



Palm Beach Day Academy Lower Campus Handbook 2020-2021

MISSION STATEMENT

The foundation of the Palm Beach Day Academy's program is the education of our students in an academically challenging and compassion rich environment that guides each child toward personal excellence of mind, body and character. At all levels, our students will be –

*Challenged to Excel;
Empowered to Act;
Prepared to Lead*

LEAD WITH HONOR

PBDA community members are expected to follow, in and out of school, what are considered the core values of the school. PBDA's character program, Lead with Honor, consists of PBDA's core values: trust, respect, integrity, grit, honesty, responsibility, empathy, and commitment.

Lead with Honor focuses on eight core values:

- Respect
- Responsibility
- Integrity
- Commitment
- Grit
- Honesty
- Empathy
- Trust

Under the guidelines of Lead with Honor, students will:

- Bring respect and dignity to all of those with whom the student shares the Palm Beach Day Academy experience.
- Accept the fact that their behavior reflects their character and attitude toward Palm Beach Day Academy.
- Respect other people's property and will not steal or vandalize property.
- Be honest and honorable, avoiding all forms of plagiarism.
- Pledge to avoid fighting or harassing others either verbally or in writing.
- Resolve differences of opinion.
- Understand and accept the fact that out-of-school behavior is a matter of school concern and that, because individual behavior does reflect on the school's reputation, any inappropriate behavior may result in a variety of school consequences, including suspension or expulsion.

LOWER CAMPUS OFFICE INFORMATION

CONTACTS

Julissa Lane, *Administrative Assistant to Head of Lower School*, jlane@pbdayschool.org, (561) 832-8815

Melissa George, *Administrative Assistant*, mgeorge@pbdayschool.org, (561) 832-8815

Administration

Martha Bjorklund, *Head of Lower School*, mbjorklund@pbdayschool.org, (561) 832-8815, ext. 214

Heather Fanberg, *Assistant Head of Lower School*, hfanberg@pbdayschool.org, (561) 832-8815, ext. 213

OFFICE HOURS

The front desk of the Lower Campus is located in the lobby of the Mandel-Palagye building. All visitors, including current families and alumni, sign in at the front desk. Students who arrive late to school or leave campus early will wait for their guardian to sign them in and out at the front desk.

Effective September 8, 2020 and until further notice, the campus will be closed to all visitors and guests unless particular protocols are met. Each visitor who arrives on campus will be required to have his/her temperature taken,

wash hands or use hand sanitizer, sign in, and obtain a visitor's badge. Each visitor will be accompanied by a PBDA staff member and will not be permitted in student areas.

SCHOOL HOURS

2020-2021 School Hours are as follows:

Pre-Primary/Primary: 8:30 a.m. – 2:35 p.m.

K-3: 8:15 a.m. – 2:45 p.m.

Arrival

K-3: 7:45 a.m. – 8:15 a.m.

Pre-Primary/Primary: 8:00 a.m. – 8:30 a.m.

Dismissal

Pre-Primary/Primary: 2:35 p.m. – 3:00 p.m.

Half Day Dismissal: 12:30 p.m. – 12:45 p.m.

K-3: 2:45 p.m. – 3:15 p.m.

After-Care: 3:15 p.m. – 5:00 p.m.

Students should be on campus no earlier than his/her arrival time, unless a previous arrangement has been made. Parent/Caregivers must assist children getting into and out of car seats as efficiently as possible.

ACADEMICS

Pre-Primary

Comments only

Primary

Primary Year 1:

D = Developing

P = Proficient

N/A = Not Assessed

Primary Year 2:

E = Exceeds Expectations

S = Satisfies Expectations

N = Needs Reinforcement

K - 3rd Grade

E = Exceeds Expectations

S = Satisfies Expectations

N = Needs Reinforcement

N/A = Not Assessed

Participation and Effort Grade (3rd Grade Only):

- 1 Consistently Exceeds Expectations and is Self-Motivated
- 2 Exceeds Expectations
- 3 Meets Expectations
- 4 Works Below Expectation
- 5 Consistently Fails to Meet Expectations

STANDARDIZED TEST INFORMATION

PBDA's Lower Campus utilizes aimswebPlus® to screen and monitor student's reading and math skills in grades K-3. The assessments are standards-aligned and allow us to measure individual and class growth as well as identify learning gaps. The school handles registration for all students, including students with accommodations.

