

Lower School Parent & Student Handbook

Welcome to the new school year at McLean!

Whether this is your first year with us or you've been part of our community for a while, I'm so happy you're here. A new school year is always exciting—it's a chance to learn new things, make new friends, and continue building the caring community that makes McLean such a special place.

In the Lower School, students are growing as readers, writers, mathematicians, scientists, and friends. Every day is filled with opportunities to explore, ask questions, and try new things. Our teachers and staff are here to guide, support, and encourage each child, helping them discover their strengths and build the skills they need to succeed—both in school and in life. We believe in every child's potential and work closely with families to help each student shine.

This **Parent and Student Handbook** will help you know what to expect during the year. Inside, you'll find important information about our routines, expectations, and values. Please take time to read it together and keep it handy for reference. If you have questions or need help, we're always here to listen and support you.

Thank you for being part of our Lower School family. I'm looking forward to a wonderful year ahead—filled with learning, laughter, and lots of growth!

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Bus Transportation

Students are required to use the Bus Transportation system for arrival and departure unless there are extenuating circumstances shared with your Division Head and approved for permission to drive on campus. Students may not be dropped off on campus prior to bus arrival times to ensure appropriate adult supervision and students may not be dropped off on surrounding neighborhood streets.

Parents given permission to drop off may arrive with their Campus Pass hangtag and unload their child(ren) at the Front Entrance. Entrance to and exit from campus is outlined in the map to the right. Parents given permission to pick up may arrive on campus and queue up at 3:15 pm for dismissal (approximately 3:20 to 3:30 pm). Carpool will begin as soon as all buses have left campus.

Students remaining for 3:20 Club, Mustang Activities, Sports, or Theater Productions, may be picked up at the conclusion of their activities.

Several bus pick up/drop off sites located near the school are available at no charge. These and other bus stops in Maryland, Virginia, or DC are described on the McLean School website by looking under School Life, and then under [Bus Transportation](#).

Bus Policy

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All students riding a school bus -- either to and from school or on a school field trip -- are representatives of McLean School and as such are expected to conduct themselves in the manner consistent with their behavior at school.

Students are expected to be polite, courteous, and respectful of the bus driver and fellow riders. At all times, they must adhere to the following expectations:

1. **Afternoon Dismissal.** ALL students (Lower, Middle, and Upper School) must check in with the bus checker before boarding the bus. **Lower and Middle School students may NOT change from their assigned bus without a parent or guardian notifying the McLean School Office by no later than 2:30 pm on normal dismissal days; 11:30 am on early dismissal days.**
2. **Follow the Driver's instructions** the same way you listen to a classroom teacher. Cooperation with the bus driver is mandatory to enable the driver to provide a safe ride for all students.
3. **Remain seated, face forward.** Students must stay seated in their assigned sections - Lower School students in the front, Middle School students in the middle of the bus and Upper School students in the rear. Students must remain in their seat at all times while the bus is in motion. Students must keep all parts of their body inside the bus. They may not put their feet on the seat.
4. **Keep hands, feet and objects to yourself.** Students may not push, wrestle, tease, or bother other students on the bus or at the bus stop. They may not throw anything, at any time on or out of the bus.
5. **Be respectful.** Students may not use inappropriate language or gestures or share with other students inappropriate social media content.
6. **Keep the Bus Clean.** Students are discouraged from eating or drinking on the bus. Students may NOT share any food or drink.

[Click here to print and sign the agreement for this Bus Policy.](#)

Students should report any safety issues or incidents to the bus driver/or the Director of Student and Community Wellness, [Frankie Engelking](#) at 240.395.2446.

Arrival / Departure

Arrival

The school day for grades K-4 begins at 8:15 am. Students in grades 1-4 report to the All Purpose Room (APR) upon arrival. During the first semester, Kindergarten students go directly to their classrooms. Beginning in January, Kindergarteners report directly to the APR upon arrival. Students should walk unaccompanied to their classrooms. Late students must be escorted into school by an adult and must sign in at the Front Office upon arrival before walking independently to their classrooms.

Departure

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Scheduled classes end at 3:15 pm. Lower School students are expected to leave school at the end of the school day unless they are under the supervision of a teacher or tutor, or are a participant in the After School Program. **A student's verbal notice of changes to his/her afternoon transportation routine will not be accepted.** If a student is to leave school early for any reason, or if there is a change in the child's afternoon bus transportation routine, a parent must notify the school in writing by email before noon. Students are to be picked up immediately after the completion of any After School activity. Lower School students are not allowed to remain on campus to attend siblings' athletic practices or games unless supervised by a parent or adult guardian. Students whose parents are late for pick up at satellite bus locations are transported back to school and put into the After School Program. Likewise, students who are not picked up promptly from after school Activities are placed into 3:20 Club After School Program.

