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# MACLAY SCHOOL

Lower School Handbook

2022-2023



# HANDBOOK FOR STUDENTS AND PARENTS

## MACLAY SCHOOL PRE-K-5<sup>TH</sup> GRADE

### 2022-2023

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## SCHOOL HISTORY

Maclay School was founded in 1968 by a group of parents who wished to provide their children with educational resources that would enable each student to develop to the fullest-academically, morally, emotionally, and physically. The school was named in honor of Alfred Barmore Maclay, Jr., a World War II veteran who died of polio in 1953. His mother, Mrs. Alfred B. Maclay, Sr., was a benefactor and loyal friend of the school. Over the years, Mr. and Mrs. John W. Mettler generously donated the land upon which the school is situated. During Maclay School's first year, a nine-member faculty taught grades 1-8. Each year following, one grade level was added until the first class graduated in 1973. Our Kindergarten opened in 1975 and Pre-K began in 1989. Maclay School is evaluated and accredited by the Southern Association of Colleges and Schools, the Florida Council of Independent Schools, and the Florida Kindergarten Council.

## PHILOSOPHY

Maclay School supports its students in fulfilling their potential academically, emotionally, physically, and artistically. Its purpose is

- to establish and maintain a curriculum designed to creatively teach the liberal arts.
- to create a community of learning guided by a dedicated faculty of superior qualifications.
- to provide patient and understanding ways to challenge each student.
- to engender by teaching and exemplifying self-discipline, hard work, integrity, and persistence at school and at home.
- to stimulate each student to inquire, learn, recognize obligations, develop self-respect, and understand others.
- to build a meaningful spirit among students, parents, faculty, and community by faithful fulfillment of the Maclay School Mission and Philosophy.
- to prepare well-balanced students able to meet the future challenges of higher education, service to others, and life, with wisdom and fortitude.

## MISSION STATEMENT

Maclay School is an independent, non-sectarian college preparatory school dedicated to providing a liberal arts education, enabling each student to develop inherent ability to the fullest extent with a balance of discipline and freedom.

### Maclay School Honor Pledge:

**A MARAUDER IS HONORABLE, RESPECTFUL, ACCOUNTABLE**

**I WILL RESPECT ALL PEOPLE AND PROPERTY.**

**I WILL BE HONEST IN ALL MATTERS AND TAKE RESPONSIBILITY FOR MY ACTIONS.**

Maclay School expects students to uphold standards of honorable conduct. This code was written at the initiative of Maclay students. It sets standards and serves as one resource for classroom instruction about ethical behavior. To uphold the Honor Code, students are encouraged to report known violations. If a student observes another student committing an Honor Code violation or acting illegally, the student should notify a teacher, the Lower School Dean of Students, or the Lower School Director. Students may request confidentiality. Teachers who have knowledge of an Honor Code violation shall notify the Lower School Director.

Under the Maclay Honor Code all persons are expected to be:

**HONORABLE:** Demonstrate honesty in all matters. Lying, cheating, plagiarism, and stealing are serious offenses. If a student is uncertain about whether certain conduct constitutes cheating, the student should ask the teacher for clarification.

**RESPECTFUL:** Demonstrate respect for all people in our school and community as well as for the school as an institution. This includes, but is not limited to, respecting the religious, ethnic, social and economic background of all members of the school and community. Prejudiced conduct because of religion, race, gender, sexual orientation or ethnicity is prohibited.

**ACCOUNTABLE:** Students are held accountable for their behavior and actions.

### STATEMENT OF COMMUNITY

As a member of the Maclay School community, I will maintain my honor and integrity at all times by creating and upholding an atmosphere of trust, respect, kindness, and consideration for all members of the school and the wider community. All constituencies that make up our community— trustees, administrators, faculty, staff, students, parents, and alumni—should respect, support, defend, cooperate with, speak well of each other and Maclay School, and place the best interests of the institution first.

### OUR STATEMENT OF BELONGING

At Maclay School, a sense of belonging is central to our mission as an educational institution. Diversity, equity, and belonging are fundamental to ensuring that each member of our community has an opportunity to thrive, lead others, and be a person of impact. By embracing our differences as a community, our approach to diversity, equity, and inclusion fosters an inclusive, welcoming, supportive, and healthy school culture that promotes genuine respect and acceptance of all members of our community. We are committed to equal opportunity for all persons and do not tolerate discrimination and harassment on any basis.

*This Handbook supersedes all previous handbooks, policies, and practices which are in any way inconsistent with the contents of this Handbook and may be revised at any time.*

Maclay School admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Maclay does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarship and loan programs, or athletic and other school-administered programs.



## ENROLLMENT

### CONTINUOUS ENROLLMENT CONTRACT

To ensure a stable, well-managed school for your child, Maclay School ("Maclay") has adopted a Continuous Enrollment Contract. Families will not be asked to sign another Enrollment Contract for the remainder of the years that your child attends Maclay School. Rather, the terms of this Contract, as may be amended by Maclay School from time to time, will continue in effect as long as your child remains enrolled at Maclay School. Maclay School agrees to notify families in writing (or electronically) of any significant changes made to this Contract prior to or concurrent with registration each academic year. Your child's continued enrollment represents your acknowledgment of the modified terms. Maclay School will maintain an electronic copy of the Enrollment Contract with your child's records.

