

# **It's A Small World Elementary School**



**2024 – 2025**

**Parent/Student Handbook**

It's A Small World Learning Center V-A & Elementary School  
**Table of Contents**

|                                    |       |
|------------------------------------|-------|
| Principal's Welcome                | 3     |
| Vision Statement                   | 4     |
| Mission Statement                  | 4     |
| School Information                 | 4     |
| Faculty                            | 4     |
| Tuition and Fees                   | 5     |
| Registration Procedures            | 6     |
| Health Screening and Immunizations | 6     |
| Curriculum                         | 6-7   |
| Student Electronic Devices         | 7     |
| Standardized Assessments           | 7     |
| Special Education                  | 7     |
| Character Education                | 7     |
| Field Trips                        | 8     |
| Important Dates                    | 8     |
| School Closures                    | 8     |
| Grade Reporting                    | 9     |
| Clubs                              | 9     |
| Attendance Policy                  | 9     |
| Arrival and Dismissal              | 10    |
| Sibling Care                       | 10    |
| After Care                         | 10    |
| Emergency Contact Information      | 10    |
| Medication Policy                  | 11    |
| Code of Student Conduct            | 11-12 |
| Uniform Policy                     | 13    |
| Parent/Teacher Communication       | 13    |
| Cafeteria                          | 13-14 |
| Procedures for Addressing Concerns | 14    |
| Safety and Security                | 14    |
| Child Abuse                        | 15    |
| Natural Disaster                   | 15    |
| Incidents and Accidents            | 15    |
| Fundraisers                        | 15    |
| Volunteer Program                  | 15    |
| Technology Policy                  | 16    |
| Birthday Celebrations              | 16    |
| Lost and Found                     | 16    |
| Summer Program                     | 16-17 |
| Expulsion Policy                   | 17-18 |

Dear Parents/Guardians:

Welcome to the 2024-2025 school year! Once again I look forward to the opportunity and the excitement it brings to serve your children and to work with you and our school's community to provide them with the highest quality education. My staff and I are committed to achievement and excellence for all of our students, and will continue to provide them with quality instructional and educational experiences to improve academic performance. Please be assured that our dedicated group of professionals will continue to do our utmost to nurture, support, and prepare our students for success, both in the present and in the future, while continually striving for higher levels of achievement.

I invite you to visit our school, browse our school website (which is currently being constructed), participate in our school activities, and maintain communication with our staff. Together, we will continue to provide a safe learning environment committed to academic excellence.

This Parent Handbook contains important information about our school and outlines procedures, which will be helpful to you and your family. Please take the time to read the handbook and keep it in a safe place for reference during the school year.

Sincerely,  
Jacqueline Mastrangelo  
Principal

## **Vision**

The vision of It's A Small World Elementary School will ensure that all staff, parents, and students will be happy, high achievers.

The staff at It's A Small World Elementary School is committed to working collaboratively with parents and students in promoting excellence in education through high quality, research based instruction, coaching, and outreach, to equip students with a solid foundation to become reflective lifelong learners and successful leaders of the community.

## **Mission**

- ❖ To promote opportunities for all students to achieve their maximum potential in all aspects of life - academic, social, emotional, and physical for the purpose of educating the whole child
- ❖ To equip students with the skills and character that will serve as building blocks to become effective leaders
- ❖ To provide instruction and support to meet the needs of diverse learners in our school community
- ❖ To educate every student with respect - maximizing their strengths and talents, honoring their beliefs, and working collaboratively to overcome their challenges

## **School Information**

It's A Small World Elementary School serves students from Kindergarten to Eighth Grade. Our school colors are navy blue and gold, and our mascot is the Cheetah.

## **Faculty**

All Kinder through 8th Grade instructional staff have fulfilled at least 3 years of teaching experience in a private/public school, earned an AS Degree or higher, and are Level II screened by the FDLE VECHS Program.