Ride Sharing Services

McLean School does not recommend the use of Uber, Lyft, or other ridesharing or taxi services for its students. These drivers have not been vetted to the same extent as School employees and bus drivers. Their criminal records have not been checked nor has anyone ascertained that they do not have any child abuse convictions.

Nonetheless, the School recognizes that the decision to use these services is one generally best made by the parent or guardian. However,

- The School will not release any student in grades K-6 to a ridesharing service or taxi;
- The School will also not release any student, regardless of grade, being sent home due to illness by a School Nurse to a ridesharing service or taxi;
- For students in grades 9-12 using a ridesharing service or taxi, both parents must have signed a release agreeing to hold the School and its employees harmless from any event arising from the use of this service. A copy of the required release [is attached as Appendix A](#). Parents must also notify, by email or phone call, the Head of the Upper School that the student will be using a particular rideshare service.
- Students in grades 7-8 may not use a ridesharing service to leave campus during the course of the School Day. If they are using the service after school hours, parents must first sign the [release agreement \(Appendix A\)](#), and must also provide the school with the license plate number of the car and name of the driver so the School can check to make sure the student is picked up by the correct vehicle.
- In no event, can a student use a rideshare service or taxi in place of the School's regularly scheduled bus service.

Absences

Only absences for illness or family emergency will be "excused". When a student will be late or absent, the parent is required to call the school by 8:00 am that morning and explain the lateness or absence. We ask

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that advance notice of absences be provided whenever possible.

A student who has been absent for any reason must bring a note to the homeroom teacher on his or her first day back to school, stating the dates of absence and the reason(s). **A student whose absence extends beyond three school days must provide a written note from a physician stating the reason for the absence, dates of absence, and medical clearance to return to school.**

Any absence caused by a communicable disease must be reported immediately to the school nurse as soon as a diagnosis is made. Parents must report this information even while the child is absent from school with the diagnosed communicable disease.

If a student is to leave school early for any reason, or if there is a change in the child's afternoon bus transportation routine, a parent must notify the school by writing an email before noon that same day. **A student's verbal notice of changes to his/her afternoon transportation routine will not be accepted.**

Additional vacations beyond school breaks, extensions of vacations for family convenience, trips, and/or excursions will not be acknowledged as an excused absence and are strongly discouraged.

Back-To-School Night

The Lower School Back-to-School Night is held after the first few weeks of the school year. This is a time for parents to learn about the academic program and to meet their child's teachers and members of the Lower School Learning Services Team. Information particular to Lower School is shared during a general gathering, and the students' schedules and classroom routines are discussed. Please plan to attend. Individual parent conferences will be scheduled at a later date.

Homework

Research has shown that there is no meaningful benefit of homework in the early Elementary years when it is assigned to expose students to new concepts or provide extra practice with academic tasks. To support the latest research findings and align with our mission of fostering students' positive learning experiences, homework in the McLean Lower School is viewed as an opportunity for students to strengthen their: 1) sense of responsibility 2) time management and 3) executive functioning skills, as opposed to being content-focused or skill-driven. The primary goal is to support these three areas while building good habits and positive mindsets as they prepare for growing responsibilities in Middle School.

A guide to the homework to be assigned is listed below. Please note the developmentally-appropriate scope and sequence of requirements as students move from K through 4 in preparation for Middle School.

Per day schedule:	Grades	K — Reading log*
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- 1 — Reading log*
- 2 — Reading log*
- 3 — Reading log* and daily assignments
- 4 — Reading log* and daily assignments

*** Twenty minutes of nightly reading is recommended for all K-4 students and can be documented on a reading log. This can include silent reading, read-alouds, listening to audiobooks, or being read to by a family member or friend. The goal of this routine is to foster a love of literature and encourage dialogue that will enhance comprehension skills. Children should select books of interest during this time so that it is an enjoyable experience.**

Learning Commons Library

The Learning Commons Library plays an essential role in the life of McLean School and is open daily as a support to students and staff. This flexible learning and meeting space provides opportunities for large groups, classes, and small-groups to practice 21st century skills. Its resources enable students to develop research skills, make meaningful inquiries and intellectual connections, and become good digital citizens. The space is also used for various class projects and activities such as presentations by guest lecturers, Mindfulness training, and project-based learning. In addition to our collection of print books and resource materials, we have a small growing collection of eBooks and other digital resources supporting homework, research, and independent study. Print books can be borrowed; if any books are lost there will be a fee charged to the student. Students can read and borrow digital eBooks using mobile devices, iPads, and computers. Students can access the library system online to check their accounts, browse our print and eBook collection, and read and write book reviews.