By January 31st of each year, Maclay School will notify you of the amount of the tuition, tuition deposit and other required fees for the next academic year and the date by which the tuition deposit must be paid to reserve a place for your child for the next academic year. Maclay School will assume that families intend to re-enroll for the next academic year on the same payment plan as elected in this contract unless Maclay has received notification, in writing, stating otherwise from families by February 15th. All written notifications should be addressed to the Admission Office of Maclay School.

### FINANCIAL AID

Maclay School offers a Financial Assistance Program which operates in conjunction with FACTS. All parents seeking financial assistance must complete and send in the confidential parents' financial statement. Forms are available only online after January 1st. Additionally, parents must submit a copy of their Federal Tax Return from the previous year along with their application online. Directions for the application are on the Admissions page of the Maclay Website.

In making a financial awards to students, the Financial Assistance Committee considers the family's monetary needs and the candidate's potential for a successful Maclay School experience. All awards are made for one year and the financial aid application must be resubmitted each year for consideration. In considering renewal of awards, the family's need as well as the student's academic achievement, citizenship, and contribution to the school are considered. If, in the judgment of the school, a student is not living up to their potential in the above-mentioned areas, their award may be lessened or terminated.

### NONPAYMENT OF FEES

A student's enrollment in, and attendance at, Maclay School is subject to termination if payment of tuition is more than 60 days in arrears, unless a payment plan is approved by Maclay School. Students for whom tuition is owed to Maclay School will receive an incomplete instead of a letter grade for all courses taken during the grading period or periods for which tuition is owed until the tuition is paid in full, or is paid in accordance with an approved financing or payment plan.

### RE-ENROLLMENT

Acceptance into each succeeding grade is dependent upon satisfactory academic achievement, effort, and citizenship. Provisional contracts may be issued in some circumstances.

### SCHOOL DAY

Pre-K: 8:30 a.m. -12:30 p.m., Monday – Friday. Stay and Play will dismiss at 3:10 p.m. on Monday, Tuesday, Thursday, Friday and 2:10 p.m. on Wednesday.

Kindergarten – 5th Grade: 8:15 a.m. to 3:10 p.m. on Monday, Tuesday, Thursday, Friday and 8:15 a.m. – 2:10 p.m. on Wednesday.

### Arrival

Pre-K: Pre-K students may be dropped off at the Pre-K entrance between 8:00 and 8:30 a.m. Parents/guardians should unbuckle students, and then Pre-K faculty will assist students out of cars and guide them inside to their classrooms.

Kindergarten – 5th Grades: Morning drop off occurs between 7:45 and 8:15 a.m. Students arriving between 7:45 and 8:00 a.m. should be dropped off in front of the Dining Hall where they will remain with other members of their cohorts until being walked to their classroom at 8:00 a.m. Students arriving between 8:00 and 8:15 a.m. should be dropped off in front of Lower School. They will report directly to their classroom. **Parents may walk their child into the building between 8:00 and 8:15 a.m. each morning. In order to give teachers time to prepare their classrooms, please do not enter**

**the building prior to 8:00 a.m. Our school day begins promptly at 8:15 a.m.** Students arriving after 8:15 a.m. must be signed in at the front office by a parent/guardian.

*It is important that students arrive in a timely manner. Please allow time for students to put their things away and be in their classrooms ready for instruction to begin at 8:15 a.m.*

### Dismissal

We have staggered dismissal times to reduce traffic density and facilitate efficiency and safety.

Pre-Kindergarten students should be picked up in front of the PK building, 12:30 -12:45 p.m. or 3:10-3:30 p.m. Monday, Tuesday, Thursday, Friday; 2:10-2:30 p.m. Wednesday.

K – 5th Grades: Students must be picked up in front of the Lowers School between 3:10 and 3:30 p.m. Monday, Tuesday, Thursday, Friday; 2:10-2:30 p.m. Wednesday. To ensure an efficient and timely dismissal, students' family pick-up number must be **CLEARLY DISPLAYED** while in the dismissal line. Students not picked up by the end of dismissal will automatically be sent to the Kids Club program, and a fee will be charged.

### Tardiness

If a student arrives after 8:15, parents must accompany their student into main office and sign in. Students who arrive after 8:15 will be marked tardy. If students are not in their classrooms by 8:15, they risk missing essential instruction.

### Absences

If a student is absent from school for any reason, parents/guardians should notify the student's homeroom teacher or the front office. A homeroom teacher will communicate with parents regarding any make-up work. Make-up work can be collected from the front office between 3:15 p.m. and 4:00 p.m. Parents and guardians **should not** stop by classrooms early in the morning to request work for the day.