**Tuition and Fees**

- **REGISTRATION FEE - \$150.00**
  - This fee is charged annually, prior to the start of the school year.
- **BOOKS - \$250.00**
  - The book fee covers all instructional materials for the school year. All books are bought yearly for the sole use of each child and are sent home for summer practice at the end of the school year. This fee is charged annually, prior to the start of the school year.
- **TECHNOLOGY FEE - \$250.00**
  - This fee is charged annually, prior to the start of the school year.
- **REGULAR TUITION - \$9,000 (K-12)**
  - Tuition fees are due annually. Payments can be made weekly or monthly.
  - Weekly: 40 payments of \$225.00 (K-12)
  - Monthly: 10 payments of \$900.00 (K-12)
- **SPED TUITION - \$12,000 (K-12)**
  - Tuition fees are due annually. Payments can be made weekly or monthly.
  - Weekly: 40 payments of \$300.00 (K-12)
  - Monthly: 10 payments of \$1,200.00 (K-12)

**TOTAL ANNUAL COST - \$9,650.00 (Regular K-8) or \$12,650.00 (SPED K-8)**

**ESE SERVICES - Extended Day/Tutoring - \$2,800.00, Therapy- \$6,125.00**

Service Fees apply to all students who receive additional educational services outside of the special education school curriculum such as, one on one pull out, speech, language, or occupational therapy.

The fees below apply to students who attend our full day program.

| After Care       |            |                             |            |
|------------------|------------|-----------------------------|------------|
| Pre-Kindergarten |            | Kindergarten – Eighth Grade |            |
| Before Care      | After Care | Before Care                 | After Care |
| \$20.00          | \$55.00    | \$20.00                     | \$40.00    |

The fees below apply to students who do not attend our full day program.

| Before Care | After Care |
|-------------|------------|
| \$25.00     | \$55.00    |

- **BEFORE CARE** – Kindergarten through Eighth grade students who arrive before 7:30AM and do not have a School Readiness Voucher are subject to pay the before care fee.
- **AFTER CARE** - Kindergarten through Eighth grade students who are picked up after 3:00PM, Mon.-Tues. and Thurs.-Fri., and 2:00PM on Wednesdays and do not have a School Readiness Voucher are subject to pay the after care fee.

\*Students enrolled in the Aftercare program may be dropped off prior to the designated drop off times at no additional cost.

**Registration Procedures**

Registration consists of touring the school and meeting the staff, receiving a Parent Handbook, Enrollment Packet, Influenza Brochure, Emergency Contact Card, Emergency Contact Form, Food Program Application, and After Care Agreement.

All documents must be completed and returned along with the child’s Health Screening (Physical), Immunization Record (Shots), and method of payment (Private, VPK Certificate, Step Up For Students Award Letter, AAA scholarship, or McKay Scholarship).

**Health Screening and Immunizations**

All medical records must be kept current in the Main Office. Health Screening form (Physicals) are valid for a two year period, and Immunizations (Shots) expire periodically depending on the age of the child. Administrative staff will send a notice home if these documents are no longer valid. It is each parent’s responsibility to provide updated documents when requested.

**Curriculum**

|                            |  |
|----------------------------|--|
| Pre-Kindergarten (VPK)     | Creative Curriculum  |
| Kindergarten – Fifth Grade | Reading/LA - Wonders<br>Mathematics – Savvas Envision<br>Science – Discovery Ed Techbook<br>Social Studies – HMH               |
| Sixth Grade – Eighth Grade | Reading/LA - Savvas MyPerspectives<br>Mathematics – Savvas Envision<br>Science – Discovery Ed Techbook<br>Social Studies – HMH |

Physical Education is a regular instructional period for students in grades K-8. Students will participate in physical education twice a week for one-hour periods. All students are expected to participate and wear their PE uniform on PE days. The degree or extent to which they participate will affect their academic and/or effort grades. If illness or injury makes physical activity unsafe for a few days, a note from the parent should be sent to the PE teacher. For students who must be excused or exempt, on a regular basis, a physician must complete the prescribed "Physical Exemption Card" which is available at the main office of the school. Students must dress in their PE uniforms on their designated PE days. For students’ protection, provide shoes that will cover and stay securely on the feet. Students wearing shoes the teacher feels is unsafe for play will not be permitted to participate and will receive an unsatisfactory grade for the day. Physical Education grades are based on achievement of skills, behavior, and participation.

Art is a regular instructional period for students in grades K-8. Students will have Art once a week for a one-hour period. Art grades are based on completion of projects, behavior, and participation.

### **Student Chromebooks**

Each student is assigned a personal electronic device (Chromebook) at the beginning of the school year. All chromebooks are numbered, and students must use their device only throughout the school year to complete assignments. Students are not to take devices home unless specified by their teacher.

