

Main Street Montessori and Middle School

Student Handbook

Attendance/Absence from School

Regular school attendance is important to academic success. The school day begins at 8:15 AM and ends at 2:45 PM.

Due to the nature of this school, attendance is essential. We ask all families to place a large emphasis on school attendance. Please make every attempt to schedule vacations around the scheduled days off throughout the school year. We ask parents to use good judgment when it comes to sickness. Unfortunately, the more your child is absent, the more s/he misses at school. Work is often done as a group effort and cannot always be easily made up. Homework may or may not be an option as much of our work requires materials at school.

Parents are asked to call the school (981-1275) if your child will be absent. A message may be left at this number if you are not calling within school office hours. The answering machine is regularly checked. Unless the school has been notified by a parent concerning the child's absence, school personnel will attempt to contact the parent by telephone, either at home or at work.

Parents are to inform staff of extended student absences due to illness, family activities or other circumstances.

Admission Procedures

Students of all races, creeds, cultural, and economic backgrounds who, along with their families, believe in and support the mission, philosophy, goals, and policies of Main Street Montessori and Middle School are encouraged to apply. Registration at Main Street Montessori and Middle School is open throughout the year provided there are openings in the class.

Once the application process is complete, the admission committee will determine, based on the applicant's qualifications and space available, whether the applicant will be offered a contract.

Main Street Montessori and Middle School recognizes the benefit of having all children in a family enrolled in the same school. Therefore, siblings of

current Main Street Montessori and Middle School students are given preferential consideration. Children of faculty members are also given special consideration.

Application Process

Step 1

Primary Classroom: A classroom visit is strongly recommended if available. This is a short visit anywhere from 1-2 hours in order for the child to meet the teacher and interact briefly in the environment.

Elementary Classroom (Gr 1-4): A classroom visit must be completed. This is a short visit from 9-11am, which allows the student to meet the teacher and interact with peers and the environment. It is recommended that the student do this independent from the parent.

Upper Elem/MS Classroom (Gr 5-8): A classroom visit must be completed. Applicants will submit a copy of the student's transcript or report of academic progress for the current and/or previous year. Applicants will complete a math, reading and writing assessment, and a student questionnaire.

Step 2

All applicants will submit a completed application for admission packet accompanied by the \$150 application fee. This fee increases to \$200 if applying after June 1st.

Step 3

Once admitted, the family and teacher will complete the Competent Private Instruction form and submit to the school from their home district.

Step 4

The following forms are to be signed and returned:

- A. Student Financial Agreement
- B. Emergency Contact and Medical Information
- C. Authorization for transportation, travel and activity, and photographs and video.
- D. Current Certificate of Immunization
- E. Dental screening for Kindergarten (For kindergarten, a screening completed no earlier than age 3, but no later than four months after enrollment is acceptable.)

Allegations of Abuse

Refer to Harassment and Bullying

Bullying and Cyberbullying

Bullying or repeatedly teasing a student or particular group of students will not be tolerated. Students are to report bullying situations to staff. Please do not treat bullying as acceptable behavior. Bullying is a violation of the Student Rights and Responsibilities. Students found to be bullying will be dealt with on an individual basis. Consequences will range from a warning, parent/guardian contact, conflict resolution and/or possible expulsion.

All forms of harassment in cyberspace, or cyber bullying, are unacceptable. Cyber bullying includes, but is not limited to, the following abuses of technology:

- A. Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or WEB site postings (including Blogs).
- B. All reports of harassment in cyberspace will be investigated by school personnel.
- C. Sanctions may include, but are not limited to, the loss of computer privileges, conference with parent/guardian and possible expulsion from the school.

Calendar

Refer to first pages of the handbook.

Cell Phone/Electronics/Toys/etc.

There are times when parents will need to communicate with their child. Please contact the school (981-1275 within office hours) where you will be able to speak to your child. If you are calling outside office hours, you may text the classroom teacher who will allow the student to use the school phone when appropriate.