Absences for major trips **must be approved one week beforehand by the Lower School Director and homeroom teacher**, so that make-up work can be assigned and distributed before the trip. If a student participates in an extracurricular activity that requires the student to be absent for prescheduled events (performances or competitions), please communicate with the homeroom teacher as soon as possible. Students are responsible for completing all make-up work in a timely manner.

Maclay School reserves the right to request the withdrawal of a student if chronic tardiness and/or absences make it impossible for work to be made up in a timely and reasonable manner, or if the student's academic or social growth are negatively impacted. Prior to withdraw, parents will receive a written notice/improvement plan from the Lower School administration. Whenever possible, all appointments (doctors, dentists, etc.) should be scheduled outside of school hours.

### Signing In and Out During the School Day

All Lower School students leaving school between 8:15 a.m. and 2:50 p.m. must be picked up from the main office. Office staff will ensure that students are signed out. Students who arrive/return between the hours 8:15 a.m. and 2:50 p.m. must be signed in at the main office.

### BEFORE SCHOOL CARE

Before School Care is provided for a fee from 7:00–7:45 a.m. each morning. Families may register for Before School Care on the Maclay School Website.

### AFTER SCHOOL CARE

Maclay School's Kids Club is a vibrant and nurturing after-school program for K-5<sup>th</sup> grade. During Kids Club, students catch up on their homework, unwind, and then it's off to play with their friends. Kids Club is available every school day until 6:00 p.m. and on teacher planning days and early release days. For further information, please pick up a Kids Club brochure at the main office or visit the Maclay School website.



## ENRICHMENT CLASSES

Level-Up Enrichment classes for K -5<sup>th</sup> students are offered after school in three eight-week sessions per school year. Classes are designed for students to have fun, create, explore and learn! For further information, please pick up a Kids Club brochure at the main office or visit the Maclay School website.

## DRESS CODE

Students are required to wear the designated uniform for Lower School. Students may choose from khaki or navy uniform line bottoms paired with white, navy or light blue top with the Maclay School crest. An item labeled uniform line maintains traditional colors, cuts and lengths considered appropriate for many school dress codes.

Students must wear sneakers that have either laces or Velcro. Footwear must have good support and non-marking soles. Footwear such as hiking boots, Crocs, heeled-boots, flip flops, or sandals of any type are unacceptable. Safety and dress code are our primary concerns. *Please label all clothes or other personal items with the child's name.*

## GIRLS

### BOTTOMS:

Girls can choose from the following uniform line bottoms in khaki or navy.

Skirt  
Skort  
Shorts  
Capri Pants  
Pants  
Jumpers (*Maclay School crest is optional on the jumpers*)

### TOPS:

Girls can choose from the following tops with the Maclay School crest embroidered in navy, white or light blue. Not all colors are available in all styles. All tops must have Maclay School crest.

Girls Polo - short or long sleeve  
Unisex Polo - short or long sleeve  
Crew Neck Tee - navy or white  
Scoop Neck Tee - navy or white  
Short Sleeve Crew Sweater - navy  
Cardigan - navy  
Peter Pan Blouse - short or long sleeve, white or light blue  
Girls Oxford Button Down - short, 3/4 or long sleeve, white and light blue  
**Fifth grade girls** may choose a solid gray shirt

## BOYS

### BOTTOMS:

Boys can choose from uniform line shorts or pants in khaki or navy:

### TOPS:

Boys can choose from the following tops with the Maclay School crest embroidered or heat transfer in navy, white or light blue. Not all colors are available in all styles. All tops must have Maclay School crest.

Unisex Polo - short or long sleeve  
Crew Neck Tee - navy or white  
Oxford - short or long sleeve, light blue or white  
**Fifth grade boys** may choose a solid gray shirt

## SPIRIT DAY

Students may wear Maclay spirit shirts **on Fridays** unless there is a special occasion requiring regular uniform.

## WINTER WEAR

Students can choose from the following Winter Wear options with the Maclay School crest embroidered or heat transfer in navy or white. Not all colors are available in all styles. All tops must have Maclay School crest.

Girls or Boys Turtleneck - navy or white  
Girls or Boys Sweaters (v-neck, crewneck, cardigan, pullover, vest) - navy  
Sweatshirts (hooded zip, hooded pullover, crewneck) - navy  
Fleece (half-zip pullover, jacket or vest) - navy

## OVERCOATS

Overcoats should be navy. Maclay School crest is optional. Lands' End School offers navy overcoats.

## TRAVEL WEAR

Dress for off-campus trips will be navy shirt with Maclay School crest, paired with khaki bottom of choice.

## SOURCES

Lands' End School, [www.landsend.com/school](http://www.landsend.com/school), 1-800-469-2222. School #9001-0022-3

The Gap, Uniform line\* bottoms only. [www.gap.com](http://www.gap.com), Local retail stores – uniform line may have limited availability July – September.

Uniform Store, Gently-used, laundered uniform items can be brought to the Uniform Store. Items may be purchased at the store throughout the year. Due to safety considerations, do not donate items with the Maclay School crest or name to charitable organizations.

