

PARK

SCHOOL

FAMILY HANDBOOK

2025

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2026

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About Park School

Welcome to Park School!

Welcome to Park School, where we are dedicated to providing specialized academics for dyslexic learners in a nurturing and empowering environment. As a K–8th grade dyslexic-only institution, our mission is to offer students not just an education, but a promise—a promise to provide dyslexic learners with a place to belong and a path toward lifelong success.

At Park School, we understand the unique needs of dyslexic learners. Our commitment lies in delivering direct and explicit multi-sensory instruction that is tailored to individual learning needs. We embrace a pedagogical approach that involves continuous diagnostic and prescriptive review of concepts, ensuring that each student receives the personalized support necessary to thrive academically.

We believe in the power of experiential learning across the curriculum, fostering a dynamic educational experience that goes beyond traditional boundaries. By engaging students in hands-on, real-world applications, we aim to inspire curiosity, critical thinking, and a lifelong love for learning.

Central to our mission is the development of the whole self. In our emotionally sound environment, we prioritize the well-being and emotional growth of each student. We recognize that academic success is closely intertwined with a student's emotional and social development, and we are committed to creating a supportive community where every individual can flourish. Development of self includes an understanding of how each individual learns best and opportunities to discover, explore, and cultivate the unique, inherent advantages of the dyslexic mind.

Mission Statement

At Park School, we aspire to be more than just an educational institution; we strive to be a second home for dyslexic learners, a place where they can embrace their strengths, overcome challenges, and build a foundation for a future filled with academic achievement and personal fulfillment. A Park School education is a transformative journey where every dyslexic learner finds not only academic achievement but a community that understands, supports, and celebrates their advantages.

Philosophy

Experience has taught us that a school is much more than a building. Park School in Winter Park, FL stretches beyond its walls. Our community is students, families and teachers who come from all walks of life with one common goal: to provide children with a loving environment that allows them the freedom to grow into themselves and the opportunity to excel in knowledge, strength and hope

At Park School, freedom acts as a boundary. With our teachers' careful guidance, children learn to handle freedom responsibly. Teachers facilitate active learning and student participation in lesson planning and self-evaluations. Students develop self-discipline and self-confidence within a

framework that meets or exceeds state standards for academia, and also promotes character growth.

Small classes allow teachers time to listen to students and take into account individual learning styles. Visual, spatial, musical, and naturalistic experiences hold equal court with traditional analytical and linguistic activities. This learner-centered approach places the spotlight on student development and advancement instead of attempting to fit children into templates for the sake of convenience.

Our community values diversity, gleaned deeper knowledge of ourselves and others through our differences. We examine a variety of viewpoints, equipping our children for interaction with those who may see the world differently than they do. Diversity supports our children's growth into socially responsible, emotionally mature citizens.

Community Standards

At Park School, we believe in a balance between preserving the innocence of childhood and offering honest, real-life communications to equip our students for the next step. We ask that children leave materials and words with "adult" themes outside the boundaries of our campus. This will help us to foster a safe, loving environment with productive attitudes and inclusive social relationships.

We can approach interpersonal conflict with responsibility and love for each other. We can approach ourselves as citizens of the world, applying what we learn to our relationships with people who may not always agree with us.

Honor Statement

To accomplish our mission statement and ministry, the discipline system at Park School is designed to create a safe environment for our Park School community that nurtures the spiritual, academic, physical, and social growth of our students. We seek to establish a clear standard of behavior based upon social emotional flexibility training.

The Park School community believes this safe and nurturing environment is best achieved within an atmosphere of clear consequences for unacceptable behavior. Our students must understand that their choices produce consequences, positive consequences for honorable behavior and negative consequences for dishonorable behavior. Students should understand they will be held accountable for their actions.

Honor Code

Be kind,
Be safe,
Work hard,
Have Fun!

Students must show kindness to teachers, staff, and peers. Students must do their best to make safe choices for themselves and others. Students must do their best to work hard and put forth their best effort.

The Honor Code begins with a commitment by each student to personal integrity, is expanded by a refusal to condone dishonorable behavior, and is strengthened by support of appropriate consequences for those who violate the Honor Code. Honor Code's success relies on the willingness of faculty and students to hold one another accountable to the Code.

Code of Conduct

Park School views discipline as a process of developing appropriate behaviors. Positive reinforcement for "good" behavior in a loving, supportive environment promotes the child's self-confidence and leads to increased desirable behaviors. A challenging environment that allows experimenting, learning, physical activity and quiet times, prevents boredom and promotes good behavior.

Behavior Management Policy

Guidance consists of direct and indirect actions used by the adults to help children develop socially acceptable behavior. The long-term goal of guidance is inner self-control.

Park School uses both indirect and direct guidance techniques.

Indirect Guidance Techniques:

- We give previous warnings: "You have five more minutes to play before it's time to clean up."
- We give choices: "You may paint with the other children or you may read a book in a quiet spot."
- We have regular routines: "We always have clean up time before our snack. After snack is playground time."
- We are consistent. We do things the same way each day so the children know what to expect, learn to trust, and feel safe in their environment.

Direct Guidance Techniques:

- We use affirmative statements: "We use walking feet indoors" rather than "Don't run!" or "Use your words to tell us when you are angry" rather than "Don't hit!"
- We get the child's attention by making eye contact, speaking quietly and asking the child to repeat the directions.
- We try very hard to be fair. We examine our expectations to make sure they are age appropriate, and we do not make new rules just because an activity is too noisy or messy.
- We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: "You can choose a quiet place to

calm down or I can choose one for you.”

If a child in the primary grades is unable to demonstrate self-controlling behavior, a brief moment to refocus, collect their thoughts and calm down for the child to regain control. This calm down time occurs only when other measures fail and is used as an opportunity for the child to re-group, not as a punishment.

For disruptive behaviors that are not demonstrative of conflicts between students, teachers will issue after the third warning a Classroom to Office connection form to the student detailing the offense. The student will connect with a school administrator to determine the course of action- either a predetermined amount of time in the office (15 minutes), a call home, or both.

At Park School we believe the purpose of discipline is educating and redirecting children and realizing consequences. It emphasizes cooperation. However, appropriate guided consequences are seen as a powerful form of reinforcing appropriate choices and Park School’s expectations. The ultimate goal in redirecting is to benefit the child.

By law, and by Park School’s program philosophy and policy, all forms of corporal (physical) punishment are strictly forbidden.

If a child is unable to gain control and requires more individual attention than can be given within child-to-staff ratios, we may need to contact a parent. Repeated uncontrollable behavior can lead to removal from Park School.

Anti-Bullying Policy

Purpose

Park School believes in respecting the dignity of every student and expects everyone to show respect for all other students. Respectful, courteous conduct furthers Park School’s mission, promotes productivity, minimizes disputes and enhances the school’s reputation. Accordingly, this policy and our Code of Conduct forbids any bullying or offensive conduct based on an individual’s race, color, religion, sex, national origin, age, disability, handicap, veteran, or citizenship status and which is not consistent with our Mission. Park School is committed to providing an educational and work environment that is free of unlawful discrimination. Park School will not tolerate any form of bullying (including cyber bullying), harassment, discrimination, or retaliation which violates this policy.

This policy is designed to assure that awareness, intervention, and follow-up training components are in place with the goal of establishing and maintain a safe learning and working environment.

Coverage

This policy forbids any student from engaging in any conduct which bullies, harasses, discriminates, or retaliates against any other Park School student or student’s family members, Park School

employee, teacher, administrator, principal, vendor, applicant, or agent. This policy shall apply at all times and shall cover conduct which occurs both on and off campus and may also extend to the use of the Internet.

