



PARK MAITLAND SCHOOL

Excellence Begins in Wonder

Guidebook



Section A: About Park Maitland School

THE SCHOOL'S MISSION:

Park Maitland's family environment and rich traditions develop leaders through wonder-filled learning, enriching experiences, and individualized academic rigor.

THE SCHOOL'S PHILOSOPHY:

Park Maitland School provides a challenging course of study, balanced with support for personal growth. We believe in building a strong sense of self-worth and social responsibility so that each individual may reach his/her highest potential. We believe that school is a place that should inspire responsibility for one's own education by promoting self-discipline, intellectual curiosity, and a life-long love of learning.

CORE VALUES:

Certain significant components of the school's existence emanate from our core values...

ACADEMIC EXCELLENCE and INNOVATION -- We believe that challenging educational opportunities and experiences contribute to academic excellence. We foster the 21st Century Learning Skills of creativity, communication, critical thinking, and collaboration to prepare our students to adapt, respond, and contribute to a rapidly changing world.

SAFE, CARING ENVIRONMENT -- We are a nurturing and compassionate community where every individual feels valued, respected, and supported. We strive to create an environment that fosters emotional and physical safety.

ENRICHED EXPERIENCES -- We believe in a complete educational experience with emphasis on a broad

spectrum of coursework and enrichment activities including involvement in arts and athletics, and we strive to promote appreciation for, and to stimulate the creative spirit.

TRADITION -- We believe that a program rich in tradition builds lasting memories, a sense of community, and unity through common experiences.

CITIZENSHIP and DIVERSITY -- We foster a culture of leadership by affirming our students' differing backgrounds, beliefs, lifestyles, and perspectives. We empower each child in understanding and developing pride in oneself, our school, and the community. We cultivate an inclusive mindset in which everyone feels welcomed, empowered, and celebrated as a whole person.

SERVICE -- We embrace service to others, recognizing that it creates awareness, sensitivity, and globally responsible citizens who possess a commitment to developing empathy, equity, and cultural responsibility.

ADMISSION POLICY:

Park Maitland School admits students of any race, color, national or ethnic origin, gender, or religious affiliation to all the rights, abilities, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national or ethnic origin, gender, or religious affiliation in administration of its educational and admission policies, or athletic and other school-administered programs.

ACCREDITATIONS AND MEMBERSHIPS:

Park Maitland School is fully accredited by the Florida Council of Independent Schools. The Florida Council of Independent Schools provides a variety of services to independent schools in Florida and their constituents. Additionally, Park Maitland School is accredited by AdvanceEd/Cognia, a global network of schools affiliated with SACS (Southern Association of Colleges and Schools.)

LEADERSHIP:

Bianca Moore, Head of School

Christina Langdon, Principal, Lower School (Grades K4 - 3)

Lauren Fondo, Assistant Principal, Lower School (Grades K4 - 3)

Valerie Kennedy, Principal, Upper School (Grades 4 - 8)

Christina Triano, Assistant Principal, Upper School (Grades 4 - 8)

NEWS:

All news and other important school information are sent to parents via email. This is our primary communication method, so it is extremely important that you check your inbox often. Please check settings so that communications do not go to spam. 'NEWS' emails are sent weekly and contain a calendar of events for the next week. Please be sure that the school has your working email address and that your internet provider will allow messages from the school. It will be VERY helpful if you will add "newsletter@parkmaitland.org" to your address book so that school messages will not be considered junk mail. If you go more than one week (not during holidays) without an email from the school, please check to make sure we have your correct address or that nothing is wrong with your email server/Internet provider. Use "newsletter@parkmaitland.org" to send news items to Ms. Angela Scarlato.

WEBSITE:

Visit parkmaitland.com.

1. On the home page, choose the page you wish to access from one of the menu bars running across the top.
2. You can find all important access under the "For Parents" tab at the top of the page. All resources can be accessed quickly and easily.

SOCIAL MEDIA: Please join us!

To see school news on the internet, check us out on the following:

Facebook --

Join Facebook if you haven't already, and be sure to click "like" at the top of our Park Maitland School page in order to receive postings -- <http://www.facebook.com/ParkMaitlandSchool>

Instagram --

See and subscribe to our school Instagram page at 'parkmaitlandschool' to see photos of all the latest happenings.

RECORDS & COMMUNICATION WITH OTHER SCHOOLS:

Any records going to other schools (report cards, applications, letters of recommendation, etc.) must be channeled through the Business Manager's/Registrar's office. Individual teachers are not to be directly or initially contacted with records requests.

Ms. Ileen Rundgren (ext. #6566) is in charge of student records and will be happy to be of assistance. Her email address is irundgren@parkmaitland.com. Any time you have a need to request records or recommendations, please contact Ms. Rundgren.

RE-REGISTRATION POLICY:

You will be notified in January of the re-registration procedures for the 2024-2025 school year and the re-registration deadline. All documents can be accessed online, and payment of the Registration Fee(s) is requested in conjunction with the completion and submission of the documents. All financial accounts must be current in order to re-register your child(ren).

FINANCE OFFICE:

Ms. Joy Sonntag -- ext. #6568 -- jsonntag@parkmaitland.com

If, at any time, you have questions or concerns about financial matters or tuition-related questions, please do not hesitate to contact Ms. Sonntag.

COMMUNICATION:

Please check your email daily! Communication is key in our teamwork with you. We invite your phone calls, visits, notes, or email messages at any time. Please do not let any time go by if you have a question or a need. The easiest, quickest solution to address classroom concerns is to contact the teacher with whom you need to speak directly. Everyone on our faculty and staff knows that our school policy is to respond to phone calls or emails no later than the end of the next school day.

In case of an emergency situation that would necessitate contacting parents quickly, we will send an alert to each family via email, voicemail, and text. Please do not call the school to see why you received a voicemail. Listen to the voicemail first.

MESSAGES:

If you need to send a message to your child during the school day, we will be happy to help you. However, if you wait until the end of the school day to call, the hectic pace of dismissal could interrupt our attempts at efficiency. We deliver all messages and "take home" items or notes at least one-half hour prior to the dismissal times. Therefore, PLEASE CALL BEFORE 1:00 P.M. unless you have a true emergency.

ATTENTION ALL PARENTS: Remember it is important that the instructional flow of the day not be interrupted. Please refrain from communicating with your child on his/her iPad or cell phone during the school day. On that note, we ask that you respect our "Acceptable Use Policy" of not allowing our students to text during the school day. Any smartwatches or cellphones coming to school with students must remain in their backpacks during the school day and unused by students.

NOTES:

PLEASE -- on every piece of written communication AND during phone voice mails or email messages -- state your child's name, grade, and class! This helps us with speed AND efficiency!

24-HOUR RULE: We strongly recommend that parents and guardians wait 24 hours before contacting administrators with an issue

We value everyone's family time. In order for our staff and faculty to be at their peak performance during the school week, we feel it's important for them to "sharpen the saw" over the weekend and in the evenings. With this in mind, please refrain from weekend and evening correspondence after 5:00 p.m.

PHONE CALLS:

Your incoming calls to the school -- 407-647-3038 -- will be answered by our receptionist. In the event you need to speak with a given teacher, you are requested to call the school and use the system to access his/her voice mailbox. Your call will be returned at the teacher's earliest convenience.

Students are not allowed to make phone calls home during the school day to request forgotten schoolwork, personal items, etc., or to make social plans. They may request permission to call home to arrange for transportation if afterschool clubs or activities have been changed or canceled. In the morning, they may also call about a forgotten lunch. Students need to learn to be responsible and plan ahead. Also, please read or listen to every email, voicemail message, note, etc. that is sent from the school. We try very hard to communicate well, but we need your help on the "reading" end, as well!

EMAIL:

To email any staff member at the school -- simply put their first initial and last name @parkmaitland.com. For example: bmoore@parkmaitland.com; clangdon@parkmaitland.org; vkennedy@parkmaitland.org

There is a list of teacher and staff email addresses on our website as well as first initial, last names on student schedules.

