

# Parent Handbook 2019-2020



**Celebrating 34 years**  
(1985 - 2019)

*Education is a natural process  
carried out by the human individual,  
and is acquired not by listening to words,  
but by experiences in the environment.*

- Maria Montessori

**Office Hours:**

Principal, Nancy Dean - by appointment  
Vice Principal, Sharon Vanden Bosch - by appointment  
Business Manager, Christine Seger, Daily 8:00a-3:30p  
Parent & Events Coordinator, Liz McMahon, Daily 8:00a-3:30p

## **DeColores Montessori School**

312 Central Ave. Greenville, Ohio 45331  
office: 937-547-1334 3rd floor & fax: 937-547-3127  
e-mail: [decoloresmontessori@gmail.com](mailto:decoloresmontessori@gmail.com)  
website: [www.decoloresmontessori.org](http://www.decoloresmontessori.org)  
bus barn: 937-548-4464

## **DeColores Montessori Jr High Farm School**

6104 Arcanum Bears Mill Rd. Greenville, Ohio 45331  
phone: 937-316-6104  
e-mail: [montessorijr.high@gmail.com](mailto:montessorijr.high@gmail.com)

## TABLE OF CONTENTS

	page		page
Licenses	3	Daily Outdoor Play	13
Ohio Charter	3	Rosters	13
Mission Statement	3	Staff Illness	13
Non-Discrimination Policy	3		
		Management of Communicable Disease	14
Philosophy & Curriculum	4	Safety Policy	14
		Observation	14
Board of Trustees	5	Parent Education	14
Goals	5	Phone Calls	14
Daily School Schedule	6	Children’s Work	15
		Special Information from Home	15
Student Age	7	School Closings	15
Daily Rest Time	7	Field Trips	15
General Policies & Procedures	7		
Regulations	7	Bus Regulations	16
		Using different bus or bus stop	16
Registration	8	Termination of Services	16
Tuition	8		
Late Payment	8	Strategic Planning and Development	
Late Pick-up Fees	8	Annual Fund Drive	17
Custody	8	Tax Deductions	17
		Emergencies	17
Staffing	9	Health and Illness Policy	17
Child Abuse Recognition & Prevention	9	Health	
		Illness	18
Arrival and Dismissal	10		
Items from Home	10	Medication Administration Policy	19
Birthdays	10	Discipline Policy	19
		Pupil Attendance	19
Clothing	11	Minimum Hours & What Hours Count	19
Dress Code	11		
		Definitions of Absences	20
Student Conduct	12	Attendance Accounting	20
Emergency Clothing	12		
Outdoor Clothing	12	Curriculum and Instruction	21
Screenings	12	Progress Reporting	21
Parent Conferences	12		
Lunch	13	Medication Form	back page

## **DECOLORES MONTESSORI SCHOOL**

The DeColores Montessori School is non-profit school chartered by the State of Ohio State Board of Education, licensed by the Ohio Department of Human Services and affiliated with the American Montessori Society. The curriculum and instruction is approved for Infants and Toddlers, and Kindergarten through Grade Nine. The DeColores Montessori School serves children from 7 local counties. The curriculum is in compliance with the provisions of Section 3313.60 of the Ohio Revised Code and Minimum Standards for Elementary and Secondary Schools. DeColores Montessori is a private, non-denominational school and is open to children of all races, creeds, and nationalities.

Certifications and documents are posted and/or are available for review in the school office, and provide details on the laws and rules governing the school.

### **OHIO CHARTER**

The DeColores Montessori School became chartered by Ohio's State Board of Education as a nonpublic school in April 1996. This does not mean that we are a "Charter School." Instead, it means that our complete courses of study for all nine curriculum areas (Art, Health, Language Arts, Mathematics, Music, Physical Education, Reading, Science and Social Studies) meet the requirements, and have been approved by the State of Ohio for grades K-9. These courses of study are revised a minimum of once every five years to remain current. The charter entitles the school to a nominal amount of state funding for the purchase of materials, entitles school age children to free transportation on the city school buses, and entitles the school to participate in various school-related programs in Darke County.

### **MISSION STATEMENT**

At DeColores Montessori we are committed to helping each child develop attitudes of self-motivation, self-confidence, inner-discipline, respect for others and love of learning. This is accomplished through the use of Montessori materials and philosophy, ungraded classrooms, individualized instruction and freedom within limits.

### **NON-DISCRIMINATION POLICY**

The DeColores Montessori School recruits and admits students of any race, color, or ethnic origin to all rights, privileges, programs and activities generally accorded and made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of educational policies, admissions policies, scholarship/loans/fee waivers, educational programs and athletics/extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation.

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

### **HANDBOOK ADOPTED BY BOARD**

The DeColores Montessori School Board adopted this handbook on:

## PHILOSOPHY AND CURRICULUM

The children at DeColores Montessori School learn to control their bodies and to develop their ability to concentrate through focused work with the materials. They learn to explore their environment and exercise their growing bodies through active play. Encouraging the development of self-motivation, confidence, and a well-ordered life helps children to work at their fullest potential. The Montessori approach builds interest and enthusiasm through activities designed to encourage the children's natural curiosity and sense of discovery.

By spending three years in one classroom, each child is able to go from being the incoming, younger child, to being the more experienced and confident older child. Teachers have the advantage of being able to observe and record three years of growth. This greatly contributes to the optimal development of each child and makes it possible for the child to develop strong and very important bonds with their teachers. It is through this closeness that the teachers come to respect the children, know their deepest needs, and maximize their learning potential. The teachers develop a love and respect for all types of personalities, and as a strong moral atmosphere is created a sense of community (family) emerges. Finally, since the teachers spend many hours observing and interacting with the children, they develop a deep understanding of the children's strengths, weaknesses, and styles of learning. This information is continually shared among the teachers on your child's team, giving them a well-rounded picture of each child's needs.

The children have many opportunities to develop independence as they move freely among the sequentially ordered shelves selecting from self-correcting materials. They learn to replace their work on the shelves before moving on to another activity. Children work alone or in groups, and are taught by a teacher, another child, or through manipulation of the materials. They learn to socialize with other children and adults as they work with the classroom materials.

Children learn practical life experiences, which include lessons in:

- |                 |  |
|-----------------|--|
| ~ independence  | ~ order                                      |
| ~ concentration | ~ grace and courtesy                         |
| ~ coordination  | ~ care of their person and their environment |

Practical life experiences vary depending on the age of the children who participate. Early Childhood children are process oriented and, for example, wash tables because they enjoy the water and the soap. Elementary children are becoming product oriented and wash tables because they are dirty.

The sensorial materials help the children refine each sense in isolation to prepare them for learning from the more advanced multi-sensory activities. Exercises in perception, observation, discrimination, and classification play a major role in helping young children develop logical thinking and concentration.

