



M O U N T C L E M E N S  
**MONTESSORI**

A Better School of Thought.

Parent - Student  
**Handbook**  
**2021-22**

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Dear Parents:

At Mt. Clemens Montessori Academy children find a caring, nurturing environment combined with academic excellence. Our students' success is achieved through our individualized curriculum, which has been enriched and refined for over fifty years.

Our educational approach is based on the work of Dr. Maria Montessori. The Montessori Method is rooted in a profound respect for the child and believes that education should be an experience, which helps children deal more effectively with the real world.

Nevertheless, educating children is a school-parent partnership. Open communication and parent understanding of school policies and procedures is a necessary ingredient to the educational process.

The Mt. Clemens Montessori Academy "Parent-Student Handbook" has been carefully prepared to acquaint you with school rules and regulations. Please read it carefully and save it for ready reference and use throughout the year. If Mt. Clemens Montessori Academy alters, makes additions, or subtracts regulations of this current "Parent-Student Handbook", which it reserves the right to do; these changes will be posted in the school and distributed to all parents.

Throughout the years, Mt. Clemens Montessori Academy parenthood, through their dedication and cooperation has made significant contributions to the success of our programs. On behalf of our faculty and staff, I welcome you all, new and returning parents of Mt. Clemens Montessori Academy, for another successful and enriching year.

Sincerely,

Ashley Lesage  
Principal

## **WELCOME TO MT. CLEMENS MONTESSORI ACADEMY**

### ***A World of Discovery for Your Child***

Our goal at Mt. Clemens Montessori Academy is to work in partnership with parents to provide the best developmental program for the growing child. Our time-tested curriculum is implemented by a highly trained and professional staff. The year will be filled with fun, friends, and opportunities to learn for every child.

Communication and parent support are highly valued here at Mt. Clemens Montessori Academy. We believe a team including teachers, parents and children is a winning combination.

### **PROGRAMS OFFERED**

Mt. Clemens Montessori Academy offers half-day and full-day academic programs for Preschool (33 months through 5 years); and full day kindergarten through fifth grade. Additional classes in Computers, Music and Movement, French and Physical Education are also provided. Daycare/Latchkey is provided before and after classes during the school year. Summer Camp is also available.

For more information on the Academy's courses and curriculum please see pages 201-287 of the Charter Contract located here -[https://bmcso.org/wp-content/uploads/2021/05/2019\\_mt\\_clemens\\_montessori\\_contract.pdf](https://bmcso.org/wp-content/uploads/2021/05/2019_mt_clemens_montessori_contract.pdf).

### **ADMISSION POLICY**

Mt. Clemens Montessori Academy welcomes children of all ethnic, national and religious backgrounds. No applicant for admission shall, on the basis of, race, color, ethnicity, national origin, immigration status, sex, (including sexual orientation or gender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry or genetic information be discriminated against.

### **Entrance Age**

A child who turns six (6) years of age before December 1st must be enrolled on the first school day of the school year in which the child's sixth birthday occurs, and a child who turns six (6) years of age on or after December 1st must be enrolled on the first school day of the school year following the school year in which the child's sixth birthday occurs.

### **Kindergarten**

A child who is at least five (5) years of age on or before September 1st of the school year of enrollment is eligible for entrance to the kindergarten program

for that school year. The child may not be placed in an alternative program without permission of the parent.

**1. Kindergarten Early Entrance**

A child who is not yet five (5) years of age on or before September 1st for the applicable school year will be admitted to kindergarten under the following circumstances:

- a. the child will have attained the age of five (5) by December 1st of the school year of enrollment; and
- b. the parent or guardian provides written notice to the Academy of intent to enroll the child for that school year.

**2. Young Fives (beginning 2022-23)**

Young Fives is designed for students who are eligible for kindergarten, but require more time to further develop their emotional, social, physical, and/or cognitive skills. Children must be 5 years old between March 1, 2022 and December 1, 2022 for the 2022 – 2023 school year, by parent request or parent permission, to enroll in Young Fives. The natural progression from the Young Fives program would be into Kindergarten. The program is tuition-free, as it is funded by the state. Children attend 5 days a week, with normal school hours. Participation in Young Fives is by parental choice and/or teacher recommendation.

**MANDATORY FORMS**

All Preschool – 5<sup>th</sup> Grade children are required to have the following forms: Completed Elementary Application/Student Data Form or Preschool Enrollment Agreement, Child Information Record (Emergency Card), Child History, Permissions Statement, Student Residency Form, Health Appraisal, Concussion Acknowledgment Form, copy of the driver’s license of the person enrolling the student and the original Birth Certificate or other reliable proof of identity (which will be copied and returned to parent/guardian). The Parent Notification of the Licensing Notebook is also required for all Daycare/Latchkey children. Kindergarten through 5<sup>th</sup> Grades also must submit a Health Acknowledgement. **It is the sole responsibility of the parent to ensure that correct information is supplied on the forms and that the information is kept current.**

**Photograph and Publicity Release Form**

At the beginning of each school year, families are required to complete a *Photograph and Publicity Release Form* for their family to grant consent to the

Academy to use the student’s name, likeness, image, voice, and/or appearance as may be embodied in pictures, photos, video recordings, audiotapes, digital images.

**DAILY PROGRAM**

**School Hours by Program**

Preschool A.M. Class	8:00 a.m. – 11:30 a.m.
Elementary (K-5)	8:00 a.m. – 3:00 p.m.
Daycare/Latchkey Room	6:30 a.m. – 8:00 a.m. 3:00 p.m. – 6:00 p.m.

**Morning Daycare/Latchkey**

Students will have free play with the Daycare/Latchkey materials before their school day begins. A table will be provided for students bringing breakfast with them to school.

**Class Time**

Preschool students will have circle time where they will do a variety of group activities or lessons for 15-20 minutes. After circle time the teacher will meet with small instructional groups while the assistant teacher(s) help children to choose activities. Activities are balanced between free choice and those directed by the teacher.

Elementary (K-5) students will begin their day with group instruction. After group instruction the teachers will meet with instructional groups while the remaining students follow a work plan provided by their teacher. The primary emphasis for the morning will be the core curriculum of Language Arts, Reading, Math, Social Studies, and Science. All students are free to move about the classroom as needed as long as movement is purposeful and courteous to the group. Afternoon class time is an extension of the morning with more emphasis on Literature, Public Speaking, and Special Classes.

**Afternoon Daycare/Latchkey**

Students enrolled in afternoon Daycare/Latchkey will participate daily in large motor activities (outdoor free play weather permitting), parent provided snack time, arts and crafts, study time (Elementary only) and free play with the indoor materials.

**ATTENDANCE**

Attendance for students enrolled in the elementary program is compulsory.

Although daily attendance is not *compulsory* for the Preschool student, it is recommended that a child attends daily to realize the full benefits of the Montessori environment.

The Academy will excuse any tardiness or absence related to a homeless student's living situation when applying any school policy regarding tardiness or absences.

### **Excused Absence**

Written and/or verbal notification from the parent/guardian, and/or a medical professional notifies the Academy, it will be considered an excused absence. A final decision of an excused absence will be determined by the Principal and/or Administrator.

### **Tardiness and/or Unexcused Absence**

Students shall be allowed three (3) unexcused absences. Administrators will notify the parent/guardian by letter or by phone regarding each unexcused absence. Students arriving late to school more than **fifteen (15) minutes** will be considered absent. When a student has attained more than three (3) tardy and/or unexcused absences, the parent/guardian shall be contacted to schedule a meeting with the Administrator to discuss ways to improve attendance.

The Mt. Clemens Montessori Academy parents play an important role in the academic success of the students. Therefore, it is the responsibility of each parent/guardian to ensure their student arrives at school on time.

### **ARRIVAL**

We ask that your child arrive at school 10 minutes *prior* to scheduled class time. All students arriving earlier than 20 minutes shall be taken to the Daycare/Latchkey Room and charged for an hour of latchkey. Parents are asked not to enter the building unless they need to visit the Office. Parents may not socialize with each other during arrival times in the school or its hallways, to avoid congestion and/or disturbance to the students.

### **Procedure**

- Parents should not get out of their car and avoid phone use in the circle drive.
- Elementary children (K – 5<sup>th</sup>) may be dropped off and walked into the building on their own – Not prior to 7:50 a.m.
- Parents/guardians coming into the Academy during arrival and dismissal times may **not** use the Side Parking Lot (corner of Hampton

and Harrington) or the Front of the Academy Parking Lot/Spaces (Hampton) during the following hours of 7:50 a.m. – 8:45 a.m. and 3:00 p.m. – 4:00 p.m.

- Preschool students are escorted into the building by teachers.

### **Early Arrival**

All children arriving more than 20 minutes prior to scheduled class time **MUST** be accompanied by an adult into the building and taken to the Daycare/Latchkey Room.

### **Late Arrival**

A child arriving after class has begun presents a major disruption to the classroom. It is not fair to those students who have arrived on time to have their instruction interrupted. Please do not interrupt class by taking your child into the room.

**If you arrive after your child's class has begun please take your child to the Office to check in.** Your child will be sent to class at the appropriate time.