If a student damages their assigned device in any way, the device will be sent to the office, who will then send it to be repaired. Repairs are the responsibility of the student's parents. If the parent has not paid for the chromebook's repair, official school records will not be released to the parent or any school that requests such documentation.

### **Standardized Assessments**

All students, kindergarten through eighth grade will participate in NWEA's MAP standardized assessment three times throughout the school year. The assessment is completed on computers and iPads, and data acquired is used to guide individualized instruction. The standardized assessment schedule is as follows:

- Fall – August 26 - August 30
- Winter- January 13 - January 16
- Spring- May 27 - May 30

### **Special Education**

Special Education will be provided to students as follows.

- ❖ Student has an active IEP or 504 Plan
- ❖ Teachers feel as though additional one on one instruction is necessary for achievement, and students are recommended for evaluation.

The Administrative staff handles Special Education on an individual basis. Students are pulled in small groups or individually as needed to reinforce skills being taught in the classroom. Speech, Language, Occupational, and Behavioral therapists also work hand in hand with Administration and Faculty to provide services needed by students on an individual basis. The child's medical insurance company funds these services.

### **Character Education**

All grades participate in a Character Education Program. This program consists of open discussions, activities, and book readings that focus on Civil Responsibilities such as (Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship).

**Field Trips**

Participation in field trips is a **privilege**. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior, conduct and/or academic progress (i.e. assignments not completed, notes not taken home, signed and returned, misbehaving in class). Students will be expected to wear the school's uniform on all field trips.

Parents' permission must be given for a student to participate in field trips. The teacher will send forms home. Money and permission slips must be turned in **no later than the date indicated on the field trip notice** or the student will not be permitted to take part in the field trip. Unfortunately, if a child is ill or unable to attend a field trip, there will be **no refunds**.

**Important Dates**

| Quarter Start Date | Interim Report Distribution | Quarter End Date | Report Card Distribution |
|--------------------|-----------------------------|------------------|--------------------------|
| August 19, 2024    | September 17, 2024          | October 17, 2024 | October 29, 2024         |
| October 21, 2024   | November 19, 2024           | January 16, 2025 | January 28, 2025         |
| January 21, 2025   | February 18, 2025           | March 20, 2025   | April 1, 2025            |
| March 31, 2025     | April 29, 2025              | June 5, 2025     | June 6, 2025             |

**School Closures**

|   |   |
|---|---|
| September 2, 2024 – Labor Day *             | January 17, 2025 - Teacher Planning Day     |
| October 18, 2024 – Teacher Planning Day     | January 20, 2025 - Martin Luther King Day * |
| October 25, 2024 – Teacher Planning Day     | February 17, 2025 - President's Day *       |
| November 11, 2024 – Veteran's Day *         | March 21, 2025 - Teacher Planning Day       |
| November 25-29, 2024 – Thanksgiving Break * | March 24-28, 2025 - Spring Break            |
| December 20, 2024 - Teacher Planning Day    | April 18, 2025 – Good Friday *              |
| December 23-31, 2024 - Winter Break         | May 26, 2025 – Memorial Day *               |
| January 1-3, 2025 - Winter Break            | June 6, 2025 - Graduation Day *             |

Note: During Winter Break and Spring Break, our facilities will remain open to serve families who receive School Readiness services or have their children enrolled privately during these times. An \* indicates that facilities will be entirely closed for the specific date listed.



## **Grade Reporting**

All teachers utilize an online grade book (Planbook). During the first two weeks of school, all parents will receive instructions and codes specific to their child. Teachers update grades on a weekly basis as well as grant access to the weekly planned assignments. It is the parent or guardian's responsibility to create an online account to view their child's grades, progress, and assignments at all times as well as communicate with the teacher. All students receive a progress report midway through each quarter as well as a report card at the close of each quarter. Please see the Important Dates section on page 7 for more detailed information.

## **Clubs**

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, extracurricular-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of extracurricular-related clubs may be scheduled only at times when instruction is not taking place, either before or after school. Clubs and student groups are formed as student interests deem necessary. Each teacher will lead a club of their choice, and clubs will meet on a weekly basis for a 1-hour period.