Math is taught through the manipulation of concrete objects. Younger children learn about the quantities through counting objects and then learn numerals and begin working on the arithmetic processes. Three-dimensional objects help the elementary children understand mathematical relationships and the decimal system through their own experiences. The oldest students use materials to understand concepts and then build abstract understanding through practice.

Language progresses from vocabulary enrichment through reading and grammar lessons. Reading is a process involving a relationship between the reader and the printed word. Initially the reader acquires phonic skills when he/she is developmentally ready to understand sound/symbol relationships, and then develops the ability of meaningful comprehension of printed paragraphs. Acquiring reading skills depends on many factors in the child's environment. For some children it seems to be a magical process that just happens; for other children, learning to read is a slow, laborious process that takes a long time. For most children, learning to read lies somewhere between these extremes.

In the Montessori environment the children are immersed in a culture of books and reading, which lead the children through the following sequence:

- The immersion of the children and the teacher into a continuous context of reading to, and writing for the children;
- Having children compose and illustrate stories while the teacher writes them down;
- Having children compose, illustrate and write their own stories;
- Encouraging the children to read for the first time;

- The teacher guiding the children through an analysis of structure and a refinement of skills necessary for literacy.

All of these lessons take place in an environment flooded with age/interest appropriate literature.

The curriculum also includes free expression through Art, Music, Spanish, and Physical Education. Science, History, and Geography materials are available to encourage the children to begin exploring their world.

A special education program is not 'specialized' within the Montessori curriculum. Dr. Montessori's methods account for a child's unique differences and developmental stages. Therefore, in the case of a special education student on an individualized education plan (IEP), work is modified in accordance with the plan. This may include the amount and type of work required, and/or materials utilized. Teachers adhere to the required IEP goals, and the working objectives needed to meet these goals.

Dr. Montessori observed that children learn best during "sensitive periods" or when they are ready, and not just when the teacher decides it is time for them to learn. Dr. Jean Piaget conducted research validating Dr. Montessori's observations and renamed the sensitive periods as stages of development. For example, children learn to walk during their own "sensitive period" for walking, whether this occurs at eight or eighteen months. This same principle applies to academic learning. Some children are ready to learn reading at age four, and if forced to wait until they are six, it may actually be more difficult for them to learn. Some children, on the other hand are not ready to learn reading until age eight or so, when reading suddenly becomes "easy" for them. These children need to be affirmed and encouraged so they continue to enjoy learning while waiting for natural maturation to occur.

It is the job of the professional staff to be observant, and know when it is time for your child to be introduced to new materials in the various academic areas. The broad range of materials available in the Montessori multi-aged classrooms allows for these natural differences between children, and encourages their independence progression in all subject areas at their own developmental levels. The DeColores Montessori School provides a viable and effective alternative for your child's Early Childhood and elementary education.

### **BOARD OF TRUSTEES**

The DeColores Montessori School, is a non-profit corporation and is governed by a five person, volunteer Board of Trustees.

The responsibilities of the board include:

- the formulation and administration of educational goals, policies, and curriculum,
- the administration of fiscal matters – banking, payroll, taxes, budget, and insurance,
- the hiring of staff,
- publicizing the school,
- overseeing the operation of the school as regards to meeting the state, county, and local regulations,
- and maintenance of all necessary permits – occupancy, fire, worker's compensation, etc.

### **GOALS**

The primary purpose and goal of the DeColores Montessori School is to offer a quality Montessori education for Toddlers, Pre-school, and Kindergarten through Grade 9 children. The objectives are to:

- provide the children with the tools to create, develop and maintain a positive self-concept.
- develop a respect for other people and their differences.
- develop an appreciation for their work and the work of others.
- develop and establish a ground-level love of learning.
- provide an environment and a method to encourage children to teach and learn from one another.
- provide a setting where children can develop and progress at their own pace.
- provide a classroom setting where the teachers have an unobtrusive role and can provide individual instruction.

**DAILY SCHOOL SCHEDULES**

**TODDLERS:**

7:00 a.m. - 8:00 a.m.	Daycare available if needed
8:00 a.m. - 8:20 a.m.	Arrival. (Children are greeted at their cars.) Children hang up coat and put lunch away.
8:30 a.m. - 9:00 a.m.	Free Time
9:00 a.m. - 9:45 a.m.	Diapering and Snack
9:45 a.m. - 10:30 a.m.	Outdoor Play / Walk (weather permitting)
10:30 a.m. - 10:45 a.m.	Group
11:00 a.m. - 11:45 a.m.	Lunch
11:45 p.m. - 12:15 p.m.	Diapering
12:15 p.m. - 2:30 p.m.	Nap
2:30 p.m. - 4:00 p.m.	Free Time and Dismissal

**A.M. PRE-SCHOOL SESSIONS:**

7:00 a.m. - 8:00 a.m.	Before school care (if needed)
8:00 a.m. - 8:20 a.m.	Arrival (Children are greeted at their cars.)
8:30 a.m. - 8:45 a.m.	Circle time, morning meeting.
8:45 a.m. - 9:00 a.m.	Daily new activity introduced.
9:00 a.m. - 10:15 a.m.	Individual/group play.
10:15 a.m. - 10:30 a.m.	Story time.
10:30 a.m. - 11:00 a.m.	Outdoor play or large motor / Dismissal.

**P.M. PRE-SCHOOL SESSIONS:**

11:30 a.m. - 11:50 p.m.	Arrival (Children are greeted at their cars.)
12:00 p.m. - 12:30 p.m.	Circle time, afternoon meeting.
12:30 p.m. - 12:45 p.m.	Daily new activity introduced.
12:45 p.m. - 2:00 p.m.	Individual/group play.
2:00 p.m. - 2:15 p.m.	Story time.
2:15 p.m. - 2:30 p.m.	Outdoor play or large motor play / Dismissal.

**EXTENDED DAY:**

7:00 a.m. - 8:00 a.m.	Before school care (if needed)
8:00 a.m. - 11:00 a.m.	Follows AM Pre-school Schedule.
11:00 a.m. - 12:00 p.m.	AM Pre-school - Transition to Child Care Room and Preparation for lunch, lunch, and clean up.
12:00 p.m. - 2:00 p.m.	Rest time/peaceful play.
2:00 p.m. - 2:15 p.m.	Transition for dismissal.
2:15 p.m. - 2:30 p.m.	Outdoor or large motor play / Dismissal.
2:30 p.m. - 4:00 p.m.	After school care for those who need it.