2020-21 Dates:

- September 10, 11 and 14
- January 19-21
- April 19-22

SUPPORT SERVICES

The mission of the Palm Beach Day Academy Student Success Team (SST) is to provide each child with the necessary academic, social, emotional, and physical support, as needed, to thrive here at PBDA. The SST is made up of three learning specialists for Primary through Grade 3 and two learning specialists Grades 4-9. A school counselor and school nurse attend to both campuses to provide additional support. Moreover, the Head of Upper and Lower Campuses are actively involved in the organization and planning for student success. All members of the SST work closely with classroom teachers as well as parents to understand the students' needs and create effective support plans. For students in Primary through Grade 3, foundational literacy skills are taught using the Wilson Reading System. Wilson Language is a structured, systematic, and multi-sensory approach to teaching reading, which is based on the Orton-Gillingham Methodology. Students in need of math intervention will receive supplemental, individual or small group instruction in addition to his/her classroom instruction.

STUDENT LIFE

COMMUNITY SERVICE

Bulldog Outreach organizes all community service opportunities for students in Primary through Grade 3. We work with the Upper Campus in various community service projects. Our Lower Campus representative for Bulldog Outreach is Kelly Zingaro.

ATTENDANCE

Palm Beach Day Academy is dedicated to academic excellence. In order to promote a scholastic environment all students must be in attendance. Requests for special permission to miss any part of the school day should be made in writing or emailed and submitted to Martha Bjorklund at least two weeks in advance whenever possible.

If a student is absent from school, the parent should notify Lower Campus nurse, Angela Hampton, ahampton@pbday.org, at (561) 832- 8815 ext. 215.

If a student must leave during the school day, the parent must sign out the student at the front desk. As well, the parent should give 24 hours' notice when pulling a student out of school early. A student who has an early dismissal due to illness will not be permitted to participate in any after-school activities that day or evening.

ARRIVAL/DISMISSAL

Beginning on September 8th, 2020, students and parents are required to have a face mask on before exiting or entering their car. Parents are required to take a child out of the car seat at drop-off and place them in the car seat at pick-up. Please do this as efficiently as possible.

It is imperative that the PBDA placards with the family's last name are visible in the car windshield so that PBDA personnel can easily identify the family. Any K-3 student who has a Pre-Primary/Primary sibling will be dismissed at 2:35 p.m.

Arrival entry points by grade:

Pre-Primary: Pitt Building

Primary: Playground classroom doors

Kindergarten: Blue door

Grade 1: Breezeway

Grade 2: Patio blue door and stairs

Grade 3: Back stairwell

FOOD POLICY

During the 2020-21 school year, all students will eat snack and lunch in their classrooms. Palm Beach Day Academy strives to be nut-aware. Snacks and lunches that contain peanuts, peanut flour, peanut oil, or peanut butter or other tree nuts are not permitted. Food for special events must be store-bought and follow this policy.

BIRTHDAY PARTIES

We request that parents do not bring in cupcakes or any other birthday treats on a student's birthday. Instead, PBDA will be providing each student with a unique "Birthday T-Shirt" that will be given to each student on his or her birthday. The student may wear the shirt to school on his or her birthday.

FIRE SAFETY

PBDA is required to hold two fire drills in September, and monthly for the remainder of the school year. The grade level zones will be distanced appropriately from each other in the two fields, as will the students in each zone.

EMERGENCY CLOSINGS

In the event of extreme inclement weather, the policy is influenced somewhat by that of the Palm Beach County public schools. If there is an occurrence that is specific to us, we will keep you updated via www.pbday.org and/or send out a message to your phone and/or email.

TECHNOLOGY USAGE POLICY

Policies, guidelines, and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or electronic communication devices, digital cameras, watches, as well as technology infrastructure, associated peripheral devices and/or software that access the Palm Beach Day Academy internet/computer network; and all computers and devices owned by Palm Beach Day Academy.

Palm Beach Day Academy supports the rights of students and staff to have reasonable access, in school, to various information formats and believes it is incumbent upon students and staff to use this educational advantage in an appropriate and responsible manner.

As a PBDA student, I will:

- use my school provided Google email account for educational purposes that directly relate to the school.
- understand that my user account is intended for my sole use only. I understand I am responsible for the security of the system and must not share passwords.
- protect personal information, including a home address and phone number, about myself or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. I will report any suspicion of dangerous or inappropriate information or messages.
- use school technologies for school-related activities.
- follow the same guidelines for respectful, responsible behavior online that I am expected to follow in class.
- refrain from posting any information that I would not want students, parents, teachers, or future colleges or employers to see (once something is online, it is available to the world).
- treat school resources carefully, and alert staff if there is any problem with their operation.
- use school technologies at appropriate times and in approved places, for educational pursuits.
- understand that using electronic devices to make video/sound recordings or digital images of others without the consent of those being recorded is strictly prohibited. Restrictions against inappropriate language apply to all communication throughout the district network, including but not limited to public messages, private messages, and material posted on web pages. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.
- abide by the school's safety measures and filtering tools
- follow Lead With Honor and will not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, explicit, suggestive, threatening, discriminatory, harassing, bullying and /or illegal material or messages.

