



**STUDENT/PARENT HANDBOOK  
2018-2019**



*“The only way to change the world is through education.”*  
Maria Montessori

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[www.leelanaumontessori.org](http://www.leelanaumontessori.org)

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## WELCOME TO LEELANAU MONTESSORI PUBLIC SCHOOL ACADEMY

You have made a unique educational choice, one most likely different from your own school experiences. As you become increasingly familiar with the Montessori method of education, you will discover how it supports and complements your child's developmental needs, psychological characteristics, tendencies, and interests.

Leelanau Montessori is an authentic Montessori school, providing a true educational choice that is an alternative from the traditional model. We will provide a philosophy and practices that will empower your child to direct his/her own life and development, create prepared environments that stimulate and enable various activities toward self-actualization. Our method reflects the educational and psychological research and data-based instructional strategies of Dr. Maria Montessori, various educators of her day, and contemporary educational research.

The parent-school partnership is essential to ensuring a rich educational experience for children. This handbook provides guidelines and information to create "flow" between home and school. It is our shared responsibility to keep each other well informed throughout the year. Please read through this handbook and use it as a reference and resource for policies, procedures, and general practices.

Note: Any information not addressed is covered in the school [bylaws](#) and [policies](#), which can be found on our website by clicking on the link. Any changes that occur to this handbook, will be updated on our website.

We look forward to a joyful year of mutual support and growth.

*“Growth is not merely a harmonious increase in size,  
but a transformation. Man is a sculptor of himself,  
urged by a mysterious inner force to the attainment  
of an ideal form. Growth may be defined as a seeking  
after perfection, given by an impulse of life.”*

Maria Montessori

# INTRODUCTION

This handbook was developed to answer many of the commonly asked questions that parents and children may have during the school year and to provide specific information about certain Board policies and procedures. It contains important information that will help you participate in school life and support your child's school experience. It is recommended to become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed here, you are encouraged to talk to your child's teacher or the Head of School.

## **Equal Education Opportunity**

It is the policy of Leelanau Montessori to provide an equal education opportunity for all children.

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at Leelanau Montessori or an Leelanau Montessori activity should immediately contact the Head of School at (231) 271-8609.

## **VISION STATEMENT**

"The only way to change the world is through education," Dr. Maria Montessori

## **MISSION OF THE ACADEMY**

Leelanau Montessori Public School Academy nurtures the whole child in a prepared environment based on respect, individuality, a love of learning, and freedom with responsibility.

## **HISTORIC INFORMATION**

### **Dr. Maria Montessori**

In this brief overview of Dr. Montessori's life, one begins to understand how she developed such a thorough, complete, and therefore successful method of education for children based on the intellectual powers and psychological characteristics of the child in each stage of his/her development.

Maria Montessori was, in many ways, ahead of her time. Born in the town of Chiaravalle, Italy, in 1870, her studies began in engineering, but later led her to psychology, medicine, and education. She became the first female physician in Italy when she graduated from medical school in 1896. Shortly after, she was chosen to represent Italy at a women's conferences in Berlin and London. She partook in world peace conferences as well.

In her medical practice, her detailed clinical observations led her to analyze with great precision how children learn. She concluded that they build themselves from interactions with their environment. Shifting her focus from the body to the mind, she returned to the university to study philosophy and psychology in 1901. She was made a professor of anthropology in 1904 at the University of Rome.

Dr. Montessori's desire to help children was so strong, that in 1906 she gave up her university chair and medical practice to work with young children of working parents in a housing project in San Lorenzo, a poor section of Rome. It was there she founded her first Children's House and the Montessori method of education. This revolutionary method was based on her scientific observations of the childrens' almost effortless ability to absorb knowledge from their surroundings, and their tireless interest in manipulating materials. Every piece of material, every exercise, every method she developed was based on her detailed, accurate observations of what children do naturally and unassisted by adults. This approach renewed their joy of learning. Her powers of observation were so keen, that today's sophisticated diagnostic tools repeatedly validate her research and work.

Maria Montessori made her first visit to the United States in 1913, the same year Alexander Graham Bell and his wife founded the Montessori Educational Foundation at their Washington, D.C. home. Among her other strong American supporters were Thomas Edison and Helen Keller.

Today there are more than a four thousand Montessori schools in the United States, with about three hundred public Montessori schools. How fortunate we are, to host one of them here in Leelanau County.

### **Leelanau Montessori's History**

Throughout its 30-year history, Leelanau Montessori has served many families in the region. Recent brain research supports many of the unique qualities that have been a part of Montessori education for over 100 years, including multi-age groupings, peer teaching, individualized curriculum, the use of hands-on materials, and educating for whole child development.

Leelanau County's Montessori journey began in 1984 with the introduction of the Suttons Bay Children's House at the base of Herman Road just a short distance from our present location. As these children matured, requests for a Montessori elementary arose.

In 1991, Suttons Bay Montessori Elementary opened on East Pine View a 1/2 mile west of the Children's House. Two years later it moved out of its portable classroom into a home of its own, situated next door to the Children's House. Both schools were privately owned and funded through tuition.

In 1996, Leelanau Montessori Elementary was invited to become a part of Suttons Bay Public School. In 2001, the primary program also merged with the Suttons Bay Public School reuniting the Montessori programs.

Now a charter school authorized by Suttons Bay Public Schools, Leelanau Montessori is still deeply engaged with the Suttons Bay community. Leasing space in the former high school building while sharing activities and resources keeps both communities connected and supportive of each other.

### **BELIEFS AND VALUES**

Maria Montessori believed that the primary goal throughout all stages of development is to increase self-reliance, thereby adding another dimension of independence toward becoming a whole human, an adult capable of directing his/her work toward individual self-development and a collective contribution to society. Our program sets forth physical, socio-emotional, cognitive/intellectual, and creative/spiritual goals for each stage of the child's development. The overarching goal of Leelanau Montessori is development of a capable hand and mind for the purpose of joyful lifelong living. Caring, capable, confident, and conscientious global citizens will graduate from the Leelanau Montessori learning community and will challenge themselves to continually strive for growth within themselves and as members of the human race.

#### **Leelanau Montessori Beliefs and Values:**

1. To nurture a positive attitude towards learning and foster an abiding sense of curiosity while giving the child an opportunity to acquire skills and knowledge essential for a lifetime of learning and living, including but not limited to Montessori curriculum and the required State standards.
2. To build and encourage habits of initiative, concentration, perseverance, and organization while the children strive for their fullest potentials, learning self-pacing and time awareness.
3. To develop a sense of self-respect, confidence, responsibility, and inner discipline in a caring, cohesive, supportive learning community.
4. To foster hypothesis, experimentation, observation, discovery and application.

5. To foster socially acceptable behavior, from a sense of belonging, service, freedom to choose with responsibility to others, respect for life and the environment, and stewardship of peace.
6. To develop a compassion and reverence for life and the earth's environment, and assume a personal responsibility for stewardship of the earth including world peace.
7. To create caring, cohesive, and supportive learning communities.
8. To foster dynamic partnerships with families for a consistent Montessori framework and educational experience.
9. To provide a creative, aesthetically pleasing, adaptive/dynamic, inspirational environment that responds to the child's needs and interests.
10. To develop sensory and motor skills that enable and sharpen the ability to discriminate, judge, and control.

### **SCHOOL AND ORGANIZATIONAL GOALS**

1. To provide families with an excellent public Montessori education option.
2. To provide a carefully planned and stimulating instructional system that enables children to develop a strong academic foundation based on the Montessori philosophy, methods, and practices as well as the Common Core State Standards.
3. To create and sustain continuity and mutual support of learning processes between home and school through an ongoing parent education program.
4. To provide Leelanau Montessori staff the support to refine and extend their skills and talents for delivery of quality instruction, prepared environments, and personal and professional growth.
5. To develop meaningful relationships with local, state, and national educational organizations and agencies, including but not limited to Montessori, for identifying, developing, and maintaining dynamic, responsive, and relevant learning for the community.
6. To maintain Leelanau Montessori as a vibrant leader and community partner in education.

