

River's Edge Montessori School

Student/Parent Handbook Grades PreK-6



“Free the child's potential, and you will transform him into the world.”

~Maria Montessori

Student/Parent Handbook

GENERAL SCHOOL-WIDE POLICIES AND PROCEDURES
(IN ALPHABETICAL ORDER)

ARRIVAL AT SCHOOL

The tardy bell will ring at 8:30 a.m. Our building opens at 8:15 a.m. Breakfast is “grab and go.” **Students will take breakfast to room to begin day.** Students arriving to school prior to the 8:15 a.m. start of breakfast must be enrolled in the before care program sponsored by the YMCA, which begins at 7:30 a.m. Parents can enroll their child in YMCA school based care by visiting their primary location at Grace United Methodist Church: 1001 Harvard Boulevard, Dayton, Ohio 45406, (937) 278-4731. Additional information is available at www.ymcaonline.org.

ASSEMBLIES

Assembly programs are scheduled periodically during the year. The conduct of the student body at any assembly is an important indication of the cultural level of our school. Whether or not guests are present, each scholar is responsible for being courteous and respectful. This same expectation extends to adult visitors and guests. Unacceptable conduct includes whistling, inappropriate clapping, booing, rowdiness and talking during a program.

The following script will be read at the opening of all assemblies: “We welcome you to River’s Edge Montessori School’s (program name). We have a few requests so that we may all enjoy the program.

- If you have a cell phone with you, please put your phone on vibrate. Please refrain from talking on cell phones during the program.
- For their safety we ask that young children stay with their adults during the program.
- Bathrooms and water fountains are located on the sides of the gym. Restrooms are also located on the side of the gym or in the hallway. We invite you to relax and enjoy the program.”

ATTENDANCE/TARDIES

Daily attendance by all students is required by law.

If a student is absent, a note must be sent in with the child on the day the of their return to school. This must include the dates of absence and the reason. If due to illness, please include a description of the symptoms. These are state compliance guidelines, but also allow our school nurse to be aware of your student’s needs.

Parents are requested to call the school/teacher before 8:25 a.m. to report their child’s absence.

If a student becomes ill at school, parents or other designated persons will be contacted. No child will be released to anyone not listed on our official pick-up sheet. Therefore, be sure to list all persons who may need to pick up your child. **Please do not send an ill child to school.** Children with a temperature higher than 100 degrees will sent home. Children returning to school after any absence due to communicable disease must bring a note from their physician. Other absences due to illness require a written note from the parent to be placed on file at school.

Students will be marked tardy after 8:35 a.m. Students who arrive late must report to the office for a tardy slip. Tardies are recorded and reported to the designated school official. The intent of the Board of Education is to make certain that the school official will follow through on excessive absences or tardies with referrals sent to student services and juvenile court when necessary. The school uses the State mandated framework to track truancy and absenteeism, and will closely monitor each student to create an attendance plan.

Habitual Truancy is defined as being absent:

- 30 or more consecutive hours without a legitimate written excuse
- 42 or more hours in one month without a legitimate written excuse
- 72 in a school year without a legitimate written excuse

Excessive Absenteeism is defined as being absent:

- 38 or more hours or over a week in one school month WITH or WITHOUT a legitimate excuse
- 65 or more hours in one school year WITH or WITHOUT a legitimate excuse

BIRTHDAY CELEBRATIONS

While we recognize a parent/guardian desire to celebrate a child's birthday, we ask, for reasons of consistency and student health issues, that no individual celebrations or treats be planned. This would include, but is not limited to: bringing in cupcakes, cookies, etc., which we cannot allow due to new strict Federal guidelines regarding food in schools. If you feel strongly about recognizing your child's birthday, please consider donating a book to the classroom library or classroom in his/her honor. Alternatively, please contact your child's teacher- they may be able to offer non-food based ideas instead of "treats" (pencils, stickers, etc).

