



**1010 Spring Villas Pointe,
Winter Springs, FL 32708
407-388-1808**

www.ArborSchoolFlorida.com

**The Arbor School is a
smoke-free and drug-free
campus.**

Welcome to the Arbor School of Central Florida!

We are pleased to have your child attend our program this year. We are a 501(3)c non-profit private, McKay funded, school. Our mission is to provide a customized therapeutic/educational experience to help every child achieve their full potential in life.

The staff of the Arbor School is committed to create a collaborative atmosphere in order to promote a safe environment of learning and change. We look forward to facilitating with you the growth and improvement of your child's educational, emotional, physical and social needs.

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

This Policy Handbook has been put together to familiarize you with the policies and procedures of the school. Please be sure to read this handbook. Feel free to ask if you have any questions or need clarification.

Personal Needs

Please bring in an extra change of clothing for your child to keep on hand in case of messy play or accidents. These clothing items will be left in your child's backpack for ease of access if needed. If your child is not toilet trained, you will need to provide diapers/pull-ups and wipes for your child. Toilet training will begin when your child shows readiness.

Anti-discrimination

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Medicine

The therapists, employees and staff members of The Arbor School will not administer any type of medications to your child during school hours.

If medication is to be administered, parents must do it before or after school hours. If medication needs to be taken during school hours, parents will have to make arrangements to come to the school and administer medication. This policy applies to all medications including over-the-counter oral, supplements and topical meds.

You will be asked to list any and all medical conditions such as food allergies, latex and chemical allergies, seizure appropriate protocol, etc. The form will be kept on file for emergency use.

If your child has an allergy that requires he/she carry an Epi-pen or other severe allergy medications, you and your child's doctor will be required to complete and sign the appropriate forms.

Immunization Requirements

The state of Florida requires that all students entering the sixth grade be screened for Scoliosis, which can be done by your physician. During registration, you will need to bring in verification of the screening for your child's files at The Arbor School.

Community Outings and Field Trips

Outings and field trips are organized for those children who are able to tolerate both the physical and sensory stimuli. You will be notified in writing the details of each field trip to include the date, time, place, and cost of the trip. Parents and families are encouraged to participate in the field trips as these trips provide an opportunity for parent socialization and support.

Student expectations

At The Arbor School, we strive to meet the needs of each child through a combination of occupational and speech/language therapy, academics and social skills development. Student expectations focus around three important classroom areas safety, academics and social skills. All students are expected to adhere to these expectations.

With that in mind, there may be an occasion when a student is unmodulated or legitimately not feeling well. When those times arrive, the classroom staff will arrange for the student to receive the necessary OT techniques and/or classroom interventions to meet his/her needs. The expectations are a standard that allows for the safety, respect and the academic growth of all the students and therefore cannot be wavered from.

- 1) All students will ask permission before leaving the classroom.
- 2) All students are expected to remain outside the classroom door when a teacher or staff member is not in the classroom, unless otherwise instructed.
- 3) Free time is an earned privilege. In every class, any student who is non-participatory will not earn free-time. Each teacher will define what free time is and how it is earned.
- 4) All students will participate in the learning process.
- 5) All students will exhibit respect to teachers, staff members and classmates.

Attendance Policy

The Arbor School is a private school registered with the state of Florida. School hours are Monday-Friday from 8:30 a.m. to 3:00 p.m. The campus is open for the children starting at 8:15. Pick up is from 3:00 – 3:15. Any student not picked up by 3:30 will be moved into aftercare and the daily charge will be added to the student's account. The Arbor School provides after school care from 3:30-5:30 daily.

Students who arrive after 8:35 will have to be signed in by an adult. If you arrive after this time, please check in at the front desk so your child's arrival can be noted. Additionally parents picking up their child before 3:00 will also need to sign their child out at the front desk.

If your child is going to be absent, you must call the school at 407-388-1808 no later than 8:40. If the school does not receive a phone call, your child will be counted as an unexcused, absent student. More than 3 unexcused absences in a month could put your McKay funding at risk.

Per McKay statutes: Excessive absences of more than 5 per month without doctor's documentation can result in your child having to be unenrolled from the school, which may result in the loss of his/her McKay funding.

Please remember to call when your child is sick so that we can record it as an excused absence. Also any absence over 2 days requires a note from your doctor to document the reason for the absence and permission to return to school.

It is of the utmost importance that your child be at school other than when he/she is sick. This is an intensive academic and therapeutic program that relies on your child being at school and on time. Any missed time results in less time participating in the supportive therapies and academics that are designed for your child's growth. Excessive tardiness or absences may result in your child's unsuccessful completion of school year as well as forfeiture of your McKay funding.