### **PROGRAMS**

Our general age groupings are:

**Toddler:** 15mo. - 3yrs.

**Primary:** 3yrs. - 6yrs. (includes Kindergarten/Master year for children who are 5 years old by 9/1)

**Elementary I:** 6 – 9 yrs.

**Elementary II:** 9 – 12 yrs.



## SCHOOL DAY ROUTINE (GENERAL)

Time	Activity	Description
8:10	Arrival	Children are dropped off at school and will undress and sort their things at their hook.
8:15-8:30	Planning Time	Children indicate what they will work on. Adults use an array of strategies to support the child's initiative and interests.
8:30	Work Snack	Includes planning, choice, cleanup with individual, partner, and small group activities. Breakfast and snack are provided.
10:00	Small Group	Children are offered a small group activity. The goal is open-ended but may focus on exploration, peer collaboration and oral language development.
11:00	Recall	Children may choose to reflect, share or present the work they have accomplished that day. Adults model and use strategies to support this opportunity.
11:00	Large Group	A time that is both teacher and student led to build community ground rules, share, sing songs, and practice educational games and early literacy activities.
11:15	Outdoors	The entire primary community joins for supervised free play and gross motor movement.
12:15	Lunch	Family style, hot lunch is provided.
1:00	Indoors/Rest/Nap	Transition activities from outdoors lead to a quiet time each afternoon.
1:15-1:30	Small group/planning	Usually this time is spent doing a literacy activity with a small group. Afterwards, children indicate what they will work on. Adults use an array of strategies to support the child's initiative and interests.
1:30	Work Snack	Includes planning, choice and cleanup with individual, partner and small group activities. Snack is provided.
2:40	Recall	Children may choose to reflect, share or present the work they have accomplished that day. Adults model and use strategies to support this opportunity.
2:40	Group/Prepare for the Next Day	A gathering to reflect and recall on what has occurred in the present day and prepare the environment for the next day.
3:06	Dismissal/Pick-Up	Bus transportation and parent pick-up begins promptly.

### ADMISSION OF STUDENTS

The Board of Directors will allow children who reside in Michigan to enroll in the Leelanau Montessori. Because space is limited, each student must enroll each year. Preferences will be given to:

- a. Currently enrolled students – re-enrollment paperwork will be sent home in February of each year. Letters must be returned to the office by the due date stating enrollment intentions.
- b. Siblings of enrolled students.

When maximum enrollment for a grade has been reached, applicants will be placed in a waiting pool and admitted on the basis of a lottery system as developed by the Board of Directors in its [policy manual](#).

## Lottery Policy

If all applicants are able to be admitted, then there will be no lotteries and any applicants applying after the close of Open Enrollment will be admitted on a first-come first-served basis.

As required by the Federal Charter School Program, Leelanau Montessori will conduct a lottery if applications exceed the enrollment caps. At the close of the application period, applicants who are age-ineligible will be notified of their ineligibility for enrollment in the school. If the remaining applicants will oversubscribe any of the Preschool, Kindergarten, Primary, Lower Elementary or Upper Elementary caps, a lottery will be conducted. As provided for in the Federal lottery requirements, children of teachers and siblings of applicants admitted in the lottery will be given enrollment preference.

The date, time and location of Lottery Day will be publicized on the Leelanau Montessori website ([www.leelanauontessori.org](http://www.leelanauontessori.org)). The lottery will be conducted by a SBPS school administrator or Board Member (our authorizer) or a representative from TBAISD and will be attended by an Leelanau Montessori board member and one outside observer, as is required by the lottery regulations, and will be open to the public. If a lottery is to be held, caretakers of applicants will be notified of the lottery date, time, and place by email no later than five (5) business days in advance of the lottery.

The Board authorizes the Head of School to deny admission to any child who has a record of behavior that the Head of School believes would constitute a threat to the safety and wellbeing of fellow children and staff.

Forms: Upon admission please remember to bring all of the listed forms:

- Signed and completed forms:
  - Handbook agreement form
  - Promise of Commitment form
  - Registration form
  - Immunization Record\*/ Health forms
  - Free & Reduced Lunch forms
  - Parent Volunteer Request form
  - Bus Transfer form
- Certified Birth Certificate
- Emergency Card (White Card)\*\*
  - Emergency cards must be on file in the office for every student. Please make sure that the information is kept current in case there is a need to contact you regarding an emergency or illness. This card also asks you to identify who may be contacted in case of urgent need when you are unavailable. Adults listed on the card will be the only people who may sign students out of the building unless you inform the office differently in writing.

We will copy necessary documents and return the originals immediately.

\* Children may not attend school if their immunization record or waiver form has not been received by the office.

\*\* State law requires that all children must have an emergency medical card completed and signed by a parent or guardian and filed in the Leelanau Montessori office. A child may be excluded from Leelanau Montessori until this requirement has been fulfilled.

## Please remember:

Inform your school's office as soon as possible if there are any changes in address, zip code, phone number, or email. If we need to contact you in case of an emergency **current** information is essential. We know that this is vitally important to your child's health and safety.



## **TUITION/FEES**

Tuition schedule for 15 months - 4 year olds; Kinder/Young 5s through 6<sup>th</sup> grade students are tuition-free.

- 3 Mornings \$2916/year
- 3 School Days \$4671/year
- 4 Mornings \$3888/year
- 4 School Days \$6228/year
- 5 Mornings \$4860/year
- 5 School Days \$7785/year

## **PARENT WITHDRAWAL FROM THE SCHOOL**

Upon written notification by the parent that a child is withdrawing from the school, the following steps are taken:

- A copy of the written notification is placed in the child's cumulative file.
- The child's name is taken off the class list, and a memo is sent to appropriate personnel notifying them of the withdrawal.
- The child's cumulative records are updated/completed by teachers and placed in their cumulative file.
- The child's records are forwarded to the appropriate school as directed by the parent(s)/guardian or upon receipt of a written request from the receiving school.
- In the case of a special education child, the Special Education contact shall also be notified of withdrawal, date of withdrawal, and the receiving school or agency.
- If the child transfers when school is not in session, this process is to be completed as soon as possible.

## **CENTER WITHDRAWAL POLICY**

- Behavior problems that cannot be resolved within a designated time frame. We reserve the right to terminate participation immediately if we consider the behavior case to be severe or to represent a safety issue.
- Failure to pay fees within 30 days of the due date agreed upon.
- Consistent late pick up of your child.
- Unresolved disagreements with parents over policies.

## **STUDENT WELL-BEING**

Child safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. In case of fire, tornado, emergency or evacuation of school premises, parents are notified immediately by staff. Emergency procedures are posted in each classroom and are available for review in the school office. Parents may request a copy.

If a child is aware of any dangerous situation or accident, she/he is expected to notify any staff person immediately.

State law requires that all children must have an emergency medical card completed and signed by a parent or guardian and filed in the Leelanau Montessori office. A child may be excluded from Leelanau Montessori until this requirement has been fulfilled.

Children with specific health care needs should deliver written notice about such needs, along with proper documentation by a physician, to Leelanau Montessori.

## **Nutrition/Foods**

We are committed to children's health. Research demonstrates the irrefutable link between mind and body. Healthy foods create healthy brains. Children are empowered to develop physically and intellectually by making healthy, nutritional choices, which increase mental performance and concentration, sharpen memory, and produce consistency of moods. Our curriculum and practices include knowledge and habits of healthful choices, which rely on your support. ***Please let us know of any food allergies.***

*Refer to your child's classroom addendum for policies/procedures for food in the classroom.*

## **GENERAL HEALTH GUIDELINES**

If your child cannot participate fully in activities or exhibits symptoms of illness, please keep them home until they are well. If a child becomes ill at school, classroom adults will ask the office to contact you to pick your child up. Children who are ill will be brought to the office and supervised by office staff where we will do our best to make them comfortable until you can pick them up. No child will be released from school without proper parental permission.

These symptoms indicate a child who needs to stay home:

- Fever over 100 - must be fever free for at least 24 hours to return (un-medicated)
- Runny nose - yellow/green discharge
- Diarrhea
- Upset stomach or vomiting
- Sore throat
- Red, watery eyes (possible conjunctivitis)
- Persistent cough
- Rash
- Draining sore
- Scabies (keep child home 48 hours following treatment)
- Ringworm
- Lice – active lice visible on the scalp or viable nits

No medications of any kind can be administered by classroom staff in the primary and office staff in the elementary without a completed Medical Request Form signed by a parent.

## **Communicable Health Issues**

Any child who has contracted a communicable disease such as ringworm, chicken pox, measles, mumps, etc., must have their parent report the disease to the office immediately following diagnosis.

All parents will be notified of communicable diseases in the classroom via a Health Alert Email.

Children are permitted to attend school once their immunization record or waiver forms have been received by the office.

## **Student Medications**

(Prescription or Non-prescription)

Definition: Medication includes both prescription and non-prescription medications and includes those taken by mouth, taken by inhaler, those which are injectable (epi-pen), or applied to the skin.

Prescription/Non-Prescription Medication: If it is necessary for a child to take prescription or non-

prescription medication during school hours, the law requires that the school receive written authorization from just the parent for non-prescription. The parent's permission, as well as the bottle with the pharmacy label indicating the dosage and time. The school office will provide a form necessary for permission to administer. The school office can keep up to a one-month supply of the medication in the office in the original prescription bottle. The medication is to be taken in the presence of designated school personnel. Any unused medication at the end of the year will be sent home or discarded.