## VISITORS/VOLUNTEERS

All visitors and volunteers to the Lower School must sign in at the Maclay School main office and receive an identification tag. This tag must be worn at all

## COMMUNICATING WITH STUDENTS

If you need to communicate with your child during the school day, please call the Front Office. Office staff will ensure that your child receives the communication. Students in grades K through 5 may use the phone after school in the main office (with permission from the office staff) if it is an important call. Students may use classroom phones with the teacher's permission. Student cell phones must be kept in the student's backpack and may not be used during the school day. Parents are asked not to message or text their children during the school day.

## COMMUNICATING WITH TEACHERS

During the school day, teachers are primarily focused on teaching, learning, planning, and preparation. If you need to communicate with your child's teacher(s), please do so via email. Your child's teacher(s) will respond via email or a phone call within 24-hours, Monday-Friday. **Teachers often do not have time to check email during the school day. If your communication needs to be viewed or responded to within the same school day, please call the Front Office in addition to sending an email.**

## FIELD TRIPS

Dress: The children are to wear the travel wear uniform for all field trips. Please see the dress code policy above for details on the travel wear uniform.

Behavior: We reserve the right to exclude children from field trips who have not shown us (with their on-campus behavior) that they are ready to represent Maclay Lower School off-campus. We also reserve the right to call a parent to come and get a child if the child is misbehaving during the trip.

Buying souvenirs or snacks: We discourage chaperones from buying any items for their own children or others while on a local field trip. This makes other children who have not had things bought for them feel unhappy and distracts from the purpose of the field trip.

## PARTY INVITATIONS/ SCHOOL PARTIES

All private party invitations should be **mailed** to students and not given to students during school hours. If invitations are passed out at school, **every child in that homeroom must receive an invitation.** If a student has a birthday and

parents want to bring a snack (fruit, cupcakes, etc.), please check with the classroom teacher before the snack is arranged. There are a number of classroom celebrations throughout the year, which are coordinated by parent volunteers in conjunction with the classroom teachers.

SNACK AND LUNCH

All Lower students should bring a healthy snack and a reusable water bottle daily. Whenever possible, Lower School students will take advantage of the many outdoor spaces on campus during snack and lunch. Lower School students have the option of bringing their lunch or purchasing lunch through Maclay’s meal service. Menus will be available on the Maclay website the dining hall offers a full lunch service daily, with a hot food line and a sub/salad station. Marauder Meals will offer real fruit smoothies and a variety of items à la carte. Some of these items are fresh fruit, yogurt, chips, and granola bars. Individually wrapped ice cream desserts will also be available. Drink choices include juice, water, white and chocolate milk, Powerade, tea, lemonade, and Gatorade. Menus will be available on the Maclay School website.

With the implementation of FACTS SIS, lunch will be billed through the FACTS system. Charges will be incurred based on the food selections made in the Dining Hall. The charges will be billed through FACTS. Details on the billing can be found in the Family Portal.

LIBRARY

The Marian Lawton Langford Library is a state-of-the-art academic library designed to meet the diverse needs of all members of the Maclay community. Centrally located, the library serves as the hub for information, collaboration, technology, and creativity on campus. Our services and programming are planned to prepare students and faculty with the ability to locate and utilize information in a timely and selective manner. The library endeavors to support the instructional curriculum at Maclay School, ensure effective use of information and ideas, and instill a passion for reading and deeper understanding.

**Hours:** The Marian Lawton Langford Library is open Monday to Friday from 7:45 a.m. to 4 p.m. Students may visit the library before school to use the resources. Students are welcome to gather and socialize quietly at the library. During the school day students may come individually or in small groups with permission from their teacher. After school the library may not be used as a substitute for Kids Club. Lower School students must be accompanied by a parent or a Kids Club counselor after school.

**Conduct:** The children’s area of the Marian Lawton Langford Library is designed for quiet reading, study or instruction by a teacher or the librarian. Collaboration and creativity are encouraged in the library. Students should enter and leave quietly, use low voices, move calmly from one area to another, and be respectful of the books and furnishings. Students who are unable to follow this code of conduct will be asked to leave.

**Circulation of Materials:** The library has a large collection of children’s books and periodicals for student circulation. The student circulation period is two weeks, and books may be renewed. Overdue email notices are delivered to the classrooms monthly. Fines are not charged, but a student with excessive overdue materials will lose check out privileges until items are returned or paid for and report cards may be held at the end of the school year. The cost of a book will be its current replacement price or equivalent. Teachers may check out an unlimited number of materials for a four-week period. The librarian will be happy to assist in the selection of different media for classroom use or will put books on reserve status in the library.

