior and/or academic expectations. The school reserves the right to determine consequences of misbehavior or unsatisfactory academic progress at its discretion and, of course, based on grade level appropriateness, type of offense, and a student's past history.

ACADEMIC: The following academic information affects only students in Grades 3-6.

- **A child must maintain passing (A/B/C) grades for each academic subject during each quarter.**
  - A. In subjects such as E.S.W. or math, where more than one grade is given, the subject's average will be used.
  - B. For a "D" or below, the teacher and parents will formulate an initial "Plan of Action."
  - C. Multiple low grades or continued unacceptable progress will result in such steps as required private tutoring, after-school supervised study time, appropriate professional testing, and cessation of enrichment activities of honor (i.e. Student Ambassadors, Junior Ambassadors, citizenship awards, etc.).
  - D. Failure to improve grades to at least a "C" in all subjects will seriously jeopardize a student's ability to pass to the next grade level or his/her continued enrollment at Park Maitland School.

- **Students in K-5-Grade 2:** A report card grade of 'N' in K-5-Grade 2 will result in a similar plan of action as that stated above. A failure to improve grades to at least an 'S' in all subjects on subsequent report cards will jeopardize a student's ability to pass to the next grade level or to continue to be enrolled at the school. • **Pre-kindergarten Note:** During a child's K-4 year, should the teachers and administrators find that a student does not show the developmental readiness for success in our program, the school reserves the right to ask that the child be removed for the remainder of the school year with possible readmittance to the appropriate grade level the following year.

- **Students with Documented Modifications:** Students with documented **modifications** are expected to meet our academic requirements but are provided reasonable **modifications** to enable the student to achieve such standards. Reasonable **modifications** might include, among other things, classroom seating, enhanced parent-teacher communication, redirection, reteaching of materials, or testing **modifications.** The need for and the type of **modifications** provided will be determined on a case-by-case basis considering the nature of the disability. Students with disabilities should contact Ms. Donna Wood (K-4 - Grade 2) or Ms. Valerie Kennedy (Grades 3-6) to schedule a meeting for preparation of a Modifications Plan.

BEHAVIORAL: Park Maitland School students are expected to behave at least appropriately... at best, superbly!

STUDENT CODE OF CONDUCT

- **Appropriate behavior includes:**
  - A. Being an active participant in our school wide positive behavior system, CHAMPS. This proactive approach to learning and behavior sets the expectations in every classroom so that each child understands:

    C - Conversation levels accepted
    H - Help will be ascertained in what ways
    A - Activity to be completed
    M - Movement around the room and throughout campus
    P - Participation with others during specified activity
    S - Success will happen when all expectations have been clearly taught and demonstrated by all

  - B. Being on time to school and to each class.
  - C. Using respectful, appropriate language when speaking, and using at least two-word responses as answers. (We urge the use of polite responses, such as, "Thank you, Ms. Ayers;" "Yes, please, Mr. Meisel.;" "Yes, ma'am," or "Yes, sir" as appropriate, we also encourage the use of soft ("6-inch") voices when carrying on indoor conversations.
  - D. Demonstrating proper work habits -- bringing correct materials to class; alert attention; speaking with permission; prompt class work and homework; respect for property, and doing one's "own work" and avoiding even the appearance of "cheating."
  - E. Respecting individual "cubbies"/lockers and the property of others. **No child should go into a locker or cubby not belonging to them.**
  - F. Displaying kindness to classmates, friends, teachers, administrators, and all others in the school community.
  - G. Displaying exemplary behavior and manners on all school field trips and at all school events.
  - H. Complying with the uniform dress code.
  - I. Following all rules and regulations after school while on campus (dismissal area, tutoring sessions, scout meetings, chess club, sports practices, etc.) Though away-from-school behavior is not the responsibility of the school, it is desirable that our students continue to exhibit respectful behavior even when they are off-campus. It is particularly expected that our students show courtesy, proper language, and compliance with family and school Internet safety rules when using personal/family computers for communication with others. Non compliance of the Acceptible Use Policy, even during non-school hours may result in disciplinary action.
  - J. At all times, acting as a "good citizen" of our nation, our community, and our school; making good choices; and always following the "7 Habits of Highly Effective Kids
  - K. Students at Park Maitland will become upstanders and work with teachers to learn the following bullying prevention strategies:
    - Being able to recognize bullying behavior.
    - Treating each other respectfully.