GUEST/VISITOR SIGN-IN:

All visitors to the school must check in at the front office and wear a "VISITOR" sticker-- even if we have known you for years! This serves as a visual clue to the teachers and staff members that a guest has been checked in by the front office. Please understand that if you are not wearing sticker, you will be directed to go to the front office. Large events where numerous parents or visitors will be on campus may be handled in a different manner. Any items (books, lunches, etc.) that need to be delivered to your child must go through the front office. Such items must be delivered to the students by staff members and never just taken to classrooms or lunch areas by parents or visitors.

LABELING CLOTHING:

All garments and wraps, including sweatshirts, must be labeled with the student's name. Items with names can be returned to their rightful owners.

Special note for parents of children who have swim class: Underwear MUST be labeled with names! It all looks alike and many times children cannot recognize their own. With our swim program, underwear can, indeed, get lost. Because of the "uniform" dress program, labeling garments is an absolute necessity! Please use indelible ink or sew in or iron-on labels.

SAFETY & SECURITY:

At Park Maitland School, the safety of our students is our top priority. We believe that, if we are all watchful and caring, our students will be secure in the knowledge that they are loved and safe from harm. Learning is optimized when children feel safe and secure in their environment. We know that all of the school's parents feel strongly about safety, as well. Please help us by always following our rules (checking in at the front office, following all of the dropoff and dismissal rules, etc.). They were created with safety in mind.

We have many procedures in place for dealing with emergencies, including a comprehensive "Emergency Procedures Plan" that was created with the help of the City of Maitland fire and police departments. All faculty and staff know exactly what to do in case of fire, weather emergencies, first aid needs, and so on. There is a very elaborate fire alarm system in every classroom, restroom, office, etc. We rehearse fire drills every month, and we also rehearse weather and other emergency drills.

A full-time security guard is on campus each day, and they monitor the building and grounds via a school-wide system of surveillance cameras as well as by walking about. Our intercom system helps with safety by allowing immediate contact with every classroom/teacher. The latest in fire/burglar security is also an integral part of the facilities. The swimming teachers are certified water safety instructors, and they teach lifesaving skills to the students.

The pool area meets all safety and health codes, and we have lifesaving equipment at hand if ever needed. The pool, however, is only 3 1/2 feet deep (a real teaching pool), and the teachers are always with their students. In the kindergarten classes and lower elementary grades, the dressing room assistants serve as "spotters", remaining on the deck throughout the swim classes to help watch over the swimmers. All of our faculty and staff members are certified in CPR, and we offer CPR training for our personnel every year.

EMERGENCY WEATHER PROCEDURE:

Follow Orange County Public Schools' Plans for the First Day Only!

In case of emergency weather conditions, we will follow the procedure outlined below. In the event of a school closing or remote learning day due to inclement weather, the school will appropriately contact parents. In most circumstances, the school follows OCPS closing on the first day but will communicate accordingly.

After day #1, we will judge for ourselves the necessity of closing our own school. We will send out a school wide alert to each family via email, voice mail, and text letting you know our plans going forward.

If your home does not have power, chances are we don't either. If you have difficulty finding out exactly what to do about school, we would caution you to not worry and to keep your child safely at home. Weather-related absences due to hardship will certainly be excused.

In case of a sudden weather situation, during pick up or drop off, we will make every effort to notify you via the emergency alert system (if time allows) regarding any change in procedure.



Section B: The School Day

Bell Schedule/Daily Schedule:

ELEMENTARY SCHOOL (K4 - 5TH)

ARRIVAL K5-5TH 7:10am - 7:50am

ARRIVAL K4 8:10am - 8:30am

DISMISSAL K4/K5 1:55pm - 2:15pm

DISMISSAL 1ST-4TH 2:45pm - 3:20pm

DISMISSAL 5TH 3:20pm - 3:50pm

MIDDLE SCHOOL (6TH - 8TH)

ARRIVAL 8:05am - 8:25am

DISMISSAL 3:35pm - 3:50pm

Half-Day Policy for Middle School: Unless otherwise specified, classes will follow a regular schedule for the time in school.

THE MIDDLE SCHOOL WILL BE FOLLOWING A BLOCK SCHEDULE IN THE 24-25 SCHOOL YEAR.



MIDDLE SCHOOL SCHEDULE

A Day: Monday	B Day: Tuesday	A Day: Wednesday	C Day: Thursday	A Day: Friday
Homeroom 8:25-8:45	Homeroom 8:25-8:45	Homeroom 8:25-8:45	Homeroom 8:25-8:45	Homeroom 8:25-8:45
Study Period 8:46-9:06	Class 1 8:50-10:10	Study Period 8:46-9:06	Class 5 8:50-10:10	Study Period 8:46-9:06
Class 1 9:09-9:57		Class 1 9:09-9:57		Class 1 9:09-9:57
Class 2 10:00-10:48	Class 2 10:15-11:35	Class 2 10:00-10:48	Class 6 10:15-11:35	Class 2 10:00-10:48
Class 3 10:51-11:38		Class 3 10:51-11:38		Class 3 10:51-11:38
Lunch 11:38-12:08	Lunch 11:35-12:08 (6th Team Meeting)	Lunch 11:38-12:08	Lunch 11:35-12:08	Lunch 11:38-12:08 (7th Team Meeting)
Class 4 12:11-12:59	Class 3 12:11-1:31	Class 4 12:11-12:59	Study Period 12:11-1:12	Class 4 12:11-12:59
Class 5 1:02-1:50	Class 4 1:36-2:56	Class 5 1:02-1:50	Lab 1:17-2:07	Class 5 1:02-1:50
Class 6 1:53-2:41		Class 6 1:53-2:41		Class 6 1:53-2:41
Class 7 2:44-3:32	Study Period 3:01-3:32	Class 7 2:44-3:32	Class 7 2:12-3:32	Class 7 2:44-3:32
Dismissal 3:35	Dismissal 3:35	Dismissal 3:35	Dismissal 3:35	Dismissal 3:35

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. All bike riders only enter campus using the back pedestrian gate off of Tangerine.

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!

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

Grades K5-5: Arrive between 7:10-7:50 a.m.

1. Back gate (on Magnolia) opens at 7:05 a.m. Do not arrive before 7:05, please.
2. Drivers enter the back driveway and carefully drive around to the drop-off area.
3. Follow directions of staff to move forward.
4. Teachers and staff will help students exit cars quickly and safely.

Grades 6-8: Arrive between 8:05-8:25 a.m.

1. Back gate (on Magnolia) opens at 7:05 a.m. Grades 5 -8 students arriving at the earlier drop-off time with younger students are to go inside the gymnasium for Early Morning Fun Zone.
2. Drivers enter the back driveway and carefully drive around to the drop-off area at the AAC. Follow staff directions to move forward.
3. Teachers and staff will help students exit cars quickly and safely.

K4 arrival: Arrive between 8:10-8:30 a.m.

1. Do not arrive before 8:10, please. If a K4 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.
2. Drivers enter the 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:

Please do not drop any students off at school before 7:05 a.m. We do not have adult supervision available for children before that time. Prior to 7:20 a.m., children must gather at the picnic tables outside the main office for proper supervision. After 7:20 a.m., students in Grades 5-8 who arrive with a younger sibling or carpool must go directly to the gym for supervision until their first period. BeforeCare students (K-4) will be escorted to their assigned areas.

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. 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. 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.

Please do not allow children to place their heads out of the sunroof or limbs and head out of the windows of the car while waiting in the carpool line.

Parents and guests are required to enter campus through a single point of entry, which is the school walk-in gate off 17-92 at the main entrance (by Dominos). Other gates and staff entry points are not to be used for parent, guest, and student access.

Any child who walks to school (living within the .5 mile walking radius) must enter through the main gate off of 17-92 or the bicycle gate on Tangerine. This is done to protect the safety of parents and students. 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.

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 the entrance driveway at the front of the school.

CELL PHONES: We cannot overemphasize this important rule!

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 on our campus. Plus, your child deserves your full attention. Please respect this extremely important rule.

Violation of this policy will result in suspended 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.

MORNING FUN ZONE:

For students in Grades 5-8 who will arrive prior to 7:55 a.m. with their younger sibling (or carpool buddy) in K5-Grade 4, we offer a supervised program in the gym. 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 the Morning Fun Zone 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."