- keep from engaging in any cyberbullying activities such as harassing, denigrating, impersonating, or cyberstalking.
- disable iMessage and other texting features from my laptop during the school day.

DRESS CODE

Only uniform items purchased at the PB Boys and PB Girls Club/Aristokids, or online from the special PBDA Uniform Site of [Lands' End](#), are permitted. More information can be found [here](#).

PRE-PRIMARY AND PRIMARY

Girls: Pre-Primary and Primary

Monday – Thursday

- PBDA preschool jumper in yellow with navy trim or blue with navy trim
- Blue PBDA shorts – pull on
- White polo or white PBDA monogram shirt to be worn under jumper or with shorts
- White socks
- **Velcro** sneakers (please avoid sneakers that light up or include neon colors)

Friday dress uniform for Pre-Primary and Primary girls

- Yellow preschool jumper with items listed above

Cold weather options: 55 degrees or colder

- Navy sweatshirt and sweatpants with school seal
- Navy v-neck sweater with PBDA logo
- Navy cardigan with PBDA logo
- Navy microfleece half-zip jacket with PBDA logo
- Navy or white tights, white turtleneck

Primary Field Day

- Yellow/Flamingo or Navy/Pelican t-shirt (new students' team assignments are announced during The Hatching Ceremony)
- White mesh shorts
- White socks
- Sneakers

Boys: Pre-Primary and Primary

Monday – Friday

- Khaki shorts or pants – pull on
- White polo with school seal
- White socks
- **Velcro** sneakers (Please avoid sneakers that light up or include neon colors.)

Fridays and special occasions additional Dress Uniform –

- Navy crewneck sweater with PBDA logo (cold weather Dress Uniform)

Cold weather options: 55 degrees or colder

- Navy sweatshirt and sweatpants with school seal
- Navy crewneck sweater with PBDA logo
- Navy microfleece half-zip jacket with PBDA logo

Primary Field Day

- Yellow/Flamingo or Navy/ Pelican t-shirt (new students' team assignments are announced during The Hatching Ceremony)
- White mesh shorts
- White socks
- Sneakers

KINDERGARTEN

Girls: Kindergarten

Monday – Thursday

- PBDA jumper: yellow, blue, green, pink.
Belts are optional.
- White polo shirt with PBDA
- White socks
- Velcro sneakers (Please avoid sneakers that light up or include neon colors.)
- Navy gym shorts to be worn under uniform for P.E. (shorts should not be visible under jumper)

Fridays and special occasions

Dress Uniform –

- Yellow jumper/Navy belt – Belt optional
- White Polo shirt with PBDA
- White socks
- Navy gym shorts to be worn under uniform for P.E. (shorts should not be visible under jumper)
- Navy cardigan with PBDA logo (cold weather)

Cold weather options: 55 degrees or colder

- White long-sleeved button-down shirt or white turtleneck
- Navy cardigan with PBDA logo
- Navy microfleece half-zip jacket with PBDA logo
- Navy or white tights

Field Day

- Yellow/Flamingo or Navy/ Pelican t-shirt (new students' team assignments are announced during The Hatching Ceremony)
- White mesh shorts
- White socks
- Sneakers

Boys: Kindergarten

Monday – Friday

- Khaki shorts or pants – pull on or belted (black, brown, or canvas PBDA belt)
- White polo with school seal
- White socks
- **Velcro** sneakers (Please avoid sneakers that light up or include neon colors.)