School Supplies

School supplies for K-4 students are provided by the school. Parents may be requested to purchase additional materials for special projects and to replenish exhausted supplies, should the need arise. All K-4 students need a backpack to transport items from school to home. Parents are requested to purchase a durable backpack in an appropriate size.

Property of Students

All property, including clothing worn to school, should be clearly marked with the student's first and last name. The school cannot accept responsibility for the personal belongings of students. Stray clothing is deposited in the lost and found bin in the Lower School hall. All unclaimed and unlabeled lost and found

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items are donated to local shelters at the end of each quarter. Lost watches, glasses, etc., are turned in at the Reception desk.

Lower School students are not permitted to bring toys and other play things to school. This allows the students to attend to their school activities without the added distraction of toys and/or the need to compete with peers who bring these items to school.

Electronic games, handheld devices, MP3 players, and cell phones are not permitted in school and will be confiscated. However, students in the Lower School may have devices on the bus but they need to stay in their backpacks during the school day. This prevents damage and loss of these treasured items. Parents who need permission for their child to have a cell phone on campus must make a request (with written explanation) to the Lower School Head. All such phones must stay in the student's locker during the school day.

Lunch

Through the Lunch Program we strive to provide our students with food that is both nutritious and good tasting in an environmentally responsible manner. This program is an integral part of our commitment to a holistic wellness model. [Click here to find out more information about our Lunch Program.](#)

We ask that food and drink be restricted to assigned areas and not consumed in the hallways or common areas. Sodas are not permitted in the Lower School. (Please note: vending machines in the Faculty Lounge are for faculty use only. Lower School students will not be permitted to buy from the Faculty or Upper School Student Lounge vending machines.)

Snacks/Allergies/Dietary Restrictions

Parents of students with significant food allergies and/or dietary restrictions are requested to provide snacks for their child's consumption as appropriate. Acceptable non-perishable snacks can be stored in the classroom for food-sensitive children for use during field trips and special occasions. Documentation of specific food allergies and dietary restrictions must be submitted to the Health Room.

McLean is not a nut-free environment. During lunch periods, a specific table is reserved for students with allergies to tree-nuts and foods containing nuts/seeds.

Food Policy

A number of McLean students have severe food allergies. It is incumbent on all employees in the school to help keep these students safe. At the same time, we want to respect the intentions of our parents who bring food into the school to help celebrate a special event.

To avoid difficult situations, it is important that all faculty and staff adhere to and enforce the following policy.

- 1. Students are not permitted to bring food, including candy, into the Lower School to distribute to classmates.** Faculty, Staff, and Administrators should likewise refrain from distributing candy or other food items to Lower students.

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2. In Lower School, parents may bring food to share in Lower School classrooms for birthdays or curricular events, provided that the food has been approved a minimum of 3 days prior to the event by the homeroom teacher AND the School Nurse. All food for sharing must be store bought, commercially packaged, and labeled with ingredients and allergy-relevant warnings. All food must be delivered to the Lower School Office before 9:00 am, and must be approved by the School Nurse before being shared with students. Unlabeled food, food containing allergens, and food that arrives after 9:00 am cannot be served.
3. Lower School students and parents are not allowed to order outside lunches to be delivered at school. Should a student forget their lunch, they are welcome to purchase a ticket for the school's hot lunch.
4. For all divisions, classroom teachers should plan any curricular activity involving food with the full consideration of student allergies and restrictions, promoting healthy eating, and with the advance approval of the School Nurse.
5. The Parents Association will abide by the school's Food Policy for any events that it sponsors.

We appreciate your support to better ensure the safety and health of all our students.

Birthdays and Class Parties

The school asks the cooperation of parents with respect to the following policies:

- We ask parents to refrain from having children issue invitations at school, either verbally or in writing, for home parties or social activities. We encourage parents and students to send all invitations by "snail" mail or via email from home. In addition, the school requires that whenever the majority of students in a class are invited to a party, all students from that class be included. Similarly, if the majority of students in a class are invited to a party, all should be included. This prevents the significant hurt and anxiety that results from social exclusion.
- Deliveries of birthday packages, balloons and/or flowers should not be sent to the school. We request that parents direct these items to the home address.
- We request that parents who provide special occasion or holiday prizes or goodie bags for class parties bring the **SAME** items for every child in the homeroom or grade receiving that special treat.
- We ask that the parents responsible for organizing class parties help to keep those celebrations relatively low-key in order to sustain a focus on the wellness and enjoyment of each classroom community. Healthy snacks and fun, interactive activities are appreciated.