Prohibited Conduct

The conduct prohibited by this policy, whether verbal, physical, or visual, includes any bullying, harassment, discrimination, or retaliation and any conduct that affects someone because of that individual's race, color, religion, sex, national origin, age, disability, handicap, and veteran or citizenship status. Among the types of conduct prohibited by this policy are epithets, slurs, negative images or stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals based upon these protected categories.

Definition of Bullying, Harassment, Cyber-stalking and Cyberbullying

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or Park School employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- Unwanted Teasing
- Social Exclusion
- Threat
- Intimidation
- Stalking
- Physical Violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of property

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or Park School employee that:

- Places a student or Park School employee in reasonable fear of harm to his or her person or damage to his or her property
- Has the effect of substantially disrupting the orderly operation of the school

Bullying and harassment also encompasses:

- Retaliation against a student or Park School employee by another student or school employee

for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated. Words, images, or language by or through the use of electronic mail or electronic communication directed at a specific person, causing substantial emotional distress to that person.

Cyberbullying is defined as the act of using information and communication technologies such as, but not limited to, e-mail, cell phone, text messaging, instant messaging, defamatory personal web sites, repeated, and hostile behavior by an individual or group that is intended to threaten or harm others or which substantially disrupts or interferes with the operation of Park School or an individual's academic performance.

Bullying, Cyberbullying, Harassment and Discrimination (hereinafter referred to as bullying for the purpose of this Policy) also encompasses, but are not limited to:

- Unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability, marital status, socio-economic background, ancestry, ethnicity, gender, linguistic preference, political beliefs, and social/family background.

Sexual Harassment

Harassing conduct based on gender often is sexual in nature but sometimes is not. This policy forbids bullying, harassment, discrimination, or retaliation based on gender, regardless of whether the offensive conduct is sexual in nature. Any offensive conduct based on gender is also forbidden by this policy, regardless of whether the individual engaged in the harassment and the individual being harassed are of the same or are of different genders.

Examples of sexual harassment forbidden by this policy include:

- offensive sex-oriented verbal kidding, teasing, or jokes;
- sexual flirtations, advances, or propositions;
- continued or repeated verbal abuse of a sexual nature;
- discussions of sexual experiences or spreading rumors relating to a person's sexual activities
- graphic or degrading comments about an individual's appearance or sexual activity
- offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons, or posters
- unwelcome pressure for sexual activity
- offensively suggestive or obscene letters, notes, invitations, electronic messages, including e-mail, telephone calls, and the like;
- offensive touching or physical contacts that would include patting, grabbing or pinching.
- stalking or other sexually related criminal activity

Park School Code of Conduct Matrix

Level 1 offenses

Level 1 offenses include but are not limited to: cheating; classroom disruption; disorderly conduct; disrespect; failure to report for a lunch detention; false and/or misleading information; insubordination; profane, obscene, or abusive language/materials; electronic device violation; horseplay; unauthorized absence or tardy from class.

Level 1 offenses will be handled by instructional personnel. Appropriate interventions may include:

- Verbal warning
- Change/relocate student seat
- Parent contact (mandatory)
- Special work assignment
- Restorative practice
- Withdrawal of Student Privileges
- Confiscation of unauthorized materials/objects/contraband
- 1-day lunch detention

Offenses that continue after multiple teacher interventions will move to a Level II, Repeated Misconduct.

Level 2 Offenses

Level 2 offenses include but are not limited to: destruction of property/vandalism (under \$100); disrespect; fighting*; forgery; gambling; insubordination/open defiance; intimidation/threats; stealing (under \$50); unauthorized assembly/publications; gang related activity; harassment; electronic device violation; horseplay.

Level 2 offenses will be disciplined by the Administrator, using the following progressive scale:

- Appropriate Level 1 response
- Parental contact (mandatory)
- Behavior contract
- Restorative practice; replacement or return of property
- 1st Offense- 2-day lunch detention
- 2nd Offense- 1-day suspension
- 3rd Offense- 2-day suspension
- 4th Offense- Move to Level 3
- *Fighting – any physical student contact constitutes an immediate dismissal for the remaining part of the day with a 1-day suspension served the following school day.

Level 3 Offenses

Level 3 offenses include but are not limited to: physical attack; breaking and entering; destruction of property/vandalism (\$100 to \$999); extortion; fighting; firecracker/fireworks; gross insubordination/open defiance; illegal organizations; possession of contraband materials; smoking or use of other tobacco products; stealing (\$50 to \$299); trespassing; physical aggression; harassment; intimidation/threats; gang related; hazing; technology violation.

Level 3 offenses will be disciplined by the Administrator, using the following progressive scale:

- Appropriate response from Level 1 or Level 2
- Parental contact (mandatory)
- Behavior contract
- Restorative practice; replacement or return of property
- 1st Offense- 2-day suspension
- 2nd Offense- 3-day suspension
- 3rd Offense- Written warning of referral to Level 4
- 4th Offense- Move to Level 4

Level 4 Offenses

Level 4 offenses include but are not limited to: alcohol; arson (mandatory referral to an appropriate agency); intimidation/threats; battery; bomb threats/explosions; drugs/possession/use/distribution/selling/buying; false fire alarm; firearms (mandatory recommendation for expulsion); inciting, leading, or participating in any major act which substantially disrupts the orderly conduct of school or a school function); larceny/theft (\$300 or over); other weapons; robbery/extortion; sexual battery, harassment, or offenses; vandalism (over \$1000); hazing; physical attack; assault.

Level 4 offenses will be disciplined by the Administrator, using the following progressive scale:

- Parental contact (mandatory)
- Up to a 10-day suspension
- Possible recommendation for expulsion/removal

*Due process – student has an opportunity to write a statement and present witnesses. A level 4 offense requires a discipline team meeting that includes the student, their parent(s) and a Park School Administrator. It will be determined if the offense was committed and if so, what the consequence will be ranging from suspension to expulsion.

Bullying/Harassment

1st Offense- Investigation

If founded, 2 days of suspension

2nd Offense- Investigation

If founded, (1) 5 days of suspension, (2) continued enrollment contract
OR
(1) Expulsion from Park School

3rd Offense- Investigation

If founded, expulsion from Park School

*In the event of a dismissal the student could receive a Hope Scholarship letter.

Behavior Expected from Each Student, Family, and Park School Employee

Park School expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and Park School employees, the goal of student success underlying all school activities, and the care of school facilities and equipment. Park School believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, Park School employees, and community members producing a school climate that encourages students to grow in self-discipline. The development of this positive school climate requires respect for self and others. Since students learn by example, school administrators, faculty, and volunteers will demonstrate appropriate modeling behavior; treat others with civility and respect, and refuse to accept bullying or harassment.

Procedures

Individuals who believe they are victims of bullying, harassment, discrimination, or retaliation, or have witnessed bullying, harassment, discrimination, or retaliation should report the matter to the Administrator. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. All reports describing conduct that is inconsistent with this policy will be promptly and thoroughly investigated. It is the obligation of every Park School student with knowledge of the conduct to cooperate in any investigation of bullying, harassment, discrimination or retaliation. If an investigation confirms that a violation of this policy has occurred, any violator will be subject to disciplinary action including but not limited to, suspension and immediate expulsion consistent with Park School's discipline policy. Any person making a knowingly false accusation will likewise be subject to disciplinary action pursuant to the Park School Honor Statement and Code of Conduct. Students could receive a Hope Scholarship letter in the event of dismissal. Known or suspected child abuse, neglect or abandonment must be reported immediately to the DCF Abuse Hotline: 1-800-962-2873.