\*If an elementary child has written approval by the physician to possess and use an inhaler, the child is allowed to self-administer the medication if needed. A primary child will not be allowed to self-administer. This will be the guidelines for field trips as well.

Written instructions from a physician must include the name of the student, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the child and shall be kept on record by the school.

A Medication Permission and Instructions form will be filled out by administering personnel each time your child takes a prescribed medication. This form is also required for the administration of sunscreen.

### **Physical Injury at School**

All injuries are reported to a teacher or the office. If necessary, the child will be treated and may return to class. An Accident/Injury Report will be completed, detailing what happened, and sent home for parent signature. If medical attention is required, the office will follow the Leelanau Montessori emergency procedures, and contact parents immediately.

### **Child Accident, Injury Procedures**

Leelanau Montessori Public School Academy Staff will monitor and supervise to the best of their ability in order to ensure that children are safe while in the classroom and on the playground. However, if a serious accident, injury, or illness should occur that requires immediate medical attention, the following procedure will be followed:

1. The Teaching Staff and/or Office staff are responsible for ensuring that a student who becomes ill or injured receives emergency medical treatment until a parent/guardian or professional medical team assumes responsibility for the child
2. In the event of an injury or illness requiring immediate attention, the building principal will ensure the following:
  - a. **A Staff member** will begin to provide immediate First Aid and/or CPR until professional emergency medical assistant arrives on the scene. (*LMPSA staff are certified in First Aid and CPR every year*)
  - b. **A second Staff member** will utilize the telephone to notify the office of the emergency
    - i. **The teaching and/or office staff** will call 911 immediately and supply information to the dispatcher on the emergency medical situation and remain on the line until told to hang up by the dispatcher
3. **The Head of School** will designate the LMPSA staff to accompany the child to the medical facility designated on the child's emergency card
4. **The Parent/Guardian** will be notified immediately after the 911 call is completed
5. All LMPSA Staff or LMPSA student injuries/illnesses will be reported on the appropriate forms

## **GENERAL INFORMATION**

*Please refer to your child's classroom addendum for arrival/dismissal/tardy procedures.*

### **EMERGENCY SCHOOL CLOSING**

Leelanau Montessori will follow Suttons Bay Public School closures and delays. Check email, our school website, our Facebook page, and/or tune into TV 7 & 4 for weather-related closings and delays.

### **WATCHES/WARNINGS/DRILLS**

Faculty/staff will follow the school's approved emergency procedures for all watches/warnings/drills.

#### **Severe Thunderstorm Watch or Warning**

If school is already in session when the watch or warning is issued, the school will stay open.

#### **Tornado Watch**

Children will remain in school, and the staff will take safety precautions. Children will be released to parents/guardians or other designated adults upon request.

#### **Tornado Warning**

All children and staff members will remain in the building and take shelter in designated areas.

Children may be detained beyond the usual dismissal time. Children will be released to parents/guardians or other designated adults upon request.

#### **Fire and Tornado Drills**

Fire and Tornado drills, in partnership with the Suttons Bay Public Schools, will be held several times throughout the school year. Safe areas inside and outside the building are designated for each classroom. All evacuation and shelter procedures are posted in every classroom. LMPSA may need to do additional drills to achieve compliance.

## **OUTSIDE TIME**

Children need and want a time during the day to engage in self-directed activity. Outside time is provided for that breath of fresh air, a moment of solitude, a private conversation, or other outside activities. When playing games, children are encouraged to include anyone interested in participating. Recess is scheduled every day, weather permitting. If the wind chill is below 0 degrees F, we will have open-ended indoor time. Children are asked to wear hats, gloves, boots, etc. during the winter months. If your child cannot go outside for recess, you **MUST** have a documented medical reason.

## **SCHOOL TELEPHONES**

School telephones are reserved for faculty/staff use and for children, as necessary. Exceptions will be made in the case of an emergency. Important messages will be given to students or staff members upon request. If you have a change in your child's schedule please make every attempt to notify the staff in a timely matter.

## **COMMUNICATION**

Effective communication between school and home is vital to the successful academic, social, and emotional well-being of students. The primary line of communication lies between the child's teacher and parent. Should you need to contact your child's teacher of a non-emergency nature, please email their school address or leave a message with the school office before or after regular school hours. The office phone is checked for messages throughout the school day. The program director will also be available during the day to address any issues with parents/families.

The second source of general information is the Leelanau Montessori Community News, which is emailed to families and posted weekly on the Leelanau Montessori website and Facebook page. Hard copies are also available at the school office.

## **PEACE PROCESS**

From time to time, many of us find we have concerns that need to be addressed. This is a natural part of being a community and something we fully support. When working with the children of Leelanau Montessori, we have a peace process that is modeled and supported for the peaceful resolution of conflicts. This process includes talking respectfully to the person they have a concern with and expressing their feelings appropriately.

As adults, we have our own ‘peace process’ to facilitate healthy communication in our community. If a parent/guardian has a concern about something happening at school they are asked to follow the protocol laid out below:

- 1) If the concern is specifically regarding a faculty/staff member or a situation that occurred in their classroom community, the parent/guardian will discuss with the faculty/staff member first. The staff member will inform the Head of School of the issue and what action was/will be taken.
- 2) If the concern cannot be resolved with this first step, the parent/guardian will discuss it with the involved staff member and their supervisor. The supervisor will inform the Head of School of the issue and what action was/will be taken.
- 3) If the concern cannot be resolved with this second step, the parent/guardian will submit a written request for a conference to the Head of School. If the concern is regarding the Head of School, the parent/guardian should submit a written request for a conference to the Board. This request should include the following:
  - The specific nature of the complaint and a brief statement of the facts giving rise to it,
  - The respect in which it is alleged that the complainant (or the child of the complainant) has been adversely affected,
  - The action the complainant wishes to be taken and the reasons why it is felt that such action is needed.
- 4) If matter is still not resolved, the complainant shall request, in writing, a hearing by the Board.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher Conferences are held twice a year. A third conference may be scheduled if needed. These are established times when parents and teachers are encouraged to schedule a conference. Informal conferences can be held by appointment only before or after school at other times during the year. Please telephone or email your teacher to schedule an appointment. Parents are asked to request parent/teacher conferences before or after the regular school day.

## **PERSONAL ITEMS**

The school will not accept responsibility for the personal items of your child. We encourage children to leave at home belongings that are not necessary for their education. More specifically, electronic games, toys, cassette recorders, and boom boxes are not allowed in school unless special permission has been granted. Any other personal items that staff members judge to be unsafe or inappropriate for school will be removed from the child’s possession and held in the office or remain in the possession of the staff member until the parents retrieve them. Any unclaimed items at the end of the school year will be properly disposed of or donated to charity.

## **LOST AND FOUND**

Please properly label your child's clothing and personal property so that lost items can be returned. The lost and found area is located outside the school's main office. At the end of the school year unclaimed items will be donated to charity.

## **LEELANAU MONTESSORI BOARD OF DIRECTORS**

The Board of Directors is the governing body of Leelanau Montessori and endeavors to protect and develop the school community. Its primary concerns are the financial and program functions of the school, for which it defines a program mission and operating policies. The school's operations are delegated to the Head of School.

## **CONTRACTED SERVICES**

Leelanau Montessori contracts its human resources needs from HR Charter Consulting, LLC, who serves as the employer of record for all school employees. All employees are then leased back to Leelanau Montessori for their services.

## **AUTHORIZING AGENT**

In Michigan, a Public School Academy (PSA) is a state-supported public school under the state constitution, operating under a charter contract issued by a public authorizing body. PSAs are also commonly referred to as charter schools. Leelanau Montessori is a charter school, authorized by the Suttons Bay School District.

## **PROFESSIONAL QUALIFICATIONS OF TEACHERS**

Parents have the right annually to request information about the professional qualifications of classroom teachers.



# ACADEMICS

## EDUCATIONAL PHILOSOPHY

Leelanau Montessori embraces an authentic Montessori approach to education, which provides a true educational choice as an alternative to traditional models of education. We will provide philosophies and practices that will empower the child to direct his/her own life and development, based on prepared environments that stimulate and enable various activities toward self-actualization. The Montessori Method of education reflects the educational and psychological research and data-based instructional strategies of both Dr. Montessori and various educators of her day. These practices are now supported by current brain research and findings on appropriate child development.