Support for 504 Plans and IEPs Policy

McLean supports families' individualized education plans including 504 plans, IEPs, and applications for funding for speech and language or occupational therapy from school districts in the following ways:

- All requests must be received no less than seven days in advance.

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- McLean will provide written documentation with sufficient detail to support development of an educational plan with local school districts.
- McLean will generally NOT attend IEP meetings virtually or in person. Requests for in-person attendance at meetings and legal trials can quickly overwhelm school personnel whose responsibilities are to support the day-to-day obligations of our program.
- McLean allows in-person observations by individuals from school districts or outside providers but may limit the day and time of the visit based on considerations such as school schedule and space availability.
- McLean will provide background on the school and written documentation about the student's performance for the purpose of tuition reimbursement requests. McLean staff will not take part in meetings or legal trials for this purpose unless legally required to do so.

School Directory

McLean School authorizes the printing and distribution of these names, addresses, telephone numbers, and email addresses in the school Directory solely for the use of McLean School faculty, staff, parents, and students for the use of school-related communications and to facilitate social interaction among families. No one is permitted to use the names, addresses, telephone numbers, and email addresses listed herein for any kind of solicitation, promotion or political activity unless the effort is directly McLean School business.

Student Council

The McLean Lower School Student Council plans and organizes activities for K-4 students to build school spirit, and foster community service. One or two students are chosen to represent each Lower School class. Student Council members meet regularly with faculty sponsors to select and plan projects and Lower School community-building activities. Student Council members also plan activities and events to create a safe, supportive environment.

Code of Conduct

The school encourages students to be positive members of the McLean School community. Every McLean community member is expected to be honest and courteous, to show respect for the rights and opinions of others. This often means going beyond an individual commitment to abide by stated rules. In all situations - on or off campus - McLean students are to display the good judgment, behavior and attitude that are cornerstones of constructive relationships with others, and that reflect positively on the entire school community.

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Discipline

Behavioral Issues

Any Lower School student who disrupts the learning process in an academic or co-curricular activity during the school day or during an after school program may be removed from that class or activity and may face serious disciplinary action. The following behaviors are considered serious infractions and will result in significant consequences:

- Bullying, teasing and social aggression (including written correspondence)
- Repeated acts of disruption in school, in the after school program, on buses or on field trips
- Repeated acts of disrespect toward members of the Lower School community
- Physically aggressive acts that result in the harm of another community member
- Acts of questionable integrity such as cheating, plagiarism, and deception
- Destruction/defacing school property or the property of other McLean School community members

Behaviors are addressed through a continuum of proactive and responsive strategies, as well as the use of consequences.

- **Proactive strategies** include anything that can be helpful to a student before a particular behavior occurs or in anticipation of a trigger that may lead to a behavior. These strategies may target individuals or groups of students.
- **Responsive strategies** are any strategies implemented once a behavior has occurred that can help a student to extinguish the inappropriate behavior and begin to demonstrate more appropriate behaviors. Depending on the severity of the behavior, responsive strategies may be enough to assist the student. **Consequences** may be utilized if a behavior is considered to significantly impact the learning environment, or to be of a serious nature. Consequences also occur on a continuum and can range from “taking a break” or time-out, to a detention, in-school suspension, out of school suspension or expulsion. All disciplinary actions may provide students with an opportunity to process and learn from the incident so they may make better behavior choices in the future.

Continuum of Consequences

Taking a Break

A student's brief relocation — inside the classroom — from an activity during which his/her inappropriate behavior is occurring.

Students “take a break” by teacher request for a short period. The child may return him/herself to the activity when he/she is ready to participate appropriately.

Time Out

A student's removal from the class/activity or lunch/recess periods to the Lower School Counselor's office for social or emotional reasons, or to the Lower School Head's office for disciplinary reasons.

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Lower School parents will be notified when a K-4 student receives a time out. Multiple time outs issued during the same quarter of the school calendar will result in subsequent consequences to be determined by the Lower School Head.

In-School Suspension

A student's exclusion from his or her academic schedule for disciplinary reasons.

Notice is given to parents by the Lower School Head and/or Head of School.

Out of school suspension:

A student's exclusion from school and any school related activities for a specified period of time for disciplinary reasons.

Notice is given to parents by the Lower School Head and/or Head of School.

Social Probation

If a student's behavior is deemed to be detrimental to his/her learning or the learning of other students, he/she may be placed on Social Probation for a specified time period.