### **RELEASE OF CHILDREN**

Class will be dismissed promptly at the scheduled times. Please arrive on time to pick up your child. We ask that you wait in your car until your child's teacher escorts the children outside to meet you. **Do not go to your child's classroom to get your child. Parents are not allowed in the school, its hallways, etc. at dismissal times.**

A child will only be released to: (1) a custodial parent, legal guardian, or person listed on the Emergency Card, or (2) someone with whom prior arrangements have been made and verified. We will ask for proper identification before releasing a child to someone other than a custodial parent or legal guardian. These procedures are for your child's safety and protection.

### **Late Dismissal Charges**

There is an allowance of **5 minutes** from the designated dismissal times. If you are not here at that time and you have not made prior arrangements, at least **½ hour** prior to dismissal, the Daycare/Latchkey fee charges will be **\$6.00** per hour.

### **VISITING THE SCHOOL**

In order to ensure the safety and security of Academy students and staff, only visitors who have a legitimate purpose will be permitted on Academy grounds.



The Principal has the authority to prohibit the entry of any person to the Academy or expel any person where there is reason to believe the presence of such person would be detrimental to the good order of the Academy or a disruption to the academic environment.

All parents/guardians and other visitors must register in the Office as they enter the school, and will be given a visible “visitor badge” to wear.

Children accompanying visiting parents must be directly supervised at all times inside the school building and in the parking lot and walkways. This applies to enrolled children before school and after school and to non-academy enrolled children at all times.

The Academy strictly prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Academy for the purpose of school activities. These settings include Academy-sponsored events (both on and off Academy property and traveling to and from such events), Academy premises (leased, owned or used by the Academy), Academy vehicles, and at any activity authorized or approved by the Academy. Any person who violates the policy will be referred to law enforcement.

Visitors, who are rowdy, commit a verbal assault on the premises, or who are otherwise disorderly, will be asked to leave the premises; this type of behavior is unacceptable.

### **Sex Offenders**

Visitors, including parents, who are registered sex offenders, are required to so notify the Academy administration before they visit the Academy and to strictly comply with all applicable school safety legislation. The Academy administrator may impose conditions on the presence of registered sex offenders on Academy premises, or at Academy functions, as he or she deems reasonable and appropriate.

Parents/Guardians, who are registered sex offenders, must safely and expeditiously drop off their children and pick them up during the prescribed times for drop off and pick up and then promptly and safely exit the Academy premises. The Academy administration may allow additional access for registered sex offenders, who are parents/guardians of a registered student, to school grounds under the following conditions:

- Prior permission from the Academy administration is required.

- The offender must check in at the school office immediately upon arrival.
- May not observe or visit a classroom when students are present except for specified family events. During these family events, the offender must stay in view of a staff member at all times.
- If a staff escort is assigned to them, the offender must stay with that escort during their entire stay.
- The offender must leave school grounds immediately upon conclusion of their business.
- The offender must leave school grounds immediately if requested to do so by an Academy administrator or his/her designee.

## **DAYCARE/LATCHKEY**

The Daycare/Latchkey Program is ***exclusively*** for students who are enrolled in Mt. Clemens Montessori Academy. Daycare/Latchkey is available both before and after classroom hours from 6:30 a.m. until 6:00 p.m. **Your child must be signed in and out of the Daycare/Latchkey Room.** This is a must both for security and billing purposes.

### **Hourly Daycare/Latchkey**

If you only need occasional Daycare/Latchkey, it is available for \$6.00 per hour. Daycare/Latchkey is available for a flat rate of \$6.00 per hour and must be purchased in advance for 10 hour increments for a total of \$60. A minimum charge of a half an hour will be incurred daily for *any* use of the Daycare/Latchkey facility. Further charges will be made in half hour increments.

### **Unlimited Daycare/Latchkey**

If you need to have your child in Daycare/Latchkey on a regular basis, we offer unlimited Daycare/Latchkey hours for a flat fee. This entitles you to have your child in the Daycare/Latchkey Room, in and around his/her classroom hours, anywhere from 6:30 a.m. until 6:00 p.m. when school is in regular session.

### **Late Charges**

The Daycare/Latchkey Room closes *promptly* at **6:00 p.m.** As a courtesy to our staff, we ask that you arrive *no later* than 6:00 p.m. If you do arrive after 6:00 p.m., please be assured your child will be cared for. However, the fees charged at this time will be \$6.00 for the first 5 minutes, or portion thereof,

and \$6.00 for each additional 5 minutes thereof. Please make check payable to the staff member on duty at that time.

### **Sign-In Sheets**

Parents must log the time a child enters and leaves the Daycare/Latchkey Room each and every day. This is necessary for both security and billing purposes.

### **PARKING**

No standing or parking is allowed in the circular driveway. Please do not block any entrances or exits of the school facility at any time. No parking is allowed on any grassed areas of the school.

Parents/guardians coming into the Academy during arrival and dismissal times may **not** use the Side Parking Lot (corner of Hampton and Harrington) or the Front of the Academy Parking Lot/Spaces (Hampton) during the following hours of 7:50 a.m. – 8:45 a.m. and 3:00 p.m. – 4:00 p.m.

### **HEALTH ISSUES**

#### **Immunizations**

Students must be current with all immunizations required by law or have an authorized waiver meeting State immunization requirements. If a student does not have the necessary immunizations or waiver, the Academy Administration may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. A certified waiver will be provided to the parent/guardian by the local health department to provide to the Academy. Immunization waivers will not be accepted by the Academy unless signed and stamped by the local health department. Any questions about immunizations or waivers should be directed to a staff member in the office.

A student who has not been vaccinated due to a waiver is considered susceptible to the disease or diseases for which the vaccination offers protection. The student will be subject to exclusion from the Academy if an outbreak of a vaccine preventable disease occurs.

#### **Illnesses**

If your child is ill, please keep your child home and inform the Office of their absence. All communicable diseases should be reported immediately. In fairness to our staff and other children, please make sure your child is *completely* well before sending them back to school.

Specific communicable diseases include, but are not limited to the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, pink eye, measles, rubella, COVID-19 and other conditions indicated by the Local and State Health Departments.

Any removal will be for only the contagious period as specified in the school's administrative guidelines and with the guidance of the Health Department.

Any child who contracts a contagious illness or infection must have written notification from the doctor indicating the student is safe to return to the classroom. This written notification must be submitted to the school office before the student can be readmitted to class.

The Academy is required to notify the local health department when a confirmed case of COVID-19 is identified at the Academy. In addition, the Academy is required to cooperate with the health department in implementing department protocols for screening students, including contact tracing.

If your child becomes ill at school, he/she will be isolated within sight and hearing of an adult staff person until parents or authorized persons can come to get the child. The child should be picked up within 45 minutes of notification.

Do **NOT** send your child to school with a **fever**. A child may return to school only after he/she has been without a fever for **24 hours**. This means if your child is sent home from school with a fever, he/she must be kept home the following day, if not longer.

Children with excessive running noses or coughing should not be at school and will be sent home. **If your child is not well enough to play outside, he/she must be kept home.**

### COVID-19

Monitor your children for symptoms of COVID-19. If your child has one or more of the following symptoms, a fever greater than 100.4, a new or worsening cough, shortness of breath/difficulty breathing, runny nose and/or congestion, body aches and/or tiredness, vomiting and/or diarrhea and a new loss of smell or taste, keep the student home from school and follow up with a primary care provider.

Students who become ill with symptoms of COVID-19 during the school day will be placed in an identified quarantine area with a surgical mask in place until

they can be picked up. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to [CDC guidelines](#).

### **Medication and/or Treatments**

Ideally all medication and/or treatments should be given at home. If necessary, medications may be given during school hours.

State regulation requires a **Medication Permission Form** (available in the Office) be filled out and signed by the parent for medication given during school hours. Medication and/or treatment will **not** be given without a form, as well as an order by a physician. All medication policy and procedures will be adhered to at all times.

The Academy defines medication to include prescriptions, and U.S. Food and Drug Administration (FDA) approved non-prescriptions medications, preparations, and/or remedies that are taken by mouth, by inhaler, injectable, applications to drop into the eyes or nose, or skin. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training.

All medication must be sent in **original** containers with the child's name on it. Please send in an accurate medication measurement device for liquid medication. Common teaspoon sizes vary and may hold less or more than the correct dosage. Do **NOT** send medication in your child's lunch. All medication must be given directly to an Office staff member.

Any student who requires prescription medications must have written instructions (Medical Action Plan) from a physician, which include the name of the student, name of the medication and/or treatment, dosage of the medication, route of administration, and time the medication and/or treatment is to be administered to the student shall accompany the request and be kept on record at the Academy.

Prior to the beginning of the school year, parents/guardians are responsible to inform the Academy in writing of any medical issues that may require intervention during the school day. Parental or guardian request/permission and a physician's instructions for administration and treatment must be renewed every school year.

Examples of medical issues may include, but are not limited to, life threatening allergies (i.e., the need for an epinephrine auto injector, i.e., EpiPen®),

diabetes, epilepsy, asthma, seizures or any condition of a serious nature affecting the health of the student.

Students may use a U.S. Food and Drug Administration (FDA) approved over-the-counter topical substance at school, such as sun screen, if both of the following conditions are met:

1. If the student is a minor, the student has written approval to possess and use the FDA substance from his or her parent or legal guardian.
2. The Principal has received a copy of the written approval.