## CURRICULUM

Some of the tenets of Maria Montessori's philosophy of education that will be practiced at Leelanau Montessori follow:

- A holistic approach to education
- Mixed age groupings
- Ungraded work
- Active engagement and movement
- Carefully prepared and maintained dynamic learning environments
- Individual and group instruction
- Long uninterrupted work cycles
- Integrated Specials
- Child-paced schedules
- Dynamic teaching materials
- Flexible and diverse spaces
- Child-centered discipline
- Peace Education

## Benchmark Documents

Leelanau Montessori Public School Academy offers an authentic Montessori approach to education, nurturing the whole child, academically, socially, emotionally, and spiritually. Children are part of multi-age communities that support the natural stages of development. By the end of each developmental period, it can be expected that children have mastered specific skill benchmarks.

Instructional staff uses these documents to plan, assess, monitor, and inform specific skills children are expected to “master” at the end of the developmental stage (K, 3rd, 6th). These documents are meant to inform future guides and parents and are not seen as end.

This process begins as early as the beginning of the child's Kindergarten year and all children will have a benchmark document record in process by February.

The process for recording and sharing benchmark information is listed below:

### Process

Benchmark documents are distributed to parents:

- In the Spring for incoming Kindergarten students
- In the Fall for 3rd and 6th year students (Parent Information Night)

Completed benchmark documents for each child will serve as an update for receiving teachers (Kindergarten to 1<sup>st</sup>, 3<sup>rd</sup> to 4<sup>th</sup>, and exiting 6<sup>th</sup> year students).

Progress on work habits will be recorded on the progress report, and will be stapled to the completed benchmark document in June (Kinder, 3rd, and 6th), which will serve as the update for math and language.

If a child is not in their Kindergarten, 3rd, or 6th year, copies of the benchmark documents are available upon request.

## **PROMOTION AND RETENTION**

In general, a child who has mastered the grade level curriculum is promoted to the next grade or level each spring. The decision to retain a student is a joint decision among the teacher, parents, and Head of School with the teacher taking the lead in the decision-making process beginning in January. Specific written notification to parents by teachers considering retaining a child will be sent to parents at the end of the 2nd marking period in January, again in March (around spring Parent- Teacher Conferences), and a final notice by May 31<sup>st</sup>. The following factors are considered but not limited to when making a retention recommendation and decision:

- Student academic performance in the grade level curriculum
- Standardized State mandated assessments tests if appropriate
- Montessori rubrics and teacher observations
- Attendance and discipline record
- Chronological age and maturity level
- Capability vs. performance and likelihood of academic success at next grade level

The Head of School reserves the right to retain a child in the same grade according to his/her judgment, despite the objection of the parents, when a combination of the above listed factors strongly suggest that a child needs the benefit of another year of growth in order to be successful at the next grade level. Such a decision is never made frivolously and is preceded by numerous communications between the teacher and the parents throughout the school year. The Head of School has the final responsibility to promote or retain the child.

## **ASSESSMENT**

Following the educational philosophy and understanding of child development that Dr. Montessori put forth, we expect each child to grow and change every year. We also respect the plateaus which naturally occur due to countless factors in and beyond the school and home, and which are vital to growth. Montessorians refer to these plateaus as planes of development and recognize that each level has its own developmental markers and milestones that must be considered. Creating and maintaining developmentally appropriate learning environments is a hallmark of Montessori education. As a public Montessori school, Leelanau Montessori works hard to help parents understand the natural fluctuations of child development. We recognize that growth and change occur, though not always at a predictable or

expected rate. Assessment has many different facets in our Montessori environments and is different for each plane of development.

*Please refer to your child's classroom addendum for explanations of how assessment occurs at that level.*

## **SPECIAL EDUCATION**

It is the policy of Leelanau Montessori to provide Special Education services within the Academy. Children with specific needs have the right to a quality education appropriate to their needs, abilities, and interests. Special Education services are provided for all children within the district including children of migrant workers, the homeless, and children in residential facilities. It is the goal of the Special Education staff to act as a resource to the classroom teacher in the development and implementation of appropriate instructional and socialization strategies. Implementation of these strategies will occur within the general educational setting, and through small group and one-on-one remediation. Children will not be excluded or expelled because of the need for additional medical or behavioral support, assistance with toileting, or staff attitudes or apprehension.

### **Individual Education Plan (IEP)**

Leelanau Montessori complies with all Federal and State legal requirements that every child identified as having a disability is provided with an Individual Educational Plan. The IEP specifies goals, level of service, ancillary services, and a least restrictive learning environment placement. Ancillary services that may be provided are Speech and Language Therapy, Social Work, and Occupational Therapy.

Registration forms are screened to identify current IEPs from other school districts. Parents are fully informed of their rights, procedures, and responsibilities under Special Education law. Procedural safeguard booklets are distributed to parents before evaluations are conducted, and at IEP meetings.

## **STUDENT PERMANENT SCHOOL RECORDS**

Access to children's records is governed by Michigan's Freedom of Information Act and Board of Directors' policy.

The Board of Director's policies for inspection, review, and copying of a child's records with a description of the types of records maintained by the school district and the procedures seeking correction of student records is available on our website at <http://www.leelanaumontessori.org/94/board-policies> (page 135).

Access to a child's records is available, in consultation with the school officials, to authorized school personnel, to the child's parents or legal guardian, and to the child (if over 18). Arrangement for review may be made through the Head of School.

### **Family Educational Rights and Privacy Act**

Under the provisions of the Family Educational Rights and Privacy Act (20 USC Section 1232g) and the regulations adopted pursuant thereto, all parents and guardians of children under eighteen (18) years of age and all students eighteen (18) years of age or older have the right to examine student records directly related to a child and maintained by the school district in accordance with the terms of the law and regulations.

**Complaints with regard to violations of rights can be submitted in writing to the Family Educational Rights and Privacy Act Office, Department of Health, Education, and Welfare, 400 Maryland Avenue, SW., Washington, D.C. 20202.**

Other than in certain exceptional circumstances described in the Board of Directors' policies concerning student records, no personally-identifiable information from the Head of Schools' records of a child shall be released to third parties without the prior written consent of the parent, legal guardian, or child over eighteen (18) years of age.

# ATTENDANCE POLICY

## LEELANAU MONTESSORI BOARD POLICY

The Leelanau Montessori Board of Directors, as an agency of the State, is required to enforce the regular attendance of students. The Board of Directors, Administration, and teaching staff all recognize the educational value of regular attendance at school and how that allows for the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to student academic achievement. Attendance shall be required of all students, except those exempted under another policy or by other provisions of State law, during the days and hours that the school is in session. Leelanau Montessori Public School Academy recognizes that attendance in class is the responsibility of the parents or guardians and the student.

This attendance policy applies to all students and is set by the Leelanau Montessori Board of Directors:

- A. A child is tardy if he/she is not in his/her classroom ready to learn at 8:10 a.m.
- B. The child will be considered half-day AM absent if they arrive at school after 8:40 a.m. The child will be considered absent for the whole day if they leave school before 11:40 a.m.
- C. A student who accumulates three tardies will have one absence added to their total for reporting requirements.
- D. The parent may take any extenuating circumstances that pertain to this policy directly to the Head of School for consideration.

Our board has defined the following as acceptable reasons for a child's absence from school:

- A. Illness
- B. Recovery from accident
- C. Required court attendance
- D. Professional appointments
- E. Death in the immediate family
- F. Observation or celebration of a cultural holiday
- G. Extended excused absences following appropriate Planned Extended Absence procedure\* (must be approved, in advance, by the Head of School)

\* Attendance need not always be within the school facilities, but a student will be considered to be in attendance if the Planned Extended Absence procedure is followed.

### Planned Extended Absence Procedure

- School attendance must be such that it meets the State of Michigan requirements to be counted in the biannual student head count
- Faculty collaboratively makes a plan with family for the Planned Extended Absence

- Teachers inform parents that important lessons may be missed and a possibility that they can't be made up
- Teacher develops signed agreement based on collaborative plan
- Teacher, parent(s), child, and Head of School all sign collaborative plan
- Teacher sets a meeting date/time upon child's return to determine completion
- Completion of plan by meeting date determines whether absences will be excused or unexcused

### LEELANAU COUNTY SCHOOL AND COURT TRUANCY PROGRAM

The Head of School (HOS) at Leelanau Montessori Public School Academy, by board directive, is the designated “Truancy Officer” for the school. The HOS will work in conjunction with the teaching staff to monitor attendance for chronic absenteeism. The HOS will work to identify impending truancy issues and then work with parents on the circumstances that may be contributing to the chronic nature of the attendance.

