



**CLEVELAND
MONTESSORI**

Parent Handbook

2016-2017

**12510 Mayfield Road
Cleveland, OH 44106**

216-421-0700

www.clevelandmontessori.org

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Cleveland Montessori

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Cleveland, OH 44106

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- Business Manager patty@clevelandmontessori.org
- Admissions tessa@clevelandmontessori.org
- Attendance / Absence attendance@clevelandmontessori.org

Website: www.clevelandmontessori.org

School Closings: All announcements of school closing for any reason will be posted on Channel 3, 5, 8 and 19 television broadcasts and websites. The school answering machine will also be changed to announce school closings and an email will be sent to all parents. School closings are made independent of any other school district and will be listed separately under Cleveland Montessori.

One Call Now is an emergency and reminder tool (text, email and voicemail) that is used to announce weather related delays or closures as well as general reminders when needed. Parents will receive instructions at the start of each school year to sign up for this service.

*****This handbook is intended to give an overview of the general policies and procedures related to the daily operations of the school. You may request a additional information on any school policies or address specific questions about policy with the Executive Director. Further explanation of policies specific to the elementary or adolescent program may also be requested.**



**2016-2017 Calendar Summary
FINAL – June 2016**

Date	Event
August 2016	
Fri., 12 – Mon., 15	Feast of the Assumption at Holy Rosary
Thurs., 18	Staff Return – schedule t.b.a.
Monday, 22	PARENT ORIENTATION – Mandatory for all parents 6:00-7:30pm
Tuesday, 23	Classroom Open Houses – 8:30 to 10:00 * Parents are welcome to stop by with children to visit classrooms, greet teachers and find their cubbies!
Wednesday, 24	School begins for all elementary, middle school & returning primary students
September 2016	
Monday, 5	NO SCHOOL – Labor Day
Tuesday, 6	New preschool students begin – 3 hour morning work cycle only. <i>Parent Coffee – Begins at 8:45</i>
Wed., 7 – Fri., 9	<i>Parent Coffees – each morning beginning at 8:45 a.m.</i> Topics t.b.a.
Sunday, 18	19 th Annual Taste of Little Italy - 2:00 – 5:00 pm
Monday, 19	NO SCHOOL for Students – Staff must report
October 2016	
Monday & Tuesday, 3 & 4	School Pictures - Tentative (schedule t.b.a.)
Monday, 10	NO SCHOOL - Columbus Day Parade (Family participation encouraged!)
Tues., 11	Parent Observations begin (through 10/26)
Wed., 19	Parent Evening – Silent Journey – 5:30-7:30 p.m.
Thursday, 27	11:30 Early Dismissal for ALL Students – Conferences Begin at 1:00 p.m.
Friday, 28	NO SCHOOL - Conference Day
Saturday, 29	Halloween Party
November 2016	
Sat., 5	OPEN HOUSE
Sun., 6	Daylight Savings Ends – turn clocks back 1 hour
Week of Nov. 9	Standardized Testing for 3 rd , 5 th , 7 th & 8 th year students – schedule t.b.a.
Wed., 9	Parent Coffee: 8:45-10:00 a.m.
Thurs. – Fri., 17 & 18	Scholastic Book Fair
Friday, 18	Grandparent & Special Person Day
Tuesday, 22	Thanksgiving Lunch (Community Event); 3:15 p.m. Dismissal – No Aftercare
Wed., 23 – Fri., 25	NO SCHOOL – Thanksgiving Break
December 2016	
T.B.A.	Holiday Shopping with Tpsi Turvi – opportunity for students to purchase gifts for loved ones.
Friday, 9	Holiday Adult Social (PVG)
Thursday, 22	Advent Sharing (Community Event) – 10:00 a.m. 11:30 a.m. dismissal for ALL Students
Fri., 23 – Thur., 30	NO SCHOOL – Christmas Break

January 2017	
Mon., 2 – Fri., 6	NO SCHOOL – Christmas Break
Fri., 6	Staff Development Day
Mon., 9	Students Return
Friday, 13	Transitions to Adolescent Program (at the Middle School) **Required for 6 th grade parents & students. Transitions to Elementary (in Lower Elementary) **Required for parents of Kindergarten age children.
Mon., 16	NO SCHOOL – MLK Day
Friday, 27	<i>Annual Meeting @ 6:00 p.m.</i>
Mon., 30-Fri., 3	Spirit Week
February 2017	
Wed., 1	OPEN HOUSE (5:00-7:00 p.m.)
Saturday, 11	Valentine's Day Dance (PVG)
T.B.A.	New Primary Student Interviews for 2016-2017 School Year
Thurs., 16	Enrollment Contracts Due for 2016-2017 School Year
Friday, 17	NO SCHOOL – Staff Development Day / AMI Conference
Monday, 20	NO SCHOOL – President's Day
Week of Feb. 27	Parent Observations begin (Required)
Mon. 27 – Fri., 3	Montessori Education Week (events t.b.a.)
March 2017	
Wed., 1	Ash Wednesday <i>Parent Coffee (8:45-10:00 a.m.): Book Discussion</i>
Thursday, 9	11:30 Early Dismissal for ALL Students – Conferences begin at 1:00 p.m.
Friday, 10	NO SCHOOL - Conference Day
Sunday, 12	Daylight Saving Begins – turn clocks ahead 1 hour
Week of March 27	State Testing – 3 rd – 8 th Grades (schedule t.b.a.)
April 2017	
Week of April 3	State Testing – 3 rd – 8 th Grades (schedule t.b.a.)
Thursday, 13	Holy Thursday Seder (Community Event); 3:15 Dismissal – NO Aftercare
Friday, 14	NO SCHOOL – Good Friday
Mon. – Fri., 17-21	Spring Break – NO SCHOOL
Tuesday, 25	Montessori Parent Workshop – Required for New Parents enrolling for 2016-2017 School Year (All others are welcome!)
Fri. & Sat., 28 & 29	Rummage Sale (tentative)
May 2017	
Wednesday, 10	<i>Parent Coffee: (8:45-10:00 a.m.)</i>
Friday, 19	Parent Meeting / Taste Meeting & Social – REQUIRED for all families enrolled for 2016-2017.
Thursday, 25	International Day
Friday, 26	NO SCHOOL – Staff Development Day
Saturday, 27	D'Light 5k/1mile – Memorial Walk/Run
Monday, 29	NO SCHOOL – Memorial Day
June 2017	
Thurs., 1	Recognition Ceremony – All School Assembly 9:00 a.m. 8 th Grade Graduation – 6:00 p.m.
Friday, 2	Field Day / Last day of school - Picnic– 3:15 p.m. dismissal
Friday, 9	Last day for staff
Weeks of: June 19 – Aug. 7	Summer Camp

MISSION STATEMENT

Cleveland Montessori provides excellence in education to the children of Greater Cleveland by discovering and awakening children's innate talents and abilities and cultivating a lifetime love of learning and spirit of social responsibility. Cleveland Montessori is an Association Montessori Internationale (AMI) recognized school, and is deeply committed to authentic Montessori principles and practices for optimizing child education and creative potential.

Enriched by the values of love, respect, justice and joy, and fostered by a diverse and wonderfully nurturing Montessori community, the school serves all children, regardless of race or creed, and is distinctly committed to enhancing the vitality of the Little Italy and University Circle communities.

PURPOSE AND GOALS

Cleveland Montessori is a non-profit 501 (C) (3) school. The school has received a charter from the Ohio Department of Education, but operates as a private institution for children ages three to fourteen years old (preschool through eighth grade). It is the goal of the school to offer the full complement of Montessori Primary, Montessori All Day, Elementary and Middle School programs. The classrooms are under the direction of teachers who are trained in colleges accredited by the Association Montessori Internationale (AMI).

LICENSE RECORD

The school has received a license to operate from the Ohio Department of Education. This is posted in the school entrance. The school's licensing record including, but not limited to, compliance report forms from the department and evaluation forms from the health, building and fire departments that inspected the school are available upon request at the administrative office.

NONDISCRIMINATION POLICY

Cleveland Montessori will not discriminate based upon race, color, gender nor ethnic origin.

Cleveland Montessori recruits and admits students of any race, color, gender, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, gender, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, public school district initiated desegregation.

Cleveland Montessori will not discriminate on the basis of race, color, gender, or ethnic origin in the hiring of its certified or non-certified personnel.