Students with disabilities who have an Individualized Educational Program (IE) or Section 504 Plan are included under the policy and procedures that govern the administration of medications. Note: The policy and procedures do not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

### **Epinephrine Auto-Injectors**

Michigan Law allows the Academy to maintain a supply (a minimum of two per school building) of emergency epinephrine auto-injectors to be used during emergency situations where a student, not previously diagnosed with known allergies, may suffer a life-threatening allergic reaction or anaphylaxis. Academy staff members are properly trained in the use of epinephrine auto-injectors in case of an emergency.

### **Vision and Hearing Screening**

The Macomb County Health Department provides vision and hearing screening at our school. You will be notified if a Health Department technician detects a problem during your child's screening.

### **Accidents and Injuries**

All accidents and injuries are written up by the observing staff member and a copy of the report is sent home to the parents. Staff will clean all superficial wounds and band-aids will be applied if necessary. Ice will be applied for minor bumps to reduce swelling.

### **Emergency Medical Treatment**

In the event of an emergency, the student should be taken to the nearest hospital to receive appropriate medical care, regardless of parental preference. Typically the decision is made by emergency medical technicians or other first

responder. The parent or guardian will be notified at the same time by the child's teacher or the Administrator.

It is the responsibility of the parent to assume and pay for any and all medical or other related expenses incurred on behalf of the child. The parent further understands that Mt. Clemens Montessori Academy will not be held financially responsible or otherwise liable for any emergency care given.

## **SCHOOL CLOSINGS**

In case of severe winter weather, please listen to radio station WJR or local television stations for possible school closings. Closings will also be sent to email list via Mail Chimp, Remind Texting Service and posted on the school Facebook page.

## **SAFETY DRILLS**

The Academy complies with all fire safety laws and will conduct fire, tornado, and lockdown drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

During practice lockdown drills, entering and exiting the buildings will be restricted for approximately 15 minutes.

During an actual situation, a sign will be posted on the doors and parents, guardians and visitors must return to their vehicles. Updates and information will only be available on our website and on the Academy voicemail. Situations may include external concerns such as hazardous material spills, police situations, etc.

## **CLOTHING**

### **Dress Code**

Appropriate dress and grooming ensures that the least disruptive learning environment is maintained always. All students need to have indoor shoes that are different from boots, or any shoes that are worn exclusively outside.

### **General Attire for All Students**

- ⇒ Hats, visors, bandanas and sunglasses are not to be worn in the building
- ⇒ Jewelry, if worn, should be lightweight, simple in style and kept to a

minimum.

- ⇒ Hair should be neat and clean.
- ⇒ No body piercings, except ears.
- ⇒ Clothing should be neat, clean and modest. Please keep in mind that students in a Montessori school do a lot of work on the floor, so dress appropriately.

Clothing is to be a proper fit for the child and must be properly worn (i.e. regular floor length pants, worn at waist level and not excessively baggy, appropriate length shirts and shorts). Clothing should be clean, without holes, and in good repair. Students are to be neat and well-groomed for school. Shoes must be worn always. Advertisements, buttons, patches, pins, or other accessories that are considered offensive and disruptive (sexually suggestive, profane, obscene, tobacco or alcohol advertisements, etc.) are not permitted. Sunglasses, hats, coats, and jackets may be worn outdoors only. Parents are urged to see that their children are properly dressed for inclement or cold weather.

### **Policy Compliance**

If a student's attire for the school day or school-related activity is found to be unacceptable according to the dress code/uniform policy standards, the teacher will notify the parent and ask them to bring the appropriate item of clothing to school. The Academy may be able to loan the item from the school clothing inventory for the rest of the day. If an item is loaned to the student, the item will need to be washed and returned to the Academy. Accepting the premise that compliance with the Academy dress code policy begins at home, the school encourages parents to have a contingency plan for times they may not be able to bring a clothing item to school. This contingency plan, similar to the one you would follow if your daughter/son becomes sick during the school day, might involve a relative or neighbor who would act on your behalf. Repeated violation of the dress code/uniform policy will be viewed as insubordination and persistent disobedience.

The Academy recognizes the importance of individually-held religious beliefs. The Academy will try to reasonably accommodate students' sincerely-held religious beliefs that are in conflict with this Dress Code Policy unless the reasonable accommodation would be detrimental to the educational process or cause any issues to the safety or welfare of others. Students requesting such reasonable accommodations should contact the School Leader.



Any other students requesting reasonable accommodations to the Dress Code Policy should also contact the School Leader.

Label all articles of clothing with your child's name. Please send your child to school in "wash and wear" clothing so your child will feel free to participate in all activities, both indoors and outdoors. All clothing should be chosen with the child's independence in mind, including snowsuits, for ease of dressing.

### **Lost and Found**

Lost items are placed in a bin in a central location in the school. The Lost and Found bins are routinely emptied. Labeled items are returned to students. Prior notice of when the bin will be emptied will be posted and announced in our newsletter.

### **Shoes**

Shoes may be loafers, rubber-soled, dress, tennis, Velcro, or lace-up. **No boots and no open-toed sandals.** We ask that **all students** wear rubber-soled shoes. We use the gym for PE activities and proper shoes must be worn for safety as well as to protect the gym floor. Also, rubber soles are a must to ensure your child's safety on the outdoor play equipment.

### **Change of Clothing**

Please send a **complete** change of clothes for your child, including socks and underwear. (For Preschool children, we suggest TWO pairs of socks and underwear.) This is to ensure a change for those times when "accidents" happen, either in the classroom or on the playground. Please label ALL items and place them in a box with your child's name on it. This will be kept inside your child's locker.

### **RECESS**

All children are to go outside at recess time. This policy is to ensure the health and safety of your child. A doctor's note is required if your child is not to participate in recess (either indoor or outdoor). If your child is not well enough to play outside, you must keep him/her home until he/she is well enough to go out.

**Note:** Recess will be held indoors if it is raining or the wind chill temperature falls below **10 degrees F.**

### **LUNCH**

Children can either purchase hot lunch or bring their own lunch from home.

Children who bring their lunch should bring it in a brown bag or lunch box. Parents are encouraged to send nutritious food (e.g. protein, fruit, vegetable).

Please label all parts of the lunch box, including inside pieces such as sandwich boxes, cups, etc. Please do not send gum or candy to school at any time or food that requires refrigeration or microwave. We encourage you to have your older children assist in preparing their own lunches, but supervision is imperative.

### **SNACKS**

A morning and afternoon snack will be available for your child. Parents are welcome to send nutritious snacks to share with their child's class. Sign-up sheets will be posted in the Classroom Binders outside the School Office (Preschool and Kindergarten).

### **BIRTHDAYS**

Birthdays may be celebrated at school by making arrangements with your classroom teacher (prior to the date) and sending in a treat for your child's class. Food, such as fresh fruit, cheese and crackers, finger jello, oatmeal cookies, etc. is welcome. Please check with your classroom teacher for specific student allergies.

Please do not send in toys or gifts for the other children. If you would like to send in something, we suggest an item appropriate for the classroom as a whole, such as a book, game or a puzzle. Invitations for a birthday party may be sent in to school **if every** classmate is included.

### **NAPS**

For those Preschool children who will be taking naps at school, please feel free to send a pillow and/or blanket. Please label all of the items clearly. These will be sent home every Friday to be washed for the following week.

### **SHOW AND TELL**

Please do *not* send toys to school for "Show and Tell". We encourage children to bring objects of educational value, such as dolls from other countries, science and nature objects, etc. It would be helpful to include any information about the objects sent in. Please do not send in any items of value.

### **CLASSROOM ITEMS**

Please return anything sent home with your child by mistake, including all small, seemingly insignificant objects. We have various sorting and counting exercises comprised of many small parts and their completeness is very important to the children.

From time to time, teachers may request items from home for the classroom or for class projects, such as egg cartons, plastic food trays, baby food jars, etc. Your help with these items is greatly appreciated.

### **CLASSROOM OBSERVATIONS**

Classroom Observations (Preschool) are scheduled for January when you will be asked to come and observe your child at work in his/her classroom. Parents are welcome to observe the classroom at other times beginning in October, pending COVID -19 restrictions. Please contact the Office to schedule a date and time.

### **FINES, FEES and OTHER CHARGES**

The Academy will assess a fine when Academy equipment, property or supplies are damaged, lost or not returned by a student. The fee will be reasonable and charged to compensate for the loss or damage incurred.

Unsettled accounts such as, but not limited to delinquent Daycare/Latchkey bills, lost books, library fines, unreturned items that are the property of the Academy, are due at the end of the school year. Failure to pay fines, fees or other charges may result in the withholding of official transcripts or other privileges. Unresolved obligations can be appealed to the Administrator or designee.

### **E-FUNDS**

Mt. Clemens Montessori Academy is pleased to introduce an on-line payment option for families, *e-Funds for Schools*. The *e-Funds for Schools* is provided by a third party service provider. This program offers various options for parents/guardians who **choose** to make online payments.