**KINDERGARTEN SCHEDULE:**

7:00 a.m. - 8:00 a.m.	Before school care (if needed)
8:00 a.m. - 8:20 a.m.	Arrival.
8:30 a.m. - 10:30 a.m.	Montessori activity period.
10:30 a.m. - 11:00 a.m.	Outdoor recess.
11:00 a.m. - 11:30 a.m.	Lunch.
11:30 a.m. - 2:15 p.m.	Montessori activity period. (Art, Vocal Music, Physical Education).
2:15 p.m. - 2:30 p.m.	Dismissal.
2:30 p.m. - 4:00 p.m.	After school care for those who need it.

**DAILY ELEMENTARY SCHEDULE (Grades 1-6):**

7:00 a.m. - 8:00 a.m.	Before school care (if needed)
8:00 a.m. - 8:20 a.m.	Arrival.
8:30 a.m. - 11:00 a.m.	Montessori activity period.
11:00 a.m. - 12:30 p.m.	Lunch and Outdoor recess.
12:30 p.m. - 2:00 p.m.	Montessori Work Period and Specials (Art, Vocal Music, Stringed Instruments, Physical Education, Character Education)
2:00 p.m. - 2:15 p.m.	Clean Up.
2:15 p.m. - 2:30 p.m.	Dismissal.
2:30 p.m. - 4:00 p.m.	After school care for those who need it.

- Betsy Hoelscher will be available in the music room for students to practice their instruments, see Betsy for practice schedule.

**JR HIGH SCHEDULE (Grades 7-9):**

7:00 a.m. - 7:45 a.m.	Chores and Arrival
7:45 a.m. - 8:00 a.m.	Community Meeting
8:00 a.m. - 8:45 a.m.	Music
8:45 a.m. - 10:45 a.m.	Academics (Math, Language, Technology)
10:45 a.m. - 11:00 a.m.	Recess
11:00 a.m. - 11:30 a.m.	Lunch / Kitchen Duty
11:30 a.m. - 11:45 a.m.	Solo Time
11:45 a.m. - 12:15 p.m.	Foreign Language
12:15 p.m. - 2:00 p.m.	Academics (Social Studies, Science)
2:00 p.m. - 2:30 p.m.	Clean-up & P.M. Meeting
2:15 p.m. - 3:15 p.m.	Homework Club
2:30 p.m. - 3:00 p.m.	Dismissal & Extra-curricular Activities

**STUDENT AGE**

Children aged 3 through 5 or 6 are admitted to the Early Childhood classes. Children must be 3 on or before September 30 of the school year to be considered 3 year olds. Children who have had their third birthday are accepted into the school over the course of the fall and winter if space is available. Extended day students who are preschool age (have not yet had their 5<sup>th</sup> birthday) will be assigned a cot. These nappers will have a daily rest time.

All 3-6 year old children must be toilet trained. This means the child is ready to use a regular toilet or the smaller one in our bathrooms. We do not use potty chairs at school. It is not appropriate for a toilet-trained child to wear “pull-up” style diapers to school.

**DAILY REST TIME**

Early Childhood children under the age of five who attend school for more than five hours a day will participate in daily rest time. Each child will have a cot individually assigned and will have a rest time. Each child may bring a lightweight blanket (if desired) to keep at school.

**GENERAL POLICIES AND PROCEDURES REGULATIONS**

The Ohio State Board of Education Charter approval and the licenses issued by the Ohio Department of Human Services are posted in the school office. The Department of Human Services has placed a toll-free number on the bottom of each license. This toll-free number may be used to report a suspected violation by the school of Chapter 5104 of the Ohio Revised Code of Chapter 5101:2-12 of the Ohio Administration Code.

The DeColores Montessori School’s licensing record, including but not limited to, compliance report forms from the Department of Human Services, as well as Evaluation Forms from the Health, Building, and Fire Departments that inspect the building are available upon request from the Ohio Department of Human Services.

It should be noted that a staff member and/or the administrator will notify the children's services agency and/or the police department in any suspected case of child abuse or neglect.

**REGISTRATION**

An application, signed contract, \$100.00 non-refundable enrollment fee (effective 2003-04 school year), and a copy of the student's birth certificate are necessary to register your child. The enrollment fee is required before your child's enrollment is guaranteed and it is a non-refundable fee.

Students are accepted only for the entire year or for the remainder of a school year if enrolled after the opening date. Pro-rata allowance will be made if the child is accepted after the first quarter of the school year. No credit for tuition will be granted if a pupil is withdrawn after May 30 of the current year, unless said withdrawal is made at the specific request of the school.

**TUITION**

The DeColores Montessori School is a private, nonprofit school, and our expenses remain constant throughout the year. Therefore, it is not possible to make tuition adjustments because of illness or vacation days. A non-refundable enrollment fee is required with each child's enrollment application. This is subtracted from the total yearly fee. Tuition may be paid through your choice of one of the following options:

**LUMP SUM PAYMENT**

Pay entire balance of your child's tuition as per the date on the Fee Contract Agreement Form.

**5 PAY PLAN**

5 Tuition Payments are due in March, May, July, September and November.

Exact dates can be found on the Fee Contract Agreement Form.

**10 PAY PLAN**

10 Tuition payments are due in the months of March, April, May, June, July, August, September, October, November and December. Exact dates can be found on the Fee Contract Agreement Form.

**LATE PAYMENT**

Payment is due on the dates listed on the Fee Contract Agreement Form. Extenuating circumstances, which interfere with payment, should be discussed with the Administrator. Payments not received by the last Friday of the month are subject to a \$100.00 late charge per student. The Board of Trustees has adopted a collections policy and if arrangements have not been made and payment is not received, steps may be taken to discontinue your child's enrollment.

**LATE PICK-UP FEES**

Parents who pick-up their children after 4:00 p.m. will be charged a fee of \$5.00 for every 15 minutes/per child.

**CUSTODY**

If there has been a divorce or legal separation, a copy of the agreement containing custody information and the **signature of the judge** must be on file in the school office. Without such documentation, children will be released to either parent.

**STAFFING**

There will be at least one staff member caring for:

- every 8 toddlers who are at least 18 months old, but less than thirty months old.
- every 8 toddlers who are at least thirty months old but less than three years old.
- every 12 pre-school children who are three years old.
- every 14 pre-school children who are four to five years old and who are not school-aged children.
- every 25 school-aged children who are less than eleven years old.

<b>MAXIMUM GROUP SIZE</b>		<b>Children to Minimum Teacher Ratio</b>	<b>Maximum Group Size</b>
Toddlers:	At least 18 months old, but less than 30 months old	7:1	14
	At least 30 months old, but less than three years old	8:1	16
Pre-School Children:	Three years old	12:1	24
	Four and five year olds who are not school-aged	14:1	28
School-aged Children:	A child who is enrolled in or is eligible to be enrolled in a grade of Kindergarten or above, but less than 11 years old.	25:1	50

**CHILD ABUSE RECOGNITION & PREVENTION**

Staff members receive mandated Ohio Department of Education training for child abuse recognition and prevention. This training aids staff members in identifying possible child abuse situations. Therefore, at least one staff member with current child abuse training is available at all times.