GRADES and REPORTS

Lower School students in grades Kindergarten, First and Second grades receive a standards-referenced report at the end of semester one in December and the end of semester two in May. Students in grades Third, Fourth, and Fifth grades receive letter grades at the end of semester one in December and the end of semester two in May - A, B, C, D, and F, based on the following scale:

A+	98-100	B+	88-89	C+	78-79	D+	68-69	F	59-40
A	93-97	B	83-87	C	73-77	D	63-67		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

## FAMILY/STUDENT PORTAL

The Family/Student Portal is a web-based application available to students in 3<sup>rd</sup> through 5<sup>th</sup> grades and to parents/guardians of students in 3<sup>rd</sup> through 5<sup>th</sup> grades. The portal is tightly integrated with FACTS, the electronic gradebook system used by Maclay School. Using the Family/Student Portal, a parent or student is able to view the student's schedule, grades, teacher comments, and attendance history. Parents are also able to e-mail the child's teachers, in addition to viewing and printing the child's data.

**Please note:** *Grades are not final until grades are reflected in the historical tab in the Portal. Teachers may make adjustments to the electronic gradebook record up until that time.*

Information on the Portal is secure and requires a username and password to access. Parents will be sent a letter from the school's Information Technology Department that will include a parent portal ID necessary to access student information. Parents are urged to keep this username and password in a secure place. In the event that parents do not receive a letter or have problems accessing the Portal, they should contact the Information Technology Department Help Desk at 850-668-5105 or [gradebook@maclay.org](mailto:gradebook@maclay.org).

## HONOR ROLL

Students in 5<sup>th</sup> grade are eligible for High Honor Roll. To earn High Honor Roll, a student's end-of-year average for each class may not fall below an A-.

## HOMEWORK

Homework in Lower School may be assigned to provide an opportunity for students to practice or extend skills learned in class or to prepare for subsequent lessons. All homework assignments are developed and distributed according to the following guidelines:

- Time - The amount of time a student is asked to spend on homework each day should be developmentally appropriate. Generally, this equates to 10 minutes for each grade level (i.e., First grade = ten minutes, third grade = thirty minutes, fifth grade = fifty minutes.)
- Competence and Ownership - Students should be able to independently complete 90% or more of assigned homework.
- Feedback- Students will receive substantive feedback on completed homework assignments.

Parents/guardians can support their child/children by providing a quiet place and a consistent time for them to complete homework. While we know that parents/guardians will facilitate the completion of homework, we do not expect you to teach any content. If your child/children are confused about an assignment or seem to require significant support to complete it, put it aside and reach out to your child's teacher. Homework should never be a regular catalyst for conflict at home. If this happens, reach out to your child's teacher. We can adjust assignments and offer strategies to help ease tensions at home.

## STANDARDIZED TESTING

At multiple points throughout the school year, students in Pre-K through 5<sup>th</sup> grade will take a variety of nationally-normed assessments, including Track My Progress (literacy and numeracy) and The Predictive Assessment of Reading, or PAR (Pre-K4-2<sup>nd</sup>). Individual student scores do not factor into a student's grades. Rather, they are used as one data point among several, to gain a comprehensive understanding of student growth and achievement.

## CHEATING AND PLAGIARISM

Maclay School expects honorable conduct from its students. Any action deemed by the administration to be cheating will result in disciplinary measures. Such actions include copying another's homework, giving or asking for information from another while taking a test or quiz, or plagiarizing material--written, published, or available on electronic sources. Any material taken directly from a computer source, just as with any other source, constitutes cheating, unless the student rewrites the information in his or her own words (or uses quotation marks) and cites the source of the information.

## ACADEMIC SUPPORT

It is our goal to engage in on-going communication with parents/guardian about student progress and achievement. Teachers will communicate with parents/guardians in a timely manner if any concerns or "red-flags" arise. Additionally,

the Lower School Dean monitors the progress of every Lower School student. If a student is performing below grade level expectations, the Lower School Dean will coordinate the development of a support plan.

## CENTER FOR ACADEMIC EXCELLENCE

The Center for Academic Excellence (CAE) partners with the divisions to provide learning support, accommodations, and extensions to students who are suspected of having, or who have been identified with a learning difference or disability, or who would benefit from additional challenge or rigor. The procedures are as follows:

Once a student has been referred to the CAE as a student of concern by a parent, teacher, division director, dean, or school counselor, staff of the Center for Academic Excellence will begin collecting data from multiple sources (interviewing parents, looking at work samples, observing the student in the classroom, conducting an informal evaluation, etc.).

Once data has been gathered, a staff member of the Center for Academic Excellence will hold a meeting with parents, teachers, guidance counselor, and a member of the division administration to discuss the data collected. This meeting is optimally conducted as a team but may be conducted separately if it is determined that immediate actions need to take place. During this meeting:

Staff from the Center for Academic Excellence collaborate with parents and teachers to formulate a provisional Learning Profile (LP) for the student which provides a brief description of the student's strengths and challenges and suggested instructional strategies

Supplementary Services may be recommended to parents (tutors, etc.)

Parents may be asked to provide additional data via a psycho-educational evaluation, speech-language evaluation, or occupational therapy evaluation. Parents can be provided with lists of professionals in the area who conduct these evaluations.

Staff from the Center for Academic Excellence will follow up with parents and division administration to ensure timely execution of the formal assessments. The student's progress will be monitored frequently.