CELL PHONES

We recognize the need for many students to have a cellphone in their possession. However, cell phones will be confiscated and returned only to a parent when a student is unable to meet the responsibility of having a cellphone in the school setting. **Students are to silence and put away (in a book bag- not in a pocket) during the school day, after school day (but still on school property) and during the bus ride to and from school.** The use of cell phones during the school day is not permitted.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Parents are required to notify the school office promptly if there is a change of address or telephone number. Correct telephone numbers are essential in case of accident or another emergency relating to your child. **All address changes can be made in the River's Edge Montessori School office.**

CODE OF CONDUCT

To ensure consistency in managing behavior, the Dayton Public Schools has created a **Guide to Student Conduct** booklet which will be the formal document used in the enforcement of discipline by the total staff. **The purpose of the Student Code of Conduct is**

- To provide clear and explicit expectations and guidelines governing student behavior, activities, and discipline.
- To provide a framework for building a safe and effective academic community.

The Dayton Public Schools Code of Conduct can be found on the district website.

DAILY SCHEDULE

8:15 a.m. - Building opens and breakfast begins
8:30 a.m. - Tardy Bell
2:45 p.m. - Early Dismissal Cutoff
3:00 p.m. - Students Prepare for dismissal
3:15 p.m. - PreK dismissal
3:20 p.m. - Car riders/walkers dismissal
3:30 p.m. - Bus dismissal

River's Edge Montessori School Arrival & Dismissal Procedures

Please help keep everyone safe by following our drop off and pick up procedures outline below:

- Please refrain from parking on the side streets that block the passage of our school buses (be aware of the no parking areas).
- Pk - K student drop off is the back doors off the primary playground.
- 1st – 6th grade students arriving in cars must **ONLY** be dropped off in the circle in front of the school between 8:15-8:30 a.m. **Do not double park or cut the line in the drop off circle.**
- Absolutely no student drop offs are permitted in the bus zone.
- Please be mindful that our teachers are only on dismissal duty until 3:40 p.m.

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Your punctuality with picking up your child(ren) is expected and appreciated.

DISCIPLINE APPROACH

Our approach to discipline is based upon prevention. Through nurturing and sensitivity, we prepare our scholars with knowledge of expectations aligned with our core values of respect, responsibility and safety. The Montessori Method addresses the need to affect change toward positive behavior through lesson planning and teaching. One famous quote from Maria Montessori is: “The undisciplined child enters into discipline by working in the company of others; not being told he is naughty.” Discipline is therefore a learning experience and less a punitive experience when dealt with appropriately. The child has an opportunity to be heard and to have an opinion, and to reflect upon choices and the consequences of those choices.

We believe that children want to follow rules and exhibit acceptable behaviors. These acceptable behaviors will be clearly defined by our staff and the child will then become responsible for his/her behavior. We will directly teach and model expected behavior for movement in common areas, cafeteria, assembly, classrooms, and playground. Student responsibility will include accepting the consequences which come as a result of the behavior choices. Parents must be aware that the Montessori environment is one that fosters intrinsic desire to make appropriate choices, and not one that rewards compliance with a steady diet of extrinsic rewards.

“To let the child do as he likes when he has not yet developed any power of control is to betray the idea of freedom.” -Maria Montessori

DISCIPLINE PROCEDURES

1. The teacher initiates the initial contact with the child/ren to clarify and review rules and begin problem solving using the Positive School Climate (PSC) Guidelines. **Respect Others, Self, and the Environment.**
2. The teacher may contact the parent/guardian to discuss the problem, clarify the rule(s) and invite the parent/guardian to share in an appropriate response to the problem.
3. The teacher will administer the appropriate consequence following PSC procedures and/or as discussed with the parent/guardian and send a written discipline referral to be filed in the office.
4. Administrators will conference with the child to review patterns of violations as verified by the teacher(s). The administrator may act on one or more of the following consequences (this is not a complete list):
 - a) Time out from class—length of time at the administrator’s discretion depending on