Middle school students are allowed to have cell phones at school. Students are to turn off their cell phone during the school day and secure in their back pack, purse or cubby. Cell phones are not to be visible or activated throughout the school day. Such will result in the cell phone being taken and returned to the student at the end of the day. When there is a need, with staff permission, your child may contact parents using the school phone.

Primary and Elementary students are not allowed to bring cell phones to school. Just as all "extra" things, they are to be left at home unless it is the child's day for sharing.

Unless otherwise noted, electronic toys and laser pointers are not to be brought to school. There is some risk that they may be lost or misplaced. The school is not responsible for replacing these items.

Computer Use

Main Street Montessori and Middle School provides computers with Internet access to students to promote exposure to the vast educational resources available through the Internet and the World Wide Web in preparing students to live and work in the 21st century. Misuse of computers for illegal or unauthorized activities, or activities that disrupt or interfere with the education of students in any manner is prohibited and may result in disciplinary action.

Conflict Resolution

Conflict Resolution will provide students with peaceful and appropriate ways to handle conflict among fellow students. Students will have an opportunity to talk to a Main Street Montessori and Middle School staff member about resolution of the issue. Working together, the students will resolve their concern. If necessary, a staff member will act as facilitator.

Discipline

Refer to Student Rights and Responsibilities

Dress Code

Students are expected to dress neatly and appropriately for school. Any type of clothing that has a disturbing or disruptive influence on the educational process will be considered unacceptable. Any clothing with vulgar, offensive, or suggestive logos, pictures, or language, or is revealing will be considered inappropriate and unacceptable. Main Street Montessori and Middle School staff has the right to enforce appropriate attire.

Fire/Emergency/Tornado Drills

Regular emergency evacuation drills are conducted by school staff. When the alarm sounds, students must evacuate the school or proceed to their assigned area immediately, in an orderly fashion. At the direction of staff, students must follow evacuation routes noted on diagrams posted throughout the school. Students must follow all staff directions regarding movement to other locations. It is essential to be quiet during drills and evacuations. Specific procedures will be outlined for all other emergencies.

Grading/Records

Refer to Performance Portfolios/Progress Reports

Grievance Procedure for Parents

It is very important that we resolve all questions and concerns. If there are issues you as a student or parent want to discuss, please contact the classroom teacher or the director of Main Street Montessori and Middle School.

Health

Emergency File

In the event of a serious accident, parents will be notified immediately. For your security, **it is very important that the school have updated telephone numbers on file at all times.**

When Should Your Child Stay Home

Your child must stay home when he or she:

- Has vomiting or diarrhea.
- Has a temperature above 99° within the last 24 hours.
- Has yellow or green drainage from eye(s) or nose(s).
- Has a contagious disease—chickenpox, flu, strep throat, lice, scabies, impetigo or “pinkeye”.

Homework

The purpose of homework is to build upon concepts learned during the school day or as a result of a student’s absence from school. Parents will support students in developing a regular routine of completing homework in a neat, timely and acceptable manner.

Work in the Elementary classroom relies heavily on material that may not be taken out of the school. Because of this, the most important role parents should have in homework is to read to your children and to have them read to you!

Fifth through eighth grade students have a weekly planner and are expected to make note of their assignments and due dates.

Illness/Accident/Emergency Care

If your child becomes ill or seriously injured during the school day, we will attempt to reach you by phone. It is important that we have the number where you can be reached during the day, as well as the name and number of a person with whom you have made arrangements to care for your child in an emergency. Also, please note who has permission to pick up your child in an emergency on your child's **Emergency Contact Sheet.**

Important Contact Information (See first page)

Library

Main Street Montessori and Middle School students regularly visit the library as part of their academic program. Parents/guardians must assist their child in obtaining a personal library card prior to the school year. This does not apply to Primary and Elementary students.

Lunch and Snacks

Main Street Montessori and Middle School students are responsible for bringing their own lunch. The school provides the use of microwaves and a refrigerator. Students are assisted as needed, to use the microwave. Each student is required to have at least one back-up meal on hand to be consumed in the event lunch is not brought that day.