REQUIRED NOTIFICATION: The school maintains the Asbestos Inspection & Management Plan in the administrative office. It is available for review upon request by parents, guardians and employees.

SCHOOL PROGRAMS AND HOURS OF OPERATION

Cleveland Montessori will operate during the usual academic calendar year: August/September to May/June. **All programs operate five days per week, Monday through Friday.**

MONTESSORI PRIMARY

Preschool morning

(3 & 4 year olds)

8:30 a.m. – 11:30 a.m.

Extended Day

(5 & 6 year olds who are the equivalent of Kindergarten) 8:30 a.m. – 3:15 p.m.

* Some preschool age students (3 & 4 year olds) may also be enrolled for the full day. They will still have the opportunity to nap or rest during the day.)

NOTE: Children may enter their rooms no earlier than 8:15 a.m. unless enrolled in the BEFORE CARE programs. **Students arriving prior to 8:00 a.m. must be enrolled in Before Care program or wait with a parent.** Children may NOT be left unattended at anytime. Before Care is available at the Alta House for students at all levels for an additional charge from 7:00 a.m. – 8:00 a.m.

PICK UP TIMES FOR PRIMARY 3 & 4 year olds is either 11:30 a.m. or 3:15 p.m. unless they are enrolled in the After Care programs.

MONTESSORI ELEMENTARY

(6 through 12 years old)

8:30 a.m. – 3:15 p.m.

NOTE: Children in the elementary program may enter the room no earlier than 8:15 a.m. Early drop-off is available for an additional charge from 7:30 a.m. – 8:15 a.m.

MONTESSORI ADOLESCENT PROGRAM

(Middle School seventh and eighth grades)

8:30 a.m. – 3:15 p.m.

NOTE: Students in the middle school program should plan to arrive at the Middle School Annex in University Circle between 8:00-8:15 a.m. Students must be in the classroom and prepared for work by 8:30 a.m.

BEFORE/AFTER CARE FOR ALL LEVELS

Before Care

7:00 a.m. – 8:00 a.m.

After Care

3:15 p.m. – 6:00 p.m.

This program is available as a full-time (5 days a week) or flexible (as needed) option. Elementary children in these programs will engage in supervised after school activities. Parents must sign their child up for a particular day of before or after care at least 24 hours in advance. Full time before or after care may be added to the monthly tuition payment. **The flexible option of Before or After care must be requested in person or via email (using the**

attendance@clevelandmontessori.org) at least 24 hours in advance. There is a limit on the daily enrollment. Without advance notice before and after care fees will be assessed at one dollar (\$1.00) per minute per child. Payment must be received within 24 hours of use of flexible care options.

* Participation in additional after school club programs (i.e. Drama, Art or other programs) is at the discretion of the parent and is separate from the regular after care program. Schedules and available activities will be announced during the school year. Participation fees will be applied. Students enrolled fulltime (5 days per week) in the elementary after care program **will not** be automatically enrolled in after school clubs. Parents must sign their child(ren) up to participate if desired. Certain clubs may require an additional fee as outlined in the after care program offerings from year to year.

THE GOOD SHEPHERD PROGRAM

The Good Shepherd Program is a Catholic catechetical program offered by Cleveland Montessori. Within each classroom, a dedicated atrium space has been prepared for helping the relationship between God and the child to flourish. The atrium is a place for religious life, for community and worship. The atrium is a place of work which becomes a conversation with God.

Parents choose the Good Shepherd option at the time of enrollment. Parents of children who are five years or older, may also sign up for their child to participate in the children's mass once per month.

*** Please note that the Good Shepherd program offered at Cleveland Montessori is not a substitute for your parish PSR requirements. While our programs will compliment your child's participation in any formal PSR program, it will not meet all of the requirements for preparation for sacraments.**

SUPPORT SERVICES

The school's psychologist is on the premises one or two days per week. The speech therapist will also be on the premises one or two days per week. Referrals for student evaluations are made at the request of the classroom teacher. Parents must sign consent before any services will be rendered.

Tutoring is available to students who have been diagnosed with dyslexia or dyslexic tendencies by the psychologist. Parents may be required to pay an additional fee for students who are referred for tutoring services. Families needing additional services, beyond the scope of the programs offered at the school are encouraged to seek support services from their local public school or private resources.

CLASSROOM PLACEMENT AND TRANSITIONS TO DIFFERENT PROGRAMS

The Montessori philosophy is based upon recognizing the unique development of the individual and the tendencies and characteristics of the human at different stages. These stages are termed “planes of development”. The primary, elementary and adolescent programs are designed to meet specific needs and abilities of the child according to these developmental milestones. Children are usually in the primary rooms for a three or four-year cycle until completion of the primary program. Cleveland Montessori does not divide children by grade level nor does it focus on terms such as “graduation” and “retention” from any one program to the next. The parent and teacher share observations during conferences with a view to eventual transitions. Children traditionally visit another room before changing programs completely. Transitions occur for children at any time during the school year. Whereby the parent is a continual partner in the planning and responses to their child’s development, placement of a student in any program is ultimately at the school’s discretion.

Similarly, the school may require a student’s hours be shortened according to their developmental readiness. Children may not be ready to stay for full-day hours.

Students must be present for at least 85% of the school year in order for it to be considered a complete year of education. Excessive absences may result in spending an additional year in the child’s current program (primary, elementary or middle school) to ensure readiness for the next level.

ALL-SCHOOL COMMUNITY EVENTS: Throughout the year there are events which are designed to foster community spirit. As such, we expect the participation of all students who are in attendance on those days. They include school assemblies, Thanksgiving Feast, Advent Sharing, Liturgy of the Light, the Seder Meal and year-end Field Day. Religious exemptions are honored and absences excused.

REGISTRATION & TUITION

NECESSARY DOCUMENTS

All children must have a current Medical Statement and immunization record. This **MUST** be signed by their physician prior to attending their first day of school. Medical Statement and the Vision & Hearing Screening forms will be issued to each family prior to the beginning of the subsequent school year. We recommend that you request this of your physician at the time of their routine physical exam. Forms are also available from the school website.

The following documents must be in a child's file before the first day of school:

1. Child's Medical Statement – current within the calendar year, to **include** a shot record.
2. Copy of your child's official birth certificate
3. Emergency Transportation Authorization, including BOTH parent's information
4. Pick - Up and Release form
5. Vision & Hearing Screening form for Kindergarten and fourth grade aged children.
6. Public School & Good Shepherd permission form
7. Routine Walking Trips form

TUITION PAYMENTS

Registration (the method of payment arranged for the years' tuition) takes place before the first day of the semester by choosing one of the following payment options:

1. The entire tuition amount can be paid on or before August 10th.
2. The first half of the tuition can be paid on or before August 10th and the second half is then paid before December 10th of each year.
3. Parents can sign a monthly payment plan agreement in which the first month will be paid on or before July 10th (on an 11 month plan) or August 10th (on a 10 month plan) and each of the remaining monthly payments will be paid before the 10th of each subsequent month. **All tuition payments for the year will be complete before May 10th.**

**The school contracts with Smart Tuition for making automatic monthly payments.

Any requests for a change in tuition payment plan or program must be made in writing to the office and approved by the Executive Director. There will be a \$15 service fee for changes or amendments made to payment plans.

If tuition receipts are needed, please request this in writing and include any details that need to be stated on the receipt.

LATE PAYMENTS

A late fee of \$50.00 will be automatically added to tuition for any late payments. **Any fees that fall in arrears of more than one month will result in the child being refused entry until payment is made current.** A child who is absent from the school (due to non-payment of tuition) for more than thirty (30) calendar days may lose their place in the school.

There is a \$25.00 fee for checks returned to the school due to Insufficient Funds. If two or more checks are returned during the year, the school may require future payments in the form of cash or money order.

REBATES

The operations of the school are supported by the tuition received for each child. No rebate will be issued in the event of a withdrawal or dismissal of a child at any time during the year (after the first six weeks trial period).

WITHDRAWAL POLICIES

If for any reason a family leaves the school, a withdrawal form or letter of withdrawal must be signed by the student's parent or guardian and maintained in the child's file. Annual tuition commitments are the responsibility of the family regardless of the conditions of withdrawal. The Board or Executive Director may waive the remaining tuition due in some circumstances.

RECORDS REQUESTS AND TRANSCRIPTS

Children's school records can only be sent to another school once the office receives an official request accompanied by the parent or guardian's signature of consent. Once an official request is received, please allow the office ten business days to process your records request. All financial obligations to the school must be satisfied before any records for any student are released.