Perspective

Determination of whether particular conduct violates this policy is assessed from the point of view of a reasonable person. In the complainant's position, such a determination takes into account the totality of the circumstances, including:

- Frequency of the offensive conduct

- Its seriousness
- Whether it is physically threatening or humiliating
- The location of the conduct and context in which it occurred
- The degree to which the conduct affected the education or employment environment
- The relationship between the parties

Prohibition of Retaliation

Park School forbids retaliation against anyone for reporting bullying, harassment, discrimination, or retaliation, registering a complaint pursuant to this policy, assisting in making a harassment complaint, participation in an investigation, filing a charge of discrimination, or otherwise pursuing his/her rights under this policy. Anyone experiencing or witnessing any conduct he/she believes to be retaliatory should immediately report it to any of the individuals named above. In the course of investigating and in imposing any discipline, Park School will attempt to preserve confidentiality as much as possible based on the circumstances.

Park School Civility Code

Practicing civil behavior helps create a positive and successful learning environment.

At Park School, we want to ensure that our parents, community volunteers, and faculty work collaboratively in the best interest of all our students. For this reason, we commit to using the Park School Civility Code to define how we work together. Adults recognize the important role they have in the eyes of Park School students in modeling key tenants of civility – thereby championing and modeling the kind of responsible, considerate, and positive behavior we hope to instill in and expect from our students.

As an adult member of the Park School community, I strive to create an atmosphere of respect as I:

Share Responsibility for Park School

I take ownership for the school's success by helping Park School to be a safe place to learn, work, and volunteer by acting as a considerate team member while adhering to the school's policies and procedures.

Honor the Professional and Parent

I demonstrate trust and confidence in the professional expertise of all faculty members and acknowledge the diversity of parenting styles within our community, believing that everyone operates with the best intentions.

Collaborate with One Another

I will share ownership of problems not by shifting responsibility or blame, but rather by working collaboratively to resolve issues through respectful interactions and appropriate behavior. Use Positive Communication I respect the dignity, diversity, and well-being of all faculty, parents, and students by putting into practice Park School's Top Ten.

Park School's Top Five

1. Always treat each other with courtesy and respect.
2. Treat each other with kindness.
3. Communicate honestly, with care, tact, and transparency.
4. Maintain confidentiality.
5. Be inclusive.

Community Development

Family and school represent two of the main environments in which your children grow and develop. The faculty and staff at Park School believe by working hand-in-hand with our parents, we will best be able to honor and serve our children.

Park School offers families numerous opportunities to come together as a community and build relationships. Opportunities include:

- Meet the Teacher
- Family Nights
- Trunk or Treat
- Autumn Arts Festival
- Turkey Tournament
- Thanksgiving Food Drive
- Holiday Program and Class Celebrations
- Children's Reading Time
- Parent Education Events
- OG @ Park
- What Now Podcast
- Class Field Trips
- Volunteer Opportunities
- Gerald's Day
- Spring Performance
- End of Year Awards Ceremony and Talent Show

Curriculum

Teachers at Park School are as individual as their students. Each teacher is equipped with unique strengths and perspectives to do the work fashioned for them. With our integrated curriculum, each teacher is encouraged to teach to his or her strengths and challenged to grow new strengths. The result is a dynamic team of traditional and experimental educators who appreciate each other's gifts and balance each other's strengths. Students benefit from the broad scope of learning opportunities

generated by this creative, experienced team.

Park School succeeds in its mission because the administrators, teachers, parents and students work together to form a community of learning.

Kindergarten through Fifth Grade

Park School is committed to developing and guiding children to the realization of their potential. With this commitment, children develop into intelligent, capable young people who can find success in higher education and who can think critically and analytically, act with integrity and compassion, and become responsible citizens of the world. During the elementary school years our integrated curriculum includes OG – the gold standard in intervention, Language Arts (Reading- Writing-OG), Mathematics, Science, and Humanities. Our active learning environment includes opportunities for dyslexic learners to access academic information in a fun, approachable way, encouraging each child to become an independent learner, to develop intellectual curiosity and a joy for learning. Park School curriculum provides a balanced day, including structured academic work periods, adequate developmental play and a variety of music and art. All academic subjects are taught on grade level while at the same time providing appropriate intervention and support. Park School believes that students learn by “doing,” as well as through traditional academic methods. We build in field trips and other types of hands-on activities that support the curriculum specifically our Dyslexic Advantage curriculum that focuses on their dyslexic strengths.

The school’s commitment to small classes allows many opportunities for supportive relationships that encourage each student to achieve academic and personal success. Social problem-solving skills, such as cooperation and building positive relationships with peers and adults, are emphasized. Humanities classes include art, music, SPARK, nature exploration, and creative lab.

Middle School - Grades 6-8

Middle School at Park School is different, in the best of ways. Middle School is a time of intense cognitive and emotional growth. Students begin applying their knowledge and connecting it to the world around them. They have a desire to take action to see a change. Their emotions come to life in new ways.

Park School Middle:

- develops and guides children to the realization of their dyslexic potential.
- provides a program that is designed to foster the whole child in all areas of intellectual, cognitive, social, emotional, and physical growth.
- offers small class sizes.
- relies on hands-on projects and experiences to solidify and accelerate learning
- employs seminar-style teaching, discussion and application.
- encourages students to think critically, as well as creatively.
- enlightens students with topics and subjects that cross disciplines to help connect academics

to the real world.

- provides highly supported and personalized transitional guidance from Middle School to High School.

Park School teaches students how to think critically as well as creatively, and how to express their thoughts with clarity and with passion. Topics and subjects cross disciplines to help connect academics to the real world. Park School graduates are thoughtful, articulate and compassionate and are eager and ready to go out into the world and meet its challenges.

Specials: Park School considers special areas an integral part of whole-child learning. Specials at Park School include Art, Music, SPARK, Entrepreneurship, Wakesurfing, Tennis and Performing Arts. These enrichment areas may be taught by classroom teachers or other Park School staff, community members and/or parents.

Field Trips: Field trips are an important supplement to active learning and will be scheduled to enhance various units the students cover. Parental involvement is crucial to the success of all field trips, as the school does not have buses for student transportation. Please consider driving or chaperoning one or several of the field trips your child takes each school year. Please remember that in order to chaperone a field trip, you must have a background check run and a copy of your driver's license and proof of insurance must be in the Park School office.

Faculty and Staff

Park School consists of an Administrative team and highly trained classroom teachers specific to their field, Speech Language Pathologist and Occupational Therapist.

Learning Environment

It is the desire of Park School to build on the child's innate desire to learn. In order to do this, we must provide a climate where children are encouraged to make full use of their capabilities through their senses, feelings and minds. We strive to:

- Maintain small class sizes.
- Nurture self-esteem and awareness in students. Goal setting with our upper grades.
- Foster a sense of community in learning. Small group projects, cooperative
- games, problem-solving activities, and interpersonal communications are featured daily.
- Create an active, integrated curriculum that equips the child intellectually, physically, emotionally, and socially.
- Provide activities that are multi-aged in order to stimulate children's thinking and cognitive growth. Older children develop skills in becoming role models and mentors to the younger children.
- Create an environment of collaboration between the school and parents. Joined by a common set of beliefs and purposes, Park School and its parents form a powerful team with

far- reaching positive effects on children.

- Use the outdoors as a classroom for instruction and play.
- Integrate service into each grade level.

Admissions Policies & Information

Contact Information

Mailing Address: Park School
1600 S Orlando Avenue
Winter Park, Florida 32792

School Phone: 407-863-1977

Website: www.ParkSchoolFL.org

Additional Information: info@ParkSchoolFL.org
School Administrator: Cherrie Langston

Admissions

The official admission process is six steps:

STEP 1 – Website Inquiry

STEP 2 – Phone Interview

STEP 3 – Submit an Application

STEP 4 – Two Shadow Days/Student Screening

STEP 5 – Applicant References

STEP 6 – Admission Decision and Enrollment

Admission for re-enrollment opens in February and spaces are filled on a first come, first served basis with preference given to returning families and siblings of currently enrolled students. Prospective students may be enrolled year-round, per space availability.