When the parents submit the results of the assessment, the staff of the CAE writes a formal Learning Profile (LP) to replace the provisional LP. This new plan will also include a list of accommodations taken directly from the provided evaluation and a list of learning goals. The parents are given the opportunity to provide input and make suggestions or changes to the LP before it is shared with teachers. The accommodations listed on the LP are a framework for support in the classrooms and within the CAE. They should be viewed as flexible and adaptable based on progress monitoring and ongoing communication with parents, the student, faculty, and CAE staff.

Maclay School requires that parents provide the report of a full psycho-educational evaluation administered by a licensed psychologist in order to be considered for accommodations. Maclay School requires that a student be re-evaluated at least every four years in order to continue to provide a student with accommodations, unless the disability is a physical disability.

### **Policies regarding provision of services through the CAE and/or private tutors on campus are as follows:**

All on-campus tutoring must be coordinated and billed through the Center for Academic Excellence. All tutors conducting services on Maclay School Campus who are not Maclay School faculty members are required to bill an additional 20% surcharge. Maclay School faculty members tutoring on campus are not required to bill an additional 20% surcharge. All tutors, including Maclay School Faculty Members, are required to share information with the Center for Academic Excellence pursuant to the Contractor Agreement.

If a student has a Learning Profile, a recommendation may be made by the division administration and the director of the Center for Academic Excellence to have the student not participate in a particular part of the school day. Students without a Learning Profile must participate in all areas of the general curriculum.

*Private tutors may not serve as proctors for student testing.*

## DISCIPLINE

Lower School students are expected to abide by the Maclay School Honor Code. Maclay School's approach to discipline is not designed to be a long list of prohibitions, warnings, and punishments. Rather, it is intended to foster within students a sense of responsibility and respect for themselves and those in the community around them. At all times, courteous behavior and respect must be shown toward peers, administration, faculty, staff, teaching assistants, interns, parents, and visitors. Students are expected to respect the property of others and never use improper language.

School rules are applicable on all field trips. The student is representing Maclay School and should act accordingly. Failure to obey school rules will result in the student missing the next field trip. Students are to wear travel wear for all field trips unless otherwise stated.

Discipline concerns are usually handled in the classroom and on the playground by the classroom teacher or the teacher on duty. However, some situations may necessitate the involvement of Lower School Director, Lower School Dean, or Lower School Counselors. Appropriate action will be taken and if necessary, parents will be called.

Students should be aware that certain activities outside of School hours or off School property may result in loss of privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct that is contrary to the mission of Maclay School, even if such conduct takes place off-campus, during non-school hours, or on breaks. Such behavior will be addressed at the sole discretion of Maclay School, and Maclay School reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct that may have disciplinary ramifications include, but are not limited to:

Any violation of the law; underage purchase, use, or possession of alcohol, illegal drugs or a controlled substance not prescribed to you; cyber-bullying or other use or misuse of computers or computer websites that impacts or could impact the welfare of any member of the Maclay School community or the reputation or functioning of the school; racist, sexist or bigoted posts/activities; impinging on the rights of other students, employees, or members of the Maclay School community.

When a student does not live up to the school's expectations for behavior, we believe that an opportunity arises for education. This learning process for the student may include both disciplinary consequences for the particular offense, an apology of action, and ongoing support with the goal of encouraging better decision making in the future, and restoration to our community. *Please see the Statement of Community.*

## ANTI-BULLYING POLICY

Maclay School specifically prohibits bullying of or by any student or employee. "Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees in person, telephonically, online or by other means. Bullying is prohibited at the following locations:

On the campus of Maclay School; At any location whatsoever, during a Maclay School related or Maclay School sponsored program or activity; On any Maclay School bus; Through any computer or electronic device while on any of the locations specified above. While the school has no interest in involving itself in a student's off-campus behaviors, the school reserves the right to take action to the extent that those actions impact the individual's ability to continue at school or impacts other students' or employees' ability to be comfortable at school. Students and parents are encouraged to report, [in writing](#), suspected incidents of bullying to their Division Director.

## HONORABLE USE OF TECHNOLOGY

Personal integrity and academic honesty are fundamental principles that must be upheld by all members of the Maclay School community to create an atmosphere in which trust, scholarship, and friendship may flourish. These principles are in accord with notions of common decency and respect for the rights and feelings of others. In the world of technology, these principles apply on or off campus. Behavior in the electronic world must reflect the same standards of honesty, respect, and consideration applied face-to-face. Students must know they are accountable for any words, pictures, or video they post to social media accounts or sites. Students should expect that anything they post may become public and should know that Maclay School will act firmly if any acts of harassment, hazing, bullying, or violation of our behavioral standards come to the attention of adults in the community.