A snack calendar will be distributed to all families at the beginning of each semester. We ask that you provide snack for all students in our school. We encourage families to be thoughtful in providing nutritious snacks. We reserve the right to use any snack for other purposes if it is not considered nutritious or to serve it in conjunction with a healthier food choice.

Medication Procedures

In order for medicine to be given to your child at school, you must complete and sign the **Medication Request Form**. Medicine will not be given unless this form is completed and on file at the school. **All medicines will be kept and dispensed by staff.** Medicine must be brought in the original container. This includes over the counter, as well as, prescription medications. For safety reasons, we ask parents to bring medications to the staff. Medication will not be sent home with students for any reason.

Notice of Nondiscrimination

Refer to Admission Procedures

Parent-Student-Teacher Conferences

It is essential for parents and teachers to work together cooperatively. Although conferences are scheduled during the fall and spring, parents may request to conference with the teacher at any time. Parents are encouraged to visit the classroom. Please contact your child(ren)'s teacher to schedule a visit.

Progress Reports/Performance Portfolios: Assessment

Main Street Montessori and Middle School does not use a typical letter grading system to report student progress. Due to the varying age and abilities in each classroom, reporting systems vary from class to class.

Primary: A three year curriculum plan is updated three times a year (at each conference and at the end of the year) to reflect work that has been done at each interval. A social/emotional report will be given to parents at conferences.

Elementary: Portfolios will be completed by students twice a year and shared at conferences. The teacher will update a 3-4 year curriculum plans for each conference and at the end of each year. A social/emotional report will be filled out along with a short narrative to expand upon information provided at conferences.

Middle School: Performance portfolios, which are on-going reflections of a student's progress, are used. These student created portfolios are presented to parents three times a year and serve as a source for continuous evaluation of the student's performance as well as to determine changes in their educational plans. In addition to the student's self-assessment, the teachers also provide objective reading, math and writing assessments.

Permission Forms (Refer to Application Process)

Personal Property

Any personal property that will cause disruption in school will not be permitted. Radios, MP3 players, certain watches, headphones, CD players, CD's, electronic games, cameras, video cameras, laser pens, and all other toys or games are not allowed at school. Should these items be brought to school, they will be taken and only returned to the parents.

There are occasions when these items may be used for instructional purposes. Parents will be notified by staff of the need for these items.

Registration

Refer to Admission Procedures and Application Process

Rights and Responsibilities

Staff Responsibilities

We will model, teach, and expect behavior which promotes honesty, integrity, responsibility, and respect.

We will provide a safe and secure learning environment.

We will demonstrate a commitment to continuous improvement of one's self.

We will dedicate ourselves to life-long learning.

We will accept diversity in our school and community.

We will challenge each student academically to achieve his/her full potential.

We will provide students with motivating and challenging instruction.

We will collaborate with our colleagues to enhance teaching and learning.
We will address the various learning styles and abilities of students.
We will communicate with parents on a regular basis.

Parent Responsibilities

We will model and teach our children to show support and respect to our teachers, students and school.
We will support our children by instilling good study habits, proper nutrition, and regular sleeping routines.
We will show that we are interested in what our children are doing by making time to be involved with school activities and programs.
We will support our children by making sure they attend school daily.
We will communicate regularly with our children's teachers.
We will support our children by reinforcing homework skills and providing assistance as needed.
We will reinforce the importance of reading at home by reading with our children and discussing the material read.

Student Rights and Responsibilities

Students will have the right to be safe and the responsibility to help others feel safe.
Students will have the right for you and your property to be respected and the responsibility to respect others and their property.
Students will have the right to a good learning environment and the responsibility to demonstrate good behavior and not interfere with the learning of other students.
Students will have the right to a personalized education and the responsibility to actively seek answers.
Students will have the right to engage your interests and passions.
Students will have the right to a small educational community and the responsibility to be on time and be on task.
Students will have the right to speak freely and the responsibility to speak respectfully.
Students will have the right to feel accepted and the responsibility to be open to diversity.