Enrollment Contract

All parents are required to complete and sign an enrollment contract.

Confidentiality Agreement

School records will not be released or shared with a third party, unless authorized by the parent(s), or a signed release from transferring school.

Non-Discrimination Statement

Park School admits students of any race, color, national origin, and ethnic origin to all the rights,

privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, grant and aid, and other school administered programs.

Withdrawal

Please notify the Administrator, in writing, two weeks prior to withdrawal from Park School. Tuition paid for the month in which the student is withdrawn, material and registration fees are not reimbursable. Tuition contracts remain in place even after withdrawal.

Financial Information

Payment Agreement

All parents are required to complete and sign a payment agreement which is part of the online enrollment packet indicating whether they opt to pay tuition in a single payment or in installments.

Adjusted Tuition/Scholarships

Park School grants needs-based tuition assistance to qualified families with students in K through grade 8. Admission decisions are independent of tuition assistance consideration.

Applying for adjusted tuition assistance requires the completion of an on-line application through the FACTS System. The Financial Committee reviews all applications and makes the final decisions regarding adjusted tuition.

Tuition and Fees

Tuition

Tuition is based on total scheduled days, and as expenses are continuous, there is no change in tuition for holidays, absences, or vacations. Tuition fees may be paid in monthly installments (June – May). Families may choose a single payment plan that is payable in June or bi-annual to be paid in June and January.

Automatic deduction of tuition and fees using the FACTS Management online system is required. Families have the option of paying monthly, bi-annual, or annually and can either use ACH debit or a credit card.

Parent understands that the enrollment obligation for the full academic year is unconditional and that no portion of the year's tuition or fees so paid or outstanding will be refunded or canceled in the event of absence, withdrawal, or dismissal of this student from the School.

Parent agrees to assume unconditional responsibility for the full annual tuition and fees and the costs of collection thereof, including reasonable attorney fees.

Fees:

Application fee- Due at the time of registration
\$200 per student.

Enrollment fee- A non-refundable enrollment fee is due in full upon completion of the enrollment packet. The standard enrollment fee is \$1500.00 with discounts for current families during re-enrollment.

FACTS Payment Plan fee - \$55.00 for monthly and \$25 for annual and bi-annual plans.

Late Payment fee - Students should be picked up promptly from school. Parents and those picking up students from school are asked to be very sensitive to the extra burden placed on the school when students need to be supervised after the pick-up time.

School dismissal on Monday through Thursday is 3:00pm for all students; dismissal on Friday is 2:00pm for all students.

If your child is not picked up by 3:15pm there will be a late fee of \$15 incurred at 3:16pm and then \$1 for every minute there after. On Friday's a late fee of \$15 will be incurred at 2:16pm and then \$1 for every minute there after.

Please note that all late fees will be billed to the parent's incidental billing account in FACTS.

FACTS Terms & Conditions

TERMS AND CONDITIONS: FACTS Management Company (FACTS), Lincoln, Nebraska has contracted with Park School (Institution) to process payments for tuition and/or fees. This FACTS Agreement (Agreement) is independent of any tuition agreement you may have with the Institution. The status of this Agreement in no way affects your obligation to pay the Institution. **As the person who submitted this Agreement, you are the Plan Owner. You accept and agree to be bound by the Agreement's terms and conditions until the total amount owed is paid in full.**

AUTHORIZATION: You authorize FACTS to process payments from the account provided or any subsequent account and acknowledge the account provided belongs to you. Your authorization will continue for the next Institution term upon receipt of re-enrollment information submitted to FACTS by the Institution. Such re-enrollment will be governed by the terms and conditions of that term's applicable Agreement. A new nonrefundable enrollment fee will be assessed at that term's rates. Your authorization will terminate when the total balance due has been paid (including fees, unless waived) and re-enrollment information is not received for the next Institution term.

NON-ELECTRONIC COPIES: You have the right to receive a paper copy of the record for which you provided an electronic signature. If you wish to receive a paper copy of the record, please send

an email to your institution administrator or call your institution administrator. There are no fees for a copy of the requested record.

ENROLLMENT FEE: The \$55.00 nonrefundable enrollment fee will be automatically deducted from the account provided within 14 days of the Agreement being posted to the FACTS system. If the enrollment fee returns, it will be rescheduled.

The enrollment fee is based upon the number of payments selected for each Agreement period. If the entire balance is not paid within twelve (12) months, FACTS may assess a new enrollment fee and continue to do so on an annual basis until the balance is paid in full. Fees are subject to change.

RETURNED PAYMENT FEE: If a payment is returned, you will be notified and a \$30.00 FACTS Returned Payment Fee will be automatically processed from the account provided. If the returned payment fee is returned, it will be rescheduled. Fees are subject to change.

LATE FEES: A late fee may be assessed for returned payments. For more details, refer to your confirmation notice. **If any late fees are returned, they will be rescheduled.** Fees are subject to change.

PAYMENT DATES: If the payment date falls on a weekend or banking holiday observed by the Federal Reserve, the payment will be attempted on the following business day. Although FACTS specifies the date each payment will occur, your financial institution determines the time of day the payment is debited to the account.

CHANGES TO AGREEMENTS: A. **You may make changes to the information provided in this Agreement by contacting the Institution.** The timely application of changes depends on when they are received by FACTS; FACTS may refuse to apply changes prior to the next scheduled payment date if FACTS determines, for whatever reason, that it does not have sufficient time to act on them. In the event you authorize additional services from the Institution, or in the event additional fees are assessed by the Institution in accordance with its policies and as a result of changes authorized by you, you understand that the total balance due and/or payment amount will change. You agree that your authorization of any such change shall constitute your authorization to change the payment amount, and/or to continue payments until the total balance due is paid in full. **If you, as the Plan Owner, are not the recipient of services, you authorize the recipient of services to make changes to his or her schedule or activities and agree to be bound by any such changes.**

You do not require FACTS or the Institution to send advance notice of adjustments resulting from such changed authorization, which includes any reduction in the balance due and/or payment as a result of financial aid, or any other similar cause. However, a copy of any such changed authorization, as described above, is to be provided to you by the Institution.

B. If there will be any change in the preauthorized payment amount other than a changed authorization, as described above, the Institution will give you notice of such changed payment amount at least ten (10) days in advance of the next scheduled payment.

C. You may revoke your authorization by sending FACTS a signed, written notification or email. Please note that terminating your Agreement with FACTS in no way affects your obligation to pay the Institution. Your Institution may demand immediate payment of all outstanding balances. You are strongly encouraged to contact your Institution before requesting to terminate your Agreement.

INCIDENTAL BILLING: Separate invoices may be sent for incidental expenses not included in your Agreement balance. The invoiced amounts will be automatically processed from the account provided or any subsequent account on the invoice due date. The amount of the payments may vary; the invoice will be your notice of the amount to be processed. Auto pay enrollment for incidental billing will continue in future Institution terms. You may change your auto pay information online. Please contact your institution with questions regarding your auto pay enrollment.

CUSTODIAL ACCOUNT: FACTS does not guarantee payments it does not collect from you. Collected funds shall be held by FACTS as your agent until remitted to the Institution. Depending upon the Institution's policy, payments returned by your financial institution may be rescheduled. Refunds of any money paid to FACTS, except for any applicable FACTS fees, will be handled by the Institution according to its refund policy. Interest earned on custodial funds is paid to FACTS.

CONFIRMATION: Any and all inconsistencies in the information provided will be resolved in the confirmation notification sent to you from FACTS. Changes made by the Institution that are received by FACTS before the notification is sent may also be included. In either event, the confirmation notification shall be controlling. A portion of your enrollment fee or late fee, if applicable, may be retained by or used to support the Institution(s) administering your payment plan.