Absences in excess of 5 days/semester and/or 10 tardies without a valid excuse is an alert to examine the youth’s attendance for possible truancy issues, especially if other warning signs exist, such as repeated patterns of absences/tardies in the previous semester or past school year. The following steps will be followed in these situations:

1. The Head of School will send the first letter to the parent or guardian of the child, indicating there is an attendance problem and requesting that a meeting be scheduled to discuss the absences. It will be sent via certified mail, as well as by regular mail. It may also be personally served to the parent or guardian. Each parent or guardian will receive their own copy of the letter.
2. This initial meeting will be held with the child’s parent or guardian. A Corrective Action Plan (CAP) will be discussed and decided upon that speaks to future attendance. Consequences for not following the plan will also be discussed in the event truancy remains a problem (see below).
3. The Head of School will give the child’s teacher a copy of the letter sent to the parents and the CAP so attendance can be monitored and reported as outlined in the CAP.
4. The Board of Directors has outlined the following consequences for the Head of School to follow: If the child misses two times in the next 30 days or 3 more in the next three months, the Head of School will request a Truancy Action Meeting with the Leelanau County Family Court Official. The HOS (or designated individual) will contact the Leelanau County Family Court Official to set up a date and time to meet. The Head of School will send a second letter to the parent(s)/guardian. The Leelanau County Family Court Official, Head of School, and any other needed individual will meet with the parent(s) or guardian.
5. If the parent fails to comply after the Truancy Action Meeting, the Head of School may file a complaint with the Leelanau County Truancy Coordinator /Prosecutor’s Office. The Prosecutor will review the complaint. The Prosecutor could file misdemeanor truancy charges against the parent or guardian, and if found guilty, the Court may recommend for the parent(s) or guardian(s) participate in parenting class and/or other recommended services or impose a jail sentence or fine.



# CONDUCT AND DISCIPLINE

## CONDUCT

The Board of Directors believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. It is the policy of Leelanau Montessori to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Children attending Leelanau Montessori are guaranteed the right to a public education. If this right is to be guaranteed, regular attendance in classes is of vital importance. The United States Supreme Court has held that a student may not be deprived of this right to a public education without adherence to procedural due process. In the event that it is proposed a student be removed from school for more than ten consecutive days you will be advised of due process rights attendant to an expulsion from school including the right to a hearing.

It is the responsibility of the Leelanau Montessori staff to ensure that no child is arbitrarily denied the right to an education.

It is the responsibility of each child to behave in a manner that does not threaten, interfere with, or deprive other children of their right to an education.

Leelanau Montessori's Code of Conduct has been adopted by Leelanau Montessori's Board of Directors and will be uniformly enforced by the Head of School and faculty/staff of the school. Children who engage in behavior that violates the Code of Conduct will be subject to disciplinary action. The State of Michigan mandates discipline in certain cases by statute where weapons or drugs are brought to school or certain assaultive behavior occurs at school or school sponsored events.

For additional information on the following Codes of Conduct for Leelanau Montessori and/or to refer to the following Board Policies and Procedures on the website, [click here](#).

- Harassment
- Bullying
- Disorderly Conduct
- Controlled Substances: Drugs, Alcohol, and Tobacco
- Search and Seizure of Lockers and Contents
- Suspension and Expulsion
- Student Seclusion and Restraint
- Weapons
- Student Rights

## **DISCIPLINE**

Self-discipline is a necessary life skill that is arrived at through appropriate guidance and individual effort. Montessori environments are designed to aid children in the development of self-discipline within a framework of freedom with responsibility. The developmentally-appropriate design of each environment provides a setting in which children can develop the ability to responsibly guide their own choices and behavior. Adults in the environment facilitate and support the development of socially-appropriate interactions. Children are guided and expected to behave respectfully toward themselves, each other, and their physical environment, thereby ensuring a safe and secure learning environment for all. All expectations of behavior, conflict-resolution, and limits are based on an understanding of the development of children in each environment.

At Leelanau Montessori, we believe in natural and logical consequences as opposed to punishment. Natural consequences (an ordinary and automatic result based on the choices one makes) are most effective at redirecting children's behavior. Natural consequences motivate children to analyze situations and make decisions based on wisdom, rather than make decisions based on what they perceive the adult will do to them (punishment) or for them (reward). When a natural consequence is ineffective or unsafe for the child to experience, adults in the environment may design logical consequences to redirect behavior.

Logical consequences provide guidance for children's immediate behavior and establish boundaries for future behavior. An example of a logical consequence is, 'if you break it, you fix it.' The staff believes that the consequence, in this situation, is that those responsible for the problem take responsibility for fixing it. Within this framework of discipline, children develop the ability to acknowledge and take responsibility for their actions and to learn from their mistakes. The development of self-discipline is fostered and this crucial life skill is developed for the long-term benefit of the child.

Through the consistent application of these disciplining techniques the children will learn to handle conflict, respect others, promote problem-solving skills and become responsible citizens.

Staff shall be prohibited from using the following as a means of punishment:

- Hitting, shaking, spanking, biting, pinching, or inflicting any form of corporal punishment.
- Restricting a child's movement by binding or tying him or her.
- Inflicting mental or emotional punishment such as humiliating, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest, or necessary toilet use.
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

Non-severe discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself. This would exclude those forms of punishment mentioned above.

Within this framework of discipline, children develop the ability to acknowledge and take responsibility for their actions and to learn from their mistakes. The development of self-discipline is fostered and this crucial life skill is developed for the long-term benefit of the child.

## **POSITIVE BEHAVIOR SUPPORT (PBS)**

Positive Behavior Support (PBS) is the application of strategies and systems to increase academic performance and safety, decrease problem behavior, and establish a positive school culture. The PBS process is a team-based approach that relies on a strong collaboration among families, school personnel, and members of the community; all working together to provide a continuum of support for all children. Leelanau Montessori teachers are P-Bit (Positive Behavior Intervention Techniques) trained through

Traverse Bay Area ISD and this training is renewed each year.

## **ELECTRONIC DEVICES**

Cell phones, game systems, iPods (touch)/CD/MP3 players, or other related electronic devices must be turned off during school hours, including passing time. All devices must be stored out of sight in backpacks, lockers, purses, duffel bags, or other like items. Any exception to this policy must be pre-approved from the Head of School. Failure to follow this rule will result in the device being held by the Head of School until such time a parent/guardian can claim it.

Parents shall claim any confiscated item within 30 calendar days from the school office. Unclaimed items will be discarded at no expense to Leelanau Montessori. During the school day teachers will guide students toward appropriate materials when accessing the Internet. Outside of school, families bear the same responsibility for such guidance as they interact with other information sources such as television, telephones, cell phones, movies, radio, and other potentially offensive media. Leelanau Montessori is not responsible for any lost personal items. Please refer to the Acceptable Use Policy. Violations will result in disciplinary or legal action in accordance with the Student Code of Conduct.

## **STUDENT INTERNET/ON-LINE SERVICES USER RULES**

Leelanau Montessori provides Internet access to its students to explore thousands of libraries, databases and bulletin boards throughout the world. Use of the Internet and other on-line information services is a privilege extended to students, faculty, and staff to enhance learning opportunities.

Although the Internet offers valuable resources and opportunities for learning, some material accessible on-line may be illegal, defamatory, inaccurate or potentially offensive to some people.

Use of the Internet and other on-line services at Leelanau Montessori is restricted to activities that support the educational goals and objectives.

The following guidelines have been established regarding the Internet and other on-line services:

Children are responsible for good behavior on school computer networks, just as they are in classrooms and school hallways.

Leelanau Montessori's Head of School will deem what is inappropriate use of the Internet and other on-line information services and that decision is final.

The administration, faculty and staff of Leelanau Montessori may deny, revoke or suspend student access accounts for inappropriate use of the Internet and other on-line information services.

Leelanau Montessori reserves the right to review any material stored in files and may edit or remove any material, which the staff in its sole discretion, believes may be unlawful, obscene, abusive or otherwise objectionable.

Transmission of any material in violation of U.S. or state regulations, including copyrighted, threatening or obscene materials, is prohibited.

Use for commercial activities by for-profit organizations, product promotion, political lobbying or illegal activities is prohibited.

Violations will result in a loss of access as well as other disciplinary or legal action. School disciplinary action will be determined by the school administration in accordance with the school handbook and Board Policies and may result in suspension or expulsion.

An Internet Use Agreement will be developed and signatures of both the child and the parent/guardian (for children under the age of 18) are mandatory before access to the Internet and other on-line services may be granted.

# MISCELLANEOUS

## VOLUNTEER GUIDELINES

### Specific School Guidelines for All Volunteers

The Leelanau Montessori Board of Directors would like to thank our parents for their willingness to help us provide children with the best possible education. Leelanau Montessori places the utmost importance on parental involvement in the formal and informal education of their children.