BEFORE CARE PROGRAM (For K4 Students):

The Before Care program is available for K4 students who need to arrive (either with an older sibling or because of family schedules) before 8:10. This is a supervised program where the children are able to enjoy many special activities, as well as start their day in a wonderful, nurturing way. Before Care primarily takes place in the Early Education Center.

A rates schedule and sign-up form will be available when you attend your child's K4 "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 8:10, 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 finance office (Ms. Joy Sonntag, ext. #6568).

TARDIES:

Students should arrive at school on time. Late arrivals disrupt the learning environment. A late arrival is considered late after the start of the first period. Start times differ depending on grade level. Students who arrive late must report to the school office with their parents and provide documentation for their tardiness. Approved tardy reasons align with approved absence reasons.

Excessive tardiness (defined as 5+ in 30 days) may result in consequences determined by the school administration.

- 4 tardies within 30 days = 1 unexcused absence

DISMISSAL:

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 who will be picking up your child and that person should be prepared to show ID if asked.

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 thoroughfare.

1. Drivers enter the 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.
2. Please use the car-shaped name sign every day when you arrive at school to pick up your child/children. If you need extra signs, they will be available during your child's "Meet & Greet" event.
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 refer to it as "Lazy Lane"). Your rider(s) will be brought to you there.

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.

STAGGERED DISMISSAL SCHEDULE:

Kindergarten (K5) and Pre-kindergarten (K4) dismissal: 1:55 p.m.

Elementary dismissal -- Grades 1-4: 2:45 p.m.

Elementary dismissal--Grade 5: 3:20 p.m.

Middle School dismissal -- Grades 6-8: 3:20 p.m.

After-school clubs/activities and AfterCare dismissal: 3:20-5:45 p.m.

GATE REMAINS OPEN AFTER FINAL DISMISSAL -- CLOSES AT 5:00!

1. The 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!

Early Student Release/Pickup:

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 1:00 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.

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 pulling your child early from school. We highly discourage children from missing the last period of their day.

Students will not be released through or at the front office during students' dismissal/carpool time.

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. Amy Jones, ext. #6528 is the Director of Ancillary Programs. 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 in cooperating with the after-school campus rules.

"Call the AfterCare coordinator for information at ext. #6509 or email aftercare@parkmaitland.com "Club Eagle" is led by Ms. Amy Jones, Director of Ancillary Programs, and Ms. Brandy Johnson. A rates schedule and sign-up procedure will be available on our website on the "Parent Resource" page and at Meet & Greet.

CLUB EAGLE" AFTERCARE:

Participants 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 with the "Club Eagle" AfterCare program, please call Ms. Amy Jones at 407-647-3038, ext. #6528, or email Aftercare@parkmaitland.org

"EAGLE ATHLETICS" INTERSCHOLASTIC SPORTS: [Go Eagles!](#)

For more information contact Ms. Sam Miller via email at athletics@parkmaitland.com Students in grades K4-8 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 in 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 participates in are composed of many local public and independent schools.

Our program offers 5 different sports. These include:

- Volleyball (grades 4-8)
- Soccer (grades K4-8)
- Track and Field (grades K4 - 5)
- Flag Football (grades K4-8)
- Basketball (grades K4-8)

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.

STUDENT LIFE (Middle School) :

- Clubs and Sports: Explore the various clubs and sports teams available. Participation in extracurricular activities promotes personal growth and community involvement.
- Student Government (SGA): Park Maitland's Student Government offers a representative structure in which students can be involved in school issues, working in partnership with administrators, teachers, and parent volunteers for the benefit of the school and all its students. Opportunities within the SGA umbrella exist for 6th through 8th-grade students and include age appropriate social and political responsibilities associated with citizenship within the school community as well as their organizational skills in planning for grade level events.
- National Junior Honor Society (NJHS): Park Maitland's Chapter of NJHS inducts new members each January. NJHS members show commitment to the values of scholarship, service, leadership, character, and citizenship and develop the knowledge and skills to become well-rounded student leaders in their school, community, and beyond.
- Labs: Students will have the option to select from several lab options each semester to further their content knowledge. The following labs will be available: Math, Science, and Writing. NJHS and SGA will be Leadership Labs that meet bi-monthly during lab hours.
- Field Trips: Field trips are organized throughout the year based on curriculum and teaching and learning factors. Please see the list below.

All Middle School	Ireland: (Details TBD)
6th Grade	Beach Bonding: August 23rd Washington, D.C.: February 3-7th
7th Grade	Boston: November 11-14th
8th Grade	Costa Rica National Parks

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

Anytime 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. Please do not block any assigned spot. Parking by school guests is NOT allowed in the Domino's Pizza parking lot in the lots across Orange Place, or in the condominium lots.

Reporting Absences:

Parents or guardians must notify the school regarding their child's absence by a specified time, preferably before the start of the school day. Absences must be reported by emailing the school's attendance email (attendance@parkmaitland.org).

The expectation is that the appropriate documentation is provided by email to the school's attendance email (attendance@parkmaitland.org).

Report your child's absence to the school by calling 407-647-3038 if you are unable to email the school.

As stated previously, it is the shared responsibility of the school and the home to assist students in developing desirable habits of punctuality and attendance. When a student is not present for all his/her classes it affects his/her academic progress and leads to a feeling of incompetence. Except in the case of hospitalization or severe illness, students with excessive absences may be retained due to the amount of seat/instructional time missed. This determination is made by the school. If a student misses more than 50% of any school day it will be marked as absent and may not attend any after school function that day. Additionally accumulation of more than 5 tardies equates to one full day absence.

In the rare event of a planned absence, parents must submit to the principal (at least a week in advance) a written request explaining the absence and seeking approval. A planned absence will be classified as excused only if it is approved by the administration. If a child is absent for a reason other than illness, the teacher will not provide assignments before the child leaves.

Two alternative ways of dealing with this situation are available:

1. The student may take all major books (or photocopies of approximate pages) with him/her on the last day of attendance prior to a trip and check Family Portal each evening to see what was covered and assigned in class.

2. The student can receive a list of work that must be covered upon returning to class after the trip. In either case, the student will have the number of days equal to the number of absences, up to ten days, to complete this work and return it to teachers. For example, if a student is absent for four days, four days after returning to school will be given to complete assignments.

If a student is absent the day before a previously announced test, they are still required to schedule the test with the teacher upon their return. This policy applies to absences due to illness as well.

Makeup Work Expectations:

Students will receive one day for each day missed to complete makeup work at the discretion of the teacher, up to a maximum of ten school days. The makeup work should be comparable in scope and rigor to the original assignment or assessment. Students are expected to complete makeup work with the same effort and integrity as regular assignments. It is the student's responsibility to ensure that work is completed and turned in on time. After the first quarter, students failing to turn in work within the time allotted for makeup work will receive a 0 on the assignment.

Teachers will provide necessary support and guidance to help students catch up on missed work. Students are expected to seek clarification or teacher assistance regarding makeup assignments or assessments.

Truancy:

Truancy refers to repeated unexcused absences or excessive tardiness.

The FLDOE considers truant students as students with 5+ absences. Therefore, the school makes this determination: the school may report identified truant students to the DOE and DCF (Department of Children and Families) as determined by the administration. Students with an excessive amount of absences may be retained due to the amount of seat/instructional time missed. This determination is made by the school. Interventions may include parent conferences, counseling, or referrals to appropriate support services.

Excused Absences:

- Excused absences include, but are not limited to, the following:
- Documented medical illness or injury that prevents the student from attending school. Documentation is required from a licensed physician.
- Documented medical or dental appointments.
- Documented family emergencies or bereavement. A reasonable amount of days missed is taken into consideration.
- School-approved activities or field trips.
- Documented religious exemption.
- Parents or guardians must provide appropriate documentation and verification to have an absence excused.

Unexcused Absences:

- Unexcused absences refer to absences without a valid reason, proper notification, or documentation (medical note for 3+ sick days, proof of family emergency or bereavement (maximum seven school days))
- Examples of unexcused absences include truancy, extended family vacations, or any other undocumented absences without school administrative permission.
- Consequences for unexcused absences may include disciplinary action, parent meetings, grade impact, and dismissal from school/program.