### **PRESCHOOL TUITION PAYMENTS**

Preschool tuition will be paid in full upon registration, or on the Installment Plan. The Installment Plan requires an initial payment upon registering your child with the nine remaining payments due on the 1<sup>st</sup> of the month. The first monthly payment is due September 1 and the last is due May 1. Payment may be made by cash or check. You may mail your payment to the school (please allow 5 days for your check to reach the school) or pay in person in the Office.

Payments will be considered late after the 5<sup>th</sup> of the month. Please make all payments on time.

### **Late Fees**

If payment is received after the 5<sup>th</sup> day of the month, there will be a \$5.00 late fee. If payment is received after the 10<sup>th</sup> day of the month there will be a \$10.00 late fee.

### **Insufficient Funds Fee**

There will be a \$35.00 charge for any check returned to the school due to “Insufficient Funds.” A Cashier’s Check, Money Order, or Cash must be submitted to the school to include the \$35.00 charge.

### **Delinquent Payments**

If payment is not received by the due date of the next payment, a conference will be scheduled with the Administrator. Payment arrangements **must** be made at this time to ensure continued enrollment in our school. If the payment is not received according to the arrangements made, the Academy may contact the parent to inform him/her that the next step is referral to a collection agency.

### **CONFERENCES**

Parents have the right to know how their child is succeeding and will be provided information on a regular basis and as needed when concerns arise. Parent-Teacher Conferences are held twice each school year, late fall and spring. If you feel the need for a conference at any time please call the Office to schedule an appointment.

### **NEWSLETTERS AND BULLETINS**

School newsletters will be sent electronically monthly throughout the school year. Newsletters will include notice of meetings and special events as well as any changes to the school calendar and may also be accessed on our website. Please sign up via school website for our Mail Chimp email service.

Classroom newsletters will also be sent electronically to inform parents of classroom activities.

Bulletins will be sent home as needed for special events.

Much time and effort is spent on materials sent home with children. Important and useful information is communicated to parents through the newsletters, bulletins, etc. Please take the time to read through these materials thoroughly – especially *before* calling the Office with questions.

### **DISCIPLINE POLICY**

The educational philosophy at Mt. Clemens Montessori Academy is centered in self-motivated learning and exploration. Therefore, we design environments

for children, which are fun, yet also offer appropriate developmental challenge. We believe that a child who is busy and successful creates his/her own inner discipline. We believe the following factors contribute to developing this inner discipline:

### **Modeling by Adults**

Our staff is trained in the developmental needs of the children, with which they work, and model the type of behavior, which they wish to instill in the children.

### **Classroom Environment**

Children who are challenged by an exciting and creative environment are stimulated to create their own inner discipline. Our time-tested programs have been proven to encourage intellectual, emotional, social, and behavioral growth. Characteristics of such an environment include: setting clear limits, consistency, warm and open communication, support and encouragement of positive behavior, and fair application of ground rules and consequences.

### **Self Esteem**

Children who feel good about themselves and others rarely become discipline problems. Our staff is firm in setting limits but respectful of each child. Even while discussing misbehavior with the child, the adult conveys a confidence that the child can and will do better. Positive behaviors are reinforced by having the child re-do his behavior immediately or as soon as possible.

Mt. Clemens Montessori Academy will take swift and appropriate disciplinary action for the following infractions occurring on Academy property (including actions occurring before or after school and student enrichment programs), in an Academy vehicle or at a school sponsored activity or event, whether or not it is held on Academy premises. Additionally, the Academy reserves the right to discipline students for off campus behavior that has a nexus to and/or directly impacts the operation, order, discipline or general safety and welfare of the school.

Violations, including violation of the electronics and wireless communication devices and network and Internet use policies, may result in an out-of-school suspension, long-term suspension, or expulsion depending on the severity of the offense and the requirements of the law.

The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities.

## **Offenses**

### **Gross Misdemeanors or Persistent Disobedience**

Any student guilty of gross misdemeanors, persistent disobedience or persistent disobedience of dress code policy may be suspended or expelled. Examples include but are not limited to aggressive behavior, inappropriate language, inappropriate physical contact, insubordination, failure to cooperate with Academy staff, theft, academic dishonesty, disruption of educational environment and violation of school policies or procedures, etc....

### **Weapons, Arson or Criminal Sexual Conduct**

Any student in possession of a firearm on the Academy property, in an Academy vehicle or at an Academy sponsored event shall be permanently expelled from the Academy, subject to reinstatement under the law.

Any student in possession of a dangerous weapon (excluding firearms), as defined by law, or who commits arson or criminal sexual conduct on Academy property, in an Academy vehicle or at a Academy sponsored event or commits criminal sexual conduct against another student enrolled in the same school may be permanently expelled from the Academy, subject to reinstatement under the law.

A student who pleads to or is convicted of or is adjudicated for criminal sexual conduct against another student enrolled in the same school shall be permanently expelled (after considering mitigating factors) from the Academy, subject to reinstatement under the law.

Dangerous weapons are defined as firearms, daggers, dirks, stilettos, knives with blades over 3 inches in length, pocket knives opened by a mechanical device, iron bars and brass knuckles.

The definition of "firearm" is any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.

Possession, use or threatening the use of any weapon (not included in the legal definition above) or any dangerous item may result in a student being suspended by the authorized school district administrator or expelled by the Academy Discipline Committee.

A dangerous item is any object capable of inflicting bodily harm as determined within the sole discretion of the authorized school district administrator (including but not limited to knives, bullets, fireworks, smoke bombs, any parts of a weapon, or toy weapons).

A student will not use a legitimate tool, instrument, or equipment as a weapon with the intent to harm another. These items include, but are not limited to, pens, pencils, compasses, or combs.

### **Physical Assaults against School Personnel**

Under Academy guidelines, any student who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, in an Academy bus or other vehicle, or at an Academy-sponsored activity or event may be suspended or expelled by the depending on the severity of the circumstances.

Under the Revised School Code, physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

### **Physical Assaults against Students**

Under Academy guidelines, any student who commits a physical assault against another student on Academy property, in an Academy bus or vehicle, or at an Academy-sponsored activity or event may be suspended or expelled, depending on the severity of the circumstances.

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

### **Verbal Assaults**

Under Academy guidelines, any student who commits a verbal assault on Academy property, in an Academy bus or vehicle, or at an Academy sponsored activity or event against an Academy employee or against a person engaged as a volunteer or contractor for the Academy, or another student, may be suspended or expelled depending on the severity of the circumstances.

“Verbal assault” means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person (example: excessive taunting or teasing, bullying or other verbal harassment); a bomb threat (or similar threat) directed at a school

building, other school property, or a school event. For purposes of this policy, the definition of assault also includes written threats.

### **Bullying Prohibition**

It is the policy of the Academy to provide a safe educational environment for all of its students in compliance with the law. Bullying is strictly prohibited.

All students are protected under this policy while on Academy property, in an Academy bus or vehicle, at any Academy sponsored event, or while using an Academy owned and/or operated telecommunications service provider or Academy owned and/or operated telecommunications access device.

Under state law, bullying is defined as any written, verbal or physical act or electronic communication, including but not limited to cyberbullying that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits or programs.
- Adversely affecting the ability of a student to participate in or benefit from the Academy's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a student's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

Bullying is equally prohibited without regard to its subject matter or motivating animus.

The Principal is responsible for establishing procedures for the effective implementation of this policy.

Any student who believes he/she has been or is the victim of bullying shall immediately report the situation to the Principal. The student may also report the situation to a teacher or counselor who will be responsible for notifying the School Leader. Any complaints against the Principal should be filed directly with CS Partners. All complaints are to follow established complaint reporting procedures.



Each complaint of bullying will be investigated by the Principal in a prompt, thorough and impartial manner. The School Leader will look at the totality of the circumstances and evaluate facts, including but not limited to:

- Description of the incident- nature of the behavior and the context of the alleged incident
- How often the conduct occurred
- Nature and severity of behavior
- Any past incidents or continuing pattern of behavior
- The relationship between the parties
- Characteristics of the parties involved, i.e., age, grade, etc.
- Does the student that is perpetuating the bullying behavior have a plan that identifies problem behaviors and how to address them
- The bullying definition

Restorative Practices will be considered in the correction of bullying behavior. Restorative practices means practices that emphasize repairing the harm to the victim and the school community caused by the student's misconduct.

The Principal will report the occurrence of a bullying incident to the parents or legal guardians of all students involved.

The Academy prohibits retaliation or false accusations against a target of bullying, a witness or another person with reliable information regarding an act of bullying. The highest level of confidentiality shall be maintained for an individual who reports an act of bullying.

### **Harassment**

The Academy prohibits any type of harassment. Harassment includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an individual that places an individual in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or a staff member's work performance, or has the effect of substantially disrupting the orderly operation of the Academy.

Harassment may be based on an individual's race, color, ethnicity, national origin, sex (including sexual orientation and gender identity or expression), pregnancy, mental or physical disability, age (except as authorized by law),

religion, height, weight, marital or family status, military status, ancestry, or genetic information that are protected by Federal civil rights laws. Harassing conduct is not limited to in-person activity; it may include the use of cell phones or the Internet. Such behavior may take many forms, including, but not limited to, stalking, name-calling, taunting, cyberbullying, and other disruptive behaviors.

Harassment does not have to include the intent to harm another individual, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by the Academy. All administrators, staff, parents, volunteers, and students are expected not to tolerate harassment and to demonstrate behavior that is respectful and civil towards all other individuals associated with the Academy.