## **Attendance Policy**

Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of It's A Small World Elementary School, students, parents and the community must make every effort to lessen the loss of instructional time to students. In order to accomplish this goal, on April 18, 2007, the School Board of Miami-Dade County, Florida approved a new Student Attendance Board Rule, as stated below.

Anytime a student returns to school after an absence, students have up to 3 days to provide the school with the appropriate documentation for the absence to be "excused". After the 3 days and not receiving appropriate documentation, the absence will automatically be considered "unexcused". A student accumulating 10 or more "unexcused" absences (those absences that do not fall under any circumstance considered to be excused) in an annual course, or 5 in a semester, may have quarter, semester, and/or final grades withheld pending an administrative screening of academic performance. The note must explain the nature of the absence or the absence will be counted as unexcused. Acceptable excuses for student absences are illness, physician/dentist appointment, death in family, a school sponsored event or activity that has been previously approved, or a religious holiday. Parents should also call the school office at (305) 633-6553 and leave a message for the classroom/homeroom teacher about the absence. Students who are granted an excused absence will be given assigned work upon their return to school. Parents should not request classwork while the child is absent/ill. Students will have 1 day for every day they were absent to make up the work if the absence is excused. Excused absences will still appear on students' records; however, the excuse gives them the opportunity to complete missing assignments for full credit if received within a day of returning to school.

### **Arrival and Dismissal**

School doors open at 6:30am. Kindergarten through Eighth Grade students must be in school by 8:30am in order to be counted as present and on time by their classroom teacher, and Pre-Kindergarten students must be in school by 9:00am.

Kindergarten through Eighth Grades are dismissed at 3:00pm. Parents must arrive no later than 3:30pm to pick up students at the designated dismissal area.

On Wednesday, all grades are dismissed at 2:00pm; therefore, all parents must arrive no later than 2:30 to pick up students.

Operating hours end at 6:00pm. Children picked up after this time will be charged \$1.00 per minute per child still at the center after closing time.

### **Sibling Care**

If any family has children enrolled in our Pre-K program, complimentary Sibling Care is available. This service enables parents to make only one trip to pick up their children every afternoon. Students in Sibling care must be picked up no later than 3:30pm, and 2:30pm on Wednesdays.

### **After Care**

After Care is available to students enrolled at It's A Small World Elementary School for a discounted rate. Pre-Kindergarten students' after care rate is \$55.00 a week, and Kindergarten through Eighth Grade students' after care rate is \$40.00 per week. After Care for children not enrolled at It's A Small World Elementary School is \$55.00 a week, regardless of student's grade.

Children not enrolled in after care that are not picked up at the designated dismissal time will be charged \$10.00 daily to be put in after care after school hours. There will be NO EXCEPTIONS!

Fees must be paid on Monday for the current week.

### **Emergency Contact Information**

Student Emergency Contact Forms are distributed during Open House. Cards must be carefully completed and then returned to school on the first day of school. The information provided on the Student Emergency Contact Card will enable school staff to contact parents/guardians immediately in the case of an emergency. Students may only be released from school to the persons listed on the emergency contact card after presenting picture identification. No persons, other than school staff, will have access to the information submitted. Please make sure that information in your child's file and on the ECF is accurate at all times.

## **Medication Policy**

Prescribed medication will be administered to children only when brought to the school by a parent or guardian. The medication must be in the original container with the name of the physician, the name of the child, and medication directions written on the label. An Authorization for Medication Form must be completed and signed by the parent or guardian in order for the medication to be administered. Make sure that any medication brought to the center is personally given to the Principal or teacher in charge. Medications are not to be left in the lunchbox or backpack.

Medications will be stored securely in the office in a locked cabinet above the reach of children. They will be removed and administered at the indicated times and returned to safekeeping until the parent or guardian of the child arrives to pick him or her up.

## **Code of Student Conduct**

Students are expected to be on their best behavior at all times. It is the job of students to represent It's A Small World Elementary School in and out of class time and on or off campus.

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behavior. We desire to teach the students to do what is right. Students are disciplined with the intention of helping them make appropriate choices. Students need discipline in order to reach their full potential.

Each teacher will establish appropriate procedures for discipline in his/her classroom based on the following guidelines. Please note that this list is **not** all-inclusive.