TOYS/OTHER "INAPPROPRIATE" ITEMS:

- Cell phones, smartwatches, and any electronic devices that are non instructional must remain in students' bags at all times during school hours including arrival and dismissal.
- 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.
- Items that are distracting, dangerous, or inappropriate are never allowed at school. 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:

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.

Park Maitland has wonderful students who quickly meet and usually exceed our behavioral expectations. Once in a while, 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.



Section C: Academics and Enrichment

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 educational information affects only students in Grades 3-8:

A. A child must maintain passing (A/B/C) grades for each academic subject during each quarter. A. The subject's average will be used in subjects such as language arts or math, where more than one grade is given.

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 K5-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 K4 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 Accommodations:

Students with documented accommodations are expected to meet our academic requirements but are provided reasonable accommodations to enable the student to achieve such standards. Reasonable accommodations 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 accommodations provided will be determined on a case-by-case basis considering the nature of the disability. Parents of students with disabilities should contact Dr. Christina Langdaon (K4-Grade 3) or Ms. Valerie Kennedy (Grades 4-8) to schedule a meeting for the preparation of a Modifications Plan.

Academic Integrity

Park Maitland School values academic integrity. As such, we expect complete honesty and proper conduct for all assignments. *Academic misconduct includes, but is not limited to:*

Plagiarism:

At its most basic level, plagiarism is using someone else's work without crediting the source. Examples include:

- copying someone else's work word for word—be it a book, article, website, or another student's assignment
- paraphrasing (rewording) someone else's work without giving credit or citing the source
- piecing together words, sentences and paragraphs from another's work and presenting them as a whole that came from you (patchwriting)
- producing assignments with help from another person (parent, tutor, or another student) when it is clear the assessment is expected to be completed independently

Artificial Intelligence apps and programs:

We are the first to admit that artificial intelligence sites like Chat GPT can be extremely useful and are already revolutionizing every industry including education! However, for the purposes of developing critical thinking and creativity, they can be extremely problematic. For this reason, therefore, artificial intelligence sites and programs must never be used for an assignment unless given explicit permission and guidance from the assigning instructor.

Collusion:

Collusion can be defined as "a form of cheating which occurs when people work together in a deceitful way to develop a submission for an assessment which has been restricted to individual effort." (LaTrobe University Academic Integrity). Examples include:

- working with someone else on an assignment that you are supposed to complete individually
- copying another student's work, or letting another student copy your work
- letting someone write part of an assignment for you
- sharing test questions with other students
- collaborating on an assignment without the authorization of the teacher

Other types of academic misconduct:

These are any other behaviors that give you an unfair advantage.

Examples include:

- downloading information or graphics from the internet without citing the source
- reusing someone else's essay or paper for another class
- taking pictures of your work or someone else's to send to others
- presenting someone else's ideas as your own
- giving credit for a thought or idea to someone, but misrepresenting what they said
- using study guides like spark notes and internet summaries of texts in lieu of completing the actual reading or thinking for yourself

STUDENT CODE OF CONDUCT :

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

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 the specified activity
 - S- Success will happen when all expectations have been clearly taught and demonstrated by all
- B. Being on time for school and for 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.
- 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.
- E. Respect 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 with the Acceptable 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.

Park Maitland Bullying Behavior Policy:

Park Maitland takes bullying behavior very seriously. The School promotes an inclusive, positive, and caring environment for its students. Conduct or behavior that constitutes bullying, either on or off campus, is not tolerated. Acts of aggression, intimidation, violence, or the threat of violence are violations of the School's code of conduct and warrant review and possible disciplinary action. Our goal is to ensure the safety of all students. Mediation between students is used in specific situations as needed when determined by school administration.

MIDDLE SCHOOL CODE OF CONDUCT:

Technology Use:

We are committed to supporting students with learning appropriate technology use and strive to balance the use of technology with our mission of character development and personal growth. Instead of turning to technology, we will support students in their social development to build strong foundations of healthy habits that will last a lifetime.

Cell Phone Policy: Students may have cell phones at school, but they should be silenced and must stay in students' bags and/or lockers during the school day.

Laptop Policy: Students may use their laptops when directed by a classroom teacher.

- Students may not use laptops before school, during the lunch hour, or during carline pickup.
- If a student has pre-arranged a time with a teacher, they may access their laptop during that time. (i.e. Before school homework help or tutoring, an assessment makeup, or other teacher-designated tasks).
- Students may use laptops for academic purposes only. No games or external activities may be accessed on a school device unless assigned directly by a teacher.

1st Infraction: Teacher warning

2nd Infraction: Parent Contact

3rd Infraction: Admin Consequence

Food/Drink Policy:

- Vending machines will be available for middle school students to purchase snacks during class transitions, lunch, and after school.
- Only water will be allowed in classrooms.
- Middle School students are permitted to choose from selected locations around campus for lunch: The gym, alley beside the gym and kitchen counter, and the middle school balcony tables will be available for lunch. Students are expected to be mindful of nearby classes in session and younger students at lunch.

Study Period Expectations: Students report to homeroom for study hall. You may request permission to visit other teachers as needed to support academics. Students may NOT be outside or travel to another classroom without permission from your teacher. During study period, students are expected to be working on homework, studying, or reading. Students should check their email and update their planners during this time. No other online activities are allowed.

To request permission to visit another teacher, obtain a pass from the homeroom teacher. Students must then return to their assigned study period.

CAMPUS EXPECTATIONS:

Indoor spaces such as hallways and stairwells are designated "quiet" spaces at all times.

- Students may talk quietly, but not in loud or boisterous voices. Students are also not permitted to run in hallways, stairwells, or across campus. While using a stairwell, please walk on the right hand side.
- Students are not permitted to use the elevators unless they have been given express permission from a teacher or have a doctor's note that has been turned in to the school nurse.

While transitioning between classes outside, walk and use appropriate voice levels.

CLASSROOM EXPECTATIONS:

In order to maintain the learning environment, students are expected to follow teacher expectations and be respectful at all times. If a student engages in disorderly conduct, they will:

1. Receive a redirection from the teacher. If the student continues the disruptive behavior, they may be removed from the classroom.
2. Teacher will make parent contact if disorderly conduct continues in the classroom.
3. A parent/teacher conference will be required if the student continues to be disruptive in the classroom.
4. Admin consequence

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.

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, 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 redirection 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 Dr. Courson or Ms. Lukens 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 the 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.
- After School detention.
- 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 disrespect 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 a "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:

- We ask that parents communicate with faculty and staff with professionalism and integrity. 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.
- 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.
- We ask that the behavior of parents on campus is respectful and professional and in keeping with the spirit of our school's Mission Statement.
- 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.
- 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

Meal Delivery Policy:

We prioritize the health, safety, and well-being of our students. In order to maintain a secure and controlled environment, we have established a policy that prohibits Uber, Door Dash, or other meal delivery services to students while on campus. This policy is designed to ensure a safe and productive learning environment. This policy applies to all students enrolled in the school and extends to any meal deliveries received during regular school hours, including breakfast, lunch, and snacks.

- External food deliveries, including online food ordering services, are strictly prohibited during the school day. Students are expected to consume meals provided by the school's catering service or bring their own packed lunches from home.
- In exceptional circumstances, such as medical dietary restrictions or special dietary needs, parents/guardians may request permission for meal deliveries. These requests will be considered on a case-by-case basis by the school administration. Medical documentation or relevant supporting

information may be required for such exceptional cases.

- The school administration, teachers, and staff members are responsible for enforcing this policy. All school staff, including teachers, and administrators, will be informed about this policy to ensure consistent implementation and enforcement.
- Parents/guardians will be informed about the policy through official communication channels and are expected to support its implementation.
- Violations of this policy may result in disciplinary actions in accordance with the school's disciplinary procedures. This policy will be periodically reviewed by the school administration to ensure its effectiveness and alignment with the school's objectives.

By adhering to this policy, we aim to maintain a safe and conducive learning environment that supports the overall well-being of our students.