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a number of factors. Student will typically be removed to another classroom to continue with his or her work plan while taking a “time out.” If the student has been referred to the office more than once, the parent/guardian may be invited to visit the school to participate collaboratively in a plan to replace unacceptable behavior with acceptable behavior

- b) Reduction in minutes of recess and/or in play options at recess
- c) Referral to school student services personnel, behavioral health counselor, or school psychologist

Developing children’s desire to make choices which do not harm others or themselves requires a partnership between school and home. We strive to collaborate as a team with parents and guardians, and greatly rely on family support. It is expected that the home will:

- Support school officials in their efforts to develop and maintain a well disciplined learning environment.
- Teach the scholar socially acceptable behaviors.
- Teach the scholar by word and example to have respect for school rules, and the rights and property of others.
- Teach the scholar to be accountable for his/her actions.
- Help the scholar grow and develop into a self-disciplined person.

DISMISSAL PROCEDURES

The voice mail in classrooms is usually answered AFTER the dismissal period at the end of the teacher workday, after students have departed for home. Therefore, **calls requesting changes in children’s dismissal or requiring immediate attention/action, need to go through the office** NOT through the teacher’s voicemail, and they need to occur PRIOR TO 2:45 PM.

Car/Riders and Walkers- dismissed 3:20

- Students are escorted to the cafeteria doors by staff.
- Parents “on foot” come to the cafeteria door area to receive their child.
- Parents in vehicles pull up in traffic circle and staff bring out child.

BUS RIDERS – Dismissed at 3:30 p.m.

- Scholars are escorted to their designated buses and supervised while boarding the buses.
- **Any change in a scholar’s transportation must be sent in writing to the teacher.**
- The teacher is responsible for informing the office and getting approval for this change.
- **NO VERBAL MESSAGES ARE NOT ACCEPTED FROM THE**

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CHILDREN

- Phone messages from a parent/guardian about changes in transportation will NOT be accepted unless it is an extreme emergency.
- To ensure student safety, verification of identity will be requested.

Please do not meet your child at the bus at dismissal time or take him/her off the bus. Seek out the assistance of the adult bus monitor. They will radio the office that you are coming in to sign out your child. The office will then communicate to the bus monitor and the child can be removed and sent to the office. This is imperative to assure safety and accountability.

BEHAVIORAL EXPECTATIONS OF BUS RIDERS

Bus riders procedures and behavioral expectations are in the Code of Conduct. Parents/ guardians are asked to review these rules and expectations with their scholar(s). The bus driver is responsible for enforcing safety rules. Any disorderly pupil will be reported to the principal. The principal is responsible for notifying the parent/guardian. A student's **CONTINUED DISORDERLY CONDUCT ENDANGERS PUPIL SAFETY AND WILL RESULT IN SUSPENSION OF BUS RIDING PRIVILEGES.**

If your child's bus is more than 15 minutes late, please call the Transportation Office at 542-4010. They have radio contact with all buses. The school does not have this capability. Parents are encouraged to sign up for automated notification from transportation which will advise of any delay.

EARLY DISMISSAL

Parents who need to pick their child up early for an appointment should: Send in a note with the child with time and reason so the teacher and office are made aware of the dismissal

- An early dismissal requires the parent/guardian report to the office to sign the child out, indicating time.
- Students will only be released to parents, legal guardians or to persons to whom parents have granted permission **IN WRITING ON THE OFFICIAL RELEASE FORM.** We will not release your child to any other person. **We have been struggling with a great number of parents trying to “beat the traffic.” However, this causes a disruption to the classroom and takes away valuable learning time for all students, as we are forced to interrupt classrooms in order to request students. Our early dismissal cut off is at 2:45 p.m. Parents arriving after this time will be asked to wait for our dismissal time of 3:20 p.m.**
- In an emergency, a telephone call and a written note will be necessary for the release of your child to someone not listed on the release form. **Early dismissal ends at 2:45 p.m. to allow instruction to wrap up without interruption between 2:45-3:10.** So, for example, if your child has an

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appointment at 3:00, you would sign them out by 2:45p.m.. Please be advised that there are a great number of students picked up so the car line might take 10 - 15 minutes to get through.