Since bystander support of harassment can encourage these behaviors, the Academy prohibits both active and passive support for acts of harassment. Such active and passive support can result in disciplinary action.

### **Sexual Harassment**

Sexual harassment is defined as:

- An employee conditioning the provision of an aid, benefit, or service of the public school academy on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment); or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive **and** objectively offensive that it effectively denies a person's equal access to the Academy's education program or activity; or
- Any incident of sexual assault, dating violence, domestic violence, and stalking as defined under federal law.

Sexual harassment includes, but is not limited to, the following:

- Physical assaults (e.g., intentional physical conduct that is sexual in nature, such as touching, pinching, or brushing against another individual's body);
- Unwelcome sexual advances, comments, requests for sex, sexual activities concerning one's employment or advancement, regardless of

whether they are accompanied by promises or threats concerning one's grades, safety, job or performance of duties;

- Sexual displays or publications such as calendars, screen savers, sexual jokes, posters, cartoons, verbal or written harassment or abuse, or graffiti; and
- Other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive work environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

No staff member or student in the Academy shall be subjected to any form of harassment, including sexual harassment, on Academy premises, on an Academy bus or vehicle or at any Academy sponsored event or activity.

Factors for determining consequences may include, but are not limited to:

- age, development, and maturity levels of the parties involved
- degree of harm
- surrounding circumstances
- nature and severity of the behavior(s)
- incidences of past or continuing pattern(s) of behavior
- relationship between the parties involved and
- context in which the alleged incident(s) occurred

The Academy prohibits intentionally making a false report of alleged sexual harassment, submitting a false formal complaint, or making or submitting false statements or information during the Title IX grievance process. Violation of this prohibition will result in disciplinary action.

### **Prohibition of Smoking**

The Academy prohibits possession and/or the use of any tobacco or nicotine products at Academy property, in an Academy bus or vehicle or any Academy sponsored event. In addition, any tobacco or nicotine advertising or promotion is strictly prohibited.

This prohibition includes tobacco products, tobacco-related devices, imitation tobacco products, lighters, vaporizers (including any substance used in vaporizers), electronic cigarettes, electronic nicotine delivery systems or other

substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

### **Prohibition Against Alcohol and Drugs**

The Academy prohibits the use, possession, concealment, sale, delivery, or distribution of any drugs, alcohol or any mind altering substances and or related paraphernalia on Academy property, in any Academy vehicle or at any school-sponsored event. Students under the influence of such substances on Academy property, in any Academy bus or vehicle or at any Academy sponsored event will be subject to this policy regardless of amount taken.

Possession includes, any substances as described below including, but not limited to prescription drugs (including marijuana), bath salts, K-2, etc... and/or related paraphernalia found on the student's person, purse, backpack, locker, vehicle, etc. Any searches will be conducted as outlined in the Search and Seizure section in the Student Handbook.

The term "drugs" includes:

- Controlled substances prohibited by state and federal law;
- All chemicals which release toxic vapors;
- Mind altering substances and any otherwise legal substances which, when used or consumed in an inappropriate manner, create alteration in perception, mood consciousness, cognition or behavior. Mind altering substances are not intended to include caffeine and like substances when consumed in moderation.
- Marijuana;
- Any prescription or patent drug, except those for which permission to use at the Academy has been granted pursuant to Academy policies and procedures;
- "Look-alikes";
- Performance-enhancing drugs as determined annually by the Department of Community Health; and
- Any other illegal substance so designated and prohibited by state and federal law.

It is the policy of the Academy to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents occurring on Academy property, in any Academy vehicle, or at any Academy sponsored event involving a violation of this policy.

### **Medical Marijuana & Prescription Drug Policy**

The Academy prohibits the abuse, possession, sale, or distribution of prescription drugs and medical marijuana. If a student disobeys this prohibition, the student will be subject to disciplinary action in line with Academy disciplinary policies and procedures.

The Michigan Medical Marijuana Act states that a person shall not sell or possess marijuana or otherwise engage in the use of marijuana, even if for medical use, in a school vehicle or on the grounds of any preschool, primary or secondary school.

### **Damage of Property**

Vandalism and disregard for school property will not be tolerated. Actions include, but are not limited to, writing in textbooks or library books, writing on desks or walls, carving into woodwork, desks or tables, damaging Academy equipment and spray painting surfaces (Graffiti is considered vandalism.) Violations could result in physical or financial restitution, suspension or expulsion.

### **Profanity and/or Obscenity**

A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or obscene language and obscene gestures toward students, staff working at the Academy, volunteers and visitors.

### **Academic Dishonesty**

Academic dishonesty is considered a grave offense. Academic dishonesty (cheating and plagiarism) is willingly and knowingly copying or using the work of others to represent it as one's own and/or act of using books, notes, or other materials on an assessment without the knowledge or approval of the instructor. It is also considered cheating when one obtains copy of an assessment and/or assessment answers prior to taking an assessment with the intention or anticipation of using the information gained on the assessment. Academic dishonesty includes tampering with educational materials and assessments, including State assessments.

### **Contraband**

In addition to illegal items under state and federal law, contraband items that are not to be brought to school include, but are not limited to, water pistols, toys, wireless communication devices (WCDs), lighters, matches, smoke bombs or stink bombs and other items deemed to disrupt the instructional environment. The administration may add to this list at any time. Items

confiscated by the Administration pursuant to this policy will be returned to the parent/guardian.

### **Insubordination and Disorderly Conduct**

A student will not willfully ignore or refuse to comply with directions or instructions given by Academy staff. This also includes refusing to wear required facial covering. A student will not behave in a manner that causes a disruption or obstruction to the educational process.

### **Sexting**

Students may not send, receive or possess sexually explicit or otherwise inappropriate pictures or images via cell phone, computer or other digital device.

### **False Fire Alarm**

Unless an emergency exists, a student may not intentionally sound a fire alarm or cause a fire alarm to be sounded. A student may not destroy, damage, or otherwise tamper with a fire alarm system in an Academy building or at an Academy sponsored event.

### **Theft or Possession of Stolen Property**

A student may not, without permission of the owner or custodian of the property, take property of have in his or her possession property which does not belong to the student.

### **Forgery**

Students will not fraudulently write the name of another person or falsify times, dates, grades, addresses or other data.

### **Other Illegal Conduct**

Students shall not engage in any activity that constitutes a violation under city, state or federal law on Academy premises, on an Academy bus or vehicle at any Academy sponsored events or the on-line classroom.

## **DISCIPLINE PROCEDURES**

The word discipline means “to teach and to guide.” Following this concept, every act of discipline at our school shall be carried out in a thoughtful and positive manner. At no time will physical punishment be used. Our ultimate concern is the collective good of the classroom. When a child disrupts the class, he/she will be dealt with respectfully and privately. The teacher or aide will first speak with the child. If this does not help, the child will be given a chair in which to sit, apart from the group, but within view of the activities of

the group. Time will be allowed for the child to think about his/her behavior and how it must be changed in order to be allowed back in the group. If necessary, the teacher or aide will review the child's thoughts before he/she joins the group.

### **Due Process Rights**

All students suspended and/or expelled will be provided notice and an opportunity to be heard in accordance with a student's due process rights under the law.

### **Application to Students with Disabilities**

This policy shall be applied in a manner consistent with the rights secured under Federal and State law to students who are determined to be eligible for special education programs and services. The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education or Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. However, the Academy can decide unilaterally to remove a student from his/her educational placement to an interim alternative educational setting, even when the student's behavior was found to be a manifestation of the student's disability, in the following circumstances as defined by federal law:

- The student carries a weapon to or possesses a weapon at the Academy or at an Academy function.
- The student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at the Academy or at an Academy function.
- The student has inflicted serious bodily injury upon another person while at the Academy or at an Academy function.

### **Exclusion During Suspension/Expulsion**

During a suspension or expulsion, a student is not allowed on Academy property, in an Academy vehicle or to participate in or attend any before or after school activities (including attendance as a spectator at weekend activities occurring during the suspension/expulsion). For further information, please review the administrative guidelines for suspension and expulsion.

### **Progressive Discipline**

The Academy uses progressive discipline to determine the severity of the consequence for the student. Progressive discipline involves increasing the

severity of the penalty each time the student displays inappropriate conduct. This process is intended to correct the behavior of the student, not to punish the student. The investigator will take into account all of the circumstances surrounding the incident, including, but not limited to: the nature, severity and frequency of the misconduct; the student's age; the student's disciplinary record, whether student has a disability; development and maturity of the students involved; whether the violation or behavior threatened the safety of any other student or staff; whether a lesser intervention would address the violation or behavior; whether restorative practices will be used; and the context in which the alleged incident(s) occurred. Restorative practices shall be considered as an alternative or in addition to suspension or expulsion.

### **Implementation**

The Academy shall develop administrative guidelines for dealing with discipline of students authorized by this policy. The regulations shall include procedures for reporting violations of this policy to the student's parents(s)/guardian(s), Academy Administration and Board, procedures for referring permanently expelled students to appropriate Family Independence Agencies or County Community Health Agencies, specifics of the appeals process and the process for the reinstatement of students. Please see the Academy Administration for a copy of those guidelines.