DISCOVERY OF SUSPECTED ERRORS: If you discover what you believe to be an error made by FACTS, you must report the suspected error to the company immediately. FACTS must hear from you no later than sixty (60) days after the suspected error occurred. This obligates you to timely review of your bank statements and a timely response to company letters, emails, or phone calls. It is your responsibility to report suspected errors as soon as possible.

TELEPHONE CONTACT CONSENT: You certify that you are the subscriber to the provided wireless number. You authorize FACTS and its representatives to contact you regarding your account at any current and future numbers that you provide for your cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. Standard message and data rates may be charged by your service provider(s).

GOVERNING LAW: You acknowledge that the origination of ACH transactions to your account must comply with the provisions of U.S. law. This Agreement shall be governed by the laws of the State of Nebraska. This Agreement should in no way be construed to be a lender-borrower agreement between FACTS and the Institution or FACTS and you.

ARBITRATION: Any controversy or claim between the parties to this Agreement, its interpretation, enforcement or breach, including but not limited to claims arising from tort (which includes claims

of fraud and fraud in the inducement), shall be settled by binding arbitration administered by and under the rules of Commercial Dispute Resolution Procedures of the American Arbitration Association ("AAA"), as modified by this Agreement, and will be administered by the AAA. While either party shall have all the rights and benefits of arbitration, both parties are giving up the right to litigate such claims and disputes in a court or jury trial. The results, determinations, findings, judgments and/or awards rendered through such arbitration shall be final and binding on the parties hereto and may be specifically enforced by legal proceedings. Judgment on the award may be entered into any court having jurisdiction. Neither party shall be entitled to join or consolidate disputes by or against others in any arbitration, or to include in any arbitration any dispute as a representative or member of a class or as part of a class action, or to act in any arbitration in the interest of the general public or in any private attorney general capacity. A demand for arbitration shall not be made after the date when the institution of legal or equitable proceedings based on the claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration shall constitute the institution of legal or equitable proceedings based on the claim. All proceedings in arbitration shall be administered in Lincoln, Lancaster County, Nebraska. This provision shall survive termination of the Agreement.

PRIVACY AND SECURITY: Data collected and stored by FACTS pursuant to this Agreement is governed by the Institution's privacy policy in addition to the FACTS privacy policy. Access to the data shall be restricted to authorized associates of FACTS or its affiliates and shall be used for the purposes of providing, marketing, and improving services to you or the Institution. FACTS maintains physical, procedural, and electronic safeguards to protect data from being accessed by unauthorized third parties. You agree and acknowledge, in accordance with the FACTS privacy policy that FACTS or its affiliates may market services to You. You will have the opportunity to tell us you do not want to receive future messages with each message you receive.

MILITARY LENDING ACT: **Notice to Covered Members under the Military Lending Act (10 U.S.C. Section 987 (i)(1)):** Federal law provides important protections to members of the Armed Forces and their dependents relating to this agreement. In general, the cost of a payment plan to a member of the Armed Forces and his or her dependent may not exceed an annual percentage rate of 36 percent. This rate must include, as applicable to your account: The costs associated with payment plan insurance premiums, fees for ancillary products sold in connection with the payment plan; any application of charged (other than certain application fees for specified payment plans or accounts); and any participation fee charged.

Federal law also exempts you from the Arbitration section of this Agreement.

PEACE OF MIND (POM): If, as the person who has submitted this FACTS Agreement, you have selected the "Yes" box enrolling you in the Peace of Mind (POM) Benefit, this will serve as your Certificate of Insurance. (NOTE: If you choose a **one-payment option or a plan longer than 12 months**, you are **not eligible** for POM.) The FACTS Peace of Mind (POM) Benefit pays the remaining unpaid balance of the Agreement up to a Maximum Benefit Amount of \$30,000 and is subject to the conditions listed below:

1. The Maximum Benefit Amount applies to each FACTS Payment Agreement. Payment is

initiated upon death of the covered person. Covered person means the person who has signed the FACTS Payment Agreement, or that person's legal spouse. The covered person must be under the age of 70 on the later of the day insurance is elected or the FACTS Payment Agreement is signed. Electronic signatures are allowed.

2. The amount of Benefit payable is limited to the outstanding balance owed to the student(s)' educational institution, as budgeted through FACTS, up to the Maximum Benefit Amount. The amount of benefit payable is further limited to a reasonably declining balance; claims following large balance increases, consistently low payment amounts, or extended payment schedules may be reviewed and subject to potential reductions in line with reasonable anticipated amortization of tuition covered. Amounts owed for nonbudgetable expenses (incidental expenses) are not covered. Payments in arrears, if any, are not covered. The Benefit is payable directly to the institution specified on the Payment Agreement.
3. The coverage effective date is the date on which the FACTS Payment Agreement is executed by the covered person. The nonrefundable POM fee must be received by FACTS in order to process a claim. Coverage ends on the earlier of the due date of the last scheduled FACTS payment or last day of classes of the academic term covered by this agreement. Under no circumstances does coverage extend to costs associated with more than a single academic term.
4. A portion of the nonrefundable POM fee will be retained by FACTS for administering the Benefit program.
5. Proof of Loss is required to obtain this Benefit. A certified copy of the death certificate, indicating cause of death, must be provided to FACTS.
6. The covered person(s) must be a citizen/permanent resident of the United States.

Group term life insurance coverage is issued by Assurity Life Insurance Company ("Assurity") of Lincoln, Nebraska. Form G L1502 and G L1502C.

SPECIAL NOTE REGARDING FINANCIAL AID: Please do not assume your balance will automatically be adjusted if you receive financial aid or a class or service is added or dropped. You should review your Agreement balance online or contact your Institution.

Returned Checks

FACTS Returned Payment Fees

A returned payment fee is incurred by a consumer when a payment fails due to insufficient funds in a consumer's bank account or when a credit card is used for a scheduled payment and the credit card is either invalid or the credit limit is exceeded.

FACTS policy

As described in your payment plan terms and conditions, if a payment is returned we will assess and automatically process a **\$30.00** returned payment fee.

Will I know if a returned payment fee is going to be charged to my account?

Yes, if you have a payment that fails, you will be notified of the failure. The notice will tell you the date on which a **\$30.00** returned payment fee will be processed and the date on which the failed payment will be rescheduled (unless you take some action in the meantime to make the payment). If the **\$30.00** returned payment fee fails, it will be reprocessed immediately. If we detect a pattern of failed returned payment fees we may prohibit you from enrolling in payment plans administered by us in future years until the fees are paid.

Can I make up a failed payment before the rescheduled payment date?

Yes. You are always able to bring your account current by making a payment online or over the phone. Institution policy will determine if you are also able to pay in person, spread the failed payment across your remaining payments, or reschedule the failed payment for the end of your payment plan.

Will I be charged an overdraft fee by my bank if my payment fails?

That depends on your financial institution. We understand that fees can be burdensome, which is why we strongly encourage all payers to pay careful attention to their payment schedule and do everything they can to avoid failed payments.

Schedule Information & Procedures

Arrival Procedures

Students should not be on campus prior to 8:15 am without parental supervision. Park School provides supervision for students beginning at 8:15 am.

Tardy Policy

It is of utmost importance that children arrive on time daily. Punctuality, a character trait emphasizing the value we place on others' time, not just our own, is an important part of the overall educational process.

If your student arrives at Park School after the 8:31 am morning bell, they will be counted as tardy for the day. Your student will not receive a tardy slip, but it will be noted in the attendance system. If a student arrives tardy, the parent must park and come in to the front office to sign their student in to school. Please note that three tardies will equal one absence. If the student has more than four unexcused absences in a quarter then they will be required to attend mandatory Friday make-up class after Friday early dismissal. (6th- 8th)

Dismissal

- **K–8th grades** are dismissed at 3:00pm. Monday through Thursday and 2:00pm on Fridays.