After Social Probation, the student's re-enrollment contract is held until such time as the Lower School Head deems appropriate. Continued behavior issues on the part of the student may result in the student not being offered a re-enrollment contract for the following year.

Expulsion

The removal of a student from school and from all activities related to the McLean School community.

Notice is given to parents by the Head of School.

Safe Environment

McLean remains committed to providing a safe environment for all students. Any observed or reported concern about a behavior or statement exhibited by a student indicating a threat or actual harm towards self or others will result in immediate action by the school. All concerns will be reported to a school counselor and a school administrator. Parents will be notified as appropriate. Subsequent action may include removal of the student from the school community, requirement of an emergency risk assessment, and/or contact with outside health or mental health providers. Any student asked to leave the school community for medical leave or any other reason will require a re-entry meeting prior to his or her return to school. Re-entry plans are designed to facilitate a smooth transition back into the school community.

Bullying, Teasing, and Social Aggression

As a Lower School community, we are committed to making the learning environment safe and respectful for all students. We will address inappropriate behaviors and help students learn to treat each other with empathy and respect. While bullying behaviors may be direct or indirect, blatant or subtle, they involve an

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imbalance of power, **repeated actions**, and **intentional actions**. **Bullying is any behavior considered physical aggression, social aggression, verbal aggression, intimidation, written aggression, sexual harassment, or racial or ethnic harassment, as well as harassment based on any protected characteristic.**

Further, bullying behavior through student use of electronic communications (cyber-bullying), including communications sent from off-campus, to or about any member of the school community, will be treated as if it had been written or spoken at school.

Any bullying behavior demonstrated at school or outside of school that impacts our school community will be addressed by the school. Bullying behaviors will be responded to, as all negative behaviors are, through a continuum of consequences and interventions, up to and including suspension and/or social probation, depending on the severity and frequency of the behavior. Any student who is suspended will not be permitted to return to school without a re-entry meeting with parents and an administrator. A student may be asked to leave our community if deemed appropriate by the Head of School.

Lower School Dress Code

Daily Dress Code
Shirts & Sweatshirts
McLean School branded polo, crew, or v-neck shirts. All shirts and sweatshirts (worn inside the School building) must have the McLean School branding, and be purchased only from the Mustang Store . Plain-colored shirts and Spirit shirts provided by school-sponsored activities are not considered acceptable daily dress code. Non-McLean School branded coats, jackets, and sweatshirts <u>can only be worn outside of the school building.</u> Please label all clothing with your child's name.
Pants, Shorts, Skirts & Leggings
Beige or tan-colored, well-fitted pants, shorts, skirts, jumpers, or skorts (sweatpants are not acceptable). These garments may be purchased at any store (Target, Old Navy, Nordstroms, Lands' End, etc.) The hemline on the skirts, skorts, and jumpers must rest below the fingertips of the student. Soft shorts or solid-colored leggings may be worn under the skirt, skort, and jumpers.

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Footwear

Students should wear athletic shoes that are also appropriate for PE classes.

Free Dress Day Attire

On days when wearing the daily dress code is not required, students are expected to still wear clothing appropriate for a learning environment. This includes clothing that is clean, in good condition, and is weather appropriate that overall will support a positive community.

Students may wear clothing and accessories (including masks) with writing and images that are reflective of our commitment to our Code of Conduct and Core Values.

Free Dress tops include any non-pajama article of clothing that is opaque and covers students' shoulders, chest, and midsection.

Free Dress bottoms include any non-pajama, opaque, article of clothing.

Free Dress accessories follow the same rules as the Daily Dress Code, including hats are not permitted.

Health Room Policies and Procedures

The McLean School Health Room has been established to care for sick or injured students, maintain **School Health Records**, and coordinate the Health Screening Program. If a student becomes ill or is injured, the Health Room staff will take appropriate actions as required for the nature of the visit. This may include an evaluation by a trained RN or, in some instances, the Athletic Trainer. If the visit is minor, it will be dealt with, and the incident will be logged in the student's Magnus chart. For more serious incidents, or where, in the staff's opinion, the student needs further care, the parents will be notified by telephone. For students whose needs are such that they cannot be handled at school, the child is expected to be picked up within 45 minutes.

When arriving for your child, please report to the Reception Desk. A parent or guardian must sign out all students. Therefore, the information on Magnus must be updated with changes as needed. In the case of serious emergencies, the School staff will activate the county EMS system.

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The health of the students at McLean is the joint responsibility of the student, the family, the faculty, the staff, and the nurses.

All requests for a student to be excused from any school activity—including physical education—must be submitted through the Health Room.