Records being transferred to another school are kept confidential. Progress Reports, Attendance Records, Medical Records, Students' Cumulative Profiles, Teacher's Recommendations, and any Academic or Psychological testing information, etc will be sent as requested. Please note that due to the confidential nature of this information, parents will not be given copies of documentation sent to another school.

ENROLLMENT CONTRACT

Students are invited to re-enroll for the subsequent Fall by or before February 15th and are offered an enrollment contract at that time. A deadline for contract commitments to be signed will be indicated on the invitation letter. Failure to return the enrollment contract with the necessary registration fee by the deadline may result in the loss of your child's space in the program. The contract is a legally binding commitment to a full year's tuition and should not be signed if the family has any doubts about returning. The full tuition amount will be payable to the school if a child does not return to the school but for whom there is a signed contract on file. **Please note that financial obligations must be current in order to re-enroll for the following year.**

COMMUNICATIONS

PARENT ROSTER

A roster of names, telephone numbers and e-mail addresses of parents, custodians or guardians of children attending the school are available upon request. Parents shall be notified that the rosters shall not include the name or telephone number of any parent, custodian or guardian who requests, in writing, that the administrator not include his / her name or telephone number. This statement is on the bottom of the Photo/Video Release form that is completed by the parent prior to the child's first day at school. **Parents are responsible for informing the school immediately if there is a change in any of the family's contact information.**

OBSERVATIONS

Parents are required to observe in their child's classroom at least twice per year. The first month of school is a transition period for children so we allow them time to settle in to the routines and procedures of their environment before posting the sign up sheets for formal observations. This is usually done once in October and again in March. **Parents are encouraged to observe as often as schedules permit.**

While Cleveland Montessori has an "Open Door" policy for parents or guardians to visit the school or their child at any time, we ask that parents call to schedule observations in advance where possible (unless there is an emergency or great need). This avoids over scheduling too many adults in the room at one time and is a courtesy to the director/ess.

CONFERENCES

Parents are required to attend a minimum of two parent-teacher conferences a year. These are done *after* a classroom observation. Conference days have been set aside on the school calendar to meet these requirements. **Parents are encouraged to schedule a conference at any time during the year.** Unless there is an emergency, this is done after the director/ess' time with children. Please leave a note in the director/ess' message box outside the classroom, send an email or leave a telephone message if you wish to schedule a conference. Please allow a two day turn around time for responses unless you indicate that your need is more urgent.

PARENT ORIENTATION

A school-wide parent orientation meeting is held prior to the first day of school each year. All parents are required to attend orientation. Parents who are unable to attend the scheduled orientation meeting must make arrangements with the Director for a make-up session prior to the child's first day of attendance.

PARENT EDUCATION OPPORTUNITIES

A variety of parent education opportunities are scheduled throughout the year. These may include workshops presented by staff, guest speakers, and discussion groups. Parent attendance at these events counts toward volunteer hours.

SPECIAL CONCERNS

For questions regarding:

Policies, Building and Concerns	Executive Director
Regarding Staff	
Child's progress	Montessori Teacher
Classroom activities	Montessori Teacher
Academic Records	Business Manager
Tuition, Fees & Payments	Business Manager
Volunteer opportunities	Parent Volunteer Group or Classroom Teacher

Always approach the Executive Director with concerns that you feel have not been adequately addressed through your initial course of communication.

Methods of communication: If you need to get a message to the teacher and they have begun to direct children by the time you arrive you may:

1. In an emergency, wait quietly by the door until an adult is available to come to you, otherwise...
2. Ask your child to pass a note to the teacher.
3. Leave a message with receptionist. Teachers will check messages during breaks or after school. They will respond within a reasonable amount of time (not to exceed 2 school days).
4. We ask that you be respectful of the teacher's personal time/evening hours. Teachers will determine their own comfort level of receiving calls at home during evening hours.

Bulletin boards - Please check for special announcements on the main bulletin board at the school entry or located next to each classroom.

Communication Center – Located near the main entrance/reception area, this area will have extra parental forms (i.e. lunch orders, t-shirt orders, etc.), for any upcoming events and so forth. Please check this area for current information.

Children's folders should be checked daily for any communications from the school or the teacher. **It is the parent's responsibility to inform whoever is picking up your child to also check for mail on a daily basis.**

Newsletters/Letters School-wide newsletters are published periodically and are posted on the school's website. Parents who prefer a hard copy of the newsletter or do not have internet access should inform the office and copies will be placed in your child's mailbox at school.

Teachers will periodically send additional communications and classroom newsletters as needed.

Emails All parents who have a current email on file at the school will receive a weekly communication with reminders for upcoming events and items requiring parent attention. Parents who do not have internet access or prefer to receive hard copies of these communications should inform the office and copies will be placed in your child's mailbox at school.

Teachers and Staff will communicate with parents via email as is appropriate. As email communication can not fully relate one's tone and intent, please use it sparingly. Any need for formal communication between teacher and parent should ideally be done in a phone call or in person.

Phone calls Children can not receive phone calls at school. Teachers can not receive calls while they are in session with children unless there is an emergency. They will check their mail boxes at the end of their school day and return calls when children are dismissed.

Students may not carry cell phones during the school day. Students who need to bring phones for after school communications will be asked to turn them in to the teacher upon arrival and can retrieve it when dismissed.

Calls regarding car pool changes, after school programs, and messages to other parents can not be handled by the office. Please use the parent roster to contact other parents directly. **Play dates and after school plans should be made in advance to avoid hallway conversations and congestion in the hallways.**

UNLIMITED ACCESS TO THE SCHOOL

Either biological parent, any custodian or guardian (barring court documents to state otherwise) of a child enrolled in the school is permitted unlimited access to the school during its hours of operation for the purposes of contacting their children, evaluating the care provided by the school or evaluating the premises. With the exception of regular arrival or dismissal times, upon entering the building the parent, custodian or guardian shall sign in at the reception desk to notify the staff of their presence or the presence of his / her designee. Any adult may be required to leave the premises for inappropriate or disruptive behavior.

MEALS AND SNACKS:

We request that any food being sent to school for your child be nutritionally appropriate. As a general rule foods containing sugar or high fructose corn syrup within the first three ingredients should not be brought to school. The school will supply 2% milk and water for students at all mealtimes. **No other beverages may be brought to school.**

Parents must notify the school of any dietary restrictions or food allergies prior to the first day of school and have an allergy action plan on file.

BREAKFAST

Children who arrive early in for the Before Care program may bring a **healthy** packed / boxed breakfast with them to be eaten at school. **Breakfast must be finished and cleaned up before 8:00 am.** Two food group items should be included in this breakfast (i.e. whole grain cereal and fruit). Milk is provided for cereal. Students may leave a box of nutritionally appropriate cereal at the school if they attend before care regularly. Any items left at the school should be clearly labeled with child's name.

SNACK FOR ELEMENTARY STUDENTS

The Elementary programs will participate in communal snack preparation activities on a daily basis. A portion of the student activity fee is used for snack shopping by the classroom staff and children. The elementary teachers will designate the system and opportunities for snacking according to the structure and needs of their classroom.

SNACK FOR THE PRIMARY STUDENTS

Parents are asked to contribute to the nutritional experience of snack by signing up to bring snack for one or two weeks per year. Children enjoy sharing the food that they have helped shop for and /or prepare.

Each primary and after care class will prepare a menu for the year of specific snack items that will be served. The menu may list the same type of snack for a several week period, so that the children have opportunities to practice certain food preparation skills that have been introduced. Parents will be given an opportunity to sign up for snack weeks during Parent Orientation.

LUNCH

Lunch is an integral part of the Montessori experience that provides opportunities to practice social skills and Grace and Courtesy lessons. The children set the table and eat with real glass and silverware in a family style setting. Children are encouraged to eat what has been brought to school for lunch. They will be permitted a reasonable amount of time to finish their meal. However, unfinished food will be returned to the lunch box (where practical) so that the child may eat it later or, failing this, the parent will see what the child did not eat.