Fridays and special occasions additional Dress Uniform –

- Navy crewneck sweater with PBDA logo (cold weather Dress Uniform)

Cold weather options: 55 degrees or colder

- Long sleeve white cotton polo shirt with school seal (tucked in)
- Navy microfleece half-zip jacket with PBDA logo

Field Day

- Yellow/Flamingo or Navy/ Pelican t-shirt (new students' team assignments are announced during The Hatching Ceremony)
- White mesh shorts
- White socks
- Sneakers

GRADES 1-3

Girls: Grades 1-3

Monday – Thursday

- PBDA jumper: yellow, blue, green, pink.
Belts are optional.
- White polo shirt with PBDA
- White socks
- Sneakers (Avoid sneakers that light up or include neon colors.)
- Navy gym shorts to be worn under uniform for P.E. (shorts should not be visible under jumper)

Dress Uniform – Fridays and special occasions

- Yellow jumper/Navy belt – Belt optional
- White Polo shirt with PBDA
- White socks
- Black or Brown dress shoes (bring sneakers for PE)
- Navy gym shorts to be worn under uniform for P.E. (shorts should not be visible under jumper)
- Navy cardigan with PBDA logo (cold weather)

Cold weather options: 55 degrees or colder

- White long-sleeved button-down shirt or white turtleneck
- Navy cardigan with PBDA logo
- Navy microfleece half-zip jacket with PBDA logo
- Navy or white tights

Field Day

- Yellow/Flamingo or Navy/ Pelican t-shirt (new students' team assignments are announced during The Hatching Ceremony)
- White mesh shorts
- White socks
- Sneakers

Boys: Grades 1 – 3

Monday-Thursday

- Khaki shorts or pants – (black, brown, or canvas PBDA belt)
- White polo shirt with school seal
- White socks
- Sneakers (Avoid sneakers that light up or include neon colors.)

Cold weather options: 55 degrees or colder

- Long sleeve white polo shirt with school seal (tucked in)
- Navy microfleece half-zip jacket with PBDA logo
- Navy crewneck sweater with PBDA logo

Dress Uniform – Fridays and special occasions

- Khaki shorts or pants
- Navy blazer with PBDA seal
- Navy/Gold PBDA tie; clip-on or regular tie
- Oxford blue or white button-down shirt; short or long-sleeved
- Khaki or navy canvas, brown leather or PBDA logo belt
- White socks with shorts; navy, black, brown or white socks with pants
- Leather dress shoes black or brown (no sandals)

P.E. Uniform (optional)

- Gray tee shirt with PBDA athletic logo; short or long sleeved
- Navy mesh sport shorts

Field Day

- Yellow/Flamingo or Navy/ Pelican t-shirt (new students' team assignments are announced during The Hatching Ceremony)
- White mesh shorts
- White socks
- Sneakers

SBA Policies for Student Handbooks
Lower Campus Policies

INTRODUCTION

Parents, the following policies outline Palm Beach Day Academy's (the "School") policies against Harassment, Discrimination, and Retaliation, and for accommodations for students with disabilities. The policies set forth compliance and investigation procedures pursuant to the School's obligations under the terms of its SBA Paycheck Protection (PPP) Loan. For more information on the School's obligations, please review the SBA Non-Discrimination Compliance Policy on our Website. These policies will be in effect until the SBA PPP Loan has been satisfied in full.

NO HARASSMENT POLICY

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. The School wants to know whenever anyone at School makes you feel uncomfortable. That could include things that make you feel uncomfortable that are done by another student, a teacher, another adult, a parent, or someone else who is working at or visiting the school.

The School does not allow any type of harassment (including repeated unkindness, meanness, or inappropriate behavior) towards others, including any conduct that is upsetting to someone else or makes it hard for them to learn, including mean comments, jokes, teasing, and other unkind conduct relating to a person's race, color, age, religion, sex, national origin, handicap or disability.

Some examples of things that you are not allowed to do and should not be done to you include:

- Calling other students by mean names or to teasing them in ways that are hurtful
- Telling lies about another person
- Grabbing or touching another student's "private parts," or pulling down another student's pants, looking up a girl's dress, or intentionally opening the door on a student who is using the bathroom
- Drawings that show someone's private parts
- Touching other students or adults on their private parts or anywhere on their body when they have asked you to stop
- Pinching, grabbing, or kissing other students or adults at school
- Hugging someone who does not want to be hugged and has asked you to stop
- Telling naughty jokes or jokes you would not want your parents or teacher to hear you telling.
- Rubbing your private parts against someone else's body.
- Making mean or unkind gestures or movements towards another person
- Saying mean things about another person's body
- Telling someone that something bad will happen if they do not do what you tell them to do
- Making fun of or teasing another student because they say they like or love another student. For example, if a girl says she "loves" another boy or girl.
- Taking, sending or posting pictures of your or another student's private parts or without their clothes on.
- Making fun of or saying unkind things about the color of another person's skin or their religion (including their religious clothes).
- Making fun of or saying unkind things about someone who is from another country or does not speak English clearly.
- Teasing someone because they need help walking, talking, hearing, learning or seeing. For instance, teasing or making mean comments when someone needs a wheelchair, or they can't see or hear.
- Teasing someone because they want to dress like or be more like the other gender. For example, teasing a boy who wears dresses or plays with "girl" toys.