The Health Room does **not** issue notes to excuse students from class or physical education. Parents may request that their child be excused from physical activity for up to **two (2) days** due to injury or other medical reasons.

If the student needs to be excused for **more than two days**, a **doctor's note** is required. The student must also receive medical clearance from that doctor before resuming any school-based physical activities.

Communicable diseases: In the interest of prevention and control of illness **and** to comply with Maryland state law, please report any communicable disease and significant illness or medical episodes (including but not limited to strep throat, chicken pox, conjunctivitis, or drug abuse) to the nurses.

It is not the policy of the Health Room staff to notify parents of student visits. Only severe conditions, especially those requiring further intervention, will be communicated to the parents or guardians.

Health Forms

- All students new to McLean and those entering grades 7 must have a Physical Exam by a physician. This is a requirement for enrollment at McLean School.
- A Sports Physical is required for all students in grades 5, 6, 7, 9, 10, 11, and 12 before they can participate in any team sports, including tryouts and practices.
- All students must comply with Maryland immunization regulations and have a Form on file in the Health Room.
- A signed Consent to Treat Form must be signed electronically on Magnus before the first day of school.
- All parents **must** update Magnus Health Records for all current medication changes (whether administered at the School or not), any new diagnoses, and allergies, including environmental sensitivities.

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- **Please Note: All of the above Forms are due in the Health Room before August 1 each year. Without these Forms completed to our satisfaction, your child will not be allowed to start school.**

Medications

If your child must have medication during the school day:

- **A Medication Authorization Form must accompany all medications. This includes prescription and over-the-counter. This is a state law.**
 - Any changes in medication or dosage through the year must have a physician's authorization on file before being carried out. This includes starting a medication, changing the dosage, discontinuing it, or substituting it.
 - Morning medications missed at home will be given at school only when the Medication Authorization Form has been completed, including a "p.r.n." early administration time, **and** the family supplies the Health Room with sufficient medication.
 - Emergency treatments, such as an asthma inhaler and Epinephrine auto-injectors, such as an EpiPen for severe allergies, must have an Asthma or Allergy Action Plan signed by a physician and the parent. Nebulizer treatments are **not** performed at school; any student requiring nebulizer treatment for active asthma should receive them at home. **Additional medications must be kept in the PE Department for students participating in after-school sports and PE.**
 - **Students with expired asthma inhalers or expired epinephrine auto-injectors will not be allowed to participate in any off-campus activities until a replacement has been provided.**
- **All medications must be in the original pharmacy bottle, with the proper labeling intact.**
 - Medications cannot be accepted in envelopes or plastic bags.
 - The Health Room only stocks acetaminophen (Tylenol) and ibuprofen (Motrin), which require authorization for any medication. All medications are the responsibility of the child's parents.
- **A parent or responsible adult must bring all medications to the School. Students are not allowed to carry medications. This includes cough drops, which are not allowed at school.**

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- Medications may be given within 30 minutes of the prescribed time. Lunch meds will be given during the lunch period.
- A cooperative effort is necessary to ensure timely administration of medication. Age-appropriate responsibility is placed upon students to remember to come to the Health Room for their medication.
- Medications are sent on field trips to be administered to students at their prescribed times.
- Lunchtime medications will be given on early dismissal days (i.e., 1:30 pm dismissal) but will **not** be given on noon dismissal days.
- Unused medications must be picked up by a parent or designated adult within 14 days of discontinuation or on the last day of school at the end of the year. The medication will be discarded if not picked up by the appropriate date.

Immunization Policy

It is the responsibility of each school to ensure that children are fully immunized in accordance with school immunization regulations (COMAR §10.06.04). A school principal or other person in charge of a school may not knowingly admit a pupil to or retain a pupil who has not furnished evidence of primary immunizations against diphtheria, tetanus, pertussis, poliomyelitis, measles, (rubeola), and rubella (German measles). Please note that chickenpox (varicella) and Hepatitis B vaccines are required for children entering kindergarten. Students entering grade 7 must have Tdap and Meningococcal (MCV) vaccines. Proof of immunizations must be provided in the manner approved by the Health Officer. The immunizations must be in accordance with the schedule of immunizations recommended by the Subcommittee on Immunizations and Infectious Diseases of the Medical and Chirurgical Faculty of Maryland.

Student Illness Policy: When to Stay Home

To ensure the health and well-being of all students and staff, students should remain at home if they experience any of the following symptoms:

- **Fever:** Students must be fever-free for at least 24 hours without using fever-reducing medication before returning to school.
- **Vomiting or Diarrhea:** Students should not return to school until at least 24 hours have passed since the last episode of vomiting or diarrhea and symptoms have improved.
- **COVID-19 Symptoms or Positive Test:** Students exhibiting symptoms consistent with COVID-19, such as cough, shortness of breath, or loss of taste or smell, should stay home and consult a healthcare provider. If students test positive for COVID-19, they should follow

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the current isolation guidelines provided by the Centers for Disease Control and Prevention (CDC) and the Maryland Department of Health (MDH).