Please read the following guidelines carefully and acknowledge your willingness to follow them as you work on our behalf. Should you have any questions regarding the guidelines below, please contact the Head of School.

- All regular volunteers must have a central registry clearance and ICHAT criminal background check. They will also have a signed child abuse statement on file with the school as well.
- When you volunteer at school and on school-sponsored field trips, you are a school representative. Please put the safety and health of the children first. Please follow the instructions and directions of the teacher in charge.
- Professional conduct is required as a representative of Leelanau Montessori.
- On school-sponsored events or field trips, please follow all instructions provided by the teacher or Leelanau Montessori.
- No individual electronic devices should be used while chaperoning without prior approval (for purposes of emergency contact and approved photography only).
- As a representative of the school, it is important to **respect student confidentiality**. This includes student behavior and things you hear from the “mouths of children.” When you are in contact with children as a volunteer, please remember to always respect their privacy by refraining from talking about behavior incidents or things students say with anyone outside of the school faculty/staff. Remember the tales of children are not always accurate. It is our job to listen and share only with those who really need to know.
- If you suspect abuse, it is your legal responsibility to inform the Head of School of such a suspicion. As a volunteer in the school, You are protected from liability when you do so.
- It is important that you show no preference for any one religion over any other or a preference for religion over non-religion. Please be aware that it is inappropriate for you to force your personal religious views to children when acting as a volunteer.

### General Classroom Guidelines for Parent Volunteers

Thank you for adhering to the following guidelines during classroom visits.

1. Please always check in at the office and sign in when volunteering.
2. Please leave siblings and young children in your care at home, unless prior approval is received from the Head of School.
3. Please remember that the teacher is responsible for the children and activities within their classroom.
4. When volunteering in a classroom, please enter the room quietly and wait until there is a break in activity to communicate with the teacher and the children in the room.
5. Please respect issues of confidentiality relating to the children with whom you work. As a volunteer, you may not talk with other parents about another child other than your own.
6. Please keep all comments positive when volunteering in the classroom. By keeping comments

positive and encouraging, you are modeling respect for the children.

7. Dress appropriately when supervising children at school or on field trips.

8. Please remember Leelanau Montessori is a non-smoking facility. Smoking is prohibited in the building, on the grounds of the school, in cars transporting students, and on any field trips or during extra curricular activities.

9. Please sign out when you leave the building.

## **FIELD TRIPS**

Whenever any LPSA children (K-6 or preschool) are traveling away from school, they are subject to the same rules, regulations, and appropriate behavior and civility observed at Leelanau Montessori. As in the classroom, the teacher will judge what acceptable or unacceptable behavior is, including compliance with the Student Dress Code. Signed permission slips must be on file with the teacher for each child for each field trip.

**All chaperones must have a central registry and criminal background check (ICHAT) for overnight trips.** The Leelanau Montessori Board of Directors must approve all extended field trips in advance. No child shall be penalized academically for non-participation in any school sponsored trip but must attend an assigned classroom during the trip. All academic and co-curricular field trips are subject to cancellation without notice for lack of parent drivers.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the school who takes students on trips not approved by the Board of Directors.

Except for extended field trips, Leelanau Montessori sometimes depends on parents to provide student transportation on academic and co-curricular/athletic field trips. All parent drivers are requested to abide by the following requirements:

- Must possess a valid driver's license
- Operate an insured vehicle in good running order
- Accept responsibility for students assigned and follow the directions and prescribed transportation route provided by the trip leader/classroom teacher.
- Make arrangements for the care of younger siblings during the trip to avoid driver distractions. Enrolled siblings in other grades are not allowed to accompany parent drivers.
- Understand the purpose of the trip is to assist the trip leader/classroom teacher with the instructional information.
- Be able to contact the trip leader/classroom teacher in case of an emergency for the duration of the trip.

## **PRIVATE TRANSPORTATION**

When transportation is not provided by other means, the following should be considered regarding private transportation. Leelanau Montessori does not accept financial liability or responsibility for volunteer drivers transporting children to school-sponsored activities. The driver's insurance is to provide primary coverage in case of an accident.



**Walkers**

Children who walk to and from school are asked to wait until the majority of dismissal has been completed for their safety. The children are also encouraged to go directly home following dismissal. Children who linger at the school or stop to visit friends on the way home cause undue worry for parents and staff.

**Bicycles**

If a child rides a bicycle to school, he/she is asked to park the bicycle in the bike rack located in the front of the school. Please keep in mind that the school will not assume any responsibility for damage or theft of their bikes. Children are recommended to wear a bicycle helmet.

**ASBESTOS MANAGEMENT PLAN**

The local education agency known as Leelanau Montessori (within the Suttons Bay Public School building) is required by 40 CFR 763.80 to complete an inspection to determine whether any hazardous material was used in the construction of our facility. Documents pertaining to this inspection have been furnished to the State of Michigan as required. A copy is available at Suttons Bay Public School offices for your review.

# APPENDICES



## **GREAT START READINESS PROGRAM (GSRP)**

The Great Start Readiness Program (GSRP) is a state-funded preschool program for four-year old children who qualify. The program is administered through the Michigan Department of Education (MDE) and incurs no cost for families.

Research on preschool programs and specific research on GSRP indicates that children provided with a high-quality preschool experience show significant positive developmental differences when compared to children from the same backgrounds that did not attend a high-quality preschool program. We are delighted that Leelanau Montessori is able to offer the Great Start Readiness Program to our families.

A copy of the Great Start Readiness Student/Parent Handbook is accessible on the school's website or may be requested through the school office.

## TODDLER ADDENDUM

### GENERAL INFORMATION

#### Early arrivals

Early care is available by registration beginning at 7:30 a.m. You must make contact with staff if your child arrives before 8:10 a.m.

#### Arrival:

Toddler children meet in their classroom.

#### Dismissal:

Toddler parents may pick up their child in their classroom.

In the interest of your child's safety and the teachers' preparation time, please pick up your child by 11:15 or 3:06 p.m., depending on his/her schedule.

Only children who are participating in an after school enrichment program or other school sponsored extra-curricular activities are allowed to stay after dismissal, as long as arrangements have been made for them to be supervised by a coach or teacher. No siblings may stay at school with a child participating in an after school activity.

### NUTRITION/FOODS

We are committed to children's health. Research demonstrates the irrefutable link between mind and body. Healthy foods create healthy brains. Children are empowered to develop physically and intellectually by making healthy, nutritional choices, which increase mental performance and concentration, sharpen memory, and produce consistency of moods. Our curriculum and practices include knowledge and habits of healthful choices, which rely on your support. *Please let us know of any food allergies.*

#### Food Policy

We are required to follow all guidance regarding snacks and meals that is contained in the Child and Adult Food Care Program. This includes the following:

- Children who have specific dietary needs (allergies, vegetarian, etc....) should be accommodated by the school food program.
- Families of children who have low frequency dietary needs (organic only, Kosher, vegan, etc....) are invited to have a discussion with the lead guide/teacher. We will work together to meet both your family's preferences and the GSRP requirements.
- Shared meals are an important part of the program and whenever possible, all children should learn to enjoy a wide variety of foods in a communal setting.
- Menus will be posted in the rooms with any substitutions indicated.
- Meals provided by the school will be in accordance with the Child and Adult Food Care Program (CACFP).

#### Snacks

Each parent is asked to provide a class snack on a regularly assigned basis. A menu will be posted conspicuously in the classroom with the daily snack posted. You will receive a description and instructions for supporting this activity. These are guidelines we ask you to follow.

1. The snack includes a whole grain, a fruit and/or vegetable.

2. Include your child going to the store to make food choices.
3. The children will prepare the snack here at school.
4. Send enough snack for morning and afternoon, for the entire group.

### **Lunches**

Leelanau Montessori has the option of meals that are balanced in accordance with the minimum meal requirements of the Child and Adult Care Food Program. Parents are also welcome to send lunch/snacks with their student if they so choose. Children who qualify for free/reduced lunch will be provided the meal at school. Children with special dietary needs will be accommodated. A balanced lunch contains items from all of the food groups:

- Protein source - meat, fish, eggs, cheese, beans, nuts
- Complex carbohydrates - whole grain bread, rice, crackers
- Fresh fruits and vegetables
- Beverage - milk, water, 100% fruit juice

We encourage sustainable practices of using reusable and labeled containers for all food and beverages. A thermos is a great investment too.

We send uneaten foods home, so you are aware of your child's diet. A baggie for 'sloppy' items keeps the lunch container clean.