**ARRIVAL AND DISMISSAL – Toddlers, and Preschoolers**

It is important to closely adhere to the arrival and dismissal times. The time before class is vital for the teacher to prepare the classroom and daily activities to ensure a smooth productive day. Promptness in a child's life is very important. Children who arrive late and are picked up late feel awkward and uncomfortable. Tardiness is disruptive to the teachers and students. The children enrolled in the morning classes should arrive between 8:00 a.m.-8:20 a.m. The dismissal for the morning session is 10:45 a.m. -11:00 a.m. Classes begin promptly at 8:30 a.m. for Toddlers and AM Preschoolers.

The children enrolled in the afternoon classes should arrive between 11:45 a.m.-12:00 p.m. The dismissal for the afternoon classes is 2:15 p.m. - 2:30 p.m. Classes begin promptly at 12:00 p.m.

A teacher will greet the children at their car upon arrival and escort them from the classroom at dismissal. If for some reason, your child will be arriving or departing late, please notify the staff. The child should not enter or leave the school without the supervision of a teacher or parent.

Any children left after the dismissal time will be taken to the childcare room and the parents will be charged appropriately.

If your child is to be released to any person other than his/her own parents, legal guardian or pre-arranged car pool group, **written notification** must be given to the teacher before the start of class on that day. (Please list people you are car-pooling with on the Emergency Information Form.) **The notification must include the date, the name and relationship of the person authorized to transport your child and must be signed by the parent or legal guardian.**

The school will not release a child to anyone other than the person specified in writing. If there are any doubts, the child will not be released until verbal confirmation can be made with the parents.

**BRINGING ITEMS FROM HOME**

We request that all toys, candy, gum, jewelry, electronic devices; cell phones, game boys, etc. remain at home or in your car. Children may bring a book, CD, an item from nature, or something related to our classroom study, to share with the class.

**BIRTHDAYS**

On your child's birthday you may send a snack to help celebrate. Some suggestions are nuts, fruit kabobs, strawberries, cantaloupe, watermelon, popsicles, peanut butter balls, applesauce, raisins, etc. We ask that you do not send cookies or regular cupcakes with icing. Pumpkin bread, banana bread, muffins, may be baked in cupcake pans. Occasionally, a child does not want to celebrate his birthday, and that is O.K. too. For summer birthdays, you may want to send a snack on a day when school is in session. We also like to celebrate each child's birthday by reading his personal history. Please write down a few sentences about your child's life. Send photographs of your child at each age. We will return them.

Some children enjoy celebrating their birthday by bringing a gift to school to open at their party and to share with the other children. A puzzle, book, or school supplies donated in their name would be appreciated by everyone. Please avoid individual handouts for the safety of all the children.

**CLOTHING**

Children should wear clothing that is comfortable. Their clothing should allow for freedom of movement, and should be able to get dirty, so that the children will feel **O.K.** about playing in the chips or sand.

Please no long dresses, skirts below the ankle, clogs, thongs, or dressy shoes that are slippery. These items only make it very hard to get involved in physical activities, not only outdoors, but with the various activities we do on the rug at group meetings. We ask that you do not send your child to school with a beautiful dress, new skirt, new shoes, or something extra special and instruct them not to paint, do shaving cream or do any work that might ruin their special clothing that day.

**Learning to dress oneself is a major developmental task for three and four year olds.** The feeling of independence a child gets from dressing himself helps to build self-esteem. This self-confidence spreads to other areas as he tries more new things. Help your child learn to dress himself by supplying clothing that he can be successful at putting on and taking off.

Such items that are easier to handle are pull-on pants instead of overalls, elastic waistbands instead of belts, dresses that do not tie, zip, or button in the back. Make sure that zippers, buttons, and buttonholes are easy to do. Buy boots that are at least two sizes larger than shoes and make sure your child can put them on and take them off by himself. As the child becomes more successful, add snaps and a variety of different clothing.

We do play outdoors during the winter months, whenever possible. The children will need hats and mittens or gloves.

**DRESS CODE**

All DeColores Montessori students (PreK-9<sup>th</sup> grade) are expected to dress appropriately at all times for their respective ages and/or grade level. It is believed that a student's attire affects behavior and achievement. We urge parents to discuss with their children the importance of proper dress, good grooming, and cleanliness. The school will prohibit dress that presents a clear and present danger to the student's health and safety or to the health and safety of others. The school will also prohibit dress that interferes with schoolwork, is disruptive to the classroom, disruptive to the educational program, or the school day.

Hats, character headbands, scarves, sunglasses, sweatbands, spaghetti straps, tank tops, halter tops, spandex shorts, and pajamas are not to be worn. Students wearing tops with straps should have a shirt covering the shoulders. Any clothing that allows exposed midriffs are not permitted. **Excessive, unnatural, or multicolored hair styles and the wearing of chains on, around or through clothing is prohibited.** Extremes in clothing and grooming are not acceptable and all student dress and appearance should promote, not detract from, a learning atmosphere. No student, while attending school or a school related event, should wear or display:

1. Printing or pictures, which display or depict drugs, alcohol, tobacco, vulgarity, obscenity, violence, gang or cult related activities.
2. Body piercing other than at the ear.
3. Unusually large items, worn at the ear.
4. Any items worn or displayed that may inhibit or reduce student performance or speech.
5. Spiked or studded accessories.
6. Extremely short or tight fitting clothing.

Elementary students are permitted to wear shorts and jogging outfits provided they are not disruptive or objectionable. In all instances school officials will determine when an item of clothing is disruptive or objectionable. Students will be provided with clothing by the school when clothing is found to be unacceptable. Clothing styles change often and it should be understood that the dress code might be modified at any time. Shorts should be at least mid thigh in length (the fingertip rule will apply).

**STUDENT CONDUCT**

Students are expected to:

- ~ come to school ready to work and learn;
- ~ respect the rights of other children;
- ~ enjoy themselves while at school;
- ~ respect the property of others and of the school;
- ~ resolve any conflicts among themselves without getting hurt or hurting others.

When students need assistance, or the same behaviors occur repeatedly, teachers will intervene. The teaching staff will continually teach, encourage, and model problem-solving behavior for children.

In the event a student appears to have a behavioral or medical problem beyond the normal scope of the classroom, the teacher(s) will consult with each other as a team, in order to assess the situation. The teachers will then observe the child in the classroom. If it is determined that there is a serious problem that needs further intervention, parents will be contacted.