- Refusing to bully others.
- Refusing to let others be bullied.
- Refusing to watch, laugh, or join in when someone is being bullied.
- Trying to include everyone in play, especially those who are often left out.
- Reporting all bullying to an adult.
- Practicing leadership skills that are taught.

ANTI-BULLYING POLICY

Park Maitland School is committed to keeping our school a safe and caring place. Bullying of any kind is unacceptable. If bullying does occur, all students should feel comfortable telling an adult and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell the staff.

Bullying is a negative, mean, and hurtful behavior that includes verbal, physical, or exclusionary actions. Bullying occurs repeatedly (over time) in a relationship that is characterized by an imbalance of power or strength. **The dividing line between bullying (repeatedly and to intimidate) and being mean (a single aggressive act) is found in the repetitiveness of the action.** To report a concern regarding bullying behavior, please contact Ms. Davina Spillmann at ext. #158 or dspillmann@parkmaitland.org (Grade 2-6) or Ms. Donna Wood at ext. #109 or dwood@parkmaitland.org (K-4 - Grade 1).

There are three parties involved in bullying: the bully, the victim, and the possible bystander (who may watch or encourage the bully). Our goal is to empower the bystander to use positive peer pressure to help stop these negative bullying situations or to report these actions to an adult, thus becoming an upstander.

Forms of bullying:

- Physical bullying -- repeated hitting, punching, pushing, and tripping (or any physical action that might inflict pain upon another student)
- Verbal bullying -- repeated teasing, name calling
- Emotional bullying -- repeated intimidation using gestures, social exclusion, spreading rumors
- Cyber bullying -- using email, instant messaging, chat rooms, social networking websites, video game systems, cell phones, texting, or any form of technology to intentionally and repeatedly hurt and harass others. (IMPORTANT NOTE: Any inappropriate use of the Internet that may interfere with the school's educational mission will not be tolerated and is subject to disciplinary action. Please refer to the "Acceptable Use Policy.)

Bullying Protocol:
If a parent is concerned that his/her child is being bullied, an administrator will meet with the students, contact the parents, acknowledge the problem, and address it while coming up with an action plan for that situation and for the future. Some behaviors exhibited by young children may appear to be "bullying type behaviors" however are often developmentally appropriate for that age. In these cases the children will be counseled and redirected.*

The action plan includes the following:

- An Administrator will notify parents of the situation.
- The Administrator will speak with each child involved individually to document all details of the situation.
- The Administrator will contact the parents of students involved to discuss the situation and plan of action.
- The child exhibiting the bullying behavior will receive appropriate consequences ranging from:
    - Meeting with the school counselor (and possibly the Administrator) to develop a behavior medification plan.
    - A written apology and acknowledgment of behavior.
    - Loss of school privileges (including use of the iPad in grades 4-6 if cyber-bullying is found to be happening).
    - Lunch detention.
    - After school detention.
    - Suspension.
    - Expulsion.
- The recipient of the bullying behavior will have an opportunity to meet with the Administrator again to ensure that the behaviors have not continued. It will be suggested that the school counselor have the opportunity to work with the student to build skills enabling him/her to gain further conflict resolution strategies.
- If both parents request, an option is avaialble to have all students involved meet for supervised conflict resolution.

*The school will determine if bullying has, in fact, occurred. If determined yes, then the steps above will occur.

OFFICE REFERRAL PROTOCOL

Consequences of Inappropriate Behavior:
In all cases where Park Maitland School's behavioral guidelines or rules have been violated or the student has engaged in behavior inconsistent with the school's standards, the school administration reserves the right to determine the appropriate discipline, up to and including expulsion from the school.

• Typical "consequence" protocol:
Our school is dedicated to academic, social, and emotional success. Students at Park Maitland are here to learn and teachers are here to teach. Our goal is to use every moment as valued teaching and learning time. We know that everyone makes

mistakes and may need an occasional reminder to follow class rules. Students are sent to the office as a learning experience to receive guidance and to be heard. A plan of action to make better choices in the future is discussed. The word discipline means the practice of training people to obey rules or a code of behavior. Our goal is just that, to help our students learn to adjust their own behavior.