### **Annual Review**

As part of its oversight function, the Board will revisit this policy annually and review the effectiveness of the policy and, if necessary, consider any policy or procedural changes that may increase the policy's efficacy.

### **Inappropriate Parent Conduct**

Parents are expected to behave in a professional and rational manner at all times.

The following actions and behavior are unacceptable and grounds for suspension

- Acts of violence, including assault and battery
- Harassment of or threats against the staff, other parents or children
- Possession of illegal substance or weapon
- Verbal or physical abuse of any child or staff member
- Profanity
- Indecent exposure

No student will be re-admitted without a parent conference with the Administrator.



## **STUDENT VALUABLES**

Students should not bring items of value to the Academy. The Academy cannot be responsible for their safe keeping and will not be liable for loss or damage to personal valuables. Examples of valuable items include, but is not limited to, cash, wireless communication devices (MP3 players, iPods, handheld games, etc.), trading cards, jewelry, expensive clothing etc.

## **ELECTRONICS AND WIRELESS COMMUNICATION DEVICES (CELL PHONES)**

Games, cameras, and other electronic items are not allowed at the Academy unless express permission is given by the Principal.

Wireless communication devices (WCDs) are devices that emit an audible signal, vibrate, display a message, or send or receive a communication to the possessor. WCDs include, but are not limited to the following: cellular phones, personal digital assistants (PDA's), e-readers (e.g., Kindles, Nooks, etc.), I-Pods, smart phones, Wi-Fi enabled access devices, video broadcasting devices tablets, laptops and smart watches. Use of WCD's can create a distraction, disruption or interfere with the educational environment of the Academy. If a personal WCD is used on Academy property, in an Academy vehicle or at any Academy-sponsored event as permitted by the Administration, students must only use the Academy's filtered Network for data access (either wirelessly or through a direct connection).

The Academy generally prohibits elementary students from the use or possession of any WCD on Academy property, in an Academy vehicle or at any Academy-sponsored event. Students may only possess or use WCDs if permission is given by the student's parents/guardians AND the Principal. Students who obtain the necessary permission to possess or use WCDs must have them silent and stowed during the normal school day. Otherwise, cell phone use is only permitted before or after official school time.

Cameras, cell phones or other WCDs may not be used to take pictures or videos without the express permission of a teacher or an Administrator. WCDs, cameras, video cameras or any equipment that has video and/or camera capability may not be activated or used at any time in any Academy situation where a reasonable expectation of privacy exists. Pictures or videos taken in locker rooms or restrooms are strictly forbidden. Additionally, if any prohibited pictures or videos are taken and subsequently posted to the Internet, it will be considered an additional infraction. These students will be considered insubordinate and will be disciplined under the gross misdemeanors section of the Discipline Policy.

The Academy prohibits any electronic item from containing inappropriate material (as determined by the Administration) including offensive or inappropriate language, pictures or images; language that would promote violence or hatred; and sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”

Students are prohibited from using WCDs to transmit test information or any other information in a manner constituting fraud, theft, academic dishonesty or violating the student expectations as outlined in the Family/Student Handbook.

A student’s possession of any electronic item on Academy grounds, in an Academy vehicle or at an Academy sponsored activity or event constitutes consent to the search of that electronic item. Students should also understand that any student who possesses a cell phone, WCDs or other electronic item shall assume responsibility for its care.

The Academy assumes no responsibility for theft, loss, or damage of a personal wireless communication device brought to Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event, or the unauthorized use of such devices. Students bring these devices at their own risk. If a theft occurs, the user should contact a school administrator to make him/her aware of the situation so it will be handled the same way as any other theft. Damage or theft is the sole responsibility of the owner.

Possession of a cell phone or WCD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Any device found in violation of this policy including if a student does not have the permission to use/possess an electronic device but it is found to be visible or heard during the normal school day, the item will be confiscated and the parent/guardian will be notified. The confiscated item will be held in the School Office; the item will be returned to the parent/legal guardian only. Confiscated phones, cameras, and other electronic devices will be discarded if not picked up by a parent or legal guardian within 30 days. Prior to such disposal, a notification of that disposal will be sent to the student’s mailing address on file in the School Office.

Violating this policy may also result in permission to use the network possibly permanently revoked and/or student disciplinary action (including suspension

and expulsion); and possible referral of the matter to law enforcement if there is a suspicion of illegal activity. (e.g., child pornography).

Students who refuse to relinquish their electronic device immediately upon request of a staff member will be considered insubordinate and will be disciplined under the gross misdemeanors section of the Safe Schools Student Discipline Code of Conduct.

These prohibitions are in effect any time on Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event.

Students may use telephones located in the classrooms and office for emergency reasons with the permission and supervision of a teacher or office personnel.

### **NETWORK AND INTERNET ACCEPTABLE USE**

The Academy is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Academy operations. It also recognizes that safeguards have to be established to ensure that the Academy's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

In order for anyone to use the local and wireless network, Internet connection and/or data and exchange servers, he/she must read these guidelines and sign the Network and Internet Acceptable Use Agreement. **The agreement must also be signed by a parent or guardian.**

A user name and password will be issued to users upon receipt of a signed Agreement. Until then, network use will not be allowed. The use of the Internet is a privilege, not a right. **Inappropriate behavior or violation of the acceptable use agreement may lead to penalties including the revocation of a user's account, disciplinary action (including suspension and/or expulsion) and/or legal action.**

Inappropriate Internet and network use is not limited to the following:

- using offensive or inappropriate language or language that would promote violence or hatred;
- revealing one's (or other's) personal address, phone number or credit card information;
- harassing anyone by sending uninvited communication;

- sending or accessing electronic information from accounts that do not belong to you without the owner's authorization;
- accessing unauthorized or inappropriate areas of the network and changing or interfering with information found in the network;
- accessing areas blocked by the Academy's firewall without authorization;
- e-mailing is restricted to topics related to instruction and school activities;
- soliciting or distributing e-mail for non-educational or non-business purposes;
- misrepresenting oneself or others;
- making unauthorized copies of software or information, such as software pirating;
- printing of materials excessively;
- downloading and/or installing unauthorized software, including games, on Academy computers without specific permission from Administration;
- accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit, or threatening material or other materials harmful to minors;
- violating federal copyright laws or otherwise using the property of another individual or organization without permission. All work must be original work. Copy and pasted material may only be used as a resource when properly cited;
- violating any local, state or federal statute; and
- accessing personal social networking sites, such as but not limited to Tik Tok, Discord, Reddit, Facebook, Twitter, MySpace, YouTube, Google+, Instagram, Snap Chat, Tumblr, Pinterest, Vine, Yik Yak, VK, Linkedin and Flickr etc. without specific permission from the Administration.

Academy students will receive a password only after signing the Network and Internet Acceptable Use Agreement. The assignment of a password does not guarantee confidentiality. There is no expectation of privacy as to prevent examination or monitoring. The Academy reserves the right to examine all data stored in the machines and/or network (including e-mail) to make sure that all users are in compliance with these regulations. The Academy reserves the right

to monitor or review Internet files, including web pages and usage logs. Any flash drive used at the Academy must also be free of any inappropriate content.

The Academy monitors the on-line activity of all users in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Students are prohibited from participating in the transfer of inappropriate or illegal materials or material that may be considered treasonous or subversive through the Network and Internet connection. In some cases, the transfer of such material could result in legal action against a student.

Students, who happen to find materials that may be deemed inappropriate shall refrain from downloading this material, immediately leave the Internet site, shall not identify or share the location of this material, and will immediately report it to a teacher or the Administration. The transfer of certain kinds of materials is illegal, and punishable by fine or jail sentence.

All computers, local and wireless network, Internet connection and/or data and exchange servers are the Academy's property and shall only be used for educational and business purposes. The computer hardware (monitors, terminals, keyboards, mice, etc.) are Academy property and any mistreatment or damage will be considered destruction of property or vandalism.

The Academy makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The Academy and any of the sponsoring organizations shall not be liable for any loss or corruption of data resulting while using the Internet connection.

The Academy strongly condemns the illegal distribution of software otherwise known as pirating. Software piracy is a Federal offense punishable by fine or imprisonment.

Students are prohibited from allowing other individuals to use their account or use other individuals' accounts for Network and Internet activities. Through the use of the Internet, any actions taken by students reflect upon the Academy system as a whole. As such, all students are required to behave in an ethical and legal manner.

Users must release CS Partners, the Academy, and all other sponsoring organizations related to the Internet connection from any liability or damages that may result from the use of the Internet connection prior to having access.

In addition, users must accept full responsibility, as well as legal and financial liability for the results of their actions regarding their use of the Internet. Users must release the Academy and related organizations from any liability relating to consequences resulting from their use of the Internet.

Students will be subject to disciplinary actions if Academy technology and/or networks are abused in any way or used in an illegal or unethical manner. Any inappropriate use of the computer networks or violation of these guidelines by students will result in the loss of the privilege to use network and possible disciplinary action (including suspension and/or expulsion).

The Academy administration reserves the right to change these rules at any time.