DRESS CODE

The district regulates dress and grooming in the interest of health, safety and effective instruction. Forms of dress which are considered distracting or disruptive to the learning atmosphere will not be permitted. We do not currently have a dress code. No item of clothing will exhibit violent or elementary school inappropriate graphics or language. We do expect all students to adhere to the guidelines below:

Shirts/Blouses

- For all students regardless of gender in grades 4-6, shoulders and upper arms should be covered (ex. short sleeved tee shirts). No spaghetti-straps.
- No tanks that are less than the width of an id card.
- Shirts should not expose midriff, bra, or be completely open down sides. This includes when arms are raised
- Shirts should be of appropriate fit and not revealing.

Skirts

- Skirt should be 2" above the knee or the hem touching the longest fingertip when the arms are held naturally at the sides.

Shorts/Pants:

- Pants and shorts should naturally fit student's hips and waist. It is preferred that the trendy pants with trendy purposeful holes in them have material behind the hole. Please use good judgment. Pants with entire legs exposed are not ok.
- When necessary, a belt should be worn to adequately hold shorts or pants up at waist level.
 - We will issue a temporary "string belt" to correct sagging pants only if it is possibly to do so discreetly (example- if the t-shirt is big enough to cover the temporary belt) if we do not have a belt to loan. We will gladly take donation of a few gently used belts so as not to use twine.
- If the pants or shorts are low rise, the shirt must be tucked in or long enough to cover the exposed undergarments and/or basketball shorts.
- Shorts are generally permitted. Please use good judgment and understand that we go outside for recess unless the temperature is below freezing. Logical consequences ("brr...I'm cold") will apply, as we will expect that the student will go outside with the class for recess.
- There is to be absolutely no writing across the rear end of pants/shorts. All shorts, skirts etc. must be fingertip length, even if worn with tights/leggings.

Head Coverings

- A hijab can be worn without restriction.
- Wearing of do-rags, bandanas, sweat bands or scarves for fashion purposes

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is not permitted on school property or school buses.

- Hats that exist only for fashion reasons should be left at home. Hats worn for protection from the cold are to be removed when entering the school building. Head coverings worn for medical reasons will be handled on a case by case basis.

Footwear

- Shoes/boots should securely fit the foot.
- All footwear must have a back or a strap across the back of the heel- this is for the safety of the student as he/she moves throughout the building.
- Shoes/ boots with platform or high heels may not be worn. They are unsafe in the school environment.
- Gym shoes or shoes with rubber soles are required footwear for physical education classes.
- Sandals may be worn only if worn with socks for our 3-6 and 6-9 students. 9-12 Students may wear sandals with back straps without socks on non- PE days.

Undergarments

- Appropriate undergarments should always be worn- but they should not be seen.
- Foundation garments for girls should be worn as the developmental process progresses.

Jewelry

- Jewelry other than earrings should not be worn at school. Little people love to trade accessories. What he/she may find expendable, you may find valuable. We cannot play detective to, for example, where the fluffy unicorn slap bracelet went.
- Post-type earrings or small hoops (the size of a penny or smaller) may be worn if ears are pierced.
- The school/teacher is not responsible for loss or damage to any item brought to school. Please leave expensive items at home.
- Silly Bands or the Rubber Wrist/Arm Bands are not permitted at school. Thankfully- this is not really a trend anymore. But just in case!
- Facial piercing (tongue, eyebrows, nose, lips etc.) are not permitted at the PK-6 level.

Make-up

Elementary students are beautiful people inside and out without make-up and students should save make-up for play at home.

