

2024-2025
STUDENT AND FAMILY HANDBOOK
AND CODE OF STUDENT CONDUCT



Principal
David Friedlander

All information subject to change without notice

WELCOME!


Dear Families:

It is our pleasure to welcome your family to McIntosh Area School as we begin the new school year. We are a school that has provided a quality education within McIntosh and surrounding communities since 2003 and our mission is to provide a challenging, high-quality, first-class education in a tailored, respectful, and attentive atmosphere. We strive to fulfill the needs of the whole child by delivering creative lessons designed to inspire dreamers and doers. We ensure all students put their knowledge into practice while inspiring them to have a thirst for knowledge.

We believe that the family and school serve important functions in the formation and education of all our young people and is a necessary partnership for their success. We ask that you please consider being actively involved within the school community whenever possible and look forward to working with you to ensure your child has a very successful and enriching school year.

Please feel free to contact me at any time should you have any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "David".

David P. Friedlander
Principal

TITLE 1 SCHOOLWIDE PARTICIPATION

We operate a school wide Title I, Part A program, which is the largest federally funded grant program for grades K-12.

The purpose of Title I, Part A is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and assessments. In addition to closing the achievement gap between high and low-performing children, minority and non-minority students, and disadvantaged children and their more advantaged peers for all to reach their fullest potential.

Activities supported with Title I, Part A funds must be planned based on a comprehensive needs assessment and developed in consultation with parents, teachers, principals, and other relevant stakeholders. The LEA must also actively engage stakeholders in continued consultation to improve supported activities.

You will be invited to attend our Annual Title I Meeting that will explain how this program is used to support the needs of your child and the school goals. You will also receive information about the rights you have as a parent of a child attending a Title I school. We look forward to sharing this information and other exciting news at this meeting!

PARENT AND FAMILY ENGAGEMENT

Our school is committed to ensuring that meaningful consultation is ongoing between family members and school staff. When families engage with schools to support their students' learning, several positive effects can take place:

The Department of Education (ED) defines parent and family engagement as "Building relationships through activities such as helping parents and caregivers develop their skills, offering educational activities for families and students together, bringing family members into leadership positions and connecting families with schools and resources in the community."

Our Parent and Family Engagement Plan is available by request through the school front office or for review at any time online at our website under Parents' Corner/Parent Info. The District's Title I Parent Engagement and Family Plan is available in the front office or at <https://www.marionschools.net> under "PARENTS, STUDENTS, AND COMMUNITY" then "Title I Resources" next "TITLE I PARENT AND FAMILY ENGAGEMENT PLAN" finally click on the appropriate language document.

NOTIFICATION OF TEACHER "CERTIFICATION"

Schools are required to provide timely notice to each individual parent that their child has been assigned to or taught for FOUR or more consecutive weeks by a teacher or substitute who is not state certified. You will be provided with notification, if applicable, throughout the school year.

RIGHT TO KNOW NOTIFICATION

As a parent, you have the right to know the professional qualifications for the classroom teacher and/or paraprofessional who instructs your child. Every Student Succeeds Act (ESSA) allows you to ask to receive information about certification(s)/credential(s) and you can request this information at any time. Requests can be made at any time by contacting our front office and asking for a Parent's Right-To-Know Request form.

SCHOOLWIDE IMPROVEMENT PLAN (SIP)

The SIP is a tool used by stakeholders to review data, set goals, monitor progress, and create action plans. The most recent version of our Schoolwide Improvement Plan is available by request through the school front office or for review at any time online at

<https://www.floridacims.org/districts/marion>. You may also visit <https://edudata.fldoe.org> to view the State, District & School Report Card at any time. Current information regarding Florida School Grades and School Accountability can be viewed at <https://www.fldoe.org/accountability/accountability-reporting/school-grades>.

PARENT OPPORTUNITY TO REQUEST MEETINGS

Parent-Teacher Conferences may be scheduled when the need arises at the request of either the parent or the teacher. Parents may schedule a conference by writing a note in students' planner or send an e-mail to the teacher or Principal. By scheduling a conference, the teacher can prepare individual reports, papers, etc., regarding your child to improve the sharing of information during the conference. During planned instructional time, teachers are working hard on supporting students to master state standards and are not allowed to conference with parents. We encourage all parents to set up and attend at least one conference per quarter. **Please do not try to hold up carline to talk to your student's teacher.**

SCHOOL-PARENT COMPACT

Each Title I school must collaborate with parents to develop an agreement that clearly outlines the responsibilities and commitments that the parents, entire school staff, and student will share. This document is known as the School-Parent Compact and assists with building and developing a partnership to help students achieve the state's high academic standards.

The School-Parent Compact is a living document, signed by the school, staff, and parent, that will be used throughout the year as parents and school staff communicate about the progress and growth of your child.

Please see your child's teacher if you have not yet received a School-Parent Compact. If you would like to provide suggestions or input about the compact, please contact the school.

TITLE I PARENT RESOURCES

The Marion County School District invites all parents and families to visit the Title I Parent Resource Center where there are many resources and materials (grades K-12) available for checkout to assist you in working with your child. The Title I Parent Resource Center is located within the Howard Academy Community Center at 306 NW 7th Avenue. The hours of operation are Monday through Friday from 8:00 AM-4:00 PM. If you have questions about available materials, please call 352-671-4171.

STATE LEVEL PARENT RESOURCES

The mission of the Bureau of Family and Community Outreach (BFCO) is to empower families and communities with resources and information needed to promote a high-quality education for their children. The Bureau reaches out to serve Florida's diverse families and communities in several ways including dropout and bullying prevention; family engagement; volunteer and community involvement; faith- and community-based initiatives; mentoring/student assistance and school and instructional enhancement state grants; and the 21st Century Community Learning Centers federal afterschool grant. For general information related to Family and Community Outreach, please call: 888-665-5055 or visit <https://www.fldoe.org/schools/family-community>.

Every Student Succeeds Act (ESSA)

For information regarding ESSA, visit <http://www.fldoe.org/academics/essa.stml>.

ATTENDANCE PROCEDURES STUDENT

Florida Compulsory School Law (FS 1003.21(1)(a)1;(c) states all children who are either six years of age, or who will be six years old by February 1 of any school year, but who have attained the age of 16 must attend school regularly during the entire school term. Students between 16 and 18 are also within compulsory attendance age unless a formal Declaration of Intent to Terminate School Enrollment has been completed and signed by the parent. Florida Law also states that each parent or legal guardian of a child is responsible for the child's regular school attendance (fs1003.24. Fla. Stat.). Failure to attend school in a regular and timely fashion hinders the education process and may result in failing grades. Each student enrolled at McIntosh Area School is expected to attend school every day and be punctual. We are required to track excused and unexcused absences to prevent the development of a pattern of non-attendance.

TARDY TO SCHOOL AND EARLY PICKUP

Students must be in their classroom no later than 7:45 AM, otherwise they are considered tardy and must be checked in at the front office by a parent or guardian.

Any student needing to be picked up early must be picked up no later than 2:00 PM. **No student will be released from the front office after 2:00 PM without a legal excuse.**

Due to lost time on tasks, students who are being picked up early will not be called to the front office until the parent arrives and has signed out the student. Early releases are tracked by the school system and excessive unexcused releases will be referred to the school truancy team.

A tardy or early sign-out will only be excused due to sickness or injury, death in the immediate family, or medical/dental appointment for the student. Parents/guardians must provide a note for each tardy/early sign-out. The note must be from a physician/dentist, legal or religious authority, or school sponsored activities with the student's name and date on it. **Other reasons such as oversleeping will be unexcused.**

A student is allowed three (3) excused/ unexcused tardy and early releases within a nine-week grading period. Thereafter, the school administration will address consequences for excessive tardiness and early sign-outs as outlined in the Level 1 Corrective Actions, "Violation of Attendance Procedures".

*Per 1003.02(1)(b), Fla.Stat. For every (3) unexcused tardy and/or early check-outs in a semester, one (1) unexcused absence will be added to the student's total days of unexcused absences when consideration is given for legal action under truancy statutes.

1. Students are expected to be on time when reporting to classes.
2. Students present during hours of the school day.
3. Students have perfect attendance when there are NO absences, unexcused tardy or early pickup during the school year. Excused absence is not considered perfect attendance.

EXCUSED ABSENCES

The following reasons shall be considered an excused absence when appropriate documentation is submitted to the school within three (3) days of the absence.

1. Illness of the student (if a student is continually sick and repeatedly absent from school, the student must be under the supervision of a physician in order to receive an excuse from attendance).
2. Major illness in the family of the student.
3. Medical appointment (physician note required)
4. Religious holiday
5. Death in the immediate family.
6. Head lice, a maximum of one (1) excused day per occurrence.
7. Approved school activity.
8. Court appearance by student (summons or subpoena is required)
9. Pre-arranged absence which has been approved.

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A note from the parent/guardian is required to be provided to the school within three (3) days of the absence (preferably immediately upon return to school). The note should be dated and include the student's name, dates of absence, specific reason for the absence, and parents' signature.

A student who has been absent five (5) or more consecutive days due to illness must present a note from a licensed physician. The principal or designee may also require a doctor's note after ten (10) excused absences (whether they may be consecutive or sporadic) due to illness within a school year.

Administrative approval/denial or pre-arranged absence request will be based on the student's academic standing, the student's attendance history, and/or the reason for the request.

UNEXCUSED ABSENCES

Absences not included in the above list shall be unexcused. A student may be referred to School Social Work Service for intervention after they have five (5) absences either excused or unexcused. A student may be referred to the Child Study Team for non-attendance when they have (s1003.26, Fla. Stat.)

1. Five unexcused absences within a calendar month or
2. Ten unexcused absences within a ninety (90) day calendar period.

If the Child Study Team finds that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with parents must be scheduled to identify potential remedies.

A student who has fifteen (15) or more unexcused absences within a ninety (90) day calendar period is considered a habitual truant and interventions leading to court action may occur (s1003.27, Fla. Stat.)

It is the student's responsibility to request homework/make up assignments from his/her teacher upon the return to school. Students will receive full credit for work that is appropriately completed and submitted within one (1) day for each day of absence.

TRUANCY

A student is considered a truant when he or she is absent without parental permission or knowledge, or when the parents' consent to unnecessary absences. Truancy is a very serious matter, which may result in home visits by school personnel, referral to the Department of Family and Health Services, or court action (School Board Policy).

EXCUSED ABSENCES FROM P.E.

A doctor's note is required in order to be excused from P.E. for more than three days in a row.

REQUEST FOR MAKE-UP WORK

Since homework is not normally given, students who are absent will be provided with opportunities to make up for any missed work upon their return. Should a student be absent for more than 3 days due to illness or extenuating circumstances, parents must request work in advance. On certain occasions, students may also be provided with a Chromebook to be used while at home during their absence.

WITHDRAWALS AND TRANSFERS

Parents are requested to notify the school in advance, if possible, when they plan to withdraw their child. With your cooperation this will permit us to have his/her records brought up to date and prepared to send to the receiving school. All accounts with the school must be paid before school records can be sent to receiving school in the transfer.

VOLUNTEERS

McIntosh Area School welcomes and needs volunteers. Please ensure you have filled out the current year application to volunteer at marionschools.net. This may take a few days. Once you have been approved, you will be notified. To maximize the effectiveness and use of your time, it would help teachers if you scheduled a time to volunteer. Teachers and staff often have activities they need help with and appreciate advanced notice in order to gather the material for the activity. Teachers are more than happy to pull things ahead of time but will not be able to stop teaching in order to find something for a volunteer to do. MAS requests each family volunteer a minimum of 20 hours throughout the school year.

VISITORS

While visitors are welcome in our school, they MUST sign in with the office and receive a visitor's pass. Parents who are visiting their child's classroom to observe must arrange a time with the teacher with clear boundaries for beginning and ending times. There will be no "drop in" times for observations. Parents are **NOT** allowed to address the class or students other than their own child. Parents are not allowed to disturb the learning process for any of the students, including their own. Parents or other adults may not just "visit" or hang out without a specified purpose. Visitors are not allowed to be alone with students other than their own child.

REPORT CARDS/PROGRESS REPORTS

In grade K-5, students receive a report card after each grading period consisting of 9 weeks (45 school days). A student must be in attendance at least one-half of the grading period (23 school days) before receiving grades.

Parents at McIntosh Area School receive progress reports, concerning their children through a variety of methods:

- Printed notes
- Telephone calls
- Notes to parents from the teacher
- Mid-term progress reports
- Report cards each 9 weeks
- Skyward parent access through internet
- Parent conferences

PARENT-TEACHER CONFERENCES

A conference may be scheduled when the need arises at the request of either the parent or the teacher. The parent may request a conference by contacting the teacher. An appointment should be made as the teacher may have previous commitments on a given day.

Teachers are not permitted to take time away from the entire class or risk breaking student confidentiality to discuss an individual student with the parent. **Please be sure to schedule your appointments with the teacher before coming to the school.**

COMMUNICATION

Monthly newsletters, the school Facebook page, website, Remind, and calendars will inform parents of activities for the month.

Occasionally teachers may call or mail information home. Please keep the school updated with telephone and address changes. It is important that the school be able to get in touch with you in case of an emergency involving your child. Please notify the office promptly and change your information in family access on the Marion County website when you have a change of address, telephone number or persons authorized to pick up your child from school.

The Remind communication application is a method used by the school to send messages to your cell phone and emails. You will get a request from Remind to join once we add your phone number and email address.

WIRELESS COMMUNICATION

Students do not need cell phones in school, however, if they do have them on their possession, all cell phones must not be visible and must be always turned off during the school day. If they become a distraction, they will be confiscated and returned to the parent.

SCHOOLWIDE DISCIPLINE PLAN

This discipline plan is used in conjunction with the Marion County Code of Student Conduct and the Marion County Incident and Action Disciplinary Level System. The Code of Student Conduct is used as a guideline to teach our students what behavior is expected and prohibited at school or at school activities. The Incident and Action Disciplinary Level System (found in the MCPS Code of Student Conduct) will be in effect if/when the MAS Expectation system is not helping the student change his/ her behavior and consequences are appropriate. All reports required by law will be completed as described in the Marion County Code of Student Conduct.

MAS School rules:

- **Keep hands, feet and other objects to yourself**
- **Follow directions the first time**
- **Respect yourself and others**
- **Be responsible for your own actions**

BEHAVIOR RESULTING IN AN AUTOMATIC REFERRAL

- Intentional profanity
- Physical fighting
- Endangering others (biting, throwing objects, tripping)
- Physical or Verbal threats

For behavior resulting in a written referral, the following guidelines are written based on the following understanding: Less serious and infrequent misconduct receives less severe consequences. More serious, frequent or repeated misconduct will receive more severe consequences. Consequences may be one or more of the corrective action choices below for the level of infraction. The following Guidelines for Infractions and Corrective Actions are based on the Marion County Public School Code of Conduct. This list includes some of the common infractions but does not include all possible infractions and corrective actions. A complete list of incidents is available in the MCPS Code of Conduct online:

https://www.marionschools.net/parents_students_and_community/parents

Infraction	Corrective Action
<p>Level 1:</p> <ul style="list-style-type: none"> • Disrespect for others • Minor disruption • Dress code violation • Failure to comply with school rules • Inappropriate language • Insubordination 	<p>Level 1:</p> <ul style="list-style-type: none"> • Parent contact • Counseling and direction • Verbal reprimand • Special work assignment • Loss of privileges • Classroom consequences • Time-out • After school detention • In-school suspension
<p>Level 2:</p> <ul style="list-style-type: none"> • Second offence of level 1 behavior • Bullying 1st offense • Inappropriate use of cell phone • Cheating • Disruptive conduct • False or misleading information • Mutual fighting where there is no injury/weapon • Harassment 1st offense • Intentional damage of personal or school property • Profane, obscene or abusive language, gestures or materials • Theft less than \$300 • Threat • Unauthorized use of a person's name 	<p>Level 2:</p> <ul style="list-style-type: none"> • Appropriate corrective measure from level 1 • Behavior contract • Work detail • Confiscation of unauthorized materials • Suspension from school • Warning of level 3 • Permanent or temporary removal from extracurricular activities and programs
<p>Level 3:</p> <ul style="list-style-type: none"> • Second offence of level 2 behavior • Intimidation • Violence against a school board employee or volunteer • Gross insubordination or open defiance 	<p>Level 3:</p> <ul style="list-style-type: none"> • Appropriate corrective measure from level 2 • Recommend special program/school • Assign a school mentor • Refer to child study team • Return to bass school

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<ul style="list-style-type: none"> • Intentional damage of personal or school property \$201-\$1,000 • Other serious misconduct • Sexual harassment • Theft over \$300 • Unauthorized use of internet • Weapons 	
<p>Level 4:</p> <ul style="list-style-type: none"> • Second offense of level 3 behavior • Cyber attack • Fighting-injury/weapon involved • Inciting • Leading or participating in major student disorder • Other more serious misconduct • Vandalism • Serious campus disruption • Weapons 	<p>Level 4:</p> <ul style="list-style-type: none"> • Appropriate corrective measure from level 3 • Recommendation for expulsion • Felony transfer

Students receiving more than (1) referral in a nine-week period will be placed on a behavior improvement plan. Parents will be required to meet with the principal and teacher in order to create a plan for improving the child’s behavior. If the behavior isn’t corrected after the initial plan, the team will meet again and adjust the plan. If the child does not correct the behavior or show significant improvement, the team will meet to determine the best course of action. The student may be required to return to the base school.

PLAYGROUND RULES

1. Be respectful
2. Keep hands and feet to yourself
3. Use equipment as instructed
4. Stay off the fencing
5. Share equipment
6. Stay out of the danger zone of equipment that moves
7. Stay seated when swinging
8. No standing on tables

Consequences for breaking playground rules may include:

1. Loss of equipment use for the day
2. Suspension of activity period
3. Sent to office

PROHIBITED BULLYING ACTIVITIES

Bullying is defined in Marion County Code of Student Conduct as an aggressive behavior that is intended to cause distress or harm, exists in a relationship in which there is an imbalance of power or strength, and repeated over time. This includes but is not limited to:

- Hitting, teasing, obscene gestures, rumors, threats, social exclusions, intimidation
- Physical violence, public humiliation, sexual, religious or racial discrimination
- Getting someone else to bully

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- Cyber-bullying

BEHAVIOR INCENTIVES

We have a variety of incentives in place to reward positive behaviors both within the classroom and schoolwide

END OF YEAR CEREMONIES (tentative)

There is typically a combined graduation and awards ceremony at the end of the school year. These awards are based on academic and behavior guidelines set by the school. Notices will be sent home with those students who have met those guidelines and will receive awards during the ceremonies.

SCHOOLWIDE EVENTS

Various events are planned throughout the year. School announcements will be communicated to our families by any or all of the following methods:

- The school calendar
- Facebook/ website posting
- Remind notifications

THINGS TO LEAVE AT HOME

1. Large amounts of money
2. Pets
3. Dolls and toys, unless permission has been granted by the classroom teacher
4. Personal sporting equipment, video games, collectable cards, cologne/perfumes, make-up, etc.
5. Any items that may otherwise distract attention from learning

Confiscated items will be sent to the office for pick up by the parent.

BORROWING OR EXCHANGING ITEMS

Students at this age frequently exchange, loan, or give away items at school. They later change their mind and want these items back. This “sharing” often results in lost or damaged items, misunderstandings, hurt feelings, and sometimes irate parents. **To avoid these problems, please discourage this loaning between students. The school cannot be responsible for these items or for straightening out the misunderstanding.**

MONEY OWED TO SCHOOL

All students will be held accountable for any lost or damaged library or textbooks. Students who owe for lost or damaged books will not be issued additional books until the account is paid in full, so the book can be replaced. If the child has a balance due for aftercare services, he or she will not be allowed to utilize After Care services until the debt is paid.

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MONEY

When it is necessary for students to bring money to school, i.e. Kona Ice, please put the money in an envelope and write the students' name on it. Money can get misplaced or forgotten. When writing a check to the school, please put the student's name and purpose on the bottom of your check.

UNIFORM POLICIES

All students are required to wear uniforms. Research shows that students perform better academically and socialize without the distraction of various clothing styles. McIntosh Area School has implemented a uniform policy hoping to minimize distractions in the classroom. The uniform consists of navy or khaki uniform slacks, shorts, skirts, or jumpers and a solid color (Blue, White, Green), polo shirts with collars. Solid colored polo style dresses are also permitted. Students also may wear MAS spirit shirts with jeans daily if they choose.

Tennis sneakers or oxford shoes must be worn daily. No sandals, boots or open toed shoes are allowed. Light up shoes and shoes with wheels are NOT permitted.

No colored hair or hairstyles that distract from the learning environment are permitted

ONLY MAS Spirit sweatshirts or MAS Spirit Jackets permitted.

MAS Spirit shirt with Jeans may be worn daily (Jeans-No Rips, tears, or holes permitted)

No loose or distracting Jewelry (Unless prior approval based on medical needs)

Hats may NOT be worn in classrooms or in the cafeteria

(NOTE) MAS Spirit shirt with Jeans may be worn daily (Jeans-No Rips, tears, or holes permitted)

Parents will be contacted to bring a change of clothes or pick up their child if the uniform policy has been violated.

EMERGENCY DRILLS

Emergency drills will be conducted during the school year as training sessions to prepare for actual emergencies (fire, tornado, hurricane, lockdowns). Florida's website for school safety information is <https://getfortifyfl.com/>

STUDENT DROP-OFF PROCEDURES

1. McIntosh staff will be on duty to assist your child's arrival in the morning from 7:15-7:45am.
2. Pull forward to the carport to allow your child to get out of the car on the passenger side nearest the school.
3. **DO NOT DROP STUDENTS OFF PRIOR TO 7:15AM.**
4. Students arriving after 7:45 am must go to the front office with a parent to be signed in as tardy.

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STUDENT PICK-UP PROCEDURES

Student dismissal will begin at 2:40 pm. For the safety of our children and in fairness to parents who go through our car line, parents may not park their vehicle off the road and walk up to get their child. If you do, your child will not be released to you until AFTER carline is over. This is for the safety of you and your children. Parents will be given car tags with their child(ren)'s name and grade level. This car tag must be present in the vehicle to pick up a student through the car line. If the tag is not present, you will need to go through the front office to pick up the student. Once you have picked up the student, please move out of the car line so we can keep the loading area moving. Children not picked up by 2:50 PM will be sent to our Eagles Nest After Care program and charges will begin accruing at that time.

CAFETERIA PROCEDURES

Students are expected to:

1. Demonstrate good behavior and practice desirable table manners.
2. Keep voices to a soft and reasonable level.
3. Practice and obey the rules for eating in the lunchroom.
4. Stay seated
5. Raise your hand for help
6. No swapping or sharing of food
7. Clean up around your seat and floor before you leave.
8. Put all trash in cans.

State, county and federal lunchroom regulations and policies prohibit the consumption of any beverage other than milk with prepared hot lunch.

Upon a written statement from a doctor that your child is allergic to milk, the lunchroom will permit the student to obtain a substitute in place of milk.

If you are sending lunch with your student, we encourage you to send in healthy and nutritious food choices. For the safety of all students, carbonated beverages in cans or bottles are not allowed.

HEALTH AND CLINIC PROCEDURES

A sick or injured child will be sent to the office and will be sent home as soon as possible. Please provide the school with current contact information and keep it up to date. Please keep your children home if they have a temperature, stomachache, sore throat, or other symptoms of illness. This is necessary for the protection of other children.

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All rashes **MUST** be proven to be non-communicable by a health professional before returning to school. Students must have a doctor's note saying it is safe to be at school.

Parents must provide documentation from a doctor concerning health issues to keep on file at school.

If your child must miss school 1 to 2 days for any reason, please send a signed note by the parent with your phone number, students full name, and dates they were out and reason. If your child is absent 3 or more days, they must have a doctor's note citing the days they missed upon the student's return.

911 EMERGENCIES

It is approved state policy that no treatment shall be given by the teacher except first aid for minor injuries. In case of a health emergency, 911 will be called and you will be notified immediately. If we cannot locate you, the person designated by the parent/guardian to call in case of emergency will be notified.

HEALTH SCREENINGS

During the school year your child is eligible to participate in certain health services. Health screenings include, but are not limited to, vision, hearing and scoliosis. This will be conducted at various grade levels. Parents will be notified if screenings require the need for follow-up medical care. If you **DO NOT** want your child to participate in these screenings, please send in a written note to the principal on a yearly basis requesting that your child be excluded from participation. Parents are encouraged to call the school if they have health concerns regarding their child.

MEDICATION

Florida Statutes and Marion County School; Board policy on medicine at school includes the following instructions and restrictions.

1. Come in and talk to office personnel
2. Sign a "Authorization for Prescribed Medication" form. This will grant permission to assist in administration of medication. Fla.Statutes, 232.46. **NO MEDICATION IS PERMITTED TO BE GIVEN WITHOUT THIS COMPLETED FORM.**
3. Only **DOCTOR ORDERED PRESCRIPTION MEDICATION** may be administered at school including over-the-counter medication.
4. Medications are kept in a locked cabinet in the main office along with a signed medical consent form to be completed by the parent.
5. **Medication must be in the original prescription labeled container showing the student's name, date ordered, name of drug, dose, method of administration, frequency of administration, time of day to be given, and the physician's name.**
6. Medicine will be counted by you and another person and a notation made on the student's chart each time it is refilled.
7. If a student is to be given half of a tablet, they are to be split by the pharmacist or the parent before leaving at school.
8. Medications not claimed by parent/guardian after 35 days from the date of issue, shall be removed per Marion County instructions.

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9. The 'Authorization for Prescribed Medication" form shall be maintained as part of the school record for one year from issuing date.
10. Students are not allowed to bring any prescribed or non-prescribed medication to school (such as cough drops, Tylenol, eye drops, topical medication, medicated Chapstick etc. Doctor ordered prescription labels must be attached to all medicines brought to school only by parent or guardian and logged in the school clinic records.

HEAD LICE AND NITS

Our school complies with a school board approved policy concerning head lice. Our "NO NIT" policy will exclude any student with nits or eggs from attending school.

This year, as usual, we will check all students during the first two weeks of school and at least once every month thereafter. Children found to have live lice and or nits will be sent home. Parents must accompany their child back to school to be checked. If they are free, they may return to school. If not, parents will be required to further treat and remove all nits. An absence from school due to lice/nits is unexcused. One day will be excused per incident when accompanied by a note from home. Students should return to school the following day after treatment. Excessive absence due to lice/nits are reported to the School Social Worker. Children will be checked at least one time per month. Classes where there is a chronic problem will be checked more frequently.

MARION COUNTY SCHOOL BOARD POLICY STATES: "Any student infested with head lice and/or nits shall be excluded from school until the student has received treatment for head lice and all nits have been removed. To be readmitted to school, the student must be free of head lice and nits and will be checked by designated school personnel. A student who is absent from school more than three (3) consecutive days because of head lice will be referred to appropriate school/health officials."

Documentation of treatment (label from medication) will be required before the student is re-admitted to school. Please bring the child to the clinic to be rechecked before the child goes to class.

Remember, head lice can happen to anyone – rich, poor, clean, and dirty. If you find that your child has contracted head lice, please call the school immediately so that we may take steps to stop an infestation throughout the school and community.

SCHOOLWIDE HEAD CHECKS WILL BE DONE THE FIRST WEEK OF SCHOOL AND AFTER EACH MAJOR HOLIDAY. REGULAR SCHOOLWIDE CHECKS WILL TAKE PLACE THROUGHOUT THE SCHOOL YEAR.

EAGLES NEST EXTENDED DAY PROGRAM

An aftercare program is available to our families from 2:50pm-6:00pm Monday-Friday.

Your child may be enrolled at any time throughout the fiscal year in our front office. Upon registration of your child to MAS we request that you fill out the Aftercare Form as a for care if needed in the future.

All information subject to change without notice

Every attempt is made to maintain the ratio of 1 adult to 20 children deemed satisfactory in the Child Care Industry Standards. Students will be provided with a snack each day, which is provided through the Marion Public School District Food Service Program.

Students will be expected to complete any schoolwork before participating in other activities planned and MAS staff will provide extra help and support with homework as needed. If students do not have homework, they will be expected to do independent reading or another silent activity during homework time. A variety of activities will be planned to keep students engaged until they are picked up.

EAGLES NEST FEE SCHEDULE

Extended Day charges are \$15.00 per day for Aftercare (2:50-6:00PM)

Early Release days are \$20.00 (12:40-6:00PM)

A late fee of \$10.00 per child is charged for every 5 minutes after 6:00PM.

Credit cards, personal checks and cash are accepted methods for payment, however If a personal check is returned for any reason, cash will be required to cover the personal check plus applicable return fees. In addition, future payments must be made using cash or credit cards.

EAGLES NEST AFTERCARE PHONE NUMBER

If you find that you have an emergency or will run late, we ask that you please give us a call. Since the aftercare program ends at 6:00 PM, all students must be picked up by then unless other arrangements have been made. If a child is consistently picked up after 6 pm without notification, possible dismissal from the aftercare program may result.

The aftercare phone number is (352)591-9797 ext. 108

You will be required to complete an Emergency Contact Information form. It is a guardian/parent's responsibility to mention any medical problems, allergies, and special custody situations so appropriate actions are taken to safeguard your child. Failure to advise us of special circumstances may result in complications later. Please communicate with our Aftercare Coordinator, in writing, of any changes in your child's schedule or routine that would affect the care of your child.

MEDICAL EMERGENCIES

In the event of a medical emergency, the parent or guardian will be notified and their specific instructions regarding action that may be taken. If the parent or designee cannot be reached, the Extended Day Personnel will take necessary action as prescribed by the School Board Policy. The action on the part of the program's personnel does not obligate the personnel or the school to assume financial responsibility for the treatment of the child. If your child comes to the program ill or becomes ill, you and/or your designee will be called to pick up your child.

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AFTERCARE STUDENT RELEASE POLICY

All children must be signed out by a parent or guardian before departure. No child will be released for departure to a person not authorized in writing by the custodial parent. We will not release your child to a waiting car.

Note: Discipline concerns will be handled by aftercare personnel and followed up with the principal. Disruptive and/or inappropriate conduct by children may result in dismissal from the program.

The information in this handbook is subject to change at any time without notice.

Rev: July 2024