Grades K–8th. Classes may be dismissed early prior to holidays.

Early Pick-up: If a Parent wishes to pick up a student early, they must contact the office prior to make the school aware. Upon arrival they must park and come to the front office to sign their student out. After 2:30pm students will not be dismissed early and they must be picked up through carline.

Late Pick up policy

Students should be picked up promptly from school. Parents and those picking up students from school are asked to be very sensitive to the extra burden placed on the school when students need to be supervised after the pick-up time.

School dismissal on Monday through Thursday is 3:00pm for all students; dismissal on Friday is 2:00pm for all students.

If your child is not picked up by 3:15pm there will be a late fee of \$15 incurred at 3:16pm and then \$1 for every minute there after. On Friday's a late fee of \$15 will be incurred at 2:16pm and then \$1 for every minute there after.

Please note that all late fees will be billed to the parent's incidental billing account in FACTS.

Severe Weather

School will be canceled when there are severe weather conditions. Park School follows the Orange County Public Schools severe weather protocol and will act in accordance with the school district's cancellations unless otherwise noted. The school will send a text to notify families of school closing and reopening.

Communication

Park School views itself as serving the family unit as a whole. It recognizes the important roles that family, community, and school play in the success of developing the child to their full potential. Because of this, the importance of building relationships and effectively communicating is a priority at Park School.

Avenues of communication include:

New Family Orientation

All new families are invited to a one on one meeting with the School Administrator and Head of School to do social and emotional along with academic goal setting. This meeting happens prior to the student starting school during the admissions process.

Assessment Reports

Park School engages in both formal and informal classroom-based assessments throughout the school year. These assessments may be formative, designed to guide instruction, or summative,

designed to evaluate the outcomes of instruction. Assessments may be teacher designed or published as part of the academic curriculum. Additionally, Park School utilizes nationally-normed as well as benchmark assessments to monitor student growth.

At times, Park School will recommend a more specialized assessment process for individual students in the Kindergarten or upper school when difficulties or delays are noted in language development, academic achievement, information processing, sensory processing, gross or fine motor development, social-emotional engagement, or other specified domains. In these cases, parents will be expected to obtain a formalized assessment from the appropriate specialist(s). Park School will partner with parents in navigating and understanding this process and the implications of assessment results.

The Individuals with Disabilities Education Act (IDEA) requires re-evaluation to be completed once every three years. The purpose of the triennial evaluation is to see if the student's needs have changed. A final evaluation will take place at 16 years of age, which will be used to address a need for accommodations on standardized tests such as SAT/ ACT and any accommodations needed for college. A psycho-educational assessment is diagnostic and prescriptive — it is looking to see “what’s going on and why” (the diagnostic piece), but more importantly- what do we do now that we know what we know (the prescriptive/ intervention piece).

Formal assessment results may indicate the need for specialized support services across a variety of domains. Most often, students may demonstrate the need for speech or language therapy, specialized academic intervention, occupational or physical therapy, and/or mental health counseling/therapy. In order to maximize student growth across any of these domains, Park School requires the collaboration of parents in establishing and maintaining therapeutic relationships with appropriate providers. Failure to commit to and follow through with specialized support will jeopardize continued enrollment at Park School. This requirement is built upon Park School's desire that all students reach their fullest potential.

Parents' electronic signature acknowledging the receipt and review of this Handbook also acknowledges and agrees to the following “Commitment to Specialized Support:”

Commitment to Specialized Support

Park School provides all students with a high-quality, research-based grade-level core curriculum across all subjects. In addition to dynamic implementation of these core curricula, Park School can incorporate certain accommodations for students requiring such supports to fully benefit from the core curriculum and to demonstrate their learning. Technology such as iPads or laptops (and associated tools such as voice to text software, word processing programs, audio books, etc.) can be provided at student cost and used as determined appropriate on a case by case basis by the school as an assistive technology accommodation. A student's report card will document the use of accommodations as will other Park School student records.

Park School students as research has clearly identified show that significant academic gains can be made through systematic and explicit instruction utilizing specialized structured approaches. Many individuals with specific learning disabilities/disorders demonstrate the need for one-on-one help that allows them to move forward at their own pace and receive a great deal of structured practice with immediate corrective feedback. Based upon research demonstrating the academic gains made through these structured

intervention approaches for students with learning disabilities, Park School requires the collaboration of parents/guardians in establishing and maintaining said intervention programs to support student learning. Orton- Gillingham, has proven to be highly effective.

For students that demonstrate the need for speech therapy, language therapy, occupational therapy, mental health counseling, and/or any other supports, Park School also requires the collaboration of parents/guardians in enrolling the highest tier of intervention, Park Plus.

PS Open House

The PS Open House is scheduled once a year, at the beginning of the school year. All parents (K–8) are expected to attend this mandatory, valuable and informative opportunity and become actively engaged in their child’s learning.

To be successful, every school needs and expects the cooperation of its parents who must understand and embrace the school’s mission, share its core values and fully support its curriculum, faculty and staff. When joined by a common set of beliefs and purposes, a school and its parents form a powerful team with far reaching positive effects on children. Park School recognizes its purpose and believes that working together, parents and school professionals exert a strong influence on children to become better educated, more rounded individuals.

Parent/Teacher Communication

It is critical to the success of the student that frequent contact and communication between families and teachers is established and maintained. Teachers are available each afternoon by appointment. They are not available at drop-off time to engage in sensitive or complex conversations. Parents are encouraged to send an email or text requesting a time for a call or conference.

The staff at Park School will communicate through:

- Green Folders
- Phone calls/texting
- Conferences: For Kindergarten–8th Grade there are 2 Parent/Teacher conferences, one during the Fall and Spring grading periods.
Additional conferences may be scheduled at any time, if you have questions concerning your child’s progress. Please schedule these directly with your student’s homeroom teacher. During these meetings, teachers will discuss the specific academic, social and emotional development of your child. This is a time for teachers to share assessment information and for parents to learn about the uniqueness of your child’s development within a school setting
- Class Dojo
- Report Cards (K–8th grade)
- Informational Flyers (Please check your child’s green folder or planner each Thursday.)
- Weekly grade level ‘Peek at Park’
- E-mail

- Event Calendar on the website
- Text blasts (Please make sure the PS Text line is saved on your phone)
- Phone blasts
- School Website
- Facts Family Portal

Parents are responsible to check their e-mail and their child's green folder on Thursday's, as these are the primary sources for communication from the school to the parents.

FACTS Parent Text Communication

Please make sure the FACTS Parent Text line is in your saved contacts so that you do not miss any important text blasts from the school.

Grievance Policy

Park School encourages parents to work productively with teachers and administrators by staying informed about their child and important events in the life of the school community. Thoughtful questions and suggestions are welcomed.

Parents can best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the concern in private. Efforts by parents to lobby other parents and children will be viewed by the school as counterproductive.

In coming to a resolution over concerns, Park School will follow the following guidelines.

Grievance Procedure:

1. If a concern occurs between parent and teacher, the parent should contact the teacher using the Green Folder, voicemail or email.
2. If a conference is desired with the teacher, parents should contact the teacher to arrange an appointment.
3. If the issue is still not resolved after a parent-teacher conference, a parent may request a conference with the teacher and the administrator.
4. If the issue is still not resolved after a meeting with the teacher and administrator, the parent may request, in writing, the opportunity to address Head of School.
5. In the extreme case that a resolution to the stated problem cannot be reached, a decision will be made by the Administrative Team.