- We encourage parents to include the child in the making of his/her lunch each day. Healthy nutritional guidelines are expected to be followed for student lunches. An ideal lunch would contain food choices from each of the food groups to provide nourishment for the remaining portion of the day.
- No beverages may be packed in a child's lunch. Milk and water are provided by the school.
- **Candy, cakes, sweets, potato chips, fruit snacks, sugary cereals or other junk foods are not permitted as they tend to ruin the child's appetite or interest in the nutritious choices they may have. Add an extra fruit as a dessert if the child's appetite is not satisfied with the other choices. Unacceptable foods may be removed by the adult and will be returned to parents at the end of the day. This includes Lunchables and Gogurt products. As part of the grace and courtesy of sharing a meal, children are expected to use proper dishware and utensils to eat.**
- We can not neglect your child's nutrition under the excuse that he/she is a "picky eater". If your child falls into this category, talk with your teacher to plan specific strategies that promote better eating habits.
- Facilities for heating up lunches are not available. If you wish to send a hot food, you must use a thermos.
- Use of a thermal lunch box and ice pack is necessary to keep your child's food from spoiling during the morning. Plastic or paper bags will not properly protect food and should not be used. We recommend placing all food items in reusable containers to promote environmental awareness and assist with packing appropriate child-sized portions.

HEALTH POLICIES

COMMUNICABLE DISEASES / ABSENCE

Children should not be brought to school on any days when these symptoms are present: a rash, a fever (100.4 or above), discharge from eyes and/or ears, serious cough, diarrhea or vomiting. **Please keep children home for an additional 24 hours after these symptoms disappear.** Teachers will not admit a child into the classroom if these symptoms are present upon arrival. Children who become ill during the school day will be separated from the class and a parent will be called to pick them up. Children who are sent home from school with communicable illness symptoms, may not be in attendance the next school day. At least one person on the Emergency contact information should be easily accessible during the school day for emergencies.

Notification must be sent to school, via the Attendance Email or a phone call, to report a student absence for any reason, indicating date(s) of absence, reason for absence and parent signature. The email will serve as the required written notification from the parent. Alternatively, a parent must send a written, signed note regarding the absence upon the child's return to school. A student who is absent for 3 or more consecutive days must also have a physician's authorization to return to school.

Parents must notify the school if your child has been exposed to or diagnosed with a communicable disease. The child must stay home for the period of time prescribed by the physician or the local health department. Notices will be posted for all families that a communicable disease is present in the building.

The following precautions will be taken for children suspected of having a communicable disease: A parent or guardian will be immediately notified of the child's condition when a child has been observed with signs or symptoms of illness.

A child with any of the following signs or symptoms of illness will be immediately isolated and discharged to his parent or guardian:

- Diarrhea (more than one abnormally loose stool within a 24 hour period);
- Severe coughing, causing the child to become red/blue in the face or make a whooping sound;
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Conjunctivitis;
- Temperature of 100.4 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
- Untreated infected skin patches;
- Unusually dark urine and/or grey or white stool; or
- Stiff neck;
- Evidence of lice, scabies, or other parasitic infestations.

A child with any of the following signs or symptoms of illness will be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated, will be carefully watched for symptoms listed above as well as the following:

- Unusual spots or rashes;
- Sore throat or difficulty swallowing;
- Elevated temperature
- Vomiting.

LICE POLICY

The school has a “Lice Free” policy. This means that if live lice are present on a child’s head, parents will be notified and will need to arrange pick up from school immediately. Parents will be expected to provide the appropriate treatment for removal of the lice prior to the student returning to school. The student will need to be checked for presence of lice prior to entry to the classroom. The life cycle of the louse will result in the presence of the eggs (nits) for up to 10 days before they hatch. Therefore, follow up treatment and removal of nits is necessary within seven days of the initial treatment to avoid re-infestation from occurring. While we know that lice do not carry harmful disease, they are a nuisance causing itching and irritation of the scalp for most children. If properly treated, this can be quickly eradicated.

MEDICATION POLICY

The school requires a written request (signed and dated) from the parent or guardian and a physician’s prescription (when applicable) in order to administer medication to any student. The prescription must indicate the exact dosage, the number of dosages and the route of administration. This includes but is not limited to: aspirin, vitamins, modified diets, fluoride supplements, cough medicine/cough drops and other prescription and non-prescription medications.

NOTE: All medication must be in its original package with proper instructions attached. No medicine will be issued to a child unless it is in the manufacturer’s or pharmacy’s packaging and the parent / guardian has filled out, signed and dated the “Administration of Medication Authorization” form that is available from the office. ****All medications (prescription or over-the-counter) must be given to the teacher. Students are not permitted to keep any medications on their person with the exception of epi-pens or inhalers under the direction and written guidance of their physician.**

Students diagnosed with severe allergies or medical conditions must have an “Action Plan” on file indicating steps to follow in a medical emergency. If use of an Epi-pen or inhaler is prescribed, the child must also have the medication form on file for proper administration.

EMERGENCIES

The school has a medical and dental emergency plan as well as fire and weather alert procedures posted by the telephone in each classroom. A staff person trained in first aid is present with children at all times. In case of accidents or an emergency the following steps will be taken:

1. First aid will be administered.
2. The child’s parent(s) / guardian(s) will be contacted.
3. The child’s emergency transportation authorization form will be checked. **It is the responsibility of each parent to keep ETA up-to-date with current telephone numbers.**
4. If transportation slip (Emergency Transportation Authorization) permits and it is necessary, the child will be transported to the appropriate hospital.

EMERGENCY TRANSPORTATION

In the event of a medical emergency, 911 will be called and your child will be transported, **with prior written permission on file (Emergency Transportation Authorization)** to the nearest hospital or emergency facility.

Please be aware that in cases of extreme or life threatening emergency, if there is no permission to transport on file and if proper custodial guardian(s) cannot be reached, local police authorities will be contacted and the child will be placed in police custody so that emergency services can proceed.

CRISIS INTERVENTION PLAN

The school has developed a crisis intervention and response plan in the event of an extreme emergency. A copy of the full plan is available in the office for parents to review.

SAFETY & SECURITY POLICIES

1. If the parent/guardian is escorting their child into the building they must accompany him/her to the door of the classroom and wait until the director/ess has acknowledged seeing them. The director/ess greets each child individually. Attendance is taken in the first part of the morning. Children are dismissed only when the parent or designated pick-up person has signed them out at the reception desk and comes to the door. All pick-up persons must be listed on the child's Pick Up List. Staff may request to see identification from individuals with whom they are not familiar. Additional persons may be designated as authorized to pick up throughout the year. Parents may add names to the Pick Up List or send a written note authorizing a person not on the list to pick up on a certain occasion.
2. All staff have immediate access to a working telephone within the building. Each classroom also has a two way radio that is used when classrooms leave the building or for emergency announcements.
3. All outside doors to the building will be locked at all times. To gain access to the building parents and visitors must use the buzzer at the main entrance (125th Street). When acknowledged by a member of the staff, you will be asked to identify yourself and the doors will be activated for you. Children have been instructed to refrain from opening the doors for anyone. Adults only will be responsible for allowing access to the building. **Use of any doors designated for emergency only is strictly prohibited.**
4. There will be a monthly fire drill at varying times each month. A fire and weather emergency alert plan and lockdown drill plan which explains the action to be taken, evacuation routes and staff responsibilities in case of fire emergency and weather alerts is posted in each classroom.
5. The safety plan for field trips:
 - a) A first aid box is available on all field trips.
 - b) A person trained in first aid is available on all trips.
 - c) Each child shall have identification containing the school name, address and telephone number attached to him/herself. (Preschool only)
 - d) Written permission slips are taken on each field trip.
 - e) Emergency Transportation forms will be taken on each trip as will the health record of any child who has allergies, handicapping conditions or health conditions that require special procedures or precautions during the course of the routine trip.
6. Incident reports are filled out for any child who is hurt (minor or major injury) at the school or on a field trip. This report is given to the parent within 24 hours of the incident if the injury was not serious. If the child has been hurt seriously, the parent is contacted immediately and an incident report is given to the parent without delay.

7. The use of aerosols shall be prohibited when children are in attendance at the school.
8. A staff member shall immediately notify the local public children services agency when there is any suspicion that a child has been abused or neglected.

VISITOR POLICY

All visitors to the building must sign in at the reception desk. A visitor pass will be issued at the time of arrival. The pass must be visible throughout the visit and returned to the desk upon departure to sign out. Staff will question any visitors to the building who do not have a visitor's badge displayed.