Everyone is entitled to a safe, secure, and orderly environment in which to learn and work. These rights and responsibilities are designed to be effective during the following times and places:

- A. On the school grounds at any time.
- B. Off the school grounds at a school activity, function or event.
- C. When en route to and/or from school, a school activity, function or event.
- D. Off the school grounds when the behavior presents a potential danger to persons or property at the school, or which disrupts the educational process.
- E. When a student leaves without permission.

Consequences of Student Rights and Responsibilities

The Student Rights and Responsibilities are designed to make students aware of the types of behaviors that are acceptable. Where it is impossible to note all variations of misconduct, consequences for inappropriate behaviors will follow these general guidelines*:

- Step 1: Confidential meeting with student and/or parent/guardian discussing misbehavior and appropriate disciplinary actions
- Step 2: Placing a disciplinary notice signed by staff, parent/guardian and student in student's file and reporting infraction to the board
- Step 3: Suspension or removal from Main Street Montessori and Middle School

*Whereas, these steps are sequential, the infraction will determine the level of the consequence. Consequences could include, but are not limited to: time after school cleaning, additional homework, written or verbal apology, separation from peers for a specified period of time, loss of an activity.

School Hours

Main Street Montessori and Middle School school hours are 8:15 AM – 2:45 PM. **The doors are unlocked at 8am for arrival of students. The doors are locked at 3pm.**

Please be considerate of both your child and the staff by not arriving to school before 8am and picking your child up no later than 3pm. Teachers often have meetings scheduled and/or daily work to complete after school. Before and after care are available. Please inquire to the office if interested.

Sexual Harassment/Sexual Intimidation

Main Street Montessori and Middle School encourages parental and student support in all efforts to address and prevent sexual harassment and intimidation in school and during school activities. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with Main Street Montessori and Middle School staff.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or Main Street Montessori and Middle School staff. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and Main Street Montessori and Middle School personnel with courtesy and respect. Students are to avoid any behaviors known to be offensive, and they are to stop these behaviors when asked or told to stop.

When a complaint is substantiated against a student, appropriate disciplinary action, based on the nature of the offense, will be taken.

Main Street Montessori and Middle School staff will notify the parents of any student involved in sexual harassment by student(s) and of any incident of sexual harassment or intimidation by Main Street Montessori and Middle School personnel. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or intimidation by a staff member may be presented by a student and/or parent in a conference with a mediator. The parent may accompany the student throughout the complaint process. The mediator will conduct an appropriate investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

Special Services/Students with Special Needs

Because of our small size and personalized curriculum, it is possible for Main Street Montessori and Middle School to work with students with special needs. However, our small staff size restricts our ability to proficiently work with some students with high levels of needs. Therefore, we retain the right to determine admission based on the assessment of our ability to meet each student's needs.

Student Records

Main Street Montessori and Middle School maintains the following student records:

- Enrollment and attendance history
- Math and reading assessments and/or progress reports
- Writing samples
- Disciplinary notices

Tardiness

When students arrive after the school day has begun, they are to report directly to class.

Testing

Periodic tests in math, reading and writing are administered to document student growth. ITBS and ITED testing is available in the spring to dual enrolled students.

Tuition and Fees

Tuition is set annually. Refer to Tuition and Fee Schedule located in the first few pages of the handbook.

Volunteering

Volunteers are welcomed and appreciated. Please refer to the Parent Opportunities form for ideas on how you can help.

Weather Emergencies/School Closing

Inclement weather conditions may cause the school to be closed. Main Street Montessori and Middle School follows the Norwalk School District policy on delayed starts, cancellations and early outs due to inclement weather. Radio and TV stations should be monitored for information regarding Norwalk school closings or cancellations. Emergency plans should be considered in advance by parents in the event of inclement weather.

Withdrawal Process

Should you choose to withdrawal from Main Street Montessori and Middle School, the procedure is as follows: 1) Submit a written letter of intention to withdrawal with a minimum of one week's notice. 2) You will be required to make a tuition payment for the month following that month of the given notice. Ex. If withdrawal letter is given on Nov. 15, you will be required to make a December tuition payment.