BRINGING LUNCH FROM HOME:

Students in Grades K4-8 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 and 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 closed lunch tote. Hard surfaced lunch boxes will not be allowed. Identification tags for lunch totes will be issued with "Meet & Greet" materials. 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, he/she will receive an extra lunch from school.

CATERED LUNCH:

A healthy catered lunch is available for students and staff members to pre-order. Water or milk can also be ordered. Ordering information can be found in the weekly newsletter. Ordering is done online and is very easy.

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" -- 10:40 - 11:20 a.m. -- or at the end of the period -- Lunch "B" -- 11:30 -12:10 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). 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:

Birthday celebrations will take place in your child's homeroom classroom between 7:50-8:10 am.

To ensure the well-being and safety of all students, we kindly request that you contact your child's assigned homeroom teacher to schedule the celebration and inform them about the food item you plan to serve to the class.

Sharing this information is crucial as it enables the teacher to guide and monitor students with allergies and other conditions effectively. We sincerely appreciate your cooperation in providing us with all the necessary details that will help us maintain a healthy and safe environment for everyone.

In consideration of the well-being of all students, we kindly ask that treats be limited to mini servings and low sugar foods. You may choose from options such as fruit kabobs, mini donut holes, Bundtinis, mini muffins, and Publix cookies/mini cupcakes. However, please refrain from sending treats such as Crumble Cookies, full-sized donuts, and full-sized ice cream treats.

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 included. 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 strongly encourage inclusivity to further promote the 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. Davina Spillmann 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.

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 #6570; her email address at school is tchouljian@parkmaitland.com.

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.

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.

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 regard to the daily management of food allergies and medical concerns in individual students.

Family's Responsibilities:

- 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.
- Notify the school of the student's allergies and immediately notify the school nurse of any changes in food allergies or medical conditions.
- 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.
- 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 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. 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. 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). Instruct the student not to share food at school with classmates.
- Provide emergency contact information including updates/changes as needed.
- 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.

Student's Responsibilities (age appropriate):

- The student should not trade or share food with others.
- The student should not eat anything with unknown ingredients and does not appear familiar. The student should not trade or share food with others.
- The student should not eat anything with unknown ingredients and does not appear familiar.

School Guidelines:

Teachers and staff will be made aware of any students in their care who have food allergies/ medical conditions. Allergy information and modification plans will be communicated to teachers and staff for each student. Food allergies requiring possible emergency epinephrine in K4-grade 8 will be administered as needed.

Student's emergency epinephrine is stored in the clinic and per parent request in the classroom box for K4 - grade 1 and Club Eagle.

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 field trips.

Encourage the use of non-food incentives for prizes, gifts, and awards.

Classroom and lunch tables will be cleaned after being used for eating or class activities that involve food items.

Food should not be shared among students.

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. Professional development regarding food allergy awareness, anaphylaxis, and EpiPen administration will be provided for faculty and staff. If an employee, who has received education on the signs and symptoms of anaphylaxis and a demonstration of an EpiPen auto-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

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 containers 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 are accompanied by a note from the parent.

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.

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.

HONOR CODE:

As a student of Park Maitland School, I pledge to uphold the Honor Code which represents those characteristics and qualities my school holds dear, which are:

- To be responsible for my own actions.
- To do my best, both individually and as a part of group activities.
- To show kindness, consideration, and tolerance toward others.
- To settle problems in peaceful ways.
- To show my best effort as a partner with my teachers in the learning process.
- To remain honest academically and socially, avoid cheating and gossip.
- To use good judgment in my spoken words and writings, including my communication on the internet.
- To remember and be faithful to the rules and regulations of my school, as they are fair and are designed to keep me safe and on the correct path.
- To show strong pride and a caring attitude toward Park Maitland School, its campus, and all materials therein. To show pride and allegiance to the symbols which represent the United States of America... my homeland."

CLASS ASSIGNMENTS:

Each grade level is divided into class sections identified by colors beginning in Pre-K (K4) through Grade 5. Middle School students receive a personal middle-school schedule. Class assignments for the school year are determined by many factors including boy/girl ratio, social, and academic considerations. Please do not overemphasize the importance of where your child is placed, as all sections at Park Maitland School are well-rounded, work within desirable ranges, and presented the same program. Too, there are ample opportunities for children to make friends across the grade level.

We respectfully ask that parents refrain from seeking special grouping considerations unless there is a very serious problem, of which we may be unaware, that might affect a child's school performance. Any request of this serious nature should be addressed with the administration prior to the end of any school year for consideration for the next school year. Our teachers and administrators use their best professional judgment in creating the class groupings for the upcoming year, balancing many factors to best meet the needs of all of our students. The school reserves the right to determine the proper placement for each child. Parents will find out their child's class assignment at the grade level "Meet and Greet" event.

Careful consideration is given to the placement of each child at the beginning of the school term. The teachers at each grade level are asked to make grouping suggestions for the students they have taught as those students move on to the next grade level. They know their students very well, not only as individuals but as learners. Each child's "style of learning" is of paramount importance. The teachers take this task very seriously and try to suggest the very best possible combinations.

Changes in class assignments will rarely be made during the first interim grading period (4 1/2 weeks). Moves within grade levels will be made after that time period only when appropriate to better meet the needs of any individual student.

CLASS LISTS:

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' email or home addresses and phone information for solicitation purposes.

BACKPACKS/BOOK BAGS:

Children in K4-Grade 2 are issued a school back bag by the school for carrying belongings and papers to and from school. They are given a back bag at "Meet and Greet". The back bag will include a name tag with the child's name for easy identification. Each child is encouraged to decorate their school bag once they receive them. We ask that no hanging items be attached to the school bag. Should the bag need to be replaced, contact the school, and you will receive a new one for a small fee.

Grade 3-8 students should bring a backpack to school to carry their supplies to and from school. The students may use a backpack in any color or design they choose.

ASSIGNMENT PLANNERS:

These are provided for Grades 3-5.

Grade 6-8 students will have the option to use their iPads to note assignments.

Assignment planners that clip in students' three-ring binders are provided for Grades 3-5. Teachers will supervise the recording of assignments, but it is each student's responsibility to complete the work and turn it in on the due date. Failure to do so will be reflected in the student's grade. We feel it is most important that students learn responsibility, and assignment books are a great place to practice! Grade 6-8 students can use their iPads to record assignments and plan their week.

Lost assignment planners can be replaced for a small fee while supplies last by contacting Ileen Rundgren by email at irundgren@parkmaitland.com.

HOMEWORK (Elementary and Middle School):

The main source of communication to find your child's work for the week is the Week at a Glance. It is shared with parents on Sunday. K5-Grade 2 students will have homework as assigned by teachers. Grade 3-5 students are required to have their planners checked and signed daily by parents as well as teachers. Grade 6-8 students have the responsibility of completing planners without teacher supervision. Parents should always also check the Week at a Glance and encourage their child(ren) to do so as well. This is an important step, especially with our older students, in accepting and building responsibility.

Grades 3-5:

At the end of each week, children whose work is delinquent will be dealt with individually.

Grade 6-8:

In an effort to best prepare our sixth and seventh graders for the demands of middle school, we adhere to a strong, "no excuses" homework policy.

Quarter 1: Late work receives 10 points off and must be turned in the next day to receive credit.

Quarter 2: Late work receives a 0%. However, if the student turns it in the next day, he or she may earn up to 50% credit.

Quarters 3 and 4: All late work receives a 0%*

Students should be proactive and communicate with teachers to find out what they missed when absent from school. This includes making arrangements for missed tests.

HOMEWORK POLICY FOR RELIGIOUS OBSERVANCES:

Students will be excused from homework assignments that are given while their family is observing a religious holiday. Parents should notify teachers of their religious observance of these holidays in order to confirm the excused assignment.

MAKE-UP TESTS:

If your child is absent and missed a test, the student or parent should contact that teacher directly to arrange a time for the makeup test to be given.

RETEST POLICY:

If a child has received a low grade on a test, a retest can be given (as outlined below per grade level) for two reasons: #1) The teacher must know that the student has mastered or improved on the material. #2) The child must be confronted with his responsibility to study and do his best on any assignment.