1. Students are expected to respect the authority of all school personnel.
2. Malicious destruction of school property results in the replacement, repair or payment for damages by either the student or his/her parents.
3. Students shall help keep the school clean at all times. There is to be no gum chewing in the school building or on the school grounds.
4. Items such as matches/lighters, skateboards, Kendamas, electronic devices, trading cards, Silly Bandz, toys, weapons of any sort, etc. are not permitted at school.
5. No notebooks, albums, magazines, lunchboxes, etc. will be permitted that carry pictures or slogans referring to the drug culture or alcohol. No profane, abusive or slang language is to be used.
6. Zero tolerance for aggression, drugs and alcohol. (Students that hit, kick, harass, bully or use the internet in a negative way will be suspended or expelled).
7. No electronic devices should be brought to school. All electronic devices will be confiscated by school personnel. The 1st offense will result in a warning and the parent must pick up the device. The 2nd offense will be detention and the parent must pick up the device. Upon the 3rd offense the student will receive a Saturday Work Detention and the device will be returned on the last day of each semester.
8. Internet Usage-The school has put into place technology measures that block and filter Internet access to visual depictions that are inappropriate for minors.

Students are expected to:

1. follow the rules set forth by the staff while on the Internet,
2. use the Internet as a resource tool,
3. not use the Internet to harass, threaten or intimidate others,
4. not seek access to unauthorized resources, not attempt to access unauthorized areas of the school's information system or the Internet, including "hacking".

**There will be no tolerance for continual poor behavior. After 3 referrals, a student will be expelled, as our utmost concern is the safety, well being, and education of all of our students.**

**Offenses and Disciplinary Action**

The Code of Student Conduct has three levels of infractions and the levels are determined by the seriousness of the act.

- Level I** infractions are the least serious and will be dealt with by imposing less severe consequences than Level II and III.
- Level II** infractions are more serious than level I and require more formal disciplinary actions.
- Level III** infractions are the most severe and are grounds for a mandatory 10 day suspension and consideration for expulsion.

**NOTE: Any other serious misconduct is punishable at the discretion of the administration. During the time of an In or Out of School Suspension, students are not allowed to attend any extra-curricular activities.**

The following table lists possible consequences for each level of disciplinary action.

| <b>Level I</b>  | <b>Level II</b>   | <b>Level III</b>   |
|---|---|--|
| <ul style="list-style-type: none"> <li>● Warning</li> <li>● Conference with Principal</li> <li>● Loss of privileges</li> <li>● Conference with teacher and or parent</li> <li>● Behavioral Contract</li> <li>● Detention</li> <li>● Silent Lunch</li> <li>● Time Out</li> </ul> | <ul style="list-style-type: none"> <li>● Detention</li> <li>● In School Suspension</li> <li>● Out of School Suspension</li> </ul> | <ul style="list-style-type: none"> <li>● Out of School Suspension</li> <li>● Expulsion from school</li> <li>● Administrative review and reassignment</li> <li>● Referral to Law Enforcement or Juvenile Court Officials</li> </ul> |

## **Uniform Policy**

### Monday – Thursday (Kindergarten – Fifth Grade)

- **Girls:** navy school polo (logo with gold lettering), khaki skirt, skort, Bermuda shorts, or pants, and closed toed shoes
- **Boys:** navy school polo (logo with gold lettering), khaki shorts or pants, and closed toed shoes

### Monday – Thursday (Sixth Grade – Eighth Grade)

- **Girls:** gray school polo (logo with navy lettering), navy blue skirt, skort, Bermuda shorts, or pants, and closed toed shoes
- **Boys:** gray school polo (logo with navy lettering), navy blue shorts or pants, and closed toed shoes

### Physical Education Days (Distributed at Open House) (Kindergarten – Eighth Grade)

- **Girls:** gray PE shirt (with emblem), navy blue PE shorts (with emblem), and sneakers
- **Boys:** gray PE shirt (with emblem), navy blue PE shorts (with emblem), and sneakers

Fridays (Jean Day) – Every Friday will be a jean day. Students must pay \$1.00 if they wish to wear jean pants. Students that do not wish to participate must come to school in their regular uniform.

Spirit Shirts may be worn on Field Trips and Fridays. Spirit Shirts are optional.