## TECHNOLOGY INTEGRATION

Students have numerous opportunities for technology exploration and project-based learning. All students have access to computers and iPads and special project times are integrated into the regular classroom curriculum. Through collaboration, critical thinking, problem solving and creativity, students explore how technology can be used as a creative tool to allow them to develop creative solutions. Students also participate in special enrichment groups in their particular field of interest. Students in kindergarten through fifth grade participate in a weekly computer science class. Fourth and fifth grade students are required to bring a personally owned iPad to school with them each day. Please see our website for specs.

Schoology is Maclay School's Learning Management System. All PK3 – 5th families will have a Schoology Account. In Schoology you will find class schedules, meeting links, announcements, etc. Parents/guardians of PK3 – 3rd graders will use Schoology to upload completed assignments.

## EMERGENCY PROCEDURES

Fire drills are held monthly. Emergency procedures for severe weather or any other school-wide emergency are explained by the classroom teacher and the administration.

If there should be a school closing, parents are advised to listen to local radio stations, to watch WCTV Channel 6 or WTXL Channel 27, or to check the Maclay web page. IN THE EVENT OF A SCHOOL-WIDE EMERGENCY, AN ONLINE MESSAGE WILL BE POSTED TO PARENTS' E-MAIL ADDRESS or a text will be sent. Parents may sign up for this service on the Maclay School Web page. They may also give their cell phone numbers so that a text message may be sent.

## LOCKDOWN/DANGER CODES

The following procedures will be put in place in the event of danger on campus, ranging from an intruder to fire or weather hazards. The following codes will be used:

- **Full Lockdown**—Lock doors. No movement on campus by anyone except law enforcement. Stay away from doors and windows.
- **Partial Lockdown**—Threat level is known (example: tornado watch). Classroom is locked, but instruction continues.
- **Bomb threat/fire**—Full evacuation.
- **Bullhorn blast**—Students return to building immediately.
- **Siren Call**—Students lie down where they are.
- **All clear**—Bells and/or announcement. Safe to return to classrooms. Danger gone.

**The “All Clear” can only be given by the Head of School.**

## STUDENT HEALTH CENTER

### Health and Immunization

The Maclay School Student Health Center is located in the center of campus as you enter the Upper School quad. It is staffed by a Registered Nurse and a part-time assistant. The Health Center is open during school hours to provide care for students with chronic medical conditions and those who become ill and/or injured during the school day. Parents and guardians must ensure that the Student Health Center has current student medical information as well as current and accurate information for emergency contacts. A Student Health and Information form must be updated annually. This form can be found on FACTS. Please include medical diagnoses, daily medications, and any health issues which might affect your child during the school day. Please notify the Lower School Director and the School Nurse of any changes to your child's health status during the school year. It is imperative that the Health Center receives communication when your child is ill, receives a new diagnosis, and/or medical treatment plan in order to facilitate prompt and appropriate response to any situation requiring skilled attention during the school day. Please be advised that the annual Student Health and Information form must be completed in order for students to be eligible to participate in off-campus activities and field trips.

## COMMUNICATION

The Student Health Center must have current and accurate phone numbers of at least one guardian, in addition to at least two other persons listed as emergency contacts who are authorized to pick up and care for the student in case of emergency. A guardian will be contacted if a student registers a temperature over 100.0 degrees, vomits, or if there is any indication that a student should be sent home or seek medical attention. In case of an emergency, the RN and/or staff member will call #911/Emergency Personnel in addition to contacting the student's emergency contacts on file. Parents and guardians may contact the Student Health Center directly at 850-893-5030 and by email at [HealthCenter@maclay.org](mailto:HealthCenter@maclay.org)

## IMMUNIZATIONS

**All new students, Pre-Kindergarten through grade 5, entering Maclay for the first time, must have proof of a current physical examination including up-to-date immunizations.** The immunization records must be on a specific State of Florida Certification of Immunization Form 680, available at most Florida-licensed physicians' offices or the County Health Department. Additionally, a new Florida Certificate of Immunization Form 680 to LS HANDBOOK document vaccines specific to KINDERGARTEN entry is required of ALL students entering the Kindergarten for the first time in the State of Florida on or before the first day of school. The Florida Religious Exemption Form 681 can be issued only by the Florida Department of Health and only due to a student's family's religious tenets or practices.

## MEDICATIONS

**All medications**, including prescription and over the counter medications, **must be taken in the Student Health Center** under the supervision of a designated staff member. The Health Center provides storage and safe handling of medications, and it is imperative for campus safety that medications be managed through the Health Center. All medications should be stored in the original labeled container. Prescription medications must be accompanied by the corresponding Rx order. Guardians will be asked to complete a Permission to Administer Medication at School form. Medications that are to be administered during school hours must be stored in the Student Health Center. The exception to this rule is for life-saving medications such as asthma inhalers, Epi-Pens, and diabetic medications. In addition to a Permission to Administer Medication at School form, diagnoses requiring self-carry medications require a specific Action Plan of Care. Samples of student-specific Action Plan of Care forms are available in the Student Health Center, or the guardian may provide a form of their choice. An annual Diabetes Medical Management Plan signed each year by the student's physician must accompany all diabetic supply care kits to school and will be kept on file in the Student Health Center.