SWIMMING AND WATER SAFETY (when applicable)

Written permission from the parent or guardian of the child must be obtained before the child shall be permitted to swim or otherwise participate in water play activities in bodies of water of two or more feet in depth. The written permission shall be signed and dated and shall include the following:

1. The child's name.
2. A statement indicating whether the child is a swimmer or a non-swimmer.
3. That the parent or guardian grants permission for the child to participate in water activities.

Swimming pools, wading pools and other bodies of water two or more feet in depth shall be fenced or otherwise made inaccessible to the children when adult supervision is not available.

Staff members shall always accompany and supervise children at swimming sites including but not limited to, public or private swimming pools, lakes or rivers. Swimming sites removed from the center shall be approved and supervised by local authorities. Activities in bodies of water two or more feet in depth shall be supervised by persons who are currently certified as lifeguards or water safety instructors by the "American Red Cross" or an equivalent water safety program.

The school shall provide enough staff members to meet the requirements of rules 5101:2-12-23 and -34 of the Ohio Administrative Code at all times during swimming and water play activities.

PARENTAL PARTICIPATION

PARENT SERVICE

Parents are asked to commit twenty (20) hours of service during the school year. Sign-up sheets are posted in the beginning and during the year on bulletin boards and in the newsletters. The use of on-line sign up programs may also be used. The PVG requests that ten (10) of these hours are committed to work for the Annual Taste of Little Italy fundraiser. The school encourages parents to volunteer in any capacity that your schedule permits throughout the school year as well. **The Cleveland Montessori policy regarding background checks requires that any parent who desires to volunteer for tasks that involve direct access to the students (chaperones, playground monitor, club coordinator) is required to submit to a background check.** Parents who have been fingerprinted will need to submit a new background check every five years and sign a non-conviction statement annually. Parents who will be driving students in their vehicle must submit a copy of their driver's license and proof of insurance to the office each year.

A record of parent service hours is maintained in the main entrance of the school. **Parents are responsible for recording their own hours and will be instructed on the systems in place to do so.** Attendance at the parent workshops is recorded by the office personnel. Service hours are totaled for each family and recorded on the Year-end Summary Report for each child. Unfulfilled service hours will be charged to the family account in May at a rate of \$50 per hour.

PARENT AMBASSADOR GROUP (PAG)

The mission of the Parent Ambassador Group is to provide a partnership between parents and staff who meet and work in support of Cleveland Montessori. The success of the school community relies upon parents as active volunteers and organizers.

Objectives:

- To ensure that families and staff can develop relationships that will grow through working together toward providing the child an attractive and enriching social, physical and spiritual environment.
- To maintain the quality and existing program design of the school, within the A.M.I. structure, through an actively participating community of parents and staff.

The function of the Parent Ambassador Group (P.A.G):

All parents and staff are members of the P.A.G. The P.A.G. is not a governing body nor does it determine the programming design of the AMI Montessori structure. Partnerships of parents and staff work on sub-committees to address the following areas: Fundraising, Community Building, and Social Events. General meetings will be held throughout the year. Additional sub-committee meetings may be scheduled as determined by committee chairpersons.

ATTENDANCE AND PUNCTUALITY

PUNCTUAL ARRIVAL

Regular attendance and punctuality at school is essential if continuity in the educational process is to take place. School begins at 8:30 a.m. All children may arrive as early as 8:00 a.m. but must be in their classrooms by 8:30 a.m. to maximize opportunities for learning. Tardiness and irregular attendance create a disruption to the class as well as limit your child's opportunities to develop social and academic skills. Missing even a quarter-hour of school a day, deprives a child of a day's work each month. **** Children dropped off prior to 8:00 a.m. must be enrolled in the before care program. Any student unattended in the hallways will be escorted to the before care room and parent will be charged the daily rate for before care.**

The Executive Director will request a meeting with parents of chronically-tardy children (who arrive after 8:40 a.m. more than three days in a month) regarding the disruption. A letter stating specific conditions for improved punctuality and stating the risk of losing their child's place in the school, may be issued by the Executive Director to families whose children are repeatedly late.

ABSENCES AND TARDINESS:

Please schedule family trips or vacations during the school vacation schedule.

Parents must report a child's absence by 8:30 a.m. Notification must be given via email to attendance@clevelandmontessori.org or call the school directly. Chronic tardiness is a disruption to the learning community and unfair to your child who is missing a vitally important part of the day. Every effort to be consistently on time is expected. **Students arriving more than 1 hour late have missed a third of the morning work cycle and may be refused entrance to the classroom.** If a student arrives late or is to be picked up early for a scheduled appointment, parents must notify the teacher in advance AND sign the child in or out at the reception desk. Upon return to school whether the same or next day, students must bring documentation from the medical office for re-entry to the classroom.

Students arriving after 8:30 a.m. for any reason are required to check in at the reception desk (with their parent) to sign in. The classroom staff will be notified of the child's arrival and the parent must wait with the child until one of the adults is free to greet him/her. A slip from the medical office MUST accompany any child who is arriving late due to an appointment.

Written notification must be received by the school for a student absence for any reason, indicating date(s) of absence, reason for absence and parent signature. An email message will satisfy this requirement. A student who is absent for 3 or more consecutive days due to illness must also have a physician's authorization to return to school. An explanation from a physician may also be necessary for prolonged or repeated absences from school to ensure a space is retained for your child. Repeated absences (3 or more days per month or 15% of the days in any portion of the school term) without this documentation are unexcused and may result in loss of your child's space in the classroom.

Students must be present for at least 85% of the school year in order for it to be considered a complete year of education. Excessive absences and tardiness may result in spending an additional year in the child's current program (primary, elementary or middle school) to ensure readiness.

Drop-Off and Pick-Up Procedures

BEFORE CARE will be available from 7:00-8:00 a.m. If students are dropped off during this time, parents must park and walk your child to the classroom door. Parents must sign up and pay for before care in advance.

REGULAR DROP-OFF (ALTA HOUSE) will begin at 8:00 a.m. The car line will form on 125th Street from Mayfield Road to the Parking Lot. Staff members (and possibly parent volunteers) will be outside to assist children to get from cars into the building safely between 8:00 and 8:25 a.m. Cars will then continue onto Mayfield Road or may turn left onto Fairview Court to Murray Hill.

Parents who need to do business at the office, are attending a Parent Coffee or have any reason to visit in the classrooms should first drop students in the car line, then park and enter the building.

MURRAY HILL drop off will be from 8:15-8:30 a.m. Elementary staff will be outside the building to greet students. If there is not a staff member outside, parents must park and walk student to the classroom.

Establish a “Departing Routine” with your child so that they are able to quickly exit your car during drop off. (blow a kiss, high five or some other special gesture or message that can be done without the driver getting out of the car)

Phase-in: During the phase-in period for new students, parents can park to escort your child to the classroom and have the opportunity to attend the parent coffees and meet other parents. New preschool students should arrive at 8:45 a.m. to allow all other students to settle and be prepared to receive the new children.

Walkers: If your elementary aged child will be walking to school (because you live in the neighborhood) please inform the staff so that they can be watchful of those students’ arrival and departure.

REGULAR PICK-UP AT 3:15 P.M. – The pick-up line will form in the same manner as the drop-off line in the morning. Every family will be provided with two Name Cards for your vehicles – to display child’s last name in your windshield. (If more than two regular drivers will be picking up your child, additional Name Cards can be requested from the office.) Cars may line up on 125th Street (Alta House) or Murray Hill Road (Upper Elementary) beginning at 3:10. Staff will begin calling students for dismissal at 3:20.

Any pick up person who does not have a Name Card for the student will need to park and check in at the office to ensure they are on the pick up list. It is recommended that Name Cards be left in each vehicle to ensure you always have it.

Please do not block the parking lot access when waiting in the car line.

11:30 Dismissal: Parents must park and pick up students from their classroom if enrolled in the morning only pre-school program

Irregular Pick up times: Parents who are picking up a child for any reason at an irregular time (appointments, illness, etc.) must park and sign your child out at the reception desk. The classroom will be notified to get your child ready for pick up (via intercom or radio) and you will then meet them at the classroom door.

After Care Dismissal – Parents picking up after 3:30 must park and enter the building to retrieve your child from the classroom.

Student belongings: Students must be able to carry their own belongings to and from the classroom. Therefore, it is essential that they bring **ONLY** what is necessary for the school day (i.e. lunch box and bag for communications). All students will be provided with a school drawstring back pack with their name on it. They should plan to use this bag to bring items to and from school (i.e. communications to/from the office or teacher, their paperwork, etc.) Each will have a “Communications Folder” as well. Parents are asked to check this bag/folder for information being sent home and have the student bring it with them every day. Communication being sent back to the teachers should be placed in the folder and bag to return to school. Therefore, students should generally have only two items to transport – their lunch box and their school bag.