Retests are given either during class, in a "monitor room" and supervised by an adult other than the teacher, or before or after school as coordinated with the teacher. Parents will be properly notified. Retests for a grade change are processed thusly:

Grades 3-5:

Retests may be given ONLY for grades below a C. The teachers at each grade level reserve the right to determine the resulting weighted grade. In Grade 5, no retests are given 2nd semester in order to help transition students to Grade 6.

Grade 6-8:

No retests are given for a grade change unless by the testing teacher and administration in order to help transition students to high school.

GRADES:

GRADING SCALE:

Progress of children in K4-Grade 2 is assessed according to mastery of skills. The grading "code" for reports for students in these grades is:

O = Exceeds current expectations

S = Satisfactory or meets current expectations

N = Needs improvement

Students in Grade 3 (academic subjects) through Grade 8 receive numerical grades. Park Maitland School's numerical/letter grading scale is:

90-100 = A Excellent progress

80-89 = B Above average progress

70-79 = C Average progress

60-69 = D Below grade level achievement

59 or below = F Grade level requirements not met

HEAD'S LIST:

After each quarterly grading period, children whose grades have earned them a place on the Head's List will receive special certificates from Park Maitland School. The criteria for this award is making Straight "A's" for the entire semester.

REPORT CARDS & PROGRESS REPORTS:

Report Cards:

- K4 and K5 parents will receive report cards as follows: Report cards will be given at the fall and spring parent conferences.
- Grade 1-8 students will receive semester report cards with a mid-semester progress report to include comments.

Progress Reports:

- Progress reports will be issued mid-semester to keep you and your parents informed about your academic performance.
- Parent-teacher conferences will also be offered to discuss student progress.

MIDTERMS & FINAL EXAMS (Middle School)

Middle school students will have a midterm and an end-of-year final in all academic classes in the form of an exam, final paper, or project.

STUDENT PROGRESSION:

Expected levels of performance for student progression include school-selected assessments such as student class work, observations; class or school assessments; or other relevant information. Park Maitland School defines satisfactory achievement as the ongoing demonstration and application of National Standards as well as content mastery of Park Maitland curriculum in each course as evidenced by student grades on the student's report card, formative data obtained from progress monitoring, and summative data obtained from a student's performance on standardized assessments.

Assessment of satisfactory achievement may include but is not limited to teacher observation, classroom assignments, classroom participation, assessments, examinations, work sample reviews, and completion of English language arts, mathematics, social studies, and science grade level National Standards.

GRADE PROMOTION:

The primary responsibility for determining each student's performance and ability to function academically, socially, and emotionally in the next grade is that of the classroom teacher in conjunction with the principal. Retention decisions are based on more than a single test score. Additional evaluations, portfolio reviews, and achievement data assist school personnel in determining grade promotion. School personnel will use all available resources to achieve parental understanding and cooperation regarding a student's grade placement. The principal makes the final decision for grade placement.

CONFERENCES:

If a question or concern regarding your child's progress arises at any time during the year, it is strongly suggested to parents that the teacher be the first point of contact to help resolve this concern. Should more assistance be needed, conferences may be scheduled whenever parents, teachers, or administration feel they are necessary. The place to discuss a child's progress is during a scheduled conference at the school, not in a public setting. Please feel free to contact your child's teacher(s) to schedule a conference that is mutually convenient. We are always happy to meet with you for the good of your child. Let's work together!

STUDENT ASSISTANCE PROGRAMS:

It is most important to us that we meet the needs of each individual student. We have programs in place that support our efforts.

Teacher academic and homework help:

Teachers will let students and parents know of their before school or after school availability to work with students needing or wanting additional help.

PRIVATE TUTORING:

Private tutoring is available when a student could benefit from extended one-on-one help with a concept, study skills, or general academic support. The Lower School Principal (K4-Grade 3) or the Upper School Principal (Grades 4-8) will gladly assist parents in arranging for an available tutor. All payments for tutoring services are handled through our business office. Tutors are not paid directly. **Note: Our policy states that academic tutoring does not occur during the school day without prior approval from the principal.**

The Center for Academic Achievement:

The Center for Academic Achievement (CAA) launched on Feb 1, 2023, under the supervision of Ms. Colleen Farley, Director of the CAA. The purpose of this program is to provide additional academic support by a staff member to those students who currently qualify for this in their educational program. There will be a fee associated with this program. Specifics will be provided to qualifying families.

The following are the ways in which a student can join the CAA:

- Invitation from the school
- Parent application for students with Educational testing (within the last 3 years)
- Parent application for students without Educational testing (based on space and availability)

Parents who are interested in applying to the CAA for their child should contact the following:

Christina Langdon, Lower School Principal - clangdon@parkmaitland.org

Valerie Kennedy, Upper School Principal - vkennedy@parkmaitland.org

GRADE PROMOTION POLICY:

Teachers will assess all students and their readiness for the next grade level. Parents will be called for a conference regarding areas we feel need to be remediated or otherwise addressed. Students should never have the opportunity to fall behind. We are committed to working with parents as a team, and we believe that each individual child must

be supported. Please let us know, at any time, how we can better help your child.

CITIZENSHIP:

As a highlight of the sixth grade year, one boy and one girl are selected as the winners of "The Mark Littleford Citizenship Award". This is Park Maitland School's highest honor; it was established in loving memory of Mark Littleford, a former student who tragically lost his life during a fishing expedition to Alaska during the summer just before his sixth grade year. Mark's beautiful example of citizenship serves as the standard for deserving recipients. At the sixth grade show in May, the winners are recognized.

STUDENT & JUNIOR AMBASSADORS:

Membership is based on the desire to serve the school and the community for students in grades 4 - 8th. Once students have completed the application process, they can choose committees on which they would like to serve.

Ambassadors...

- Must be a positive role model for peers.

- Must attain and maintain an overall "B" average with no "D" grades in any subject.

- Should be willing to consistently attend meetings.

- Should willingly accept responsibility for duties.

- Must meet and maintain Ambassador "Honor Code" criteria in order to retain membership.

MANNERS CLASSES/"THE WINTER BALL":

At Park Maitland School, we believe that good manners are vitally important. When elementary-age boys and girls display beautiful manners, it is delightful to witness. We always feel such pride when our students receive well deserved compliments when representing the school on field trips, at special events, and in the community. Believe us, they often do! All Park Maitland parents can feel very proud -- your children are tops!

Because we revere good manners, we have, as part of our regular curriculum, a semester-long "Manners" program for 4th and 5th grade students. The program covers most social situations, from shaking hands to interviewing, from correctly making introductions to proper use of silverware during a five-course dinner, and so on. The program is taught by an etiquette expert.

The highlight of the students' semester of "Manners" is the lovely "Winter Ball". The children dress in party attire, enjoy a formal dinner, and dance the night away! On display are their beautiful manners.

PROGRAMS AND PERFORMANCES:

During the school year, you will be invited to attend your child's program or performance. Siblings are invited to attend K5 Bridging and school plays. Children, kindergarten and elementary, should remain at school following a performance. Thank you for honoring this very important school policy.

Performing Arts offer students opportunities to gain poise, develop skills, and enjoy knowing that a "job was well done." It is not our goal to make "stars" of certain gifted performers, but, rather, to have each member of the group do whatever he or she can -- comfortably, happily, and successfully. We would never knowingly place a child in an embarrassing situation. With parental support and understanding, any performance by a child can be a delightful experience and a wonderful confidence-builder!

COMPUTERS/TECHNOLOGY PROGRAM:

The technology mission of Park Maitland School is to foster innovation in teaching and learning that is amplified by technology and driven by the 21st Century Learning Skills of creativity, communication, critical thinking, and collaboration to prepare our students to adapt, respond, and contribute to a rapidly changing world.

Park Maitland School has an outstanding and strong technology program that builds on its curriculum each year. Our Technology Coordinator and Media Specialist both help build literacy in technology and digital/print media. Additionally, Park Maitland's Innovation Team of educators helps infuse and support both students and teachers in maximizing the use of technology in activities and lessons in their classroom and curriculum.