We stress finding logical consequences to match the disciplinary action. It can be as simple as a cooling off period with mindful breathing, to suspension or even expulsion depending on the action and duration of misbehavior.

Parents will always be notified unless it is a minor issue such as a child having a bad day and needing to step away from his/her peers for a bit to regroup. We always begin with positive re-direction within the classroom. Should this not rectify the behavior and learning continues to be impeded, teachers will privately tell the student that they have the choice to see Ms. Spillmann, Ms. Wood if they cannot make better choices. The teacher will then determine the need to leave the classroom.

Some possible consequences may include the following based on individual situation or severity of the offense:

- A call to parents.
- Writing an apology note to another child.
- Sitting out during lunch recess.
- Lunch Detention.
- Afterschool detenion.
- Being sent home for the day to start fresh again the next day. (This happens most often in the lower grades when a young child is having a difficult day).
- Suspension.
- A conference requested by the school.

It is common when minor misbehavior persists to ask for a conference and/or develop a behavior contract for a student. The school counselor is often involved in cases involving unkind or exclusionary behavior. Some choices require immediate referral to the office. This includes purposeful physical behavior meant to hurt another child or open defiance or disrepect to those around him/her.

Each child is unique. When a child is asked to speak with an administrator due to his/her choices, every effort is made to consistently address the behavior in line with school behavior expectations. Likewise, every scenario, just like every child, is unique and discipline at Park Maitland is personalized to meet the needs of the child and the class, given the situation that occurred.

PARENT CODE OF CONDUCT

Park Maitland School's mission to provide "whole child" education is dependent upon an effective and positive working relationship with parents. Just as you expect our administration and staff to be professional and responsive in dealing with issues, we expect parents to resolve issues in a spirit of cooperation. In fact, our Enrollment Agreement is specifically conditioned upon parents' adherence to our Student/Parent Handbook policies and procedures. It is our desire to partner with our parent population to deliver the very best education available. To accomplish these goals, we ask that parents and guardians follow a simple Code of Conduct:

1. We ask that parents communicate with faculty and staff with professionalism and integrity.
2. We ask that parents abide by safety rules and procedures for car line, cell phone usage, as chaperones for field trips, etc. as described in this Handbook.
3. We ask that issues and concerns be discussed directly with administration or faculty in confidential meetings and not via e-mail or text nor verbally with friends or on social media. We know that some issues can easily be reported in an email but the tone of an email can sometimes be misinterpreted.
4. We ask that behavior of parents on campus is respectful and professional and in keeping with the spirit of our school's Mission Statement.
5. Park Maitland School provides a class list for each grade level. This list is provided as a courtesy to our families ONLY and should never be used for any business purpose. The school absolutely does not sanction the use of our parents' home addresses, email addresses, and/or phone information for any business or solicitation purposes.
6. The parent-school connection is an important partnership based on mutual respect. We rely on one another to ensure the best possible success for every student. All parents agree to this and uphold Park Maitland's stellar reputation when they sign the Enrollment Agreement for their child or children.

Please remember that while the school relies on your support, intentional attempts to harm the school's reputation may result in the termination of the relationship with that family including asking for withdrawal of any children at Park Maitland School.

Acceptable Usage Policy and Technology Handbook

The Acceptable Usage Policy and Technology Handbook is an overview of our technology usage policies and gives the entire school community background into the goals as well as guidelines and expectations surrounding proper behavior and/or care of all school-related and/or campus technology. The school reserves the right to determine consequences of misbehavior or misuse at its discretion and, of course, based on grade level appropriateness, type of offense, and a student's past history. Be sure to look through and complete the following Acceptable Usage Policy and Technology Handbook, which can be found on our website will additionally be sent out as a digital Google Form during our Mandatory Forms process.

LUNCH:

- **Students should bring a packed lunch each day or opt to purchase catered lunch.**
- **When sending a child's lunch, please pack healthy foods.**
- **Only healthy "fast food" is allowed -- no carbonated drinks!**
  *** Identification tags for lunch totes will be issued with "Meet & Greet" materials.**
- **Parents, use the online catered lunch calendar and order form to order lunches for the next month.**
- **Milk or water is ordered online through the caterer -- <u>not</u> through the school.**

BRINGING LUNCH FROM HOME:

Students in Grades K-4 - 6 need to bring a packed lunch each day, or they can choose to take part in our optional catered lunch program. We encourage sensible lunches -- only healthy "fast food" is allowed. For example, many takeout restaurants offer wrap sandwiches, lean meat sandwiches, salads, etc. French fries and greasy hamburgers are NOT acceptable lunch items at school. Please use proper nutritional guidelines in packing children's lunches so there is no abundance of sweets or "junk food."