**EMERGENCY CHANGE OF CLOTHING – Toddlers, Preschoolers, and Kindergarteners**

Each child must bring a complete change of clothing the first day of school. This will be used in case his clothing gets wet. Please include underwear, socks, and clothing suitable for hot or cold weather. Include a plastic bag for wet clothes. All items (bag, clothes, etc.) should have the child's name on it. If your child brings home wet clothes, try to send clean clothes on the next school day.

**OUTDOOR CLOTHING FOR TODDLERS and K-3 CHILDREN**

In the winter the children go outside almost every day. By November each child (Toddler and Kindergartener) needs to bring outdoor clothes that stay at school all winter. This includes snow pants or snowsuit, mittens, boots, hat, or hood. 1<sup>st</sup> – 3<sup>rd</sup> Grade children will need to bring snow boots only. **Please put your child's name in each piece of clothing. The last Monday in October is Snow Suit Day.**

Experience has taught us that snow pants, made like overalls, or an all in one snowsuit work better than snow pants that come to the waist. Snow boots or over the shoe boots are acceptable. If your child brings snow boots, he should have an extra pair of shoes to wear indoors. If he has over the shoe boots, they must be large enough to fit over his shoes easily. Test this out before you buy the boots.

**Only extended day children need snowsuits and boots.** Half day children do not go outside in snowy weather.

**SCREENINGS**

During the school year, local Optometrists will visit our school and offer vision screenings for the children. The parents may decide if they would like their child to participate. The results will be reported at parent conferences. It is recommended that each child see an Optometrist before age six. Screenings will be performed on Pre-schoolers, Kindergarteners, 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Grade students.

A certified speech therapist will also be available to screen the children and provide the parents and our staff with information about each child's speech and hearing development.

In the spring, Dr. Dean's staff will provide a program on teeth and a dental exam for the children.

**PARENT CONFERENCES**

Parent conferences are scheduled twice a year. See the calendar for the dates of the conferences. If you wish to speak to the teachers at another time, feel free to call us after school or at home.

**LUNCH**

Children who are in school between 11:00 a.m. and 12:30 p.m. in the extended day classes and the 6-12 classes are required to bring a lunch from home.

Please mark your child's name clearly on his/her lunch container. Be sure to pack a well-balanced, nutritious meal avoiding candy and other foods with a lot of sugar. Easy to open containers are also helpful. Please limit the number of warm-ups you send with your child. **Milk is available upon request.**

Every child must have a meal which constitutes one-third (1/3) of the child's recommended daily dietary allowance and must include foods from all the basic food groups. It will be the parents' responsibility to prepare lunches that meet these requirements. Specifically, one food from each of the meat, bread, and milk food groups, and two foods from the fruit and vegetable group are necessary to meet one-third (1/3) of the child's dietary allowance.

**The recommended daily dietary allowance for children is:**

Meat Group	2 servings – 1 ½ oz each
Dairy Group	3 servings – 6 oz each
Fruit & Vegetable Group	4 servings – ½ cup or ½ whole fruit
Bread & Cereal Group	4 servings – ¼ cup cooked, ½ cup ready-to-eat cereal or ½ slice of whole grain bread.

Parents who have children involved in the lunch program can be provided information on the criteria necessary for meeting the nutritional requirements. The Center is required to have supplemental foods from all four basic food groups on the premises properly stored and/or refrigerated. The food will be served to any child whose lunch does not satisfy the dietary requirements or to any child who forgets their lunch.

**DAILY OUTDOOR PLAY PERIOD**

The children have a daily outdoor play period except during inclement weather. Inclement weather would include, precipitation, temperature below -20° F with or without wind chill factor making it unreasonably cold. Two adults accompany the children to and from the play area and remain with the children during the play period. The children are allowed to use this time for free play with supervision. Equipment is provided for climbing, hanging, swinging, etc. Basic safety rules are followed.

**Please dress your child appropriately for outside play. During winter months, be sure to send your child to school with a coat, hat, and gloves.**

***If you feel your child should not go outside due to health reasons, then he/she is too sick to be in school.***

**ROSTERS**

Rosters of names and telephone numbers of parents, guardians, or custodians of children attending the school are available upon request. The rosters are prepared and distributed in accordance with rule 5101:2-12-54 of the Administration Code. Parents, guardians, or custodians may request the Directress not include their name or telephone number in the roster. All such requests must be submitted in written form.

**STAFF ILLNESS**

Any employee of the DeColores Montessori School contacting a communicable disease will be required to seek treatment and may not return to the Center or be in contact with the children until they produce a doctor's statement stating freedom from the disease.

**MANAGEMENT OF COMMUNICABLE DISEASE**

The school has a communicable disease chart posted in the office.

Staff members are trained to recognize the common signs of communicable disease or other illnesses and in hand washing and disinfecting procedures by registered nurses, doctors, or certified agencies. The staff members are also trained via a two-part first aid course as required by the Ohio Department of Human Services.

Any child showing signs of illness will be removed from the classroom environment and placed in isolation. He/she will be made comfortable on a cot and covered with a blanket if required. An adult will remain within sight and hearing of the child. Arrangements will be made to have the child taken home. If the parent or guardian is not available to pick-up the ill child, the school may discharge the child to the person designated on the written Emergency Medical Form.

If your child has been exposed to a communicable disease in the school environment, you will be notified by a note sent home with the child and/or notification posted on the classroom door.

**SAFETY POLICY**

To ensure the safety of your child, the DeColores Montessori School has established the following policy:

1. No child is left alone or unsupervised.
2. A staff member is at the classroom door during the arrival and dismissal times. A staff member is aware of each child's presence.
3. Each staff member has immediate access to a telephone within the building.
4. Monthly fire and tornado drills are held.
5. A plan is posted explaining the action to be taken and the staff's responsibilities in case of a fire, emergency, and/or weather alerts.
6. Safety plans are established for all field trips.
  - a. First aid supplies are always available.
  - b. At least one person trained in first aid is available on the trip.
  - c. Each child has identification attached to them stating the School name, address, and telephone number.
7. The use of spray aerosols is prohibited while children are in attendance.

**OBSERVATION**

Parents are invited to observe their children in school as often as they like. We have one-way mirrors in our observation rooms so that your child is not aware of your presence. Please do not tell your child that you are coming. We ask that you use the playground door. We would like each parent to come and observe at least once or twice each year.

We will continue to have periodic open houses for the parents and other family members to visit the classroom with their child.

**PARENT EDUCATION**

We have a lending library for parents located in the office/observation room, in the main hallway. We encourage you to become knowledgeable about Montessori so you can maximize the benefits your child receives from being here.