Please keep the following foods at home:

- Beverages with added sugar (pop, Capri Sun, HiC, Gatorade)
- Pre-packaged individual servings (ie. juice, pudding...)
- Candy, cookies, cake, jell-o, pudding
- Fruit snacks or roll-ups
- Anything with added frosting, chocolate, candy sprinkles
- Artificially sweetened foods

The child is eager and capable to plan, shop, prepare, pack, and remember his/her lunch and snacks. Please support this act of independence by guiding practice in a way that can give them ownership as soon as possible.

### **Appropriate clothing for school**

Simple, non-distracting clothing, which fosters independent dressing and supports focus, is very important. Lights on shoes and decorations of various kinds are distracting. Please keep these shoes at home. Everyone needs a simple pair of closed, flat-heeled, indoor shoes, which are kept here at school, so that our floors can be kept as clean, work - spaces. Tie-on shoes provide the safest movement and learning the practical life skill of tying. In addition, emergency drills are practiced year-round, regardless of weather, so the children travel away from the building, and remain outside for a period of time.

We ask you to send a complete change of labeled clothing in a labeled gallon ziplock bag, labeled with your child's name. A "What to Bring" form is included in our start-up packet.

### **Personal Items**

Children in the Toddler class like to share. We recognize this interest and see it as an opportunity to foster skills important to self-expression. Children are welcome to bring an object to share with the classroom that is of interest and benefit to the life of the group. Children who bring in natural specimens, something from another culture, something a child has made, or an interesting book will be invited to

share those items at circle. Please be aware any item brought may get broken. Toys, money, gum, cosmetics, and similar items are not appropriate for school. If these items are brought to school, teachers will put them away and send them home with your child at the end of the day.

### **Guidelines for changing diapers or soiled clothing**

When changing diapers or soiled clothing of any child in the school, the following procedures are followed:

- The child is taken to a designated area.
- Faculty washes hands with soap and water.
- Plastic gloves are used in the changing area.
- Changing paper is used on a floor mat as a clean place on which the child may lie, sit, or stand.
- The soiled clothes/diapers are removed and placed directly in a plastic bag to be sent home that day and out of children's reach ( if disposable diaper it will be discarded immediately)
- Wet wipes will be used to clean the child and then the wipes will be disposed of properly.
- Parents are responsible for supplying diapers for their child. Using the child's own diaper will avoid any skin reaction to an unfamiliar brand.
- The child will dress and undress on their own as much as possible unless assistance is needed.
- Changing paper/mat, rubber gloves, and toilet seat/potty chair will be sanitized and or properly disposed.
- Any urine, feces, or blood on the floor should be blotted up with paper towel and disposed of properly. The area will be sanitized with a solution and precautions will be taken by using rubber gloves as described in the above procedures.

### **Celebrations & Traditions**

On birthdays, your child will be able to bring in a healthy snack to share at snack time, and we will sing "Happy Birthday" to him/her.

# PRIMARY ADDENDUM

## GENERAL INFORMATION

### Early arrivals

Early care is available for a fee beginning at 7:30 a.m. There is no adult supervision for your child before 8:10 a.m. unless he/she is registered for early care. You must make contact with office staff if your child arrives before 8:10 a.m.

### Arrivals

Staff will greet your car at the curb at 8:10 to unload your child. If you arrive after at 8:20 please walk your child inside and make contact with staff. In the spirit of fostering your child's independence, please support them in carrying their own belongings to class.

### Late arrivals

Children who arrive after 8:20 a.m. must be signed in to the office by a parent or guardian and will be accompanied to their classroom by an adult or an older child. Parents, please model behavior valued by our society by being prompt and on time with your child.

### Dismissal

Morning dismissal: If your child will be picked-up at 11:15 a.m. please meet them on their playground or in front of the school in the space designated by your child's teacher.

Afternoon dismissal is at 3:06 p.m. Children may be picked up in the back entrance/main entrance of the Montessori school's pick-up line. Only children who are participating in an after school enrichment program or other school sponsored extra-curricular activities are allowed to stay after dismissal, as long as arrangements have been made for them to be supervised by a coach or teacher. Siblings may not stay at school with a child participating in an after school activity.

In the interest of your child's safety and the teachers' preparation time, please pick up your child by 3:15 p.m. After this time your child will be directed to the office.

Please send a written note to communicate any pick-up or attendance changes in your child's day.

### Appropriate clothing for school

Simple, non-distracting clothing, which fosters independent dressing and supports focus, is very important. Lights on shoes and decorations of various kinds are distracting. Please keep these shoes at home. Everyone needs a simple pair of closed, flat-heeled, indoor shoes, which are kept here at school, so that our floors can be kept as clean, work - spaces. Tie-on shoes provide the safest movement and learning the practical life skill of tying. In addition, **emergency drills are practiced year-round, regardless of weather, so the children travel away from the building, and remain outside for a period of time.**

It is helpful for children to arrive at school appropriately dressed for the days weather as primary begins each day on the playground.

We ask you to send a complete change of labeled clothing in a labeled gallon ziplock bag, labeled with your child's name. A "What to Bring" form is included in our start-up packet.



## Celebrations & Traditions

We look for opportunities to celebrate life, as well as honor rites of passages and key moments of human experiences, which represent cultural differences but bind us to the Family of Man. As we introduce children to traditions and celebrations from around the world, we want to encourage your participation to share your own stories and traditions with us. We respect religious holidays, which families celebrate at home, and approach them from seasonal, factual, and historic perspectives. All invitations and gifts, which occur beyond school need to stay home, in the interest of everyone.

We celebrate birthdays with a unique community celebration. You will be invited to attend our ceremony. Please use your birthday celebration form to help you celebrate this important milestone in your child's personal history.

## Personal Items

Children in the Primary class like to share. We recognize this interest and see it as an opportunity to foster skills important to self-expression. Children are welcome to bring an object to share with the classroom that is of interest and benefit to the life of the group. We have a museum table to display natural specimens, something from another culture, something a child has made, or an interesting book. Toys, money, gum, cosmetics, and similar items are not appropriate.

## NUTRITION/FOODS

We are committed to children's health. Research demonstrates the irrefutable link between mind and body. Healthy foods create healthy brains. Children are empowered to develop physically and intellectually by making healthy, nutritional choices which increase mental performance and concentration, sharpen memory, and produce consistency of moods. Our curriculum and practices include knowledge and habits of healthful choices, which rely on your support. *Please let us know of any food allergies.*

## Food Policy

We are required to follow all guidance regarding snacks and meals that is contained in the Child and Adult Food Care Program. This includes the following:

- Children who have specific dietary needs (allergies, vegetarian, etc....) should be accommodated by the school food program.
- Families of children who have low frequency dietary needs (organic only, Kosher, vegan, etc....) are invited to have a discussion with the lead guide/teacher. We will work together to meet both your family's preferences and the GSRP requirements.
- Shared meals are an important part of the program and whenever possible, all children should learn to enjoy a wide variety of foods in a communal setting.
- Menus will be posted in the rooms with any substitutions indicated.
- Meals provided by the school will be in accordance with the Child and Adult Food Care Program (CACFP).

## Snacks

Each parent is asked to provide a class snack on a regularly assigned basis. A menu will be posted conspicuously in the classroom with the daily snack posted. You will receive a description and instructions for supporting this activity. These are guidelines we ask you to follow.

5. The snack includes a whole grain, a fruit and/or vegetable.
6. Include your child going to the store to make food choices.
7. The children will prepare the snack here at school.

8. Send enough snack for morning and afternoon, for the entire group.

## Lunches

Leelanau Montessori has the option of meals that are balanced in accordance with the minimum meal requirements of the Child and Adult Care Food Program. Parents are also welcome to send lunch/snacks with their student if they so choose. Children who qualify for free/reduced lunch will be provided the meal at school. Children with special dietary needs will be accommodated. A balanced lunch contains items from all of the food groups:

- Protein source - meat, fish, eggs, cheese, beans, nuts
- Complex carbohydrates - whole grain bread, rice, crackers
- Fresh fruits and vegetables
- Beverage - milk, water, 100% fruit juice

We encourage sustainable practices of using reusable and labeled containers for all food and beverages. A thermos is a great investment too.

We send uneaten foods home, so you are aware of your child's diet. A baggie for 'sloppy' items keeps the lunch container clean.

Please keep the following foods at home:

- Beverages with added sugar (pop, Capri Sun, HiC, Gatorade)
- Pre-packaged individual servings (ie. juice, pudding...)
- Candy, cookies, cake, jello, pudding
- Fruit snacks or roll-ups
- Anything with added frosting, chocolate, candy sprinkles
- Artificially sweetened foods

The child is eager and capable to plan, shop, prepare, pack, and remember his/her lunch and snacks. Please support this act of independence by guiding practice in a way that can give them ownership as soon as possible.