## **Parent/Teacher Communication**

Teaching and Administrative staff is required to remain in constant contact with parents or guardians to inform them of their child's academic and behavioral progress. All parents will be contacted via telephone, text, or email. Teachers will contact all parents, at least once monthly, to discuss any areas of concerns or strengths via their chosen method of classroom communication.

## **Cafeteria**

The center's food is catered by IASW on a daily basis and follows the USDA guidelines. Furthermore, we participate in the Child Care Food Program (CCFP) and serve meals and snacks meeting the CCFP requirements. The CCFP is administered in Florida by the Department of Health and is funded by the United States Department of Agriculture. Food substitutions are made for children when supported by a physician's statement.

Food substitutions may also be made for children with special dietary conditions when supported by a statement signed by the physician, physician assistant, nurse practitioner, or registered dietitian.

Weekly Menus are posted in the Main Office. If any parent is aware that the child will not eat any meal of the day, a breakfast, lunch, and/or snack may be packed in a lunch box.

- ☐ Breakfast is served from 7:30am – 8:15am (K-8)
- ☐ Lunch is served from 11:00am – 12:00pm.
- ☐ Snacks are served from 3:00pm – 4:00pm.

### **Procedures for Addressing Concerns**

Should a parent have any questions or concerns, the following procedure should be followed in the order listed.

1. Speak to the student's teacher about the concern.
2. Teacher and parent will come up with a plan.
3. If concern persists, the Principal should be informed, a meeting will be scheduled, and a plan put in place that will be closely monitored by an administrator.

### **Safety and Security**

Your child's safety is a top priority at It's A Small World Elementary School. The doors to our facility remain locked throughout the day. Children must be signed in and out upon arrival and departure.

In accordance with state law, we must have on file the names, addresses and telephone numbers of the individuals permitted to drop off and collect your child from our school. If someone arrives to collect your child and we have not been notified and their name is not in the child's file or Emergency Contact Card, we cannot allow your child to leave with them. If you know that someone that is not on the list will be picking up your child, please inform us ahead of time. Children will not be dismissed to anyone other than the authorized persons without written consent and identification.

If an adult arrives to pick up and transport a child by motor vehicle, and the staff person in charge considers the person to be intoxicated or otherwise physically impaired, and not able to safely operate a motor vehicle, the child will not be released to the individual. The staff will contact another parent or other adult listed on the enrolment form to arrange alternate transportation. If this transport is not possible, staff will contact the Department of Children and Families for further direction. In the event the intoxicated person does not comply, the police department will be notified.

### **Child Abuse**

Chapter 39 of the Florida Statutes (F.S.) mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, neglected, or abandoned by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall immediately report such knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families. Failure to report suspected child abuse is punishable by law. Any person charged with such negligence is subject to felony charges. Students at I.A.S.W. are checked every morning upon their teacher's arrival. If any odd markings are noticed and there are suspicions of child abuse, an incident report will be made and the child abuse hotline will be notified immediately.

## **Natural Disasters**

In the case of a natural disaster, which would not permit us to leave the building, the children will be moved to interior areas that do not have windows or rooms which have hurricane proof windows or shutters. We will follow the decision of Dade County Public Schools regarding the closure of schools. Parents will be called and asked to pick up their child immediately if there is a need to evacuate the center.

## **Incidents and Accidents**

No matter how careful and safety-conscious we are, there will be times when incidents or accidents may occur. Parents or guardians shall be notified immediately of any illness or injury to their child and specific instructions regarding action to be taken shall be obtained. It is crucial that the information on your enrollment form and emergency contact card is accurate. If the parents or designated contact person to be called in case of emergency cannot be reached, the principal or staff in charge will contact the next individual on the emergency list or take appropriate action. Immediately after an incident or accident occurs, the teacher will complete a report in its entirety, including their signature, date, and time. It will then be given to the principal to be reviewed, signed, dated, and timed and to the parent during dismissal.

## **Fundraisers**

Fundraisers are held throughout the school year and summer in order to raise money for books, technology, and other activities. It is the responsibility of all parents to participate in the fundraisers as all students benefit from funds raised. Fundraisers will vary in type.

## **Volunteer Program**

Keeping an open line of communication with administration and faculty is the best way to validate your child's education. If need be, volunteering in the classroom, field trips, or to help out teachers is greatly appreciated and encouraged.