LATE POLICY

If a parent / guardian or designated person to pick up the child is delayed, they should call to let the school and the child know what time they expect to arrive. This does not release them from paying any applicable late pick-up fees.

Staff will begin calling the listed emergency contacts within 15 minutes of the scheduled pick up times if no call has been received from the parent.

Staff may not drive a child home without a signed consent and release from liability form by the parent. The school will not assume responsibility for a staff member removing a child from the premises for the purpose of taking that child to any destination not authorized by the school by way of a signed field trip permission slip. Further, any staff member found taking a child or children from the school premises without the expressed written permission of the school and parent by way of a field trip permission slip or and Emergency Transportation slip will be written up and appropriate disciplinary action will be taken.

If none of the emergency contacts can be reached or result in none of the authorized persons being able to come pick up the child, it may be necessary to ask the local police to come to the school and take the child into custody until a parent or legal guardian can be found.

LATE PICK-UP CHARGES

Students **who have not been picked up by 3:30 p.m.** will automatically be placed in the respective after care program until pick up is arranged. **Parents will be charged the full daily rate for aftercare regardless of the amount of time child remains past their regular program hours.**

Late fees for students who should be picked up at 11:30 a.m. and 6:00 p.m. will be as follows: A charge of \$1.00 per minute will be assessed if you arrive after 11:30 or 6:00 depending on what program your child is enrolled. Payment of late fees incurred must be paid to the office within twenty-four hours of the occurrence or may be added to your next monthly payment. An additional \$10.00 penalty fee will be added for each twenty-four hour period late fees are past due.

While the school does appreciate your phone call to notify us that you are running late, calling does not exempt you from this late pick-up fee.

RELEASE OF A CHILD TO ANOTHER ADULT

At no time will the school release a child to any other adult other than his/her parent, legal guardian or expressly named persons on the "Pick Up Release Authorization Slip" and / or the Emergency Medical Unit or School personnel as signed by the parent on the "Emergency Transportation Authorization". Persons listed on the "Pick Up and Release Authorization Slip" must be twelve years of age or older to be permitted to sign students out of school. Unless the school has received a copy of an official court document to state otherwise, the school will release children to either biological parent as listed on the application or birth certificate.

DISCIPLINE PHILOSOPHY

DISCIPLINE THROUGH WORK:

The Montessori philosophy is based on the principle that the child will develop greater self-direction through work with activities that are meaningful and responsive to his / her needs in an environment with clearly defined limits.

THE MONTESSORI DIRECTOR/ESS:

The director/ess serves as a guide and observes the child's individual needs for re-direction by presenting an appropriate activity and/or by protecting a child's independence and concentration as needed. The Director/ess ensures that the order of the room, the respect for each other and the respect for each other's work is maintained so that a child can freely act upon his inner directives in a positive and productive manner. The success that the child receives from this "work" initiates new confidence to pursue new and more creative tasks.

THE WILL:

The Montessori approach and the didactic (self correcting) materials will aid in the "development of the will". This affects a positive attitude toward mistakes and a confidence to pursue new challenges in addition to an inner peace that allows a feeling of goodness toward others and their environment to come forth.

FREEDOM:

The steps in any procedure to self-correct, explore or to perform an activity successfully are presented in a positive, sequential manner to the child. They may practice with these individual skills until they demonstrate sufficient confidence before being free to pursue the total activity with greater independence from adult guidance. The child's own ability to respond to the limits of the community enables them to gain greater individual freedom and choice.

CODE OF CONDUCT

The Montessori philosophy is based on the principle that the child will develop greater self-direction through work with activities that are meaningful and responsive to his / her needs in an environment with clearly defined limits.

The parents who choose Cleveland Montessori do so with the understanding that:

- a) Children will arrive to school daily and on time (**see Attendance and Punctuality policy on page 23**);
- b) Children will arrive clean and be dressed in clothing appropriate for the weather conditions of the day and the nature of the child's daily work at school;
- c) Children and parents will show respect and deference toward the director/ess and toward all persons connected with the Montessori School and the education of the child;
(Parents shall not raise their voices toward staff or children anywhere on the school premises or in the playground);
- d) Children, parents and staff will not act in any way to harm or jeopardize the physical or mental safety of another child, adult or themselves in the school;
- e) Children, parents and staff will not deliberately (nor by carelessness) damage or destroy the school building, property, materials or equipment;
- f) A parent, guardian or staff person may not spank, shake or use any form of physical discipline with children on the school grounds;
- g) There will be no cruel, harsh, corporal punishment or any unusual punishments used to discipline a child (by parent or staff). No child shall be humiliated or subject to threats, verbal abuse or derogatory remarks, shaming or fear;
- h) A child will never be disciplined for failure to eat, sleep or for toileting accidents. Neither shall food, toilet use or rest be withheld as a discipline measure;
- i) No physical restraints will be used, nor confinement in an enclosed area such as a closet, box or cubicle;
- j) Separation of a preschool aged child, if used, shall be brief in duration, safe and appropriate to the child's age and circumstances and the child shall be in direct sight and hearing of a staff person.
- k) No discipline shall be delegated to any other child.

A conference may be requested by the teacher and / or by the Executive Director to address concerns relating to the policy prior to the child's return to the classroom.

The school may give specific objectives or conditions to the parents (and child, when appropriate) in relation to concerns about attendance, punctuality, behavior, education, parent-staff communication, or the above discipline policies.

Cleveland Montessori reserves the right to discharge a child at their discretion. (Please note the no-refund policy in the enrollment registration agreement.)

DISCIPLINE APPROACH

In the instance of a child who destroys (through bad conduct or verbal abuse), the educational work of the institution (property or persons) or who endangers/harms themselves or others, the following steps will be taken:

- a) Guidance/removal from the location/situation to a space where no further damage can be incurred (if applicable); Often redirecting the child to purposeful activity is sufficient; if not
- b) A statement of the action observed will be made for the child (this is done in an individualized and respectful manner).
- c) The child will be offered a calm-down time (no more than fifteen minutes or until the child tells the director/ess that he/she is ready to “try again”). The child will never be left unsupervised and where possible the child will be encouraged to observe the activities of the Casa Dei Bambini, with a view to finding an interesting and positive activity and thus *desiring* to participate within the environment again.
- d) The adult will re-direct the child to purposeful and safe activity with reassuring encouragement.
- e) If the above steps are unsuccessful, the parent/guardian will be called to the school to take the child home.
- f) The incident will be documented and a copy will be given to the parent / guardian.
- g) A conference will be held between the Director/ess and parent / guardian prior to the child’s return to school. This conference will enable the director/ess to develop an Individual Accommodation Plan with the parent / guardian’s participation. **
- h) If the goals of the Individual Accommodation Plan are not met, or the approaches of the Montessori staff and the prepared environments do not sufficiently enable the child to function within the school in a successful manner, the school will endeavor to assist the family in seeking a different program that may more effectively meet the needs of their child. (Cleveland Montessori will make reasonable effort, but does not guarantee that they will find an alternative program for the child).

** An Individual Accommodation Plan has goals and specific strategies for the child and the adults. It is designed to educate and/or provide a structure and so prevent the occurrence of disruptive, disrespectful or dangerous behavior and to enable the child to function harmoniously and to experience personal success within the Montessori prepared environment. An Individual Accommodation Plan may involve reducing the hours of the program for the child and involve a psychological evaluation.

**Cleveland Montessori
Partnership Agreement
Upper Elementary & Adolescent Community**

A healthy, productive community is based on respect and consideration for the rights of others. Students, parents and staff, therefore, will be expected to conduct themselves in a way that the rights and privileges of others are not violated. The following agreement is entered into by the student named below, his/her parents and the teachers and staff of Cleveland Montessori. As a student, parent or staff member of Cleveland Montessori for the 2015-2016 school year, the following conditions are agreed upon.