**PHONE CALLS**

Please do not call when school is in session unless it is an emergency. The best time to reach the teachers is before school 8:00 a.m. - 8:30 a.m. or after 2:30 p.m. Please do not ask about your child's progress or behavior at arrival or dismissal time or in front of your child. His/her self-concept is being formed by what he/she hears you saying about them. We will be glad to set up a conference time or talk to you on the phone after school or in the evening.

**CHILDREN'S WORK**

Just as adults have jobs and work they do each day, a child's work is to develop himself through interaction with the people and objects in his environment. In Montessori we refer to anything constructive that the child is doing as his work, rather than calling it his play.

The children in pre-school and kindergarten bring their work home on Friday. Most of their work is done with learning materials, and sometimes the teachers assist the child in recording his/her good work. The children are very interested in the process and not necessarily in the product. When your child brings home his work he may not even remember which materials he used and he/she may or may not want to share it with you. Let your child show you and tell you what he wants about his work. If you want to know how a particular piece of work is done, come and observe.

**On Friday's you may need to check for letters from us to the parents. They are often stapled on top of the child's work.**

**SPECIAL INFORMATION FROM HOME**

If a significant change occurs in your home, please consider informing us as soon as possible. All information will be regarded as confidential. Common changes which may affect your child include: either or both parents being away from home, separation of parents, new person living in the home, serious illness of parent or sibling, new baby, hospitalization, accident or death in the family, moving, new child care arrangements, or death of a pet.

**SCHOOL CLOSINGS**

**For a list of days that school is closed, please refer to your calendar.**

In case of inclement weather, we will notify you by phone, email, or text through a One Call. If you have access to the internet, you can check the DeColores Montessori School website at: [www.decoloresmontessori.org](http://www.decoloresmontessori.org) or Greenville City School website at: [www.greenville.k12.oh.us](http://www.greenville.k12.oh.us), look under school closings. If Greenville schools are closed, we will also be closed. If weather dictates that school will be closed after the arrival of the children, parents will be called and notified by email.

If severe sub-zero weather occurs and we feel that it would be any danger for small children we will cancel our sessions and let you know by calling you at home prior to the school arrival time.

Our childcare remains closed on snow days when pre-school and elementary has been cancelled. Contact any of the teachers for special baby-sitting arrangements if needed.

**In cases of a one-hour or two hour delay, SAFETY IS OF UTMOST IMPORTANCE. Our building will be open at 8:30 a.m., the decision to hold or cancel classes will be made by that time. The staff will arrive between 8:30 a.m. – 8:45 a.m.**

**For a one or two-hour delay, drop-off will be from 9:00 a.m. – 9:20 a.m.**

**Please do not bring your child before 8:30 a.m.**

**FIELD TRIPS**

When students go on a field trip, they will be transported by School busses or will be walking. Permission slips are obtained in advance from the parents of the children participating. The first aid box is available on all field trips, along with the children's Emergency Forms. Every child shall have identification on himself including the name of the School, address, and phone number. One teacher trained in first aid shall be available on all trips.

**BUS REGULATIONS**

Children who are school age (5 by Sept. 30 of the current school year) are entitled to transportation through the Greenville City School bus system. Please contact the bus garage at 937-548-3185, option 7 for routing information. The person at the garage needs to be contacted before your child begins riding the bus. Children who ride the Greenville City School buses are required to follow the Greenville City School bus rules and regulations for student conduct. If there are ever any changes in your child's route, please talk with the person at the bus garage and send a note for the teachers to hand on to the bus driver. Please send a note at the beginning of the school year informing us that your child is allowed to ride the bus.

If you live outside the Greenville City School district, your local school system is required to provide you with transportation or monetary reimbursement. Contact your local superintendent's office for further information on the policies of your district.

Safety is very important when riding and driving a school bus. If a student's behavior becomes a problem by not following the rules listed below, riding privileges may be stopped until proper behavior can be guaranteed.

- Students shall arrive at the bus stop before the bus is scheduled to arrive.
- Students must wait in a location clear of traffic and away from the bus stop.
- Behavior at the bus stop is governed by the same rules and regulations that apply to school.
- Students, transported to the Senior High School after school, may NOT enter the High School building.
- Students must go directly to their assigned bus and to an available or assigned seat.
- Students must remain seated, keeping aisles and exits clear.
- Students must observe classroom conduct and obey the driver promptly and respectfully.
- Students must not use profane language.
- Students must refrain from eating and drinking on the bus except as required for medical reasons.
- Students must not possess or use tobacco on the bus or at a bus stop.
- Students must not have alcohol or drugs in their possession on the bus or at a bus stop, except for prescription medication.
- Students must not throw or pass objects in, from, or into the bus.
- Students can only carry objects on the bus that can be held in their laps.
- Students must leave or board the bus at locations to which they have been assigned unless they have parental and school authority to do otherwise. Requests for alternate transportation must be in writing. No verbal requests.
- Students must not put their head or arms out of the bus window.
- Students must ALWAYS cross in front of the bus.

**USING DIFFERENT BUS OR BUS STOP**

1. Students wishing to use a bus stop other than their regularly assigned stop must bring in written notification to the office signed by a parent making the request. A bus permit will be issued from the office, which the student presents to the driver when getting on the bus. The same procedure will be followed if the student needs to ride a different bus for one day only.
2. The parents of students that will need to ride other than their regular bus, or use a different bus stop because of baby-sitters, must obtain the proper form from the school office to make the request. The request will then be sent to the superintendent and the board of education for approval or disapproval.

**PROCEDURE FOR TERMINATION OF SERVICES**

If the school fees are outstanding, the parent or guardian will be sent a reminder. If arrangements are not made within 15 days to pay the fees, the School will ask the child to be removed from the School until the fees are brought up-to-date. There is a \$100.00 service charge per child for accounts that are past due.

If a child's behavior is disruptive to the program, the parent will be asked to participate in a conference with the teacher to discuss the situation. If the behavior continues, the child will be asked to leave the program.

If the Physical Examination Forms and Medical Information Forms are not available the child's first day of enrollment, services will be terminated until the forms are returned.

## STRATEGIC PLANNING AND DEVELOPMENT ANNUAL FUND DRIVE

The DeColores Montessori School is a non-profit organization. It receives revenues from tuition fees, fund-raisers, and donations. Fund-raising is a very important part of the program, as it is with all non-profit schools.

The goal of fund raising activities is to help with the renovation of our building, playground, and retirement of debt due to expansion of the DeColores Montessori School Program.

## TAX DEDUCTIONS

The DeColores Montessori School is a nonprofit organization. Contributions are tax deductible. Gifts of cash, appreciated securities, real estate, or non-cash gifts will be accepted and acknowledged with a tax receipt. Bequests can be made by adding a simple codicil to your will. For more information about contribution opportunities contact the school.