### **COMMUNICATION POLICY**

Our goal is to promote and enhance effective communication between parents and staff. Making sure the right people are aware of problems and concerns is the first step toward finding a solution. We recommend the following guidelines for communications:

#### Appropriate Action

Read newsletters and bulletins

Contact Parent Guild President

Talk with Teacher

Talk with Principal

#### Regarding Concern About:

School or Class Schedule  
Event Dates and Times

Fundraising  
Parent Guild Meetings

Classroom Activities  
Curriculum  
Child Behavior

Tuition Payments  
Daycare/Latchkey Payments  
Student Files  
Volunteer Opportunities  
School Policy  
Staff Members

**Newsletters and bulletins** are sent home electronically via Mail Chimp email service to keep parents informed of school activities and events, and posted on school Facebook page. Please notify the Office if you would like a hard copy.

#### **Website**

We recommend you visit our web page for important school information.  
[www.mtclemensmontessori.com](http://www.mtclemensmontessori.com).

**The Parent Guild** handles fundraiser activities and enrichment programs for the students. The Parent Guild is always open to ideas and parent involvement.

**Teachers** are available before and after class to discuss any concerns you may have. Please do not talk with your child's teacher during class time.

**The Office Personnel** is available in the Office throughout the day to handle concerns listed above and to schedule appointments with the Administrators.

**The Administrators** are available by appointment to discuss concerns regarding topics previously listed. They are also available to discuss any other concerns that are not handled satisfactorily elsewhere.

### **WITHDRAWAL/TRANSFER POLICY**

Parents must notify the Administrator regarding plans to transfer their child to another school. Transfers will be authorized only after the parent/guardian has returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed.

Occasionally, a child may not be able to adjust to the Preschool Montessori environment. This can happen for a number of reasons. If your child is having difficulty we will schedule a conference for you with the teacher and/or Administrator. If after time your child's adjustment continues to be troublesome, you will be asked to observe your child during class time through the one-way mirrors. Another conference will be scheduled to discuss your observations and feedback.

After conference and observations, if your child continues to struggle in the classroom we may recommend testing. Only as a last resort would we ask to have your child withdrawn from our school (**Preschool Only**).

**Please note:** as stated in the Preschool Enrollment Agreement, the first Tuition Payment, Registration Fee, and Supply Fees are **non-refundable**, regardless of the reason for withdrawal.

### **LEGAL NOTICES**

**Equal Education Opportunity/Civil Rights Designee**

It is the policy of Mt. Clemens Montessori to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, ethnicity, national origin, sex, (including sexual orientation or gender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, while at the Academy, or an Academy activity, should immediately contact Administration or designee listed below.

Complaints will be investigated in accordance with administrative guidelines. Any student making a complaint or participating in an Academy investigation will be protected from any threat or retaliation. Administration can provide additional information concerning equal access to educational opportunity.

Parents or students who wish to file a complaint or believe any of their Federal or State rights have been violated (including nondiscrimination under Title II, Title IV, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Americans with Disability Act, and Section 504 of the Rehabilitation Act of 1973) should contact:

Civil Rights Representative/Compliance Officers: Ashley Lesage and Jennifer Rump

Website Accessibility Coordinator: Allison Rousseau Klemm, Teacher, 1070 Hampton, Mt. Clemens, MI 48043, 586-465-5545, [school@mtclemensmontessori.com](mailto:school@mtclemensmontessori.com).

or the Office for Civil Rights 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812 , 216-522-4970, Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov).

### **Title IX Notice**

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. Title IX protects students, staff members, applicants for admission and employment, and other persons from all forms of sexual harassment, sexual violence and sex discrimination.

The Academy does not discriminate on the basis of sex in its education programs or activities, and is required by Title IX and its implementing regulations not to discriminate. This requirement extends to admission and employment at the Academy.



The Academy's Title IX Coordinator is Jennifer Rump, Office Manager. She may be reached at 586-465-5545, via email at [jrump@mtclemensmontessori.com](mailto:jrump@mtclemensmontessori.com) or at 1070 Hampton, Mt. Clemens, MI 48043.

Any questions related to the application of Title IX and its implementing regulations to the Academy may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Academy's grievance procedures provide for the prompt and equitable resolution of complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. These procedures address how to report or file a complaint of sex discrimination, how to report or file a formal complaint, and how the Academy will respond.

These grievance procedures are posted on the Academy's website and are available here- <https://www.mtclemensmontessori.com/>.

### **Student Assessments**

It is the policy of the Academy to monitor individual student academic growth in each subject area at least twice during the Academic year using a competency-based on line assessment. The results of the assessment shall be communicated to the students and parents/guardians.

The Michigan Student Test of Educational Progress (M-Step) is also administered each spring. This required test is administered to all public school students in the State. Parents may review test information for their child upon request.

### **Post-Secondary Enrollment Option**

Although the Academy does not offer high school and college credit while a student is at the elementary level, as a student progresses through their academic journey, they will have opportunities to receive post-secondary credits while enrolled in the Secondary school of their choice. Secondary schools contain programs such as dual enrollment and advanced placement. These future opportunities highlight the importance of good study habits and academic success at the elementary level.

### **Student Rights and Responsibilities**

The rules and procedures of the Academy are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their

rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all rules, procedures and code of conduct.

Parents have the right to know how their child is succeeding at the Academy and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her education goals.

### **Individuals with Disabilities**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the Academy's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law. Contact the Academy Administration to inquire about evaluation procedures and programs. Ashley Lesage is the 504 Coordinator.

### **Homeless Students**

It is the policy of the Academy to ensure that children/youth who meet the Federal definition of "homeless" have equal access to the same free, appropriate public education as provided to other students. The Board annually appoints a McKinney Vento Homeless Liaison to perform all duties as legally required. The Academy's Homeless Liaison is Ashley Lesage, Principal.

The Academy is committed to ensuring that there is no barrier to enrollment, attendance, or the success of homeless children and youths. In addition, no student will be stigmatized or segregated on the basis of their status as homeless. The Academy's Homeless Liaison collaborates and coordinates with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth. Anyone seeking additional information regarding homeless education should contact Ashley Lesage, Principal.

### **English Language Learner**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the Academy. Those students identified as English Language Learners will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the Academy. Parents should contact the Administration to inquire about procedures and programs offered by the Academy.

### **Access to Student Records**

The Academy maintains many student records including both directory information and confidential information. Educational records of students at the Academy are safeguarded by policies under the federal legislation entitled Family Educational Rights and Privacy Act of 1974 (FERPA) and Michigan law. Parents/guardians and/or students (eighteen years of age or older) may inspect and review their student's records, request amendment or changes to their student's file, may prevent disclosure to third parties (certain limited exceptions) and may file a complaint concerning alleged failure of the Academy to comply with FERPA. The Academy is not required to provide copies of student records, unless for reasons such as great distance, it is impossible for the parent/guardian to review the records. The Academy may charge a fee for copies of the student's records.

If the Academy receives a record request from another school the Academy will send, without consent, personally identifiable student information to that other school. FERPA authorizes the release of personally identifiable information from the student's education records to school officials with legitimate educational interests. The term "school official" includes Academy administrators, staff, teachers, supervisors, Board members, support staff or contractors to whom the Academy has outsourced institutional services or functions. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

If requesting student records, please contact the Academy office to begin this process and allow up to 45 days for the school to comply with your request.

Parents or eligible students who wish to amend a student record should contact the School Leader or designee, clearly identify the part of the record they want to amend, and specify why it needs to be amended. If the Academy wishes not to amend the student record as requested, the Academy will notify the parent or eligible student of their decision and of their right to an appeal regarding the decision.

Any complaints regarding FERPA should be directed to:

Family Policy and Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202 -5920

### **Directory Information**

The Family Education Rights and Privacy Act (“FERPA”) requires that the Academy, with certain exceptions, obtain the written consent of the parent or guardian of a student prior to the disclosure of personally identifiable information from their child’s education records.

However, the Academy may disclose appropriately designated “directory information” without written consent, unless you have submitted a signed opt-out form to the Academy. The primary purpose of directory information is to allow the Academy to include this type of information from your student’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Individual or group recognition of achievement and /or accomplishments;
- Graduation programs; and
- Sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want the Academy to disclose directory information from your child’s education records, you must submit a signed opt-out form to the Academy. The Academy has designated the following information as directory information:

- student’s name
- participation in officially recognized activities and sports
- address of residence(except for students participating in the address Confidentiality Program Act)

- telephone numbers (e.g., home, cell, etc.)
- weight and height of members of athletic teams
- Academy assigned electronic mail address
- photograph/video/DVD/electronic image
- honor roll and awards received
- date and place of birth
- dates of attendance
- grade level and/or classroom assignment

### **Parent/Family Involvement Policy**

The Academy recognizes that a child's education is a responsibility and partnership shared by both the school and the child's family. In order to provide the most effective education for all students, the Academy believes that teachers and parents must work as knowledgeable partners.

Mt. Clemens Montessori Academy, in collaboration with parents, has established programs and practices that enhance parent involvement and reflect the specific needs of our students and their families. These include, but are not limited to the following:

- An active Parent Guild
- A Family Handbook that is distributed to all parents
- School and classroom newsletters, detail current happenings and information
- An Academy website that provides detailed information.
- Classrooms which are open for pre-arranged parent visits.
- A responsive School Board that consists of at least one parent of an enrolled student
- Formal Parent-Teacher Conferences are held twice yearly; however conferences can be held at any time.
- An annual parent survey that gathers information about parent satisfaction.
- A welcoming school that encourages regular volunteering in classrooms.
- Academy annual report distributed in the fall of each year

Mt. Clemens Montessori Academy also supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The administrative leadership also helps to set expectations and create a climate conducive to parental participation.

Mt. Clemens Montessori Academy will ensure that all information related to Academy and parental activities is in a language all parents can understand.

Mt. Clemens Montessori Academy believes that parent/family participation is essential to improved student achievement. To this end, the Academy fosters and supports active parent involvement.

### **Volunteers in the Classroom**

We welcome and encourage parents to volunteer in their child's classroom. The teachers appreciate this adult assistance and have prepared in advance specific tasks that can be readily assigned to their classroom volunteers. The role of the parent volunteer in the classroom is to assist the teacher(s) in facilitating the learning activities that occur throughout the day. To provide such assistance will require the full attention of the classroom volunteer and a willingness to work cooperatively with the classroom teacher(s) on behalf of the students in the classroom.

It is preferred that classroom volunteers make advance arrangements with the teacher(s) regarding date(s), time, and length of service in the classroom whenever possible.

To optimize the assistance provided to the teacher and students, parents are not permitted to bring younger siblings/children into the classroom or on field trips during their volunteer time.

Please do not use cell phones and other electronic devices in the classroom.

Photographs and video recordings (including cell phone recordings) taken on Academy property, in an Academy vehicle or at any Academy sponsored activity or event shall not be published without the expressed prior consent of the Administration.

Confidentiality is of the utmost importance, especially when parents volunteer in the classroom and Academy. Communication of personal and educational information regarding students, parents, staff or the Administration must be regarded as confidential and safeguarded.

We are very appreciative of those parents who are able and willing to dedicate their time to supporting the education of all children.

### **Background Checks**

In order to provide a safe environment for all Academy students, volunteers (including parents) may be screened through internet sites, such as the Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) or

other similar site for background checks, prior to volunteer assignments. Volunteers are required to submit a form and a copy of their driver's license for this purpose. The Principal may impose conditions on the presence of volunteers, as he or she deems reasonable and appropriate. Any decisions made by the Academy are final and are subject to the Academy's sole discretion. The Academy Administration may be contacted for any questions or for further information.

### **Teacher and Paraprofessional Qualifications**

All of the teachers at the Academy are properly certified and are teaching in the areas that they are certified to teach. Each teacher holds a minimum of a bachelor's degree and a valid State of Michigan Teaching Certificate. Our teachers and paraprofessionals are all considered highly qualified. Any parent that wants to know the particular teacher qualifications of his/her child's teacher(s) can contact the Administration at any time.

### **Review of Instructional Materials and Activities & Parent's Right to Know**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any classroom. Any parent who wishes to review materials or observe instruction must contact the Administration prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **Search and Seizure of Student's Person, Lockers, Locker Contents**

All lockers, cubbies, and other storage places assigned to students are the property of the Academy. At no time does the Academy relinquish its exclusive control of these storage places. Students have no expectation of privacy in lockers, cubbies or other school-supplied storage areas. Students are prohibited from placing locks on any locker without the advance approval of the Academy Administrator or his/her designee. The Academy Administrator or his/her designee may search lockers, locker contents, cubbies or other school-supplied storage areas, as well as open lockers for repairs, at any time, without notice and without parental/guardianship or student consent.

The Academy assigns lockers and cubbies for the students' convenience. Decorating the inside of students' lockers is not allowed. Students are to use these storage areas exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students are solely responsible for the contents of their lockers, cubbies and other storage places and must not share these storage areas with others. The locations at which searches of students and student property may

be conducted are not limited to the Academy building or at Academy property, but may be conducted wherever the student is involved in a school-sponsored function.

The Academy Administrators may search a student and/or student's personal items in the student's possession (such as but not limited to purses, backpacks, lunch boxes, book bags, etc.) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated, is violating, or is about to violate either state law, Board policies or Academy rules. A student's failure to permit searches and seizures as provided in this policy will be considered insubordinate and will be disciplined under the gross misdemeanors section of the discipline policy.

The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive given the student's age, gender and the nature of the infraction. If a pat down search of a student's person is conducted, it will be conducted in private by an Academy official of the same sex and with an adult witness of the same sex present. Strip searches are prohibited.

Academy computers, software and internet access are school property. Students are only authorized to use Academy computers and other similar educational technology consistent with the educational mission of the Academy. Academy officials may search school computers, software and internet access records at any time for any reason and without student consent.

The Academy Administrator or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a search. The Academy Administrator or his/her designee shall supervise the search. In the course of a search, the Principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against Academy policy and rules.

When conducting searches, the Academy Administrator or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the Academy Administrator or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons and stolen property.



Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the Academy Administrator or his/her designee shall be removed and held by Academy officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials.

### **Preparedness for Toxic and Asbestos Hazards**

The Academy is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the Academy's *Preparedness for Toxic Hazard and Hazard Policy* and asbestos management plan will be available for inspection at the school office upon request.

### **Pesticide Notice**

Mt. Clemens Montessori is required by Act 451 Part 83 to maintain an effective pest control program for our buildings. As part of an effective pest management program, school buildings and grounds may be treated as needed to control or eliminate pests. The least hazardous methods will always be incorporated to remove pests as per the Michigan Pesticide Control Act. Under most circumstances chemical treatments will be a last resort.

Only a licensed person or company shall be allowed to apply commercial grade pesticides or herbicides. Advance notice of the pesticide application will be given at least 48 hours before the application. Notices of the application will be posted at Academy entrances and on the Academy website. Additional applications may be necessary.

In addition, parents may request in writing to receive written notification at least three (3) day prior to the pesticide application. In case of an emergency, pesticides may be applied without prior notice. The Academy will provide notice of the emergency application as soon as possible.

Parents/guardians may review the Academy's integrated pest management program and records of pesticide applications.

If you have any questions or wish to request prior notification of the application, please contact Ashley Lesage, Principal, 586-465-5545, [school@mtclemensmontessori.com](mailto:school@mtclemensmontessori.com).

**Mandated Reporter**

Academy administrators, teachers, counselors and social workers are required by law to immediately report any and all suspected cases of child abuse or neglect to Children's Protective Services at the Department of Human Services.

**Concussions**

Before a student may participate in an athletic activity (physical education classes, organized practices and competitions) operated by the Academy, student athletes and parents/guardians must review the educational materials found below.

The acknowledgement receipt found at the bottom of the education material must be signed by both the student and parent/legal guardian and subsequently turned into the School Office.

If a student is suspected of having sustained a concussion, the student must provide the Academy with written clearance from an appropriate health professional before the student can return to physical activity. The health professional must be licensed or authorized to engage in a health profession whose scope of practice includes the recognition, treatment, or management of concussions. Schools will closely scrutinize any written medical slips submitted by students to make sure that an appropriate health professional has authorized their release.



## Parent/Athlete Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

### WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports *one or more* symptoms of concussion listed below after a bump, blow, or jolt to

#### Did You Know?

- Most concussions occur *without* loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETES
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness ( <i>even briefly</i> )	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can't recall events <i>prior</i> to hit or fall	Confusion
Can't recall events <i>after</i> hit or fall	Just not “feeling right” or “feeling down”

## CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (*even a brief loss of consciousness should be taken seriously*)

## WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. *They can even be fatal.*

### *Remember*

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

## WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

It's better to miss one game than the whole season. For more information on concussions, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

\_\_\_\_\_  
Student-Athlete Name Printed

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Printed

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

## FINAL THOUGHTS

Our first and foremost responsibility is to your child. We have developed an academic program of excellence to offer your child, and our highly trained staff is very motivated to work with your child and you as well. We believe this makes a winning combination.

Please feel free to call or stop in at the Office at any time to discuss any and all concerns you may have between the hours of 7:30 a.m. to 3:30 p.m. We want the time spent with us to be both enjoyable and productive.

## RECOMMENDED READING FOR PARENTS

A Parents' Guide to the Montessori Classroom, Aline D. Wolf.

The Absorbent Mind, Maria Montessori

Maria Montessori, Her Life and Work, E.M. Standing

A Modern Approach (to the Montessori Method), Paula Polk Lillard

The Discovery of the Child, Maria Montessori

The Secret of Childhood, Maria Montessori

The Child in the Family, Maria Montessori

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*Specifically* for the Elementary Montessori Level

From Childhood to Adolescence, Maria Montessori

The Advanced Montessori Method – Two Books

I. Spontaneous Activity In Education

II. The Montessori Elementary Education, Kalakshetra Publications

The Formation of Man, Theosophical Publishing House

To Educate The Human Potential, Maria Montessori, Kalakshetra Publications

**ACKNOWLEDGEMENT**

I have received the 2021-2022 Mt. Clemens Montessori Academy Parent-Student handbook. I agree to abide by the policies and procedures, including the discipline policy, contained therein. I understand that the policies contained in the handbook may be added to, deleted, or changed at any time.

This acknowledgement is also available on our website.

Please complete this form or form printed from website; sign and return to the Office.

List all children attending the Academy:

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Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_