Aside from sharing their technology expertise, the Innovation Team also helps infuse and spread the use of The Design Thinking Process, project-based learning strategies, and Digital Citizenship practices to help reinforce 21st century learning amplified by new technology.

DEVICES:

Students will have access to select devices to be used under the instruction of their teachers to amplify learning and enhance the curriculum for authentic assessment, practice, reinforcement, projects, and research. The students use internet-based software and apps that help them improve on basic skills at their own rate. Many of these digital tools as well as specific sites recommended by the teachers can also be used at home.

K4, K5, and Grade 1-2 students will have access to a classroom set of iPads.

3-5 grade students will be assigned an individual iPad.

6-8 grade students will be assigned an individual MacBook.

"ARTYOLOGY" and ART SHOWS:

"Artyology" is an art appreciation program taught as part of our art curriculum and designed to introduce Park Maitland School's elementary-age students to some of the important artists/art styles in art history. The program addresses what makes a particular artist/art style important and emphasizes how to look at a work of art by exploring such components as content, elements of design, technique, composition, artist's intent, and the response the work of art evokes in the viewer.

The "Art Faire", participation in various community art shows, and the Middle School gallery opening are yearly events that are a culmination and celebration of the artwork created by the children throughout the school year. Their wonderful work is on display for parents and friends to enjoy. The art teachers work diligently to present incredible shows!

FIELD TRIPS:

Park Maitland School students enjoy field trips during the school year. We ask that all parents that would like to be a chaperone have cleared their driver's licenses at the front office. All visitors to the school must check in at the front office and wear a "VISITOR" sticker, even if we have known you for years! This serves as a visual clue to the teachers and staff members that a guest has been checked in by the front office. Please understand that if you are not wearing a sticker, you will be directed to go to the front office.

Professional bus service will be utilized for all school field trips. The dress code for local and one-day field trips is normally a hunter green polo shirt with the embroidered school logo teamed with khaki or navy bottoms. You will be notified of the uniform requirements before each field trip.

If you have questions concerning any field trips, please email your teacher and he/she will find the information you need or will connect you with the correct person.

FIELD TRIP CHAPERONES:

We always appreciate help from our parents. However, because our field trips are very popular, we usually have more parent volunteers than are needed. Chaperone selection is done randomly by the school. Please understand if you are not needed to chaperone on a certain field trip. Turning down volunteers is most unpleasant, but, often, we need to ask parents to wait until another occasion to chaperone. If, however, you have already been a chaperone for a field trip during the current school year, we will offer the opportunity to

chaperone to other parents first. Eventually, we should work through our entire grade list and get back to you for other trips. Please let us know if you have accidentally been overlooked. We would never purposely leave a parent wishing to chaperone out of the rotation. Parent chaperones for all overnight field trips are required to submit fingerprint and background check information.

Student Grouping:

Student Grouping selection for field trips is done by the school. Parents, teachers, or staff members may not request specific students for their groups.

Out-of-state field trip Student Grouping is done with consideration of children's requests and in their best interest. The school administration reserves the right to group students based on their social, emotional, and physical needs. Students are given the opportunity to name other students with whom they would be comfortable. It must be understood that grouping arrangements pertain to a very minute portion of the total trip time. Mostly, students are all together doing whole group activities. The time spent in threesomes or foursomes (usual groupings) is, at most, a very few hours of a day. It is generally during that time that bedtime preparations are taking place, students are sleeping, or people are dressing in the mornings. Your student will have most of his/her waking hours to spend with all classmates. Activities are done on a whole-group basis. Please help us by explaining this to your child. We do not want hurt feelings or other negatives to enter into the grouping situation. The trips are wonderful, educational, and fun!

It must be understood that we will enforce our grouping policy. We will do our very best to form groups that are amicable. We ask that chaperones not request that certain children be in their groups. We must have cooperation and understanding from every student and his/her parents. Rooms are based on occupancy of 4-5 individuals. Most parents will be rooming with another parent based on the criteria outlined. If a parent is not comfortable rooming with another adult, he/she should consider if an out-of-town trip is the right volunteer opportunity for him/her.

Out-of-Town/Overnight Field Trips:

Very important note: All fees (tuition or other) due to the school must be current in order for a student to be able to participate in our out-of-state, overnight field trips. If a student is unable to participate in a field trip, for any reason, he/she is still required to complete the same paperwork, study, or project(s) required of students participating in the trip. Students not going on overnight or out-of-town trips are required to attend school; field trips are considered an important part of the Park Maitland School curriculum and count as regular school days.



Section D: Dress Code

Park Maitland School:

The Park Maitland School logo, pictured below, is required on all tops, shirts, sweaters, vests, school jackets, dresses, and jumpers.

The school's uniform dress code is easy to follow, the clothing is readily available, and the uniforms help us to focus on what is most important at school -- learning! The styles are basic and conservative.

COLORS FOR BOTTOMS:



COLORS FOR TOPS:



REQUIRED UNIFORM PIECES:

One white AND one hunter green polo style shirt bearing the embroidered school logo.
 Red (for grade 5-8) fleece jacket with school logo; red or dark green (K4-grade 4) fleece jacket with embroidered school logo. Be sure the name of the student is indelibly printed inside. Athletic shoes that tie or Velcro closed must be worn to school EVERY DAY unless otherwise notified. One foldable, lightweight rain poncho to carry in school tote, book bag, or backpack with name printed inside.

OVERALL UNIFORM GUIDELINES:

- Clothing must be in good condition -- not faded, torn, stretched, or unduly wrinkled. Clothing must be of appropriate size and fit -- nothing too tight or too baggy.
- Shirts must be tucked in.
- All sweaters, vests, sweatshirts, turtlenecks, polo-style shirts, tee-shirts, and button-up shirts must be

solid in color -- no stripes or designs other than the school's embroidered logo.

- No tank tops or midriff-exposing tops are allowed.
- Children in grades 3-8 must wear a belt with pants, shorts, or skirts having waistbands with belt loops.

UNIFORM SPECIFICS:

TOPS...

Tops must be solid in color (colors shown on previous page).

All tops must be embroidered with the Park Maitland School logo.

STYLES ALLOWED...

Polo-style shirts (interlock or mesh fabric) with long or short sleeves.

REQUIRED: One Hunter green and one white polo-style shirt -- for all grades.

Solid Super-Ts in one of the school colors.

Long-sleeved, solid turtleneck shirts or long-sleeved Super-Ts.

Long or short-sleeved tops with plain or ruffled Peter Pan collars for girls.

Button-up shirts in approved uniform colors - short, 3/4 length, or long sleeved; pintucked Oxford also allowed.

Cardigan sweaters (button or zip) in the schoolwear colors -- smooth or cable knit.

Crew and V-neck pullover sweaters and sweater vests -- solid schoolwear colors.

Fleece vests, microfleece half-zip, and fleece jackets (required -- see below):

REQUIRED: Fleece jacket with embroidered logo; red OR green for K4-4th grades; red ONLY for 5th 8th.

Crew-necked, pullover sweatshirts or plain zip front sweatshirts in the school colors.

PANTS/SHORTS...

Pants or shorts must be worn at the natural waistline. Either elastic waists or waistbands with belt loops are allowed. We encourage the wearing of elasticized waists in K4 and K5 and even in grades one and two for ease of changing for swimming or for bathroom use.

All bottoms must be khaki, navy, or gray in color.

All shorts must be an appropriate length such that a student's downward extended fingertips do not reach past their clothing.

STYLES ALLOWED...

Pants must be the basic "Dockers" style -- no "cargo" pants (with outside pockets) or oversized pants. Girls may wear capri length pants, but they must be made of the same type of fabric as the long pants (no stretchy or thin fabric or dance or yoga styles)

Basic Bermuda-style (and length) shorts -- no "jeggings" will be permitted.

SKIRTS, SKORTS, DRESSES, AND JUMPERS...

Skirts, skorts, and jumpers must be khaki, navy, or gray in color and, for the sake of modesty, must fall no shorter than 3" above the top of the knee. Please note: "Cargo skorts" are not allowed. Long or short-sleeved Polo style dresses in any of the uniform top colors are allowed and must fall no shorter than 3" above the top of the knee. Many of the styles now have ruffles at the neck or hem. All dresses and jumpers must bear the Park Maitland School embroidered logo.