### **Gifts can be made payable to the DeColores Montessori School.**

Tuition is not tax deductible, but may qualify for the childcare tax credit. Please consult your accountant if you have questions concerning eligibility for deductions and tax credits. The DeColores Montessori School tax ID number needed for the childcare tax credit is 31-1166242.

## EMERGENCIES

In the event of an accident or sudden onset of illness, the Center staff will not hesitate to seek proper care for the child. The child's individual emergency instructions listed on the Emergency Transportation Authorization and the Emergency Medical Authorization forms, on file in the office, will be consulted. The parents and emergency medical personnel will be notified immediately.

### **It is IMPERATIVE you keep both the Emergency Transportation Authorization form and Emergency Medical**

**Authorization form information current.** This information is vital to the directions the emergency personnel will follow in the treatment of your child.

## HEALTH AND ILLNESS POLICY

### HEALTH

The Center is required to have a **Medical Statement** signed by a licensed physician certifying the child is free from communicable diseases, including tuberculosis. Certification is also required showing the child is current on all required immunizations and is approved by the doctor to attend school. These statements **MUST BE ON FILE IN THE CENTER BEFORE THE CHILD CAN ATTEND CLASS.** The Center is required to provide the statements to the State of Ohio State Board of Education and the Ohio Department of Human Services during periodic inspections.

A completed **Emergency Transportation Authorization Form** and **Emergency Medical Authorization Form** must also be provided prior to the child starting class. Forms will be provided for your convenience.

As indicated above, the following information must be on file before the child can attend class:

1. Medical Statement – signed by a physician (NOTE: Medical Statement cannot be over one (1) year old).
2. Emergency Transportation Authorization – completed by parents.
3. Emergency Medical Authorization – completed by parents.

**Parents are responsible for keeping the records current at all times during the school year.**

**ILLNESS**

A child is considered by law to be ill if he/she has any of the following symptoms:

1. Fever (temperature of 100.0 degrees Fahrenheit or higher, taken by auxiliary method)
2. Diarrhea (more than one loose stool within a 24 hour period)
3. Severe coughing; difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis
6. Untreated, infected skin patches or unusual spots or rashes
7. Unusually dark urine and/or gray or white stool
8. Stiff neck
9. Sore Throat or difficulty in swallowing
10. Vomiting
11. Evidence of lice, scabies, or other parasitic infestations

If your child has any of these symptoms listed above you must keep him/her away from school. If any of these symptoms are discovered by the staff, either upon arrival or during the session, the child will be sent home as promptly as possible. An ill child will be isolated away from the other children and made comfortable while awaiting a parent or other authorized person to pick him/her up. No child shall ever be left unsupervised.

If your child has had any of the symptoms listed above, you must keep him/her home from school until the symptoms are gone and until **at least 24 hours after the child's temperature has returned to normal**. If your child has had a rash, please keep him/her home from school until every blemish is dry, or bring a signed, dated note from a licensed physician stating that the rash is not contagious.

**If your child is sick, please call the school office by 8:45 a.m. so the office staff and the teacher can be informed.**

A mildly ill child is a child who has minor common cold symptoms, but none of the symptoms listed above. This child will be allowed to remain with the group unless any of the above symptoms begin. **If you feel your child is not well enough to go outside and play, then he/she is too sick to be in school.**

If the condition worsens, parents will be notified and the child will be discharged to his/her parents or guardian.

Any child showing signs of an illness is removed from the classroom and put into isolation. He/she is made comfortable on a cot and covered with a blanket, if needed. An adult stays within sight and hearing of a child who is isolated due to illness. Parents are called and arrangements are made to have the child taken home. If the parent or guardian is not able to come to school to take charge of an ill child, the school may discharge the child to the person who has been designated to take care of the child (stated on the Emergency Transportation Authorization Form).

All linens, blankets, cots, etc. used by the ill child are laundered and disinfected before being used by another child. All staff members are required to wash their hands thoroughly after caring for an ill child.

School staff members **MAY NOT** administer medication without a Physician Request Form. (This includes Tylenol, non-aspirin pain reliever, first aid spray, ointments, vitamins, and methiolate). Forms are available in the office. (see last page)

When children are taken on a field trip or any special outing, the Emergency Transportation Authorization forms are taken along by a staff member. In addition, all health records of each child listing allergies, handicapped conditions, or any health conditions that may require special procedures or precautions will also accompany the staff members.

When an accident or injury occurs, when an incident necessitates the administration of Syrup of Ipecac, or when emergency transportation of a child is required, the school will prepare a complete report and provide a written copy to the parents. The original copy will be retained in the administrative office files.

**MEDICATION ADMINISTRATION POLICY**

Effective September 20, 1984, the Ohio Legislature passed Amended Senate Bill 262 which sets forth certain specific criteria before medicine can be administered to children at school. The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to take such medicine could jeopardize the health of the student.

The following information must accompany any medication / drug which is to be administered at school. A medication form can be found in the main office.

- A. A proper school form must be completed by the parent and sent to the school requesting that the medication or drug be administered. The following information must be completed on the form:
1. Name and address of student.
  2. The school and class in which the student is enrolled.
  3. The name of the drug and the dosage to be administered.
  4. The time at which the drug is to be administered.
  5. The date of administration of the drug is to begin.
  6. The date of administration of the drug is to cease
  7. Any severe adverse reactions that should be reported to the physician and at least a telephone number where the physician can be reached in case of emergency
  8. Any special instructions for administering the drug, including sterile conditions.
  9. Medication MUST come to school in original bottle.

**DISCIPLINE POLICY**

The Montessori philosophy involves "inner discipline." Good behavior is not equated with silence and/or immobility. The children are free to walk, talk, and move around as they engage in their daily activities. However, all activities are guided by a respect for others, a respect for the work of others, and a respect for the materials being used. Self-discipline is acquired gradually through meaningful work. If a child "misbehaves":

1. They are given or shown alternatives for expressing their emotions.
2. They are guided to select work which will more fully absorb their attention.
3. They may be physically removed from the situation.

Conferences with the child's parents are held at regular intervals. Discipline can be one of the topics discussed. If a child has a particular problem in this area, close contact with the parents is maintained so we can all positively assist the child. Occasionally, outside professional help is recommended or required.

Each teacher is responsible for carrying out the following Discipline Policy:

Discipline methods shall be in conjunction with Ohio Department of Education Law. The methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- 1) There shall be no cruel, harsh, or unusual punishments, such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- 2) No discipline technique shall be delegated to any other child.
- 3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so the child may regain control.
- 4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, box, or similar cubicle.
- 5) No child subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- 6) Discipline shall not be imposed on a child for failure to eat, sleep, or for toileting accidents.
- 7) Techniques of discipline shall not necessarily humiliate, shame, or frighten a child.
- 8) Discipline shall not include withholding food, rest, or toilet use.