When sending a child's lunch from home, **it must be sent in a soft closeable lunch tote.** Hard surfaced lunch boxes will not be allowed. It might be helpful to keep a spare lunch tote bag at home in case a child's tote gets accidentally left at school. The bags will be kept in our standard lunch carts (sized to fit) which have been lined with insulating material to keep lunches cooler... and squirrels out!

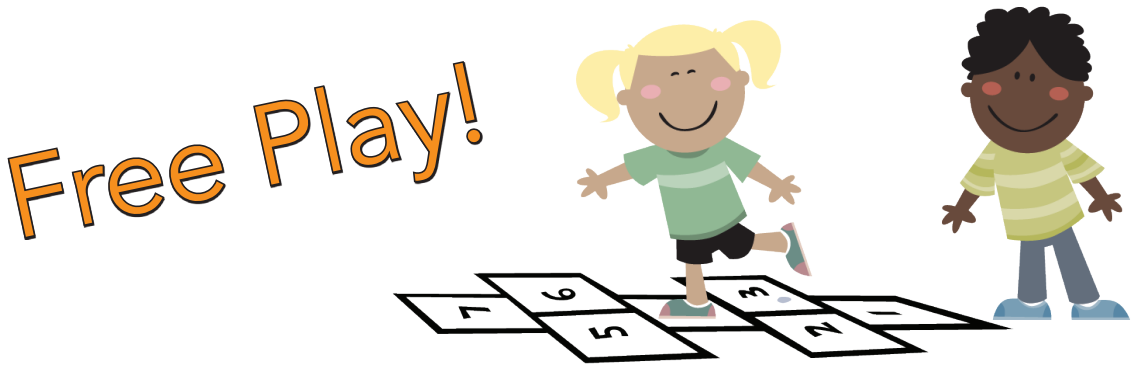
A drink can either be packed with the lunch foods from home, or milk or water can be purchased for each month from our catering company.

FORGOTTEN LUNCH:

If a student accidentally forgets to bring his/her lunch, we have some nutritious snacks available at a nominal cost.

CATERED LUNCH:

A healthy catered lunch is available for students and staff members to pre-order. Water or milk can also be ordered. You will be given complete ordering information with Meet & Greet materials. Ordering is done online and is very easy. **Bagel King** is a willing partner in our health awareness and works with a nutritionist from Florida Hospital to offer balanced, wholesome meals for your child.



LUNCH/RECESS SCHEDULE: **Elementary students can eat and then enjoy recess (free play)!**

Lunch is during fourth period, either at the beginning of the period -- Lunch "A" -- 11:10 - 11:45 a.m. -- or at the end of the period -- Lunch "B" -- 12:05 -12:40 p.m. Children are able to eat and then play or socialize with one another.

All classes will eat and play outdoors unless there is rainy or cold weather. Whenever the weather is inclement, we will call for a "Rainy/Cold Day Lunch," and children will eat in their fourth period classrooms (unless otherwise announced). There is a special schedule that has been created for "Rainy/Cold Day Lunch." Often, particularly if it's a chilly day, the children eat their lunch and still go outside to play all bundled up!

PARTIES: In keeping with our healthy awareness, please bring nutritious party foods and treats!

POLICY FOR BIRTHDAYS: Bringing a breakfast treat as a means of celebrating birthdays, etc. can be arranged during "Morning Meeting" times. **You must notify your child's home room teacher if you are bringing in food that is being served to a class.** This information is necessary so that they can guide and monitor the students with allergies and other conditions. For example, you might advise us that you are bringing in mini muffins from Publix or fruit kabobs including strawberries and bananas. We thank you for providing all information that will help us keep the students healthy and safe.