Hair Coloration

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- Hair color should be within a range that is not distracting to the academic environment. The principal will determine in conjunction with the teaching staff when a child's dyed hair might be too distracting and communicate to the parent accordingly.
- If a student comes to school in inappropriate clothing, hair color etc. the parent/guardian will be notified and arrangements will have to be made for appropriate clothing to be brought to school or for the student to be picked up from school. In some cases, we may be able to provide the student with a large t-shirt to borrow for the day.

DRUGS OR ALCOHOL

Except for supervised, prescribed medication, a student will not be under the influence of or use, possess, offer for sale, or distribute drugs or alcohol in school buildings or on school grounds, in school-controlled vehicles, at school sponsored events, or in other situations under the authority of the school district.

All district employees shall take an active role in reducing and eliminating the use of drugs and alcohol by students through:

- prevention (e.g. fostering student self-esteem;
- making staff, students, parents and community members aware of the symptoms and effects of drugs and alcohol use or abuse;
- publicizing the Board's position and expectations regarding drugs and alcohol);
- intervention strategies (e.g. identifying students affected by their own or others use or abuse of drugs and alcohol;
- taking disciplinary action;
- making referrals to community agencies;
- following through in ways that support student in adhering recommended procedures)

EMERGENCIES/INJURIES/ACCIDENTS

- River's Edge staff will report all accidents to the office.
- **It is very important for the school office to have current home and business telephone numbers of parents or guardians so they can be reached easily and quickly in case of an emergency.**
- In case of a serious accident, parents are notified and the emergency squad may be called. Major accidents are reported to the Central Office.
- School personnel may administer first aid only—no medications (ex: Tylenol).
- If a child is injured at school, every attempt will be made to contact parent/guardians. It is very important to fill out and return emergency medical authorization forms so that emergency treatment may be given

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- Any changes in this information should be reported to the school immediately.

Please be sure to note any allergies and other special needs for the teacher's and on office records.

EMERGENCY CLOSING OF SCHOOL—INCLEMENT WEATHER

Parents are encouraged to make contingency plans for and with their children to be followed when an emergency changes the school schedule. The decision to close school and dismiss students during the school day due to the weather or other emergency will be made and announced by the Superintendent. Public announcements will be made immediately after the schools have been notified.

For emergency purposes, it is vital that the school has on file a current telephone number. On rare occasions the Superintendent determines that the weather is too severe to operate buses or have children walk to school. An announcement is made over radio and television to this effect and will list or announce the decision **for Dayton Public Schools to be closed. PLEASE DO NOT CALL THE SCHOOL.**

FAMILY INVOLVEMENT

River's Edge Montessori has a responsibility to involve parents and families in all aspects of its operations, and parents of children who attend River's Edge Montessori have a responsibility to find ways to support their children's education and get actively involved in school activities, events, projects and programs. Because we believe that it is your responsibility to be involved in your child's education and that your involvement is a key factor in his/her academic success, we ask that all parents/ guardians sign a Parent/School Compact. This compact will be sent home for review, and will be modified based on parent feedback at the beginning of the school year. The compact asks you to fulfill five basic expectations:

- Send your child to school on a consistent basis.
- Monitor your child's school work at home and insure that he/she completes the assignments.
- Attend at least one parent-teacher conference during the school year. · Support the school's policies and efforts to maintain discipline among students.
- Attend or participate in events or activities throughout the school year.

FAMILY RESOURCE ROOM/ LENDING LIBRARY

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The Family Resource Room is available to all River's Edge Montessori families. We encourage and welcome parents, guardians, grandparents, aunts, uncles, older siblings, etc. borrow learning materials for use at home.

The Family Resource Room offers a wide variety of learning materials and resources including flash cards, learning games, book, and books on tape, learning safaris, and many helpful reference books on discipline, child development, homework assistance, and community resource information. A variety of workshops for parents/guardians, as well as opportunities to assist classroom teachers through material making and volunteering, are offered through the Resource Room. Call 542-4640 for the hours the resource room is open for your visits. Our Parent Liaison looks forward to working with you.