Students are not allowed to do these kinds of things when they write, talk, draw or play with other students. Students are also not allowed to do these things out of school, including when talking to other students face-to-face, by phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any

type of mean or threatening behavior, whether on or off campus, on a school bus, or at a school-related event, is not allowed. This type of behavior is not allowed regardless of whether it occurs during the school day or afterwards, on campus or off School property, and regardless of who was affected by the student's inappropriate behavior. The School will not permit this type of conduct even when students are joking or consider it to be a prank.

In addition, no teacher, coach, or other employee should be saying or doing any of the things outlined in this policy. They also should not be touching you in any private areas or rubbing your body, back, neck, touching or playing with your hair, asking you to send them photos, text with them, call on the phone, meet you outside of school or in unsupervised areas of school.

If you have seen or heard this kind of behavior, whether it was done to you, to your friend, or to someone else, you should tell a teacher or another adult who works at the School. If you are not sure who to tell at the School, please go see Kimberley Belfi, 241 Seaview Avenue, Palm Beach, FL 33480, 561-655-1188 x173 or email her at kbelfi@pbdays.org and she will help you.

The School will look into the concern raised by the student as confidentially as reasonably possible. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations. Students will not get in trouble, nor will anyone do anything bad to them if they tell their teacher, an adult who works at the school, or Kimberley Belfi about the behavior, or if they cooperate in responding to questions about the behavior. If any student feels that something bad is being done to them because they told about the behavior, they should also tell Kimberley Belfi about that immediately and the School will help to stop that from happening.

NON-DISCRIMINATION POLICY

The School does not treat students differently because of their race, color, age, religion, national origin, sex, handicap or disability. For example, this means that no matter what color someone's skin is, where they are from, if they are a boy or a girl, or if they have trouble walking, talking, hearing, learning or seeing, they are treated the same as everyone else. If you believe that you, your friend, or someone else, is being treated differently because of one of these reasons or if you want to ask about what discrimination means or what the School does not allow, please talk to: Kimberley Belfi, 241 Seaview Avenue, Palm Beach, FL 33480, 561-655-1188 x173, or email her at kbelfi@pbdays.org.

INVESTIGATION AND ANTI-RETALIATION

Students will not get in trouble, nor will the School permit anyone do anything bad to them if they tell the School about any behavior that breaks these School rules, or if they answer questions about the behavior. If any student feels that they are being treated badly by anyone at School because they told about the behavior, they should also tell Kimberley Belfi, 241 Seaview Avenue, Palm Beach, FL 33480, 561-655-1188 x173, or email her at kbelfi@pbdays.org about that immediately and the School will help to stop that from happening. Any student who retaliates against another student or is mean to them because they reported improper conduct, will also be subject to discipline, including but not limited to being dismissed from the School.

SERVICES FOR STUDENTS WITH DISABILITIES

We understand that there may be circumstances in which a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

General Policy: In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not result in a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained or could not reasonably become trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Interactive Process and Accommodation Plan: Once a request for accommodation is received, the School will enter into the interactive process with the parent (and possibly student) to discuss the need and information that the School will need (discussed below). Once the documentation is provided, the appropriate personnel at the School will assess the accommodation requests and determine what accommodations can/should be provided at school, at home, and through third-party providers. After discussing these issues with the parent and coming to an agreement on the terms, the School will set forth the agreement in an Accommodation Plan, which will be signed by the School and the parent and will be distributed to those persons needing to implement the accommodations.

Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must contact the Section 504 Compliance Officer, Kimberley Belfi, 241 Seaview Avenue, Palm Beach, FL 33480, 561-655-1188 x173, or email her at kbelfi@pbdays.org to discuss the need. The Compliance Officer will then assemble the appropriate persons to work through the process. The School will advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician: Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. In that case, the School will request that the parent(s) sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

Assessment of Request: Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special or personal equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School believes are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests: Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing with medication through the Clinic.

Concerns or Complaints. If the parent does not believe that the accommodation request has not be handled properly or that the Accommodation Plan has not been implemented properly, the parent should contact the Section 504 Compliance Officer set forth above for further assistance. The parent may also make a complaint to the Office of Civil Rights and/or the Small Business Association as set forth in the SBA Non-Discrimination Policy on the School's website.