- **Influenza (Flu) Symptoms:** Students displaying flu-like symptoms, including fever, chills, muscle aches, and fatigue, should remain at home until they have been symptom-free for at least 24 hours without medication.

Adhering to these guidelines helps prevent the spread of illness and promotes a healthier school environment. If symptoms persist or worsen, please consult a healthcare provider.

Lice Policy

McLean School follows the updated head lice guidance for schools enacted by the Maryland Department of Health in August 2023, which reflects the latest recommended practices by the Centers for Disease Control and Prevention, American Academy of Pediatrics (Control Measures in Schools), and the National Association of School Nurses. The main changes relate to school exclusion and “no-nit” policies. **Students identified with a lice infestation can stay in school until the end of the school day and return to school after their first treatment.** The rationale behind these changes is listed below.

- Nits more than $\frac{1}{4}$ inch from the scalp are typically not viable and unlikely to hatch to become crawling lice or may be empty shells, also known as “casings.”
- Nits are cemented to hair shafts and unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families, and communities far outweighs the risks associated with head lice.
- By the time an infestation causes itching and is detected, the individual may have had the infestation for 4-6 weeks. Due to the duration of infestation and transmission risk, which is lower than commonly perceived, allowing a student to remain until the end of the school day minimizes stigma, protects privacy, and minimizes undue burden to families.
- To protect student privacy and prevent unnecessary speculation, the School will not conduct classroom-wide lice checks or send notifications when a case of lice is identified. Families are encouraged to check their children regularly and notify the School if treatment is needed. Our priority is to handle cases discreetly while promoting education and prevention within the School community.

Hearing and Vision Screening

The Maryland Department of Health requires all new students, grade 1 and grade 8 students, to have a hearing and vision screening. We usually conduct these screenings in the spring and try not to interrupt core learning classes. These are screening tests and not diagnostic. If a student’s screening results deviates from normal, we will contact the parents via email and recommend a specialist evaluate the student.

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Objectives

The objectives of school Vision and Hearing Screening Programs are to:

- **Identify students** who may have vision or auditory disorders detected by screening.
- **Notify parent(s)/guardian(s) of the results** of Vision and or Hearing Screenings that deviate from standard.
 - **Recommend evaluation by an optometrist** or ophthalmologist to parent(s)/guardian(s) of students who fail a Vision Screening.
 - **Recommend evaluation by a health care provider and/or audiologist** to parent(s)/guardian(s) of students who fail a Hearing Screening.
 - **Document screening results** and receipt of recommended services and report required data.

Field Trips

Parents are billed a yearly fee for field trips. Generally, teachers do not collect money from their students for trips. However, some field trips may require that parents pay additional fees. Permission slips with detailed information about the planned trip will be sent home to be signed and returned to the school. Details will include: times away from school, the need for additional clothing or lunch, and other relevant information. Permission slips must be signed and returned unaltered to the school in order for students to participate.

Teachers endeavor to schedule periodic educational field trips that relate to what is taught in the classroom. Students are expected to be in uniform during school related field trips, unless otherwise notified. Prescribed medications normally dispensed at school will be sent on all applicable field trips. The medications are labeled and a unit dose is provided for the teacher/chaperone to administer during the field trip.

Mustang Portal

The Mustang Portal is the online, interactive learning management system that provides students and parents individualized information regarding grades, calendars, and messaging. Families of Lower School students will primarily use the portal to access report cards. Lower School teaching teams use email and Seesaw, an online digital portfolio app, to communicate with families.

Report Cards

Report cards communicate a student's progress to families. Our method of reporting is designed to encompass not only areas of achievement but also other aspects of a student's development in his or her life at McLean. There are two sections for each academic area on the report card: 1) Checklists 2) Comments.

Checklist items correspond to grade-level milestones which have been informed by Common Core standards. The rating scale of the checklist is below:

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Not Covered	N
Emerging with Support	4
Developing with Support	3
Proficient with Support	2
Independent	1

Each student has his or her own individual skill-set and it is our mission to meet students where they are in each specific academic area and move them forward at their own pace in a systematic and purposeful way. Therefore, we encourage readers of the checklists to focus on progress instead of the specific marks or expectations for independence.