By accepting your child into the Montessori programs at Cleveland Montessori, the staff is making a commitment to:

- Emphasize and establish high standards of personal courtesy, decency, morality, clean language, honesty, and wholesome relationships with others, along with respect for real and personal property, and pride in one's work and achievement within the limits of an individual's ability. MSHR strives to create a community in which all participants have respect and active concern for others, "a respectful community".
- Guide and support your child's individual development within the classroom and community.
- Adhere to the discipline approach outlined in the Parent Handbook with respect to any child's behavior which is disruptive or damaging to another child or the general classroom/school environment.
- Provide parent education about Montessori methods and philosophy as well as your child's developmental needs and general parenting topics.
- Engage in respectful, confidential communication regarding your child's needs and progress and the ensure community building and positive experiences for all.
- Model appropriate interactions with children, parents and other staff, making corrections and discussions regarding behavior in a private and respectful manner.
- Provide an attractive prepared environment that supports the child's development and upholds the ideals of the Montessori philosophy.

Parents:

By enrolling your child at the Cleveland Montessori you are making a commitment to fulfill your obligations to the school and strive to understand and provide consistency with the Montessori philosophy, including but not limited to:

- Punctual and regular daily attendance for your child – more than five days tardy or three days unexcused absence during a month will require a meeting with the Executive Director or Admissions Director to review effectiveness of this program for your child.
- Providing nutritious and balanced breakfast prior to sending your child to school and sending a nutritious and balanced lunch (per the parent handbook)
- Ensuring that your child arrives at school properly rested, clean and dressed in clothing appropriate for the weather conditions of the day and nature of the child's daily work at school (adhering to the dress code outlined in the Parent Handbook).
- Adhering to ALL policies and procedures outlined in the Parent Handbook
- Adhering to the Code of Conduct and Discipline approach outlined in the Parent Handbook with respect to your child's behavior if it becomes disruptive or damaging to another child or the general classroom/school environment.

- Attendance at the required (2 per year) observation and conferences and any others requested throughout the year.
- Participation in two or more Parent education events throughout the year in addition to the required Parent Orientation and required meetings for the transition years listed on the school calendar.
- Completion of the required Service hours – minimum of 10 hours for the Taste and at least 10 additional hours throughout the year.
- Fulfilling financial obligations in a timely manner as outlined in your family’s Tuition payment plan.
- Respectful interactions with staff, students and other parents to ensure community building and positive experiences for all. Any actions that are counter-productive to the building of a cohesive community will require a meeting with the Executive Director to determine if Cleveland Montessori can continue to meet your needs.

Therefore it is agreed that:

1. The students/parents/staff are committed to work together to create a school community based upon caring, cooperation, helpfulness and hard work. All are willing to support the creation of an atmosphere dedicated to peace and compassion for all beings, in which each person is a valued member, equally deserving of respect and forgiveness when mistakes are made.
2. The student has the right to fair and respectful treatment from teachers and parents, to be afforded growing degrees of freedom – earned through demonstration of responsibility and hard work (maturity). Teachers and parents have the right to fair and respectful treatment by the student.
3. The student has the right to bring any problem or concern to the attention of a teacher or parent and be afforded respectful listening and help with problem-solving strategies.
4. The student has the right to daily free time for contemplation, relaxation, and freedom from external demands and pressures provided he or she is meeting work expectations and responsibilities in general.
5. The student will take responsibility for helping keep the environment clean and well maintained, and will take active part in daily chores necessary to do so as is appropriate for the child’s age and ability.
6. The student will conduct himself or herself in a manner that is orderly, respectful and considerate of others and the environment we share. The following are considered disruptive or harmful behaviors subject to consequences (ejection from group activity, parental notification, or action deemed necessary and appropriate for the child’s age and abilities):
 - Harassment of others by word or action; inappropriate language
 - Disruption of class work or activity by loud, rude or disturbing acts
 - Running and/or roughhousing indoors
 - Intentional damage to property
 - Poor sportsmanship
 - Missing two or more homework assignments in a week

Partnership Agreement cont.:

The following are considered very serious offenses that will result in required meetings between student, parents and teachers/administration and possible suspension or expulsion from school:

- Stealing or destruction of another's property
- Use, sale or possession of alcohol, cigarettes or illegal drugs
- Possession of weapons or fireworks of any kind
- Disrespect toward a member of the staff or any adult in school or outside, in connection with any student activity in the community at large
- Bullying - defined as the repeated use by one or more students of written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: causes physical or emotional harm; places the target in a reasonable fear of harm, creates a hostile environment at school for the target; infringes on the rights of the target at school; materially and substantially disrupts the education process or the orderly operation of the classroom or school.
- Leaving school without permission
- Sexual harassment – defined as unwanted or unwelcome sexual attention by students, parent, staff, including: sexual suggestions or threats, sexual jokes, spreading sexual rumors, comments regarding body parts, staring or pointing at body parts, obscene gestures, display of obscene materials or remarks, grabbing, touching, or intentional unwanted physical contact
- Dishonesty by word or act, or plagiarism

7. At all times students, parents and staff will respect each others' rights to freedom from abusive verbal attack, and any form of physical attack (hitting, punching, pushing, etc.) whatsoever. Weapons of any kind will not be tolerated. Violations will result in immediate suspension from school for a period deemed appropriate for the offense and age of the child.

8. The student and parents recognize and accept that Cleveland Montessori is an academic environment in which it is the individual's responsibility to consistently work to his or her full potential as a reasonable, necessary and expected part of community life. This includes total academic honesty, regularity in completion of assignments, seminar preparation and completion of all homework in a timely manner, so as to be an active, fully participating member of the community.

9. The student makes a commitment to build community by avoiding participation in any form of cliques, whereby he or she becomes dependent on special friends to the exclusion of others. Friendliness, openness, acceptance and helpfulness to every student is highly valued, as students strive to understand and develop appreciation for special and personal qualities of others, despite differences perceived.

10. A commitment to helping create a more peaceful world by accepting one's personal responsibility to act with respect and empathy for all beings.

Partnership Agreement, cont.: TECHNOLOGY

11. The students will be permitted use of technology as appropriate for the age-level. Classroom computers (if available to students) will have filters installed to help limit the potential for accessing inappropriate materials. When permitted access to computers or internet, the following guidelines will be followed:

- Students will access only sites necessary for the agreed upon task or research project
- Students will not alter the computer settings or download any programs without the consent of the teacher
- Students will not be permitted access to personal email, social networking sites, video games, chat sites, You Tube (or similar sites), movies, etc.
- Students may not access sites containing inappropriate content including violence, sexual images or language, and foul language.
- Students may only bring personal computers from home if necessary for current work and with permission from the teacher. All school policies regarding technology use at school will apply even when using personal equipment.
- Students may not use cell phones, ipods, iPads, MP3 players or other personal technology items at school.

The guidelines above have been carefully reviewed, understood and agreed upon, as expressed by the signatures below. Parent has received a copy of the Cleveland Montessori Operational Handbook for the current school year. (Upper Elementary & Middle School students will be asked to sign to signify that expectations have been reviewed and agreed upon by them as well. Expectations for all students will be reviewed by the teacher at the start of the year.)

THINGS BROUGHT TO SCHOOL

We ask that no items such as toys, candy, make-up or jewelry or items that cause a distraction to your child or other children's work or concentration be brought to school. In the event that a child manages to slip such items unknown to the parent into the school, the director/ess may explain to the child that she will keep it safe until the end of the day when she can return it to the parent. Books, cultural artifacts, family photographs, objects of interest from nature/the earth, etc. can be shared at school. These items should be handed to the directress and he/she will decide if the item is appropriate and how and when it can be shared. Whereas these items will be enjoyed and respected, the school can not be responsible for loss or accidents that cause damage to them.

OUTDOOR POLICY

Children who are at school for more than the three hour morning work cycle, will have gross motor experiences every day (indoor or outdoors). **The children who are at school for longer than three hours will have outdoor time every day weather permitting as deemed appropriate by the staff. *Even on days that the temperature falls below 20 degrees, children may still go outdoors for a brief walk in order to get some fresh air at the discretion of the teacher.*** Please send suitable clothing for the weather, including proper footwear. If your child is unable to participate in this due to a medical condition, please bring a statement to that effect from his/her physician but the general rule of thumb is that if the child is well enough to come to school, they are well enough to play outside.

Sunscreen: Parents are asked to apply sunscreen to your child prior to arriving at school. If your child will need to re-apply sunscreen during the school day, it must be given to the staff in its original container, labeled and a medication administration form must be completed. Students will be able to apply their own sunscreen prior to going outside with assistance from the adults or another child. Sunscreen may not be kept in cubbies.