## **Technology Policy**

Students will follow the guidelines set forth below while using computers, Internet, or any other form of technology. Cell phones and other technological devices are not the responsibility of It's A Small World Elementary School or its staff and are collected at the beginning of each school day. All items brought to school are the responsibility of its owner.

- I will only use the Internet and computers with the teacher's permission, and for the purpose that the teacher has requested.
- I will respect copyright laws and will make sure to show where I found information, and will not copy it without permission.
- I will not enter inappropriate or hurtful language into the computer.
- I will stay safe on the Internet by making sure that I never share personal information, like my full name, address, or telephone number. If anyone on the Internet tries to meet with me, I will refuse, and tell my parents or teachers immediately.

- I will let my teacher know immediately if I see anything on the Internet that is inappropriate or that makes me uncomfortable.
- I will respect the school computer equipment. I will be sure to take good care of the equipment I use, and will not change any desktops, controls or anyone else's files.
- I will only use email for a class project directed by my teacher. Any mail will be sent or received by my teacher.
- I will only download information onto school computers under the direction of my teacher.

**Birthday Celebrations**

Birthday parties are a wonderful experience for children. Our children are welcome to share their birthdays with their classmates. Please keep this occasion simple but meaningful to your child. All arrangements must be made with the classroom teacher at least 1 week in advance. Parties will be held during your child's lunch time. Parents must be here on time and supply all of the party supplies. If you do not notify us in advance we cannot guarantee that the birthday celebration can take place. No exceptions will be made.

**Lost and Found**

All removable articles of clothing (sweaters, jackets, etc.) should have the student's name written inside them. Lost and misplaced clothing is collected and available for reclaiming in the cafeteria. All items in the Lost and Found will be donated at the conclusion of each month. Make sure this area is checked on a regular basis if any personal items are misplaced.

**Summer Program**

It's A Small World Learning Center V offers a summer program that incorporates fun, engaging, in house activities as well as academic review, outside field trips, and in house contests.

Our summer program operates from 6:30am – 6:00pm. It is not funded by any government grants. Funding sources accepted for enrollment are a School Readiness Voucher (distributed by the ELCMDM) or private enrollment.

Enrollment in our summer program must be confirmed at least 1 week prior to its start date.

| Summer Program Cost    |                       |
|------------------------|-----------------------|
| Weekly Tuition         | \$100.00              |
| Field Trips/Activities | \$2.00 - \$40.00 each |

Breakfast, Lunch, and Snack are included with the Summer Program enrollment.

\*Multi-student discounts are available.



## **Expulsion Policy**

There are instances where we may have to ask that a child be removed from our program, either on a short term or permanent basis. We want all families to know that we will do everything possible to work with our students in order to prevent this policy from being enforced.

### When a child is having a problem in the classroom:

- Staff will redirect children from negative behavior.
- Staff will reassess classroom environment, activities, and supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for inappropriate behavior.
- Children will be given verbal warnings.
- Child will be given time to regain control of his/her actions.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parents/Guardian will be notified verbally.
- Parents/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff, and parent/guardian will have a conference to
  - Discuss how to promote positive behaviors
  - Distribute literature or other resources regarding methods of improving behavior.
  - Recommend evaluation by a professional.
  - Recommend evaluation by local school district child study team.

### Schedule of Expulsion

- If scheduled remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing about the child or parent's behavior warranting an expulsion. An expulsion is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school.
- The parent/guardian will be informed regarding the length of the expulsion.
- The parent/guardian will be informed of the expected behavioral changes required in order for the child or parent to return to school.

### Parental Actions for Child's Expulsion

- Failure to make tuition payments or habitual tardy payments.
- Failure to complete and turn in required forms, including physical and immunization records.
- Verbal abuse to staff or students.
- Parents threaten physical or intimidating actions toward staff members or students.

### Child's Actions for Expulsion

- Failure to adjust to routines/procedures after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts
- Continuous classroom disruptions.
- Ongoing physical or verbal abuse to staff or other students.

Children will not be expelled if a child's parent/guardian:

- Makes a complaint to the licensing office (DCF) regarding a school's alleged violation of licensing requirements.
- Reports abuse of neglect occurring at the school.
- Questions the school regarding policies and procedures.
- Is not given sufficient time to make other child care arrangements.