## ASSESSMENT

Following the educational philosophy and understanding of child development that Maria Montessori put forth, we expect each child to grow and change every year, but respect the plateaus which naturally occur due to countless factors in and beyond the school and home, and which are vital to growth. These are periods, which can appear stagnant but are often times periods of assimilation.

Children are especially vulnerable to influences, which adults have learned to accommodate and tolerate. Factors such as a lack of sleep or loss of a family pet dramatically affect the outcome of a child's day, which for most adults is no longer problematic having experienced and processed the feelings and developed coping strategies which do not compromise work efforts. A child's desires to perform a given task challenge his/her ability to follow a different direction until the balance of need and desires is understood and accepted. As a Montessori practicing school, Leelanau Montessori works hard to help parents understand the natural fluctuations of child development. Leelanau Montessori recognizes that growth and change occur, though not always at a predictable or expected rate. Assessment therefore, has many different facets in our Montessori environments.

## Quantitative/Summative Assessments

The Three Period Lesson: this lesson format provides formative as well as summative information about student progress. As teachers observe students working through a lesson, skill mastery is assessed and the teacher makes a determination as to whether additional practice is required or if new work will be introduced. The Three Period Lesson is also one of the main tools that teachers use to improve teaching and learning. The careful observations and notes that teachers take during lessons, and in watching practice work, provides the teacher with repetitious opportunities to change a delivery method, to ask the child different questions during the lesson, to offer guided practice, and to encourage different pairs of children to work together.

Practice work: After a child has received a lesson, he/she will journal and practice that work as needed to reach competency/mastery. There are controls for the work a child performs so that after the work is finished, the child can check and review their efforts, ask questions and receive further instruction and/or guidance and new work and lessons. When either child or teacher feels the child is ready to move on, a mastery check will be given, sometimes verbally, sometimes written. These on-going, daily assessments of each child and each subject are performed and recorded by the teacher and are used to establish daily individualized lesson plans for new work and new lessons.

### **COMMUNICATION ABOUT YOUR CHILD**

In order to protect each child's dignity, teachers will refrain from discussing your child in his/her presence. We welcome a conversation about your child by telephone or appointment.

# ELEMENTARY ADDENDUM

## GENERAL INFORMATION

### Early arrivals

Early care is available for a fee beginning at 7:30 a.m. There is no adult supervision for your child before 8:10 a.m. unless he/she is registered for early care. You must make contact with office staff if your child arrives before 8:10 a.m.

### Arrivals

Staff will greet children at 8:10. If you arrive after at 8:20 please walk your child inside and make contact with staff. In the spirit of fostering your child's independence, please support them in carrying their own belongings to class.

### Late arrivals

Children who arrive after 8:20 a.m. are considered tardy and must be signed in to the office by a parent or guardian. Parents, please model behavior valued by our society by being prompt and on time with your child.

### Dismissal

Afternoon dismissal is at 3:06 p.m. Children may be picked up in the back entrance/main entrance of the Montessori school's pick-up line. Only children who are participating in an after school enrichment program or other school sponsored extra-curricular activities are allowed to stay after dismissal, as long as arrangements have been made for them to be supervised by a coach or teacher. Siblings may not stay at school with a child participating in an after school activity.

In the interest of your child's safety and the teachers' preparation time, please pick up your child by 3:15 p.m. After this time your child will be directed to the office.

Please send a written note to communicate any pick-up or attendance changes in your child's day.

### Early dismissal

If your child needs to leave school early for any reason, a parent/guardian must come into the office to sign the child out. Please keep in mind that your child's attendance may be affected by frequent early dismissals.

### Appropriate clothing for school

Simple, non-distracting clothing, which fosters independent dressing and supports focus, is very important. Lights on shoes and decorations of various kinds are distracting. Please keep these shoes at home. Everyone needs a simple pair of closed, flat-heeled, rubber soled, indoor shoes, which are kept here at school, so that our floors can be kept as clean, work- spaces. Tie-on shoes provide the safest movement and learning the practical life skill of tying. In addition, **emergency drills are practiced year-round, regardless of weather, so the children travel away from the building, and remain outside for a period of time.**

As we talk about the 'needs of man,' clothing around the world and through time is discussed and includes discussion of clothing, which supports our community, daily work and activities. The following guidelines have been established with consideration for everyone.

- Shoes must be worn during the school day. Each child will need a pair of indoor, 'tennis' shoes here at school. Flat-soled, tie-on shoes secure the foot for safe movement.
- Clothing need to cover the body in a way that is appropriate for school.
- Writing/slogans on clothing need to respect our community

- Hats are worn outdoors.
- Jewelry, silly bands and other valuable or collectible items should remain at home.
- Outdoor shoes need to support safe athletic play.
- We request that clothing, supplies, and lunchboxes be cartoon, slogan, and/or advertisement free.

### Celebrations & Traditions

The elementary classrooms look for opportunities to celebrate life, as well as honor rites of passages and key moments of human experiences, which represent cultural differences but bind us to the Family of Man. As we introduce children to traditions and celebrations from around the world, we want to encourage our participation to share your own stories and traditions with us. We respect religious holidays, which families celebrate at home, and approach them from seasonal, factual, and historic perspectives. All invitations and gifts, which occur beyond school, need to stay home, in the interest of everyone.

The Elementary classrooms celebrate birthdays with singing, and, if your child wishes, s/he may bring a birthday snack for after lunch. A low or no sugar alternative helps maintain focus for afternoon work. Please bring enough for your child's group. If you are planning a party and would like invitations to be handed out at school, please bring one for every child and they will be distributed.

### NUTRITION/FOODS

We are committed to children's health. Research demonstrates the irrefutable link between mind and body. Healthy foods create healthy brains. Children are empowered to develop physically and intellectually by making healthy, nutritional choices which increase mental performance and concentration, sharpen memory, and produce consistency of moods. Our curriculum and practices include knowledge and habits of healthful choices, which rely on your support. *Please let us know of any food allergies.*

### Snacks

A balanced breakfast typically eliminates snacking for the elementary child. However, often during the first year, and from time to time thereafter, a snack may be needed. If your child needs a snack, please ensure it is a small piece of fruit, cheese, or a vegetable brought in their lunchbox, ready to eat.

### Lunches

Children should bring a lunch box packed with a nutritious, well-balanced lunch and drink. Please avoid sending candy in lunches. Let us know if your child has any unusual eating habits or needs.

Lunches are not refrigerated Please pack an ice-pack to keep items cool. A microwave oven is available to re-heat food. Please do not send lunches that require more than *one minute* in a microwave or preparation that requires a staff member.

A balanced lunch contains items from all of the food groups:

- Protein source- meat, fish, eggs, cheese, beans, nuts
- Complex carbohydrates-whole grain bread, rice, crackers
- Fresh fruits and vegetables
- Beverage- milk, water, 100% fruit juice

Please send a washable place mat along with any plates or utensils needed for your child to enjoy their lunch each day. If they have a warm-up it must be in a microwavable container. We encourage sustainable practices of using reusable and labeled containers for all food and beverages. A thermos is a great investment too. We send uneaten foods home, so you are aware of your child's diet.

The child is eager and capable to plan, shop, prepare, pack, and remember his/her lunch and

snacks. Please support this act of independence by guiding practice in a way that can give them ownership as soon as possible.

Picnic lunches occur spontaneously, without announcement, when the weather obliges and as the children show interest. These typically take place in fall and spring. Microwave use and kitchen utensils are not available for scheduled picnics. Please keep this in mind as your child plans lunches throughout the year.

## **ASSESSMENT AND GRADING**

Following the educational philosophy and understanding of child development that Maria Montessori put forth, we expect each child to grow and change every year, but respect the plateaus, which naturally occur and are vital to growth. There are periods, which can appear stagnant, but are often periods of assimilation. Leelanau Montessori recognizes that growth and change occur, though not always at a predictable or expected rate. Assessment therefore, has many different facets in our Montessori environments.

### **School specific:**

Albanesi (Grade Level Curriculum and Assessment)  
Portfolios  
Projects/Rubrics  
Self/Peer Assessment  
Three Period Lesson/Practice Work  
Core Knowledge Language Arts (CKLA)

### **District specific:**

NWEA-Measures of Academic Progress – MAP  
AIMSweb  
Delta Math

### **State specific:**

Michigan Student Test of Educational Progress – MSTEP

## **Receipt of Parent Handbook**

I acknowledge that I have received, read and understand the Leelanau Montessori Public School Academy Student/Parent Handbook. I understand that I can also find an electronic copy at:

<http://www.leelanaumontessori.org/parent-handbook.html>

I understand and agree to follow these policies as they pertain to my child's school experience.

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Child's Name

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Parent/Guardian Name(s)

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Parent/Guardian Signature

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Date