Teachers also provide comments with a summary of topics and goals for each student and a discussion of each student's personal skills and attributes as a member of our school community. We aim to educate the whole child and guide them towards the development of life skills, such as resiliency, determination with problem-solving, self-advocacy, and the ability to collaborate. Therefore, the comment sections will include insight into each student's development with these goals.

Conferences for students are scheduled in October for teachers and parents to meet and discuss student progress and concerns. In addition, there is a second round of parent teacher conferences in March.

Student-led conferences are held for grade 4 students only, at the completion of the third quarter in March. These conferences provide an opportunity for students to reflect upon their efforts during the year and to provide examples of what they have learned. Grade 4 students examine their overall strengths and challenges. A completed behavioral self-evaluation is discussed. During student-led conferences, classroom teachers attend as observers, but not as active participants. Grade 4 parents are expected to be present at the student-led conference.

Additional conferences may be scheduled during the school year, as needed by teacher recommendation, parent request, by the Lower School Learning Services Team, or by request from the Lower School Head.

New Parent Conferences

Conferences are scheduled early in the school year with families of all new students to Lower School. These meetings provide the opportunity for families to meet with the Lower School Head and members of the Learning Services Team and is a time for families to share insight to their children as we seek to support their transition to the school.

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Appendix A

Parent Acknowledgment for Student Use of Rideshare Services

[Click here to print and sign this agreement.](#)

Student Name: _____

McLean School (“McLean” or the “School”) understands that many families are now choosing to use rideshare services (“Rideshare Services”) to transport their children to and from School. The School does not advise as to the use of Rideshare Services, however, the School seeks to establish the respective roles and responsibilities as between the parent(s)/guardian(s) (“Parents”) and the School for the use of Rideshare Services by the Parents for the above-named student (“Student”).

1. Rideshare Service Arrangements: Parents understand and acknowledge that they have the sole and exclusive responsibility for any and all aspects regarding or related to the use of a Rideshare Service for the Student, including but not limited to, coordinating the date, time and location of any such Rideshare Service pick-up and drop-off; communicating with any such Rideshare Service as necessary to ensure pick-up and drop-off are completed; communicating with the Student to advise him/her of the intended use of a Rideshare Service; and ensuring that the Student is properly educated as to his/her use of a Rideshare Service, including such safety precautions as confirming the name of the driver, wearing a seatbelt and other such measures. The School has no responsibility regarding or related to the decision to use Rideshare Services, the use of Rideshare Services, the safety or risks associated with the use of Rideshare Services or transportation of the Student using the same.
2. Recognition and Assumption of the Risk: Parents acknowledge that they are fully cognizant of the potential risks and hazards associated with the use of a Rideshare Service, including but not limited to surcharges, traffic accidents, personal liability risk of personal injury to the Student, including disability or death, and loss or damage to property belonging to the Student. Parents acknowledge that they are aware of and have had an opportunity to evaluate these risks, and that Parents voluntarily chose to permit the Student to use a Rideshare Service. Parents also acknowledge that they are aware that many ridesharing services require an adult to accompany an underage rider – typically under 18 years of age – often defined by the rideshare company.
3. Waiver and Release of Liability: Parents, on behalf of themselves and the Student and to the maximum extent permitted by law, do hereby release and forever waive and discharge and agree to hold harmless the School, its trustees, officers, employees, subsidiaries, affiliates, representatives, agents, successors and assigns thereof, in their official and individual capacities (collectively, the “Releasees”) from any and all liability and from all claims, demands, and causes of action for loss of or damage to property, bodily or personal injury, illness, loss of companionship or support, or death sustained by the Student or third parties, and all liability, claims and demands of any nature whatsoever which may be incurred, directly or indirectly, now or in the future, by reason of Student’s use of a Rideshare Service, including that which is caused solely or in part by the fault (including but not limited to negligence, gross negligence and/or recklessness) of the Releasees.

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4. Indemnification: Parents, on behalf of themselves and the Student, hereby release, discharge, indemnify, and hold harmless Releasees from any and all losses, financial liability or expenses, obligations, claims, judgments, liabilities (including attorney's fees) of any nature arising out of, or in consequence of the Student's use of a Rideshare Service, including but not limited to Student's acts, words, conduct, behavior or actions, in connection with Student's use of a Rideshare Service, damage to property, bodily or personal injuries, illness, loss of companionship or support or death sustained by any person(s) as a result of Student's actions, activity or inactivity which Student may cause or contribute to during Student's use of a Rideshare Service.

By signing below, the Parents acknowledge that they have reviewed and understand the foregoing Acknowledgment and will act in compliance with its provisions.

[Click here to print and sign this agreement.](#)