> Please remember: **TREATS MUST BE LIMITED TO MINI SERVINGS AND LOW SUGAR FOODS.** Choices might include fruit, granola bars, yogurt, mini versions of muffins, or doughnut holes.
>
> **Park Maitland School is not a nut/gluten free campus, but if a special diet or isolation away from an allergy producing agent is required, please advise the administration and the school nurse.**

If you are having a private party for your child, we do ask that you **NOT give out invitations (OR even thank you notes) to children in your child's class unless EVERYONE in the class is being included**. Party invitations must be turned in to the front office for distribution. Invitations for children in other classes must be mailed, unless all students in the other class are receiving one, too. Sensitivity to the feelings of each child is stressed at Park Maitland School. We do not want any child to have hurt feelings and encourage inclusivity to further promote school community.

CLASS PARTIES: Winter Holiday Party -- Valentine's Day Party -- End-of-the-Year Party! 3 Class Parties in All!

Parents have the opportunity to sign up to volunteer for various events, including the class parties held at winter holiday time, Valentine's Day, and at the end of the school year. Parents volunteering for class parties may receive information and guidance from any of the following sources: 1. grade level chair, 2. grade coordinator, or 3. class coordinator. If, at any time, there is confusion or questions, they may contact the previously listed sources or Ms. Kitty Williams for assistance. The class coordinator will serve as a liaison between the teacher in charge of a class's parties and the parents who volunteer to help. **Because parking is severely limited at the school, we issue one parking pass to each class group of "party parents." The parking pass will state the designated parking location for specific event.** This caring concern given to our parking needs is extremely appreciated; it helps so much!

HEALTH:

Clinic:

We have a full-time registered nurse on our staff. The nurse is available during school hours Monday-Friday to care for children who might become ill or injured, who need medications, or who just might need a bit of extra tender, loving care. The nurse will call you if your child becomes ill or injured at school. In the case of a more serious injury or illness, our school nurse will keep the child safe and comfortable until parents arrive and seek appropriate medical attention. Do not ever hesitate to call her to share health-related concerns. **Ms. Tania Chouljian's** voice mailbox is **#112**; her email address at school is **tchouljian@parkmaitland.org**.

Health Forms:

Students must have Florida immunization and physical forms on file at the school according to state law. Such paperwork is obtained from the child's previous school or from his/her pediatrician. **Forms must be on file in the school clinic prior to the first day of school, or children cannot be allowed to attend as per State of Florida law. IMPORTANT: Permission and agreement forms must be updated each summer prior to each child's "Meet and Greet" event and are available under "PARENT ACCESS" on the school's website. According to state law, your child may not attend school without compliance with this requirement.**

Absences Due to Illness: Please keep ill children home from school!

Report any infectious illness to the nurse. **OUR POLICY: Ill children should be kept home for 24 hours after a fever has subsided (with no medication).** This helps keep all of our students healthier! If a child has been absent from school for three days, simply call the front office and ask to have makeup work collected.

IMPORTANT!

INJURIES AND P.E./SWIMMING/FREE PLAY

OUR POLICY IS: If a doctor has written a note that a student who is injured and is wearing a brace or a bandage can safely participate in physical activities, the school will allow that child to have limited participation. However, if a child's cast, major skin abrasion, or device is deterring his/her ability to move or safely participate, and that child might possibly hurt another student unintentionally, the school reserves the right to not allow the child to participate in P.E., swim class, or free play time. Please stay in close contact with the school nurse concerning a child's injury and the amount of time required for healing. If a child has an injury, they will not be allowed to participate in P.E., swimming, or free play without a doctor's permission.

P.E./Swim Notes: **Children with an injury/bandage will only be allowed to play in P.E., swimming, or recess if a doctor has signed a note allowing such activity (see our policy in the box above). This is for the safety of our students; even free play can possibly result in re-injury or injury to another child.** Should you prefer that your child not swim or participate in P.E. class following an illness or injury, please send a note to school. We must have notes at the beginning of the school day! Please label them appropriately: **"P.E. Note -- Important!"** or **"Swim Note -- Important!"** and **include your child's name, grade, and color group**. Be specific as to whether or not the period of time covered in the note is just for that day, one week, or until further notice. If it is for the latter period of time, you will need to inform us in writing when your child may resume participation in class. Children who are unable to participate in swim or P.E. class will observe so that important skill-work or lessons are not missed.

Medications:

Any child needing to receive medication during school hours must report to the school nurse for proper administering. **Parents must carry all medications to the clinic in their original prescription container and pick them up personally from the clinic or, by advance arrangement, from the front office. Medicines should never be carried by children in their pockets, book bags, or other bags.** It is a Health Department requirement that medicines be in the **original prescription container** and that they be accompanied by a note from the parent.

Emergency Contact Person:

We must have the telephone number(s) of a person or persons to contact in case of an emergency if the parents or guardian cannot be reached. These contacts must be in addition to contact information for the parents! They must also live locally! Any time your personal contact numbers or those of the "Emergency Contact Person" change, please call the office or send a note.

Please see "SAFETY" on page A10.

School Guidelines for Managing Students with Food Allergies / Medical Conditions

Park Maitland School is committed to ensuring, as much as possible, the health and safety of all students. We will strive to consistently follow these steps with regards to daily management of food allergies and medical concerns in indivudual students.

Family's Responsibilities

1. **Per school policy, when students are sent home due to illness or fever, they cannot return to school unless they are free of fever and/or serious symptoms of illness (or non-contagious) for 24 hours without the use of medications. This important policy is for the benefit of all students, faculty, and staff.**
2. Notify the school of the student's allergies and immediately notify the school nurse of any changes in food allergies or medical conditions.
3. Provide, per your doctor, a Food Allergy Action Plan (FAAP) for food allergies and a modification plan for other medical conditions either chronic or short term that states the student's needs.
4. When circumstances arrive in which a parent may request that the School provide a modification for a student's medical needs, a detailed parent or doctor note will need to be sent in to the school clearly stating the student's full name, grade, color group, and details of the injury and how long the modification will be needed.
5. Provide properly labeled medications and replace medications after use or upon expiration. All medications must be labeled with the student's name and in its original package. Medications are to be kept in the clinic and dispensed by the School Nurse and/or clinic assistant. Students may not have any medications in their possession while on campus or on field trips. Cough drops are considered medication.
6. Educate the student in the self-management of his or her food allergy such as safe and unsafe foods, symptoms of allergic reactions, and how and when to tell an adult about an allergy related problem. It also helps to have strategies for avoiding exposure to unsafe foods and how to read food labels (age appropriate).
7. Instruct the student not to share food at school with classmates.
8. Provide emergency contact information including updates/changes as needed.
9. Contact the homeroom teacher a minimum of 48 hours before the date the birthday treat will be brought to school to avoid any issues. Please provide detailed information on what the treat will be at this time.

School Guidelines

1. Teachers and staff will be made aware of any students in their care who have food allergies / medical conditions. Allergy information and modifications plans will be communicated to teachers and staff for each student. Food allergies requiring possible emergency epinephrine in K-4 - grade 6 will be administered as needed.
2. Students' emergency epinephrine are stored in the clinic, and per parent request in the classroom box for grades K-4 - grade 1 and After Care.
3. Teachers will communicate with affected parents prior to any food activities in the classroom and the nurse will communicate regarding school wide food activities and for field trips.
4. Encourage use of non-food incentives for prizes, gifts, and awards.
5. Classroom and lunch tables will be cleaned after being used for eating or class activities that involve food items.
6. Food should not be shared among students.
7. Emergency EpiPens, student medications, and first aid kits will be sent on field trips. The school clinic will stock two EpiPen 0.3 mg and two EpiPen Jr. 0.15 mg which are stored securely on campus.
8. Professional development regarding food allergy awareness, anaphylaxis, and EpiPen administration will be provided for faculty and staff.
9. If an employee, who has received education on the signs and symptoms of anaphylaxis and a demonstration of an EpiPenauto injector, recognizes the signs and symptoms of anaphylaxis the following steps should be taken:
    a. Benadryl and/or the Epi Pen may be administered
    b. 911 is to be called by the person administering or another employee
    c. The School Nurse, Security, and School Administration must be notified
    d. The Nurse or Administration shall contact the student's guardians
    e. A school employee must accompany the student to the hospital
    f. The used EpiPen must be sent to the hospital with the employee

Student's Responsibilities (age appropriate)

1. The student should not trade or share food with others.
2. The student should not eat anything with unknown ingredients and does not appear familiar.
3. The student should be proactive in the management of their food allergies and be aware of their reactions to an allergen.
4. The student should notify an adult immediately if something is eaten that is believed may contain the food to which they are allergic.