Report Cards (Grades Kindergarten – 8th Grade)

Students at Park School receive a liberal arts education. Report cards reflect this whole child education by including grades based on PS Intervention and PS Data three times a year. Why

both? Grades are a practical shorthand way to let you know how your child is doing. They provide standardized information about your child's performance. However, grades are not always the most complete representation of a student's achievement. Every child starts and finishes in a different place. The way a person moves along that path is just as important as the end result. Written evaluations give detailed, individualized accounts of your child's learning.

Report cards are issued once per quarter. Additionally, Park School also builds a portfolio of samples of each child's work to show progress by using concrete examples that is sent home for your review in the weekly Thursday Green Folder.

Modified Homework Policy

Park School believes in and encourages a balance between school life and home life. We believe there's much value in family time and family experience. We have instituted this Modified Homework Policy. The belief is students will only be assigned homework that works to support and enrich their current academic goals. There will be no homework for the sake of assigning homework. We are firm believers in consistent reading, so this assignment should be considered part of the daily routine. Homework at Park School will also include studying for tests and working on projects. When needed, teachers may also send home reinforcement for students who struggle in an area.

School Calendar

Park School uses the regular Orange County Public Schools district calendar as a guide. **There are differences in the two calendars and families are urged to notate differences especially if basing any vacation decisions, etc. on the OCPS calendar.** A detailed calendar specific to Park School is included as an addendum and is dispersed at the beginning of the school year. A current calendar may be viewed on the Park School website.

Student Directory

Park School has an annual directory of current students and parents in FACTS Family Portal. It is created for Park School families only and should not be used for any commercial purposes.

Health and Safety

Park School is a Locked Campus

For the safety of our students, the entryways at Park School are kept locked at all times. Entry may be made by ringing the Park School RING Doorbell. In order to maintain the integrity of this security we ask a number of important points be followed. **Please stop anyone who you do not know following you into the building.** Although this may seem awkward, if we all have a mindset of safety, nobody should take offense. Please do not just walk in the building behind anyone.

If you find the doors unlocked, please notify the front office. If someone says they are here for the church, direct them to the church's office located upstairs.

Accident or Emergency Procedures

In case of minor injury or accident, a faculty or staff member will administer basic first aid. Injuries not requiring immediate parent notification will be reported to parents when the child is picked up at the end of the day. In case of major medical injury or illness requiring immediate professional care (emergency), a faculty or staff member will call 911. As appropriate, a faculty or staff member will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency contacts will be notified.

In case of an accident, illness or emergency, faculty and staff of Park School are not permitted to transport children to a hospital or doctor's office. Injured or ill children shall be transported for medical aid by parents or by calling 911 for an ambulance.

Child Abuse Reporting

Faculty or staff members who have a reasonable cause to know or suspect that a child has been subjected to circumstances or conditions, which would reasonably result in abuse or neglect, shall report such facts to DCF immediately.

Communicable Diseases

It is recognized that communicable, infectious diseases pose significant medical and social problems. In response to concerns about any and/or all infectious/contagious diseases, it is critical that it is reported immediately to the school administrator.

Emergency Contact Information

For your child's safety, it is **critical** that you keep your child's profile in FACTS up to date.

Emergency and Disaster Information

In case of an emergency or disaster such as a fire, tornado, severe storm or a prolonged power outage, parent or emergency contact person will be notified. Children will be supervised at the school site until the parent or emergency contact person picks up the child. First aid supplies are stored on campus in case of emergency. Detailed procedures for handling emergency situations can be found in the Administrative Policies and Procedures Handbook, which is located in the Park School office. In the event of the school needing to be evacuated, students will be relocated to the Greenspace or to Mead Gardens.

Health and Illness Guidelines

Good health is basic to the success of all students. Generally, if a student does not feel well, his/her performance is compromised. Park School relies on your judgment in helping to keep all of us healthy!

Children will not be permitted at school with any of the following conditions:

- Fever of 99 degrees or higher. He/she may return to school when fever-free for 24 hours.

- Vomiting or diarrhea within a 24 hour period.
- Sign of a rash.
- Eye discharge or Conjunctivitis (pink eye).
- Colds and Coughs – The first 24-72 hours are the most uncomfortable and contagious. Children may return when they are able to participate in a full day of school and coughing and nasal drainage is to a minimum.
- Head Lice – Children can be readmitted to school after receiving treatment and must have a certificate of treatment before being allowed back in the classroom. The student will be re-screened again in 7 to 10 days.
- Fatigue that prevents participation in regular activities.
- Medications – Children who need to be on medication may feel and behave differently. Please make sure your child's teacher is aware of this.
- Current medications must be noted in the enrollment packet

If a child becomes ill during school, the school will notify the parents or approved adults as noted on the child's Enrollment Form. The child will be kept comfortable but separated from the group until someone is able to take the child home. Parents shall be advised to have alternative plans in place for care in the event your child becomes ill and is not able to attend school.

Prevention is the key to a healthy community. Allowing children to stay home when they are not well, washing hands, getting plenty of sleep and eating a balanced diet will avoid the complications of an illness and keep the illness from spreading to others.

If your student is not able to participate in SPARK due to an illness or injury please provide a note signed by the parent or guardian. The note should be turned in to the classroom teacher. The teacher will give the note to the SPARK teacher.

Medication Management

Whenever possible, children's medications should be given at home before and/or after school.

Any prescribed medications should also be listed on your child's profile in FACTS. Any medications to be administered during school hours should be accompanied by the appropriate medication forms, obtained by the administration office. Containers must be properly labeled by a pharmacy with both your child's and your doctor's names included. All medications needed at school must be kept in the school office and brought in by the parent. All prescription drugs are controlled substances and, as such, their unauthorized use, distribution, or possession will be considered a major violation of school rules. Students are not to hold or carry any medications whatsoever while at school. A medication for must be on file with administration.

Only rescue medications for severe life-threatening conditions can be self-administered by the student (e.g. inhalers, EpiPens, insulin, etc). Written permission from both parent and

physician is mandatory.

Severe Allergy Management

We are sensitive to our students with specific food and environmental needs. We would appreciate your assistance in following the policy of absolutely NO SMOKING permitted on the Park School campus at any time.

Severe Allergy Management Policy

Allergic reactions are unique to each person, varying from mild, moderate, to severe reactions related to exposure to a wide variety of allergies or triggers. The risk of accidental exposure to allergens can be reduced in the school setting if the school, parents, and students work together to minimize risks. All reactions are taken seriously and treated promptly.

The cornerstone of providing a safe and healthy environment is communication and responsibility between the student, family and school.

Family responsibilities:

- Notify the school administration and teacher at the beginning of each school year of the student's allergies.
- Work with the staff to develop an individualized health plan that will accommodate the child's needs throughout the school. Provide medical documentation, instruction, and medications as directed by a physician.
- Replace medications when used and upon expiration.
- Educate the child in self-recognition and management of his/her allergy.

The family will also work hand in hand with the school to educate the student in assuming the following responsibilities:

- Know his/her own specific allergen triggers.
- Notify an adult immediately if he/she eats or comes in contact with the allergen.
- If prescribed to carry an EpiPen or Inhaler, have it with him/her.

School responsibilities:

- Review the health records submitted by parents and physicians.
- Discuss with parent/guardian the need for an individualized health plan and establish it.
- Develop a prevention and intervention plan.
- Be proactive in protecting students from offending allergies.
- Educate 'designated' staff to recognize signs and symptoms of allergic reaction, to administer EpiPens and take action appropriately in an emergency.
- Keep rescue medications easily accessible in a secure location relevant to the campus layout.

Required Immunizations

State law mandates that immunizations or immunization religious exemption forms be current and on file in school before a child may attend classes. Therefore, both updated shot and health forms must be returned to the administrative office by the first day of school. If your child's health or shot record expires during the school year, you must bring an updated form to the office prior to the expiration date.