Parents in the classroom

We do understand the importance of observing and interacting with your child in his/her classroom. With that in mind, there are planned events throughout the year that will allow for this. These events may be planned around holidays, special themes, or for you to see what new accomplishments your child has achieved. You will be given additional notice of these events as well as the theme of the visit.

If you would like to be able to observe the classroom, please contact the Director to schedule a time. If you have any questions or concerns, please feel free to bring them to the attention of your classroom teacher where they can be discussed and addressed.

School Security

For the safety and security of our students and staff, we ask that if you need to come into the building to please

1. Check in at the front desk
2. Sign in if you are going to stay
3. Take a visitors pass
4. We will let the teacher/therapist know that you would like to come back and escort you to where your child is at that time.
5. Sign out when you leave the building

Please do not go past the front office without being escorted.

If you are picking up your child early, please let us know and we will escort your child to the front office.

Progress Reports and Assessments

Educational assessments will be done at the beginning and ending of the school year. Additionally, occupational and speech therapy evaluations will be completed when your child enrolls in the school with yearly evaluations which are completed each spring. These assessments will allow you and the staff of The Arbor School to track your child's progress over the year. There will also be periodic classroom assessments throughout the school year which will allow the teaching staff to determine your child's comprehension of the material being taught.

Progress reports will be issued every 12 weeks. Your child will be assessed based on his/her individual goals, learning abilities and progress. Progress reports will address the core subjects taught, social and behavioral progress, and classroom abilities (items such as focus, ability to work independently, etc.) as well as occupational and speech therapy updates.

Parent-Teacher Conferences

At The Arbor School we believe in working collaboratively with the parents. We encourage communication, both, between the parent/therapist and the parent/teacher. While we encourage quick items of information each day, we ask that anything requiring more time than that, be scheduled in advance. This will allow the teacher to give his/her undivided attention to the conference in a private, unrushed atmosphere.

Birthdays

We love birthdays and think that they need to keep on coming. If you want to bring a special something in for your child's birthday, please advise the staff so that alternative foods can be provided for children who are on limited diets.

Pick up by someone other than parent

During registration you will be asked to list other people who are able to pick up your child from school. All people other than parents will be expected to produce picture identification at the request of The Arbor School staff. If this person cannot provide appropriate identification, your child will not be released into their care. Furthermore, if someone other than a person on your approved list attempts to pick up your child that person will be refused.

Hurricanes and Storms

In the event of a hurricane or a severe storm, The Arbor School will adhere to the same closure decision as Seminole County. Unless you are notified otherwise by The Arbor School, if Seminole County Schools are closed, then The Arbor School will also be closed on that day. Make-up days will be determined by school staff when needed.

Announcements of makeup days will be made as early as possible.

IF THERE IS ANY DECISION THAT DOES NOT FOLLOW THIS POLICY, YOU WILL BE NOTIFIED.



Disciplinary Guidelines

The Arbor School supports our student's physical and emotional needs through positive reinforcement, supporting therapy, traditional methods of consequences for poor choices (time outs, apologies, etc). We also recognize that some behaviors require a higher level of consequence. (Please see below for an explanation of the levels of infractions and the disciplinary guidelines for these infractions.)

The Arbor School has 2 levels of infractions and discipline guidelines for handling these infractions:

Level 1

- Socially inappropriate behavior during class or lunch
- Non-compliance of teacher and other staff direction
- Inappropriate language
- Unwillingness to complete assignments
- Misuse of school equipment such as therapy equipment and/or computers

Classroom teachers are responsible for documenting and administering the behavior and consequences. Repeat offenses could result in parent contact, seclusion from others, loss of privileges, or loss of special's (field trips, bounce house days, etc.)

Level 2

- Insubordination/inappropriate language to teacher and other staff
- Vandalism
- Bullying
- Verbal and/or physical intimidation
- Violence and/or aggressive behaviors
- Theft
- Sexual misconduct

Classroom teachers are responsible for documenting the behaviors of the student and the student is referred to the Director. The minimum consequence for level 2 offenses is immediate parent contact plus loss of all privileges and a one-day classroom suspension (student will serve this at school and will have direct supervision but be secluded from the rest of the school population). Repeated violations will result in review of the student's ability to further attend The Arbor School.

The Arbor School maintains a Zero Tolerance Policy for the use, possession and/or sale of drugs or any type of weapon on school property or at school-sponsored events. Student involvement with drugs or weapons will result in immediate expulsion.

The Arbor School reserves the right to search students under its jurisdiction when the school administration has suspicion that the student has been involved in any way. The right to search a student shall not be limited to the student and will include student's personal possessions, their backpacks and purses should the school deem it necessary. The search will be done by the Director and one other staff member and parents will be notified after such search.