**PUPIL ATTENDANCE**

It is the adopted policy of the DeColores Montessori School to govern the attendance of children who attend in a manner consistent with the school attendance requirements governed by compulsory school attendance laws set forth by Section 3321.04 of the Revised Code; state minimum standards as specified by the Ohio Department of Education and the students' rights due process. Every child of compulsory school age (5 - 12) who is not enrolled on an age and schooling certificate, and has not been determined to be incapable of profiting substantially by furthering instruction, shall be allowed to attend the DeColores Montessori School pending compliance with the admissions policies of the school. While enrolled at the DeColores Montessori School regular school attendance is the responsibility of the parent. Please contact the school office by 9:00 a.m. any day your child will be absent from school. Doctor and Dental appointments should be made during non-school hours whenever possible.

**MINIMUM HOURS AND WHAT HOURS COUNT**

School districts, joint vocational school districts and chartered nonpublic schools will be required to be open for instruction for a minimum of:

- 455 hours for students in half-day kindergarten;
- 910 hours for students in full-day kindergarten through Grade 6; and
- 1,001 hours for students in Grades 7-12

Hours eligible to count as "open for instruction" include time when the district or building is open and all students are:

- Attending regularly scheduled classes;
- Participating in supervised activities such as assemblies;
- Participating in approved education options; and
- Participating in co-curricular activities during the scheduled school day.

As part of the minimum hours, districts and schools may use:

- Up to two equivalent days for purposes of individualized parent-teacher conferences and reporting periods;
- Up to two equivalent days for the purpose of professional meetings of teacher;
- Morning and afternoon recess periods of no more than fifteen minutes each for students in Grades Kindergarten through 6.

Time spent during lunch periods, breakfast periods and extracurricular activities cannot count as open for instruction. A schedule must include five days in each week.

**DEFINITIONS OF ABSENCES**

A child is considered to be absent if they fail to report to school or to a class when assigned for instruction. Absence from school is legal (considered excused) for the following reasons:

- a. personal illness
- b. illness within the family
- c. quarantine of the home
- d. death of a relative
- e. work at home due to absence of parents or guardians
- f. observance of religious holidays
- g. family emergency or set of circumstances which, in the judgment of the Administrator constitutes a good and sufficient cause for absence from school
- h. dental, medical, or optometric appointments when previously arranged
- i. time spent when pupils are excused at the initiative of the school
- j. absences excused by the Administrator for reasons agreed upon with the parents (examples include: educational trips, pre-approved family vacations, or service ministry to the church or community.)

Absence for any other reason than those cited above presumable is illegal and constitutes truancy.

### **ATTENDANCE ACCOUNTING**

The DeColores Montessori School believes that regular school attendance is important for a student's overall growth and development.

The primary responsibility of student attendance rests with their parents or guardians. The school staff will provide any assistance it can to parents and guardians with this responsibility. Parents and guardians must notify the school on the day a student is absent unless previous notification has been given in accordance with school policy. The Administrator or her designee is required to notify a student's parents when the student is absent from school. "Habitual Truant" means any child of compulsory school age who is absent without legitimate excuse for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year. Habitual truancy must be reported to juvenile court. (Section 3321.38 of the Revised Code.) Notification shall be by phone or written notice on the same day the student is absent.

Procedures:

- a. Please call the school by 8:45 a.m. on the day your child is absent from school.
- b. A note explaining the reason for any absence must be sent with your child upon his/her return to school.
- c. If a child is absent for more than one day, parents are encouraged to request that the teacher send missed work home. Please call by 12:00 noon for homework requests.
- d. Should an early dismissal be necessary, a written note must be presented to the teacher upon arrival that day.
- e. An elementary student is considered tardy if he/she arrives after 8:30 a.m. Frequent tardiness is considered a matter of concern and will be discussed with the student's parents.
- f. In the case of divorce or separation, a student will be released only to the parent who has custody unless written permission is provided at which point the teacher will release the student to the authorized person.

### **CURRICULUM AND INSTRUCTION**

Curriculum and instruction for the Kindergarten and Elementary program shall be consistent with and derived from courses adopted by the Governing Board in compliance with the provisions of Section 3313.60 of the Ohio Revised Code and Minimum Standards for Elementary and Secondary Schools.

A course of study shall be adopted for each subject taught and shall prescribe areas of instruction, list program objectives, scope, sequence, and pupil evaluation criteria. All courses shall be reviewed and updated at least once every five years by the Education Committee and be submitted to the Governing Board for adoption.

Teachers will complete daily lesson plans, which shall give direction for instruction and implementation of courses of study. Instruction will include large and small group instruction, as well as individualistic, when necessary for the student to function without frustration at his/her maximum potential.

Pupil achievement, placement, and promotion/retention shall be monitored and/or determined according to established procedures adopted by the Governing Board. Competency based education programs shall be adopted and implemented for English Composition, Mathematics, and Reading in compliance with the Minimum Standards for Elementary and Secondary Schools. The participation of handicapped students in competency based education programs shall be decided on an individual basis by a placement committee and so indicated on the student's cumulative academic record.

Each instructional day shall consist of scheduled classes and supervised activities for a three-hour period for kindergarten and six-hour period (1 hour for lunch) for the elementary grades. This exceeds the minimum time per day prescribed for Elementary and Secondary Schools. For Kindergarten at least 200 minutes per week shall be allocated to readiness activities for handwriting, mathematics, and reading with the balance of time allocated to Art, English, Language Arts, Health, Music, Physical Education, Science, and Social Studies. The school day for pupils in grades one through six shall consist of scheduled classes, supervised activities, or approved educational options for at least five hours exclusive of the lunch period. A minimum of eleven hundred minutes per week shall be allocated at each grade level for planned instruction in English, Language Arts, Reading, Health, Mathematics, Science, and Social Studies. A minimum of two hundred minutes per week shall be allocated at each grade level for planned instruction in Art, Music, and Physical Education.

A special education program is not 'specialized' within the Montessori curriculum. Dr. Montessori's methods account for a child's unique differences and developmental stages. Therefore, in the case of a special education student on an individualized education plan (IEP), work is modified in accordance with the plan. This may include the amount and type of work required, and/or materials utilized. Teachers adhere to the required IEP goals, and the working objectives needed to meet these goals.

**PROGRESS REPORTING**

Student progress is evaluated quarterly. Report cards consist of two parts. In the first part, the students will be evaluated in academic areas, and the second part describes student work habits and citizenship. The grading scale is satisfactory (S), improving (I), or needs improvement (N). Students on a special education scholarship also receive a quarterly report card. The school also reports, on a quarterly basis, their IEP goals and objectives progress in the SAFE web portal.