FIELD TRIP POLICY/GOING OUT

The elementary school child's learning environment must be extended beyond the home and school if she/he is to expand knowledge and continue to fulfill the need for independence. **"Going Out"** (as identified by Maria Montessori) gives the child the opportunity to exercise research skills necessary for gaining more knowledge about life. It may serve as an opportunity for introducing a unit of study, may be a follow-up activity which completes preliminary activities; or could take place as a culminating experience.

- A child may be delayed or miss a Going Out experience if assigned projects are not complete or if school fees are not paid.
- The Going Out experience is not considered a pleasure or recreational trip, but is an extension of a classroom program.
- Since all Going Out/field trip activities require a parent/guardian's signature, you must sign a permission slip at the beginning of the year.
- If you have restrictions or concerns pertaining to your child, you need to indicate that on the Field Trip/Going Out area on the initial registration form.
- A current signed Emergency Medical for is required for all field trips
- Parents are often invited to serve as chaperones or resource people
- Three and four year olds are not permitted to ride school buses- parents must provide transportation for all field trip experiences.

FIRE AND TORNADO DRILLS

State law requires that schools have regular fire and tornado drills. Careful procedures are worked out to provide protection for students in the event of a fire or tornado. Teachers review the procedures with students periodically. It is mandatory that all students follow the procedures for such drills.

HOMEWORK

Homework can be written or take the form of reading, research, book reports, projects, and family outings. Teachers will take into consideration the level and expectations of students' abilities in daily work. Homework is any assigned task given to students for the initiation, development, or completion of mental or physical effort outside the scheduled classroom period. Generally, the purpose of homework is to:

- extend learning activities beyond class time;
- practice techniques previously introduced;
- help insure understanding of principles;
- develop skills in application of mental, physical, social and emotional areas; ·
prepare for class participation the following day;
- generate independent research, thinking and creativity;
- gain experience in the use of outside resources and facilities;
- help ensure satisfactory attainment of learning.

Parents should be involved by:

- reviewing the homework objective;
- providing a time and place for homework to be completed by the child; ·
monitoring the accuracy of the completed homework;
- monitoring and assessing the quality of completed homework
- signing homework/work plans as requested by teachers.

INTERVENTION ASSISTANCE TEAM (IAT)

Children learn in different ways and at different rates. While most children can successfully perform in the classroom on their own, occasionally some children can benefit from additional services. In order to meet the needs of our entire school population, River's Edge Montessori has the following intervention services available:

- Speech and Language Therapy
- Occupational Therapy
- Psychological Assessment
- Instruction which is supported by an intervention specialist

For a child to qualify for intervention services, he/she must be referred to the Intervention Assistance Team (IAT) for assessment. Prior to referral for assessment, data must be collected which is significant enough to determine that the child's academic need is far greater than that of his/her peers and that interventions lasting multiple weeks prove unsuccessful. The child's classroom teacher is responsible for making the referral to the team. Parents/guardians are informed of the referral and must give permission for the appropriate assessments to be given. Following the assessments, the IAT will meet with the child's parent/guardian to discuss the results and establish a plan to address the needs identified through the evaluation process.

LOCKERS (FOR 6th grade STUDENTS ONLY)

A limited number of lockers exist for use within the 6th grade for students in Mrs. Marinelli and Mrs. Painter's class. Those students issued a locker will secure personal belongings and textbooks for the school year. All lockers are the property of Dayton Public Schools.

LOST AND FOUND

Each year children lose or misplace *many* items of clothing. It would be helpful if all possessions were clearly marked with your child's name. Please encourage your scholar to check Lost and Found to look for all lost items, and to be responsible for keeping track of them.

LUNCH AND BREAKFAST PROGRAM

All students will be provided lunch and breakfast at no charge. Breakfast is served daily from 8:15 a.m. All students eating breakfