

## Section C: Academics and Enrichment

### Teachers, Tests, Tutoring, and Tips

#### CLASS ASSIGNMENTS:

Each grade level is divided into class sections identified by colors beginning in Pre-K (K-4) through Grade 5. Grade 6 receives a personal middle-school schedule. Class assignments for the school year are determined by many factors including boy/girl ratio, social, and academic considerations. **Please do not overemphasize the importance of where your child is placed**, as all sections at Park Maitland School are well-rounded, working within desirable ranges, and presented the same program. Too, there are ample opportunities for children to make friends across the grade level.



**We respectfully ask that parents refrain from seeking special grouping considerations unless there is a very serious problem, of which we may be unaware, that might affect a child's school performance. Any request of this serious nature should be addressed**

**at a conference with the administration prior to the end of any school year for consideration for the next school year. Our teachers and administrators use their best professional judgment in creating the class groupings for the upcoming year, balancing many factors to best meet the needs of all of our students. The school reserves the right to determine proper placement for each child. Parents will find out your child's class assignment at the grade level "Meet and Greet" event.**

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

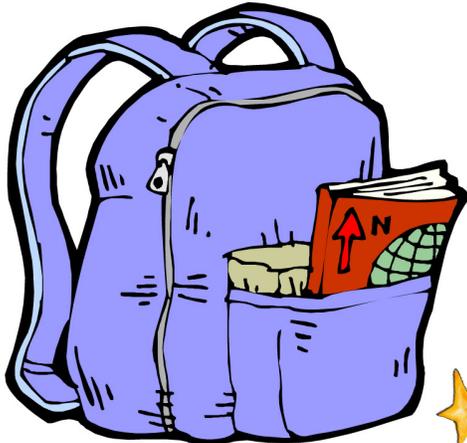
**Changes in class assignments will rarely be made during the first interim grading period (4 1/2 weeks).** Moves within grade levels will be made after that time period only when appropriate to better meet the needs of any individual student.

#### CLASS LISTS:

Park Maitland School provides a class list for each grade level. This list is provided as a courtesy to our families, **ONLY**, and should never be used for any business purpose. **The school absolutely does not sanction the use of our parents' email or home addresses and phone information for solicitation purposes.**

#### BACKPACKS/BOOK BAGS:

Children in K-4, K-5, and Grade 1-2 are issued a school tote bag by the school for carrying belongings and papers to and from school. The tote bag will be personalized with their child's name for easy identification. Each child is encouraged to decorate their school bag once they receive them at the "Meet & Greet." We ask that no hanging items be attached to the school bag. Should the bag need to be replaced, contact the school, and you will receive a new one for a small fee.



Grade 3-4 students should bring school bags to school to carry their school supplies to and from school. The students may use a backpack in any color or design they choose. Backpacks with wheels are recommended because these bags can be heavy for young children.

**Grade 5-6 students are asked to bring backpacks without wheels.** Their lockers will not accommodate a backpack with wheels. These students may choose a backpack in any color or design.

**All students must carry a rain poncho or rain jacket in their backpack or bag to school each day. The poncho must be labeled with your child's name.**

## SCHOOL SUPPLIES:

All classroom supplies are furnished for K-4, K-5, Grade 1-2 students. Children in these grades should not carry supplies to or from school. They are given a tote bag at the "Meet and Greet" event for carrying important papers, schoolwork, library books, and personal belongings back and forth. Children are allowed to "decorate" their tote bags!

In Grades 3-6, parents will need to furnish the required supplies posted on our website under "PARENT RESOURCES." Please have children bring their supplies to school on the first day to organize with their academic teachers.

## ASSIGNMENT PLANNERS:



- These are provided for Grades 3-6.
- Grade 6 students will have the option to use their iPads to note assignments.

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

Lost assignment planners can be replaced for a small fee while supplies last by contacting Ileen Rundgren in the business office by email [irundgren@parkmaitland.org](mailto:irundgren@parkmaitland.org) or by calling 407-647-3038, ext. #111.

## HOMEWORK: Read the "no excuses" policy for Grade 6!

K-5-Grade 2 students will have homework as assigned by teachers (parents should always check the grade homework site as well as teacher site, if desired K-4 - grade 3 homework sites will have an available QR code taking parents to SeeSaw where they can find homework, communication, and important announcements. SeeSaw can also be downloaded as an app with notifications, emails, and updates sent directly to parents). Grade 3-4 students are required to have their assignment books checked and signed daily by parents as well as teachers. Teachers will initial assignment books of Grade 5 during the first semester only. Grade 6 students have the responsibility of completing assignment books or iPad planners without teacher supervision (unless the sixth grader is new to the school). Please help your child understand the importance of accepting responsibility.

**Grades 3-5:** At the end of each week, children whose work is delinquent will be dealt with individually.

**Grade 6:** In an effort to best prepare our sixth graders for the demands of middle school, we adhere to a strong, "no excuses" homework policy.



- **Quarter 1:** Late work receives 10 points off and must be turned in the next day to receive credit.
- **Quarter 2:** Late work receives a 0%. However, if the student turns it in the next day, he or she may earn up to 50% credit.
- **Quarter 3 and 4:** All late work receives a 0%. \*

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

\* At the teacher's discretion

### "HOMEWORK SITE:"

Parents of students in K-4 through Grade 6 can easily check homework and weekly activities online. Simply go to our school website at [www.parkmaitland.org](http://www.parkmaitland.org) and click on the "FOR PARENTS" tab on the home page and select the "GRADE LEVEL PAGES" link. From there you will select your child's grade and be able to access information such as teacher Google pages, SeeSaw links, weekly homework, announcements, and other important resources.



## **HOMEWORK POLICY FOR RELIGIOUS OBSERVANCES:**

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

## **MAKE-UP TESTS:**

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

## **HONOR CODE:**

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

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



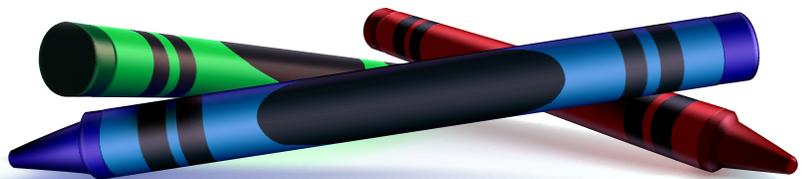
## **GRADES:**

**GRADING SCALE** -- Progress of children in K-4-Grade 2 and in Grade 3 science and social studies is assessed according to mastery of skills. The grading "code" for reports for students in these grades is:

- O = Exceeds current expectations**
- S = Satisfactory or meets current expectations**
- N = Needs improvement**
- Percentile grades may be used upon teacher discretion.**

Students in Grade 3 (academic subjects other than science and social studies) through Grade 6 receive numerical grades. To help you determine your child's progress, be aware that our school uses mainly above-grade-level curricular materials. Park Maitland School's numerical/letter grading scale is:

- 90-100 A Excellent progress**
- 80-89 B Above average progress**
- 70-79 C Average progress**
- 60-69 D Below grade level achievement**
- 59 or below F grade level requirements not met**



**HEAD'S LIST, A/B HONOR ROLL, AND GRADE 4 HONOR ROLL** -- After each quarterly grading period, children whose grades have earned them a place on the Head's List, the A/B Honor Roll, or the Grade 4 Honor Roll will receive special certificates from Park Maitland School. The criteria for these awards are:

- **Head's List: Straight "A's" for the entire quarter with no grade lower than an "A" -- Grades 5-6 only.**
- **Honor Roll: An A/B average for the entire quarter -- with no grade lower than a "B" -- Grades 5-6 only.**
- **Grade 4 Honor Roll: For students in Grade 4 only with all "A" and "B" grades. Fourth graders are not eligible for the Head's List.**



### **REPORT CARDS --**

**K-4 and K-5** parents will receive written reports as follows: K-4 reports will be given at the fall and spring parent conferences; K-5 reports will be given to parents at the fall and spring conferences as well as in February.

**Grade 1-6** students will receive quarterly report cards.

Consult the yearly calendar (available online on our website as well as in print form) for quarterly ending dates; call the school office if you have not received your child's quarterly report card within approximately 10 days of those dates.

Teachers will assess all students and their readiness for the next grade level. Parents will be called for a conference regarding areas we feel need to be remediated or otherwise addressed. Students should never have the opportunity to "fall behind." We are committed to working with parents as a "team," and we believe that each individual child must be supported. Please let us know, at any time, how we can better help your child.

### **CONFERENCES:**

If a question or concern regarding your child's progress arises at any time during the year, it is strongly suggested to parents that the teacher be the first point of contact to help resolve this concern. Should more assistance be needed, conferences may be scheduled whenever parents, teachers, or administration feel they are necessary. The place to discuss a child's progress is during a scheduled conference at the school... not in a public setting. **Teachers have been instructed to not discuss students at**

**such times.** Please feel free to call **Ms. Kitty Williams (ext. 104) for grades 3-6** or **Ms. Jane Hicks (ext. 113) for K-4 - grade 2** to schedule a conference that is mutually convenient for you, the teacher(s), and, in most cases, an administrator. We are always happy to meet with you for the good of your child. Let's work together!

### **RETEST POLICY:**

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

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

**Grades 3-5: Retests may be given ONLY for grades below a C. The teachers at each grade level reserve the right to determine the resulting weighted grade.** *In Grade 5, no retests are given 2nd semester in order to help transition students to Grade 6.*

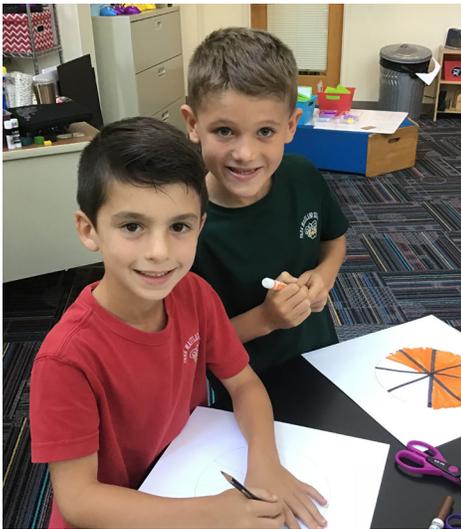
**Grade 6:** No retests are given for a grade change unless by the testing teacher and administration in order to help transition students to middle school.

## STUDENT ASSISTANCE PROGRAMS:

Because our mission at Park Maitland School is to provide a “complete educational experience -- with emphasis upon academic, social, emotional, and physical development -- for the preschool through sixth grade student,” we are constantly seeking ways to meet this challenge. “This ‘whole child’ education is designed to be a complete ‘package’... challenging, enlightening, enriching, and suiting the needs of children whose abilities are high average or above.” It is most important to us that we meet the needs of each individual student. We have programs in place which support our efforts.

### Individual Instruction Program (IIP)

A helpful program at Park Maitland School is the “Individual Instruction Program,” whereby students can receive individualized support if they simply need encouragement, clarification of a specific skill or concept, or assistance in organizational skills. Teachers in the program work with small groups or individuals as needed. Admittance to the IIP program is by teacher or administrative referral. The program has a coordinator who schedules teachers and students to work together during the school day.



### After-school academic and homework help:

A designated academic teacher is available after school Monday-Thursday to help students in Grades 4-6 with homework concerns or support. This teacher works with students in the classroom between the hours of 3:25 until 4:00 pm.

**Students attending after school assistance MUST be referred by subject area teachers or an administrator. These classes do not serve as a Study Hall or individual tutoring session.**

Academic teachers of students in Grades 1-3 will refer students to reading club and math club as needed.

### Private tutoring:

Private tutoring is available when a student could benefit extended one-on-one help with a concept, study skills, or general academic support. The Director of the Lower School (K-4 - Grade 2) or The director of the Upper School (Grades 3-6) will gladly assist parents in arranging for an available tutor. All payments for tutoring services are handled through our business office. Tutors are not paid directly. Note: Our policy states that teachers should not tutor their own students without administrative approval.



## STUDENTS WITH DISABILITIES:

Park Maitland School welcomes students with disabilities who meet our admissions criteria. As a private educational institution, Park Maitland School meets all obligations under the Americans with Disabilities Act, provides reasonable modification for qualified students with a documented disability and prohibits discrimination on the basis of disability. The parents of students with disabilities who need modifications are encouraged to contact the Director of Upper Elementary or the Director of Lower Elementary to schedule a confidential discussion of the individual needs for academic modifications. To qualify for accommodations, students with disabilities must have current documentation with a supporting diagnosis and recommended modifications. Periodic updating of documentation is requested so that modification plans remain effective and appropriate.

Should the school believe that a child may benefit from having educational testing performed by a local professional, parents will receive a referral. Parents are encouraged to provide testing when recommended so that a full picture of the child's strengths and challenges is available to ensure that all educational needs are met.



## CITIZENSHIP:

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

Each school day will begin with a "Morning Meeting" during homeroom for all grades. This meeting time is a great way to build community, set a positive tone, increase excitement about learning, and improve academic and social skills. The goal with this program is to enhance the student's ability to relate, respect, and accept each other's differences and diverse backgrounds.

## STUDENT & JUNIOR AMBASSADORS:

**Mr. John Courson, Ambassador Coordinator**, is the lead sponsor of the Ambassadors. Student Ambassadors are comprised of Grade 5-6 students, while the Junior Ambassadors are Grade 4. Membership is based on desire to serve the school and the community. Once students have completed the application process, they can choose committees on which they would like to serve.

The following activities and programs fall under the umbrella of the Ambassador program:

\* The application specifies which grade level may apply for each program \*

- **Going Green:** Work to discover earth-friendly solutions
- **Kudos Committee:** Students help select students/teachers as "kudos" winners/promote school and individual pride.
- **Honored Elders:** Children provide friendship and caring to seniors at local elderly care facilities
- **Holiday Food/Toy Drives:** Second Harvest Food Bank and "Toys for Tots" are two pet projects of the students
- **Help Squad:** Students help with school events, Open Houses, flag raising and lowering, carpool, etc.
- **Hungry to Help:** Students work with the Christian Service Center to serve lunch once a month, and with Killarney Elementary to help stock their food pantry to provide meals for students in need.
- **Peer Tutoring:** Students may work with younger students before or after school on work provided by the referring teacher.
- **"We Schools in Action":** Work to explore solutions to global issues
  - Other leadership opportunities include Media Helpers and Critter Crew



## Members...

- Must be a positive role model for peers.
- Must have attained and maintain an overall "B" average with no "D" grades in any subject.
- Should be willing to consistently attend meetings.
- Should willingly accept responsibility for duties.
- Must meet and maintain Ambassador "Honor Code" criteria in order to retain membership.

**MANNERS/"THE WINTER BALL:" Limousines are not allowed in an effort to avoid social pressure.**

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

Because we revere good manners, we have, as part of our regular curriculum, a semester-long "Manners" program for Grade 5-6 students. The program covers most social situations, from shaking hands to interviewing, from correctly making introductions to proper use of silverware during a five-course dinner, and so on. The program is taught by our very own etiquette expert, Ms. Colleen Finwall.

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

Students in Grades 3-4 also meet with our "manners instructor" during the year to reinforce, review, and introduce best manners. Of course, good manners are reinforced in all grades by all teachers!



**PROGRAMS AND PERFORMANCES:**

During the school year, you will be invited to attend your child's programs. **Siblings are invited to attend K-5 Bridging and school plays. Children -- kindergarten and elementary -- may not be taken home following a performance unless announced with proper sign out protocol followed.** This causes great confusion and hurt feelings when some children are allowed to leave and others cannot. Besides, we need to have them in school! Thank you for honoring this very important school policy.

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



## COMPUTERS/TECHNOLOGY PROGRAM:

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

Park Maitland School has an outstanding and strong technology program that builds on its curriculum each year. Our Technology Coordinator is **Mr. Andres Joubert**. **Ms. Christine Talbert** is our Media Specialist. Mr. Joubert, Ms. McCulloch, Ms. Martinez, and Ms. Lightman consist of Park Maitland's Design Thinking team. They help teachers utilize technology in their classroom and curriculum.

**Ms. Evelyn McCulloch** is part of our administrative team as an instructional coach. She shares her technology expertise, as well as project-based learning strategies to help reinforce 21st century learning strategies using new technology.

If parents have any questions about our technology program, Internet use, the school's website, or report cards, please call Mr. Joubert or email him at [ajoubert@parkmaitland.org](mailto:ajoubert@parkmaitland.org).



**Students in Grade 4-6 use 1:1 iPads as a tool to amplify learning, enhance curriculum, for authentic assessment, and for research both at home and at school.**

**Children in K-4 through Grade 3 have access to iPads to be used under the instruction of their teachers to enhance the curriculum, for authentic assessment, practice, reinforcement, projects, and research. The students use internet-based software and apps that help them improve on basic skills at their own rate. These tools as well as specific sites recommended by the teachers can also be used at home.**

Park Maitland students are still quite young and are not always in a position to make wise choices about subject matter on the Internet. Our school works diligently with the students, explaining the risks of Internet use with them, and **requires** that **all Grades 4-6 and their parents sign the Acceptable Use Policy**. Students using 1:1 iPads, and a parent, are required to attend iConnect sessions preparing the student for responsible digital citizenship. The school constantly reinforces what is being taught about Internet safety and all of its facets. The children are urged to make safe and positive choices about subject matter, accessing appropriate websites, and sending/receiving emails. We have many helpful tips to share with parents regarding proper protocol for children while using the Internet.

The Acceptable Use Policy can be found in Section B, page 14 of the Student Handbook.



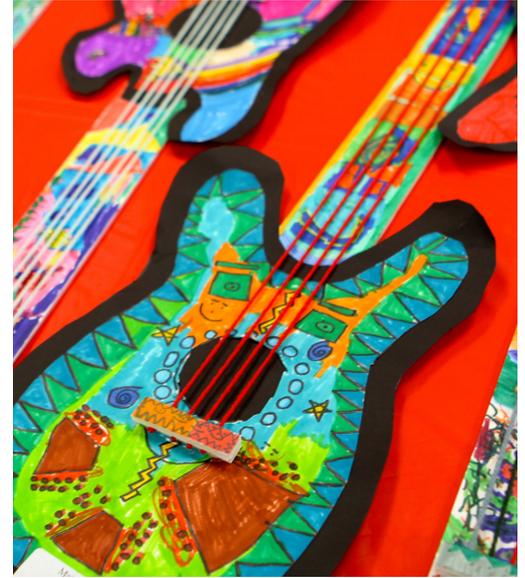
**Any inappropriate use of the Internet that may interfere with the school's educational mission will not be tolerated and is subject to disciplinary action.**

Our technology team consists of Mr. Andres Joubert, Ms. Evelyn McCulloch, Ms. Jennifer Lightman, Ms. Christina Martinez, Ms. Christine Talbert, and Ms. Renee Watts. Computer and Technology skills are taught in varying classes at each grade level.

## "ARTYOLOGY" and ART SHOWS:

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

The "Art Faire," participation in various community art shows, and the Grade 6 gallery opening are yearly events which are a culmination and celebration of the artwork created by the children throughout the school year. Their wonderful work is on display for parents and friends to enjoy. The art teachers work diligently to present incredible shows!



## Field Trips:

Park Maitland School students enjoy field trips during the school year. We ask that all parents that would like to be a chaperone have family ID cards for the current year that shows they have cleared their driver's license at the front office. **We ask that all new parents stop by the school office to receive a 2019-2020 family ID badge during the summer before school starts! Returning families may continue to use their current badge.**

- **Local and one-day field trips:** Grouping is done randomly by the school. Drivers carry their own child plus others selected entirely at random by our staff. Parents, teachers, or staff members may not request specific students for their groups.
  - Professional bus service will be utilized for all major school field trips outside the radius of a few miles.
- **Dress code for local and one-day field trips is normally a hunter green polo shirt with the embroidered school logo teamed with khaki or navy bottoms.** You will be notified of the uniform requirements before each field trip.
- **Out-of-town trips: Parent chaperones for all overnight field trips are required to submit fingerprint and background check information.**

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

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

Dress code for the Washington, D.C. and Williamsburg, VA field trips is specific and enforced. Please read the dress code particulars for each trip and the "Out-of-Town/Overnight Field Trip Policy" form for details.

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

**WASHINGTON, D.C. GRADE 6 TRIP DRESS CODE** -- The following dress code has been adopted for students going on the annual Grade 6 trip to Washington, D.C. It is important that our students represent the school positively in appearance as well as in decorum.

- **Warm coat, red fleece jacket with school logo, gloves, hat/scarf, waterproof boots or shoes -- all required.**
- **All school uniform items are allowed -- Super Senior shirts are worn the first day of the trip.**
- **Pants -- all pants MUST conform to the school dress code; corduroy pants may be worn for warmth. Jeans are NOT allowed for students or parents.**
- **Sweaters, vests, and sweatshirts MUST be solid-colored in one of the twelve school-wear colors.**
- **Solid-colored polo shirts, button-down collared shirts, turtlenecks, long-sleeved embroidered tees in school colors.**



**WILLIAMSBURG, VA FIFTH GRADE TRIP DRESS CODE** -- The following dress code has been adopted for students going on the annual fifth grade trip to Williamsburg, VA. It is important that our students represent the school positively in appearance as well as in decorum.

- **Warm coat, red fleece jacket with school logo, gloves, hat/scarf, waterproof boots or shoes -- all required**
- **All school uniform items are allowed -- color of shirt for each day will be determined in advance of the trip and announced to the students.**
- **Pants -- all pants MUST conform to the school dress code; corduroy pants may be worn for warmth. Jeans are NOT allowed for students or parents.**
- **Sweaters, vests, and sweatshirts MUST be solid-colored in one of the seven school-wear colors.**
- **Solid-colored polo shirts, button-down collared shirts, turtlenecks, long-sleeved embroidered tees -- in any school wear color.**
- **Colonial-type costume! This is needed for our fabulous, authentic Colonial dinner and dance!**



**ALL GRADE LEVELS** -- Parents of all students, K-4-Grade 6, must sign the "Field Trip Authorization" section of the "Annual Consent" form (found online). It states that you "give permission for your child to participate in all school-sponsored field trips." All field trips will be adult-supervised, and you will be notified of the date and destination (along with all important details) of each well in advance. If you wish to not have your child participate in a particular field trip, please contact Ms. Hicks (K-4 - Grade 2) or Ms. Spillmann (Grades 3 - 6), depending upon your child's grade level. Out-of-town trips require additional permission forms/paperwork, as well as background check.

**Field trip chaperones:** We always appreciate help from our parents. However, because our field trips are very popular, we usually have more parent volunteers than are needed! **Please understand if you are not needed to chaperone on a certain field trip.** Turning down volunteers is most unpleasant, but, often, we need to ask parents to wait until another occasion to chaperone. If, however, you have already been a chaperone for a field trip during the current school year, we will offer the opportunity to chaperone to other parents first. **Eventually, we should work through our entire grade list and get back to you for other trips! Please let us know if you have accidentally been overlooked! We would never purposely leave a parent wishing to chaperone out of the rotation!**

**Chaperone parking:** If you need to leave your car at school during a field trip, please park where instructed by school personnel. You will receive parking instructions prior to the day of the field trip, so please be on the lookout.

If you have questions concerning any field trips, **Ms. Davina Spillmann (ext. #158)** can provide assistance for Grades 3-6. Ms. Spillmann's email address is: [dspillmann@parkmaitland.org](mailto:dspillmann@parkmaitland.org). **Ms. Jane Hicks (ext. #113)**, can provide assistance for K-4 through Grade 2 trips. Ms. Hick's email address is: [jhicks@parkmaitland.org](mailto:jhicks@parkmaitland.org).

On the following page, you will find "Field Trip Guidelines for Parent Drivers/Chaperones." It is a list of chaperone responsibilities, field trip rules, and very important safety tips and information. Please read it and take it to heart! Safety is the most important factor in any Park Maitland School field trip. The guidelines were developed so that all chaperones will know the same information.

# Field Trip Guidelines for Parent Drivers/Chaperones

1. Before the day of the field trip, you will receive instructions telling you when and where to pick up your assigned group of children. (Sometimes, a more formal meeting may need to be held prior to certain field trips.) Please arrive a few minutes early, if possible. Also, **please do not bring food or drinks for the car ride** to or from the field trip site. **VERY IMPORTANT: Please leave siblings at home!** We need your full attention for supervision of students on the field trip! Also, please bring your cell phone! You will be given a cell phone number to call should you have an emergency while en route to or from the field trip. Otherwise, we ask that chaperones not chat on cell phones while "on duty!"
2. If you are driving your child to a field trip, please drive directly to the field trip site and back with no stops between the school and the destination.
3. Go directly to the assigned meeting site with your group of children. Children must be supervised in the parking lot and kept together as a group. It is important that they be cautioned about other vehicles coming and going.
4. Chaperones and students must stay with the lead teacher until all Park Maitland students have gathered. This is the time to check if children need a drink of water or to use the restroom. Be sure that a parent or teacher goes to the restroom with the children and supervises them while there. Please report to the lead teacher that you are taking children to the restroom or wherever, so that he/she knows where you are.
5. If there is lag time due to late arrivals or the field trip site guide arriving late, the lead teacher is responsible for organizing any activities to occupy the children during this time. Wait time is difficult, but children need to be kept orderly and well-behaved, which is the chaperone's responsibility.
6. You are responsible for the safety of your group. You need to count heads often! Should a child be missing, notify a teacher or an administrator immediately.
7. Please supervise children in your assigned group very closely. If a discipline problem arises, a teacher or administrator should be informed so that they can attend to the child. It is school policy that teachers and administrators handle all discipline problems on field trips. However, this does not preclude your asking your group to listen or be mannerly.
8. During the visit, whenever a child needs to use the restroom, he or she must be supervised as should the rest of the group who is not going. You may either take your entire group to the restroom or give the student to another adult to take there.
9. You are responsible for keeping students focused on the task at hand. While moving from location to location at the field trip site, it is very important to keep up with the guide or teacher leading the group.
10. We ask that you not spend any of your own money in purchasing gifts or treats for your group unless you have permission from the administrator accompanying you on the trip (there could be extenuating circumstances on a given occasion).



11. You will be given instructions about where to go and what to do during lunch time. It is your responsibility to see that your group eats their lunch, cleans up after themselves, and is on good behavior during lunch time. There may be a need for further restroom visits at this time. The same restroom rules apply.
12. Should there be free time when you are left in charge of your group without a guide, it is imperative that you count heads and keep the entire group with you at all times.
13. Under no circumstances is a child to be given permission to change carpools, leave early, or alter tour groups without the express permission of the school teacher or administrator.
14. We all need to return to the dismissal area at the agreed-upon time. Keep track of the time and move children along accordingly. Wait at the dismissal area until the lead teacher or administrator indicates that your group may begin returning to the vehicles for return to campus.
15. Be sure that the children have all of their belongings before you leave the site.
16. If returning to school with your child, it is very important to reenter Park Maitland by following the returning vehicle instructions that you were given before departure. This is for the safety of all students on campus as well as those in your car. Should you find your car stopped on Hwy. 17-92 and unable to enter the side streets by the school, please do a turnaround and approach the school from another direction...perhaps from Park Avenue. It is critical that our car lines not back up onto Hwy. 17-92.
17. All students should be dropped off at the specified location on campus so that each assigned teacher may have a head count to be sure of the return of each student.