## SICK DAY POLICY

School year 2022-2023, students **MUST** stay home at least 24-hours after the resolution of any of the following symptoms (unless symptoms are associated with a previously known and documented diagnosis)- • Fever  $\geq$  100.0 or chills • Cough • Fatigue • Headache • Muscle or body aches • Sore throat • Congestion or runny nose • Vomiting • Diarrhea

For information about our Sick Day Policy, please visit <https://www.maclay.org/campus-life/health>

## COVID-19 DIAGNOSIS

Consultation with a primary care provider for diagnosis and consideration for COVID-19 testing is recommended for anyone with the above listed symptoms. Persons with COVID-19 who have symptoms may discontinue isolation under the following conditions: • At least 24-hours have passed since resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath, symptoms above); **AND** • At least 5-days (120 hours) have passed since symptoms first appeared and/or positive test result. Contact your healthcare provider and the Student Health Center to establish when your child can return based on exposure date and sequela of exposure.

## OTHER DEFINITIONS AND RETURN TO SCHOOL GUIDELINES

• Fever  $\geq$  100.0 F degrees. To return to school individuals must be fever-free for 24-hours without the use of anti-fever medications such as Acetaminophen (Tylenol) or Ibuprofen (Advil or Motrin). For more information on fevers, visit <https://kidshealth.org/en/parents/fever.html>

- **Vomiting or Diarrhea-** Individual may return after 24-hours since last episode. If stool contains blood or mucous, student may return after a minimum of 24-hours of last episode AND once cleared by their healthcare provider.
- **Flu-** Individuals with suspected or confirmed flu should stay home at least 4-5 days after the onset of symptoms. Persons with the flu are most contagious during the first 3 days of their illness.
- **Undiagnosed, new, or untreated rash or skin condition-** (i.e. generalized hives, wounds with purulent drainage). Return when resolved or 24-hours on treatment plan.
- **Strep Throat-** May return 24-hours after treatment has been initiated and has been without fever for 24-hours. <https://www.cdc.gov/groupastrep/diseases-public/strep-throat.html>
- **Conjunctivitis (Pink Eye)-** White or yellow eye discharge, matted eyelids, and redness of eyelids or skin surrounding the eye. Students may return 24-hours after treatment has been initiated, when eyes are clear, or with physician permission. <https://www.cdc.gov/conjunctivitis/>
- **Pain-** If your child has a mild ache or pain, but otherwise feels okay, attending school is appropriate. A complaint of pain is always something to monitor and consider consultation with a healthcare provider.
- **Chickenpox-** Chickenpox is a highly contagious disease caused by the varicella-zoster virus and can be serious, even life-threatening. It can cause an itchy, blister-like rash. Individuals must stay home until all lesions have dried and crusted, and no new lesions have appeared for 24-hours. A minimum of a week out of school is required. <https://www.cdc.gov/chickenpox/>
- **Green, Brown, or Bloody Sinus Drainage -** Individuals need to stay home until resolved, especially when the child is unable to keep their nose wiped clean and their hands washed. Consult a healthcare provider for treatment recommendations.
- **Impetigo-** A bacterial infection of the skin. Impetigo starts as a red, itchy sore. As it heals, a crusty, yellow or “honey-colored” scab forms over the sore. Individuals can return 24-hours after initiation of antibiotic treatment.
- **Hand, Foot, and Mouth Disease-** Symptoms of hand, foot, and mouth disease usually include fever, mouth sores, and skin rash. The rash is commonly found on the hands and feet. It is common in children under 5 years old, but anyone can get it. The illness is usually not serious, but it is very contagious. There is no specific medical treatment and will usually go away in 7-10 days. Good hand hygiene and disinfecting surfaces is recommended.
- **Head Lice-** Head lice are not known to transmit any disease and therefore are not considered a health hazard. It is the position of the National Association of School Nurses (NASN) that the management of head lice in the school setting should not disrupt the educational process. <https://www.nasn.org/advocacy/professionalpractice-documents/position-statements/ps-head-lice> For Tips for management of Lice can be found at the following links- <https://kidshealth.org/en/parents/head-lice.html> and <https://www.cdc.gov/parasites/lice/head/treatment.html>
- **Ringworm-** Ringworm is a common skin infection that is caused by a fungus. It can cause a circular rash that is usually red and itchy. Individuals with ringworm can return once treatment has been initiated. Areas should be covered with a band aid and these persons shouldn't share personal items with other people.

*\*Specific care plans based on diagnosis will be made on a case-by-case basis with the Student Health Center to guide when students and faculty can safely return to school. Please remember to stay home when ill and practice hand hygiene often. If your child contracts a communicable disease such as Varicella (chicken pox), Measles or Mumps, Rubella (German Measles), Diphtheria, Polio, Pertussis (whooping cough), Hepatitis B, Influenzae, COVID, or any serious contagious illness, please notify both the main office and The Student Health Center at [HealthCenter@maclay.org](mailto:HealthCenter@maclay.org) or 850-893-5030.*