All shorts, skirts, skorts, and dresses must be an appropriate length such that a student's downward extended fingertips do not reach past their clothing.

JACKETS, COATS, SWEATERS, SWEATSHIRTS, AND RAIN GEAR...

IMPORTANT -- REQUIRED JACKET FOR ALL STUDENTS:

JACKET -- A zip-up jacket is REQUIRED as part of our uniform dress code. Students in Grades 5-8 MUST have a jacket embroidered with the Park Maitland logo (important for the Williamsburg and Washington trips). K4

through fourth grade students are also encouraged to have a zip-up jacket with the school logo. No other jackets conform to the dress code and therefore are not appropriate for regular school days.

The exception to this rule is on very cold days when a student may wear a heavy coat or jacket not likely to conform to the dress code.

SWEATERS -- must be in one of the school's approved colors with the embroidered school logo.

RAIN GEAR -- the school requires that every student carry a rain poncho (inexpensive) in his/her backpack -- all school year. We disallow the carrying of umbrellas for safety reasons. Rain gear must be clearly labeled with the child's name inside.

BELTS...

Third graders and up must wear a dark leather (brown or black) or sturdy, dress code approved fabric belt with their uniform pants, shorts, or skirts having waistbands with belt loops. Belts are not required with elasticized waists. Belts must show when shirts are tucked into waistbands. On "Casual Days" students may wear different belts. Children in K4 through grade two are not required to wear belts.

SHOES, SOCKS, AND OTHER...

Athletic shoes are **REQUIRED** every day!

ATHLETIC SHOES with rubber soles that tie or Velcro closed are required of students in all grade levels. Shoes may be of any color or brand, but simple athletic shoes are best. "Mary Jane" style shoes are not allowed. Shoes must fit securely on a child's foot, or parents will be called to replace them. Athletic shoes are required for physical activities and for children's safety.

SOCKS -- solid colored or white socks must be worn on regular uniform days -- regular crew to mid-shin in length. "Elite" or "lacrosse-style" socks with a stripe up the back are acceptable as long as the rest of the sock is one solid color. Children may wear "fun socks" including patterned, multi-colored "Elite" socks on dress down days and other special casual days when noted.

BIKE SHORTS or "underdresses" --(white or school colors) may be worn under skirts or jumpers for modesty. "Nina Belle" offers underdresses that are designed at a length to stay under dresses and skirts...out of sight! These can be purchased at <http://www.underdresses.com> or at several local stores.

TIGHTS or **LEGGINGS** -- (solid school colors only) may be worn under skirts or jumpers for modesty. No stretchy yoga-type leggings are allowed.

HATS, CAPS, AND SUNGLASSES...

HATS, CAPS, and SUNGLASSES are to be worn outside only. Hats or visors may be worn as sun protection in P.E. but kept in cubbies until needed. Sunglasses brought to school **MUST** be inexpensive; the school cannot be held responsible for the loss of or damage to expensive sunglasses.

HAIR, JEWELRY, PURSES, AND MAKEUP

HAIR must be clean and neatly brushed.

HAIR must be presented in a safe and school appropriate manner so that it is either -

- a) neatly cut at a level that is above the eyebrows and above the shirt collar; or
- b) held back in a ponytail or with hair accessories so that it is completely out of the eyes and face at all times.

HAIR COLOR must be natural -- no tinting, bleaching, or highlighting.

JEWELRY is not allowed at school -- only small, stud-type earrings or watches (that don't make noise or have dangling parts). **Apple Watches are not allowed.** They, in essence, serve the same purpose as a cellphone, and cells are not allowed out of student backpacks during the day. Religious jewelry that cannot be removed due to religious beliefs is an exception and may be worn.

PURSES may not be carried to school.

MAKEUP is not allowed to be worn or carried at school except as required for a special report or as requested by a teacher.

TATTOOS (either real OR fake) are not allowed.

EXCEPTIONS TO THE DRESS CODE:

"CASUAL DAY" (or Denim and T day): On the last day of any school week, unless otherwise announced, students may wear conservatively styled solid colored jeans, jeans skirts, or denim jumpers with any Park Maitland tee-shirt -- even your favorite tees from previous years! Tee-shirts may be ordered through the school office or purchased at your child's "Meet & Greet." Children may also wear "fun" belts, socks, and hair accessories on Fridays only. Please make sure that all clothing conforms to the dress code in terms of style, length, and fit! Students are invited to wear their school theme t-shirt on the first Monday of each month.

CHILDREN MUST WEAR THEIR TIE UP OR VELCRO-CLOSED ATHLETIC SHOES AS USUAL.

"SPIRIT DAY/DRESS DOWN DAY:" On occasion, students can wear "fun" or festive tops or tees on a day other than Friday (i.e. St. Patrick's Day, "Jump for Heart," etc.). Students should wear uniform bottoms on these days unless otherwise announced.

Members of our Cub Scouts, Brownies, Junior Girl Scouts, Daisies, and other such groups may wear their special shirts/uniforms on meeting days.

Costumes for special events, reports, etc. -- by teacher approval, only.

Eagle Sports Teams may wear team jerseys on game day.

* Clothing items can be purchased from a variety of vendors as long as length and style requirements are met.

DRESS CODE (MIDDLE SCHOOL)

General Guidelines:

- All clothing must be clean, well maintained, modest, and of appropriate size and fit.
- Students are expected to wear the Park Maitland uniform.
- Shorts, skirts, and skorts may be no shorter than the student's arm length to his/her fingertips.
- Shirts are expected to be tucked in. If bottoms have belt loops, students should wear a solid black or brown belt.
- No visible midriffs, visible undergarments, revealing clothing, or distracting or inappropriate imagery is allowed.
- No facial piercings or visible tattoos are allowed.
- No unnatural hair colors, partially dyed hairstyles, or distracting hairstyles are allowed.
- Male hairstyles must be kept out of the face and at the collar.
- Leggings, yoga pants, compression shorts, running shorts, bare midriffs, tank top, spaghetti strap or halter tops and strapless, off-the-shoulder or low-cut/revealing tops are not allowed at any time (including dress down and casual days).
- Students are required to wear sneakers if participating in any active activities.
- Additional shoe styles that are permitted (if not participating in active activities) include loafers, boat shoes, Mary Janes, ballet flats, and boots (when seasonally appropriate). If you are unsure about a shoe style, please ask an administrator. No crocs, slippers, or slides are allowed.
- Solid color or white socks must be worn on regular uniform days.
- Outerwear on cold days is permitted, but must be removed once indoors.
- Jeans are only allowed on casual days and must still follow the guidelines listed above.
- Sweaters/outerwear -- if worn all day as part of a student's "outfit," must be in one of the school's approved colors with the embroidered school logo or a school provided option (the middle school sweatshirt)
- Jewelry and accessories worn must not be a distraction to the learning environment. Teachers reserve the right to ask students to not wear such items.
- Makeup is acceptable for middle school students; however, it must be natural and appropriate for school.

Friday Attire: While attire may be more casual (i.e. denim or spirit t-shirts), it must still follow the general guidelines listed above. Denim must be free of holes/tears. You are encouraged to promote Park Maitland with spirit wear on these days. "Fun" belts and socks will also be permitted on Fridays.

- Dress Down Days will be designated by the school and families will be notified in advance. Dress down days will typically have a theme and guidelines for dress.
- Students who compete in various school-sponsored teams will be permitted to wear their competition shirt or uniform to school upon guidance by their coach or advisor.
- Violations of the dress code will be determined at the discretion of the faculty and Assistant Principal for each division. Students who violate dress code will face Level One disciplinary consequences.

INFRACTIONS:

1st infraction: Send parent a dress code violation email for acknowledgement.

2nd infraction: Send a second email to the parents regarding the infraction. Student serves a lunch detention.

3rd infraction: Send a third infraction e-mail and the administration will call home. Student serves another lunch detention.

Anything above 3 infractions falls into Administration discretion.