HOLIDAYS AND CELEBRATIONS

In keeping with the Montessori philosophy and the developmental needs of the Primary (2 ½ - 6 year old) children, the focus is on the "here and now" of the child's work and the internal processes involved. The three hour uninterrupted work cycle for individual work is one of the essential elements of the Montessori approach. The simple and uncluttered environment allows the sensorial impressions of the material and some aesthetically pleasing prints or artifacts to be fully absorbed by the child without distraction. Short stories, presentations with cultural folders or holiday related artifacts may be shared with the children at group time. Time is not spent on preparing and rehearsing for stage productions at the three to six age level. Spontaneous drama, expressive language work, story telling, puppetry and some family occasions where parents join the children in Holiday song are more likely in the Montessori environment. Elementary level children will experience drama and other opportunities for performance and public speaking. Some of these experiences are performed in-house for the younger children, or for the residents at Abington Arms, and some classrooms may invite the parent community to a performance. Public speaking opportunities such as reading at Mass will also be available for those who participate.

Generally, the school will discourage participation in the commercialism of the holidays during our school celebrations. Rather students may look at the history or cultural relevance of various traditions that surround the holidays throughout the year.

Christmas carols and hymns are sung in the general group-time in all classrooms regardless of participation in the Good Shepherd program. These are the songs & hymns that are sung as a whole school for Advent Sharing day and also for the Liturgy of the Light celebration at Easter time.

GLOBAL AND SEASONAL CELEBRATIONS

An essential component of the Montessori approach is to offer truthful, realistic stories and to promote understanding and harmony by giving accurate portrayals of life with our brothers and sisters on the planet. The attention is given to life promoting holidays. One example is singing Christmas carols during the Christmas season. Children of non-Christian cultures are invited to share celebrations central to their culture also. The school will not, however celebrate every tradition of every culture of the world. Parents are invited to contact their teacher to plan a sharing of aspects of their own specific culture.

THE HOME CULTURE OF EACH CHILD SHALL BE RESPECTED

The art, cooking, stories or facts of a particular religious holiday will be available as a more individualized activity that can be chosen from a shelf by the child. The cultural and religious home environment of all children shall be acknowledged in this manner. Fabrics, cultural media and artifacts are carefully selected, integrated and rotated throughout the prepared environments to reflect the peoples of different parts of the world. Parents are invited and encouraged to visit and tell a story, parable or facts about their particular culture at pre-arranged times. This embraces the diversity and individuality of each child and fosters a strong self-esteem.

BIRTHDAYS

Birthdays are celebrated by the 3 – 6 year old child by building a personal time-line as they carry the globe around a symbol of the sun. For each year that the earth passes full orbit, the parent and child share a photograph, artifact or story about the child at that age in his/her life. At the end of the story of the Child's life, the time-line is displayed for a period of time for re-telling. Parents are welcome to come join the children for the celebration and/or share a special snack food on that day. Please check with the teacher if you are unsure of suitable nutritional treats. **We ask that the more elaborate parties and iced cakes etc. are offered at home.**

DRESS CODE

In general, school clothing should allow for independence, concentration, movement, balance, and respect for others. All children must be able to move freely through the classroom while remaining properly covered.

We ask you to consider *only* clothing that will not distract the child from purposeful, productive or peaceful play. The clothes we wear often determine how we perceive ourselves and how we interact with others. Shirts and dresses that have large color illustrations of various characters may feel like costume clothes to the child. They will often change their typical behavior to act out the character in whose costume they are dressed. *Clothing or foot wear that rings, beeps, lights-up or that illustrates commercial characters or messages may distract your child as well as others. These may not be worn to school at any level. The wearing of tattoos, nail polish or make-up is strongly discouraged. Parents will be notified if any article of clothing or accessories is becomes a distraction and needs to be removed or changed.*

Girls wearing light dresses or skirts need bike shorts, or similar underclothes to support modesty, so that they may play freely and participate in all activities (including sitting on the floor). Any child wearing a tank top must have a wide strap (collar bone to shoulder) or else wear a t-shirt underneath. All types of tops and shirts must completely cover the child's torso.

Footwear: All footwear should fit properly, be rubber-soled and allow the child to have free and controlled movement indoors and outdoors. They must stay on the foot correctly and should allow balance and independent movement. Tennis shoes and athletic sandals meet all of these requirements. **(Flip flops, clogs and crocks are prohibited. Shoes that light up or make sounds are also prohibited.)** **Appropriate indoor shoes must be left at school as children must change into indoor shoes when arriving each morning. Heavy boots should be worn outside only.**

If we notice a child's footwear or clothing is not appropriate for their age, needs, or work, we will respectfully ask the child to change that item with something from their stored extra clothing. We will also let you know which item caused the obstacle to independence, movement or respect for others.

Primary (2 ½ to 6+ year olds)

The focus for the primary (3 – 6 year old child) is to be dressed for independence. This includes clothing that allows freedom to get a little dirty and that does not interfere with concentration, control of movement, balance and respect for others. You can help your child in his or her growth towards independence by providing clothing that the child can manage by him or herself. Whenever possible, choose clothing with simple fastenings and boots that are sufficiently large for winter socks.

Dress Code (cont.):

Elementary & Adolescents (6+ to 14 year olds) dress for “work”.

The focus for the elementary and adolescent student is that they are dressed for work, yet their clothes allow for movement, floor work, playground and gym activities and also respect for others. Clothes should appropriately fit and cover their changing bodies associated with this age group. For example, belts should be worn if pants fit loosely on the trunk of the body and are prone to slip below the waist. Also, cotton-mix shorts are acceptable if they fit correctly and extend parallel to the bottom of the fingertips.

If your elementary or adolescent child is dressed in clothing that precludes their ability to work or adhere to the dress code guidelines, they will be asked to change. The work of the students can also be messy and spills/accidents still happen at this age level. Therefore, each child must have a *complete* change of clothing at school that meets dress code standards.

Children may go outside in the snow and when the temperature is over 20 degrees Fahrenheit. They will need to bring sufficient clothing and footwear for outdoor activities each day. If a child forgets to bring outdoor clothing to school their parents may be called with a choice of bringing the appropriate clothing to the school or taking their child home.

**Cleveland Montessori Adolescent Community (CMAC)
Parent Handbook Addendum**

Drop off procedure/times and Pick up procedure/times: The CMAC school day begins at the Friends House at 8:30 a.m. Parents are asked to drop off their students in front of the Friends House between 8:15 and 8:30 a.m. As our school days are extremely busy and we try to keep to our schedule, cooperation ensuring prompt arrival is greatly appreciated.

Late arrival: If your student arrives after 8:30 a.m., you must accompany your student to the back door of Lillard Hall and press the buzzer to gain entry. You must sign in with Bonnie to ensure that your child is accounted for in the State of Ohio MRX Attendance system. If your student arrives late, they are marked as ‘Tardy’ so again, cooperation regarding prompt arrival is strongly encouraged and appreciated.

Please Note: This same check-in policy applies if your student must leave and/or return to campus for a doctor’s appointment, etc. You must check in at Lillard Hall and sign your child in/out. As our goal is the safety and well-being of all students, your cooperation with this policy is appreciated.

Phone Calls - Use of cell phones during school day: Cell phone usage is not permitted in the classroom during the school day. When the CMAC travels beyond the MHS campus, into University Circle, students are permitted to bring their phones for communication and safety purposes.

Information and Technology Usage: CMAC students must submit the Montessori High School’s Information Technology and Laptop Contract bearing both student and parent signatures. The contract ensures that CMAC students abide by the stipulations set forth in the contract regarding responsible use of laptops and internet privileges.

Indoor Shoe policy: When students and visitors arrive at the Friends House, they must change into ‘indoor shoes’ and leave their ‘outdoor shoes’ in the alcove by the back door. As we are all a part of the community, we will do our part to help maintain the beauty and condition of the historical Friends House.

Lunch: The CMAC eat lunch each day in Ferris House with the Montessori High School community. Chef Christina provides a variety of fresh dishes to accommodate all dietary needs (vegetarian, vegan, gluten-free, etc.). Each meal consists of a main dish, fresh fruit, fresh vegetable and salad bar. Students are strongly encouraged to participate in the lunch program to ensure proper nutrition for the busy school day and for the ease and convenience of busy parents.

CMAC contact information: The Cleveland Montessori Adolescent Community is housed in the Friends House, located at 10916 Magnolia Drive, Cleveland, OH., 44106