It is necessary to include on the health form any of your child's allergies and any other special conditions that relate to your son or daughter.

Parent & Student Information

Building Entrance

Park School is a closed school. Only staff with a badge, students, or volunteers wearing a badge are allowed on campus. Staff enter the building with a door code. Parents and Visitors may not enter the campus unless they have rung the Park School Ring Doorbell and a Park School Admin has greeted them at the door and escorted them into the school office where they must sign in and acquire a visitor badge. Parents and Visitors may not enter the school by any other means. This is a matter of highest safety and there will be no tolerance for people trying to enter the school unannounced.

Absence

If your child is going to be absent, please email the student's teacher and copy the office (snalley@parkschoolfl.org) informing us of the absence.

If a parent(s) will be away for business or vacation without their children, please let your child's teacher know. In addition to making sure we have the names and contact numbers of the persons responsible for your child during your absence, we want to be able to provide your child with a little extra support and attention during this change in their normal routine.

Attendance Policies

The school year consists of approximately 170 days. A written excuse signed by a parent should be submitted for each absence, and the specific reasons given before the absence can be excused (Florida Statute Section 232.10). Students in grades Kindergarten – 8th grade absent for more than 20 days in a school year or five days in a quarter, place their promotion to the next grade in jeopardy. With any excused absence, making up work is the responsibility of the student and may have to be completed on campus after school on Friday afternoons (6th- 8th).

This policy: Establishes firm expectations that on-time **school** and class **attendance** are important in sustaining the learning environment and in meeting individual learning needs.

Parents must notify the school every time a student is absent. Parents may call the campus phone

to let administration know but you need to also send an email to the teacher, copying Park School administration assistant Sandie Nalley: snalley@parkschoolfl.org.

Excused absences: Excused absence includes:

1. Illness and injury
2. Illness or death in a student's immediate family.
3. Doctor or dentist appointment with documentation from their office.
4. An extended or serious illness/injury requires a doctor's note. If your child is absent for five or more consecutive days, you must provide a doctor's note verifying the illness or injury.

Unexcused Absences:

1. Submitting a signed excuse which does not constitute an excused absence.
2. Failing to submit any type of excuse statement signed by doctor or parent.

Truancy:

Truancy is commonly known as the unauthorized absence from compulsory education. Section 1003.26 of the Florida Statutes codifies enforcement of school attendance.

When a student has a total of 15 days of unexcused absences from school during any 90- calendar-day period, a student will be considered truant. A meeting with the student and parents will be scheduled.

Tardiness:

Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Excessive tardiness (more than 1 time per week) will be addressed on a case-by-case basis.

Illness in School:

A student with a temperature above normal or who is exhibiting other signs of illness will be evaluated, parents notified and sent home.

Parking Lot Safety

The parking lot at Park School is a busy place. It is crucial that all parents practice parking lot safety.

Absolutely no cell phone use while driving in the Park School parking lot. Use extreme caution while backing up.

Birthdays

Children love to celebrate their birthdays with their school friends. We encourage these wonderful celebrations and look forward to them. Parents are welcome to send in a special birthday treat to school. Healthy treats will be served as a snack, while sugary treats will be served after lunch as a dessert. Please let your child's teacher know in advance the day you would like to have the celebration to ensure there are no schedule conflicts or dietary concerns of other students. For

children who have summer birthdays, will be celebrated in May.

Please refrain from handing out birthday invitations at school. This will assist in avoiding any hurt feelings, as well the possibility of the invitation not making it home.

Cell Phones

Students who bring cell phones to school will have to bring them to the to the office each morning **powered off** while they are on school property unless instructed otherwise. Phone can be picked back up in the office at the end of the day. Teachers must be informed if your child brings a cell phone to school.

Dress Code

The dress and grooming of Park Schools' students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school.

Field Trip Policy

Park School believes in reinforcing classroom learning with real world experiences. There will be several opportunities for your child to go on field trips during the year.

Parent participation is a necessity, as personal vehicles are the source of transportation for the students. Each field trip will require a limited number of chaperones and they will be determined on a rotation schedule. All drivers must carry a valid driver's license, insurance card, and be background checked and cleared. **Each student must have a separate seatbelt/car seat. Car seat must be provided by the parent and due to liability, parents must be responsible for putting the car seat in the car themselves.**

Unless otherwise stated, students K-8th must wear their school t-shirt on field trips. Your student's teacher may specify which Park School shirt to wear.

Items from Home

We request that all children leave commercial toys, etc. at home. (Show and Tell Days are the exception.) However, teachers do appreciate students bringing in books of interest to the class to share. One fidget is allowed to be brought from home and can be used during the day with teacher discretion. Students are prohibited from bringing weapons of any form, matches or lighters and any other item that could jeopardize the safety of students and hinder the academic missions of the school. All disciplinary offenses will be handled by the Code of Conduct and could result in dismissal.

Lunch

Parents are responsible to pack a balanced, nutritious lunch. Please include an ice pack for items that need refrigeration. Please, no gum, candy or sodas. No glass containers, please. Please do not send

in items that need to be heated in a microwave.

Snack

Kindergarten–8th Grade

Classes will have the opportunity to have a snack break each morning. Please send in a simple snack with your child each day. It is up to the teacher's discretion to offer a snack time. Snack time is an opportunity for the children to recharge and refuel. Please try to send "growing foods" (food with nutritional value).

Special Celebrations

Parents are encouraged to share their family's cultural celebrations in your child's classroom. We invite families to share personal holiday customs with the class by discussing your traditions, reading a story or even doing a craft with the class.

Visitors

At Park School, we welcome parents, grandparents, and other family members to visit classrooms. However, because of class scheduling and security concerns, we ask that you arrange all visits through your child's teacher. **All visitors inside the school must first be fingerprinted. Please reach out to the office for paperwork and guidelines. All visitors must first check in at the school office and receive a visitor's badge upon entering campus.**

ADDENDUMS

2025–2026 School Year

Jul 30 – Aug 1	Pre-Planning Administration
Aug 4 – 8	Pre-Planning Teachers
Aug 8	Meet the Teacher
Aug 11	First Day of School
Sep 1	Labor Day Holiday
Oct 10	End of First Marking Period
Oct 13	Teacher Workday/Student Holiday
Oct 14	Begin Second Marking Period
Oct 31 – Nov 3	Fall Break
Nov 24 – 28	Thanksgiving Break
Dec 19	End of Second Marking Period
Dec 22 – Jan 2	Holiday Break
Jan 5	Teacher Workday/ Student Holiday
Jan 6	Begin Third Marking Period
	Begin Second Semester
Jan 19	Martin Luther King, Jr. Holiday
Feb 12 – 13	Winter Break
Feb 16	President's Day Holiday
Mar 12	End of Third Marking Period
Mar 13	Teacher Workday/Student Holiday
Mar 16 – 20	Spring Break
March 23	Begin Fourth Marking Period
April 6	Easter Monday Holiday
May 22	End of Fourth Marking Period
	Last Day of School
May 26, 27, 28	Hurricane Make-up Days if needed

Receipt and Acceptance of the Park School Family Handbook

I have, this day, received a copy of the Park School Family Handbook. I understand that I am responsible for reading the policies and practices described within it.

I AGREE TO ABIDE BY THE POLICIES AND PROCEDURES CONTAINED HEREIN. I UNDERSTAND THAT THE POLICIES AND BENEFITS CONTAINED IN THIS FAMILY HANDBOOK MAY BE ADDED TO, DELETED, OR CHANGED BY THE SCHOOL AT ANY TIME.

Parent Signature

Date

Parent Printed Name

Student Signature

Date

Student(s) Name(s)

After reading this handbook, please sign this page and return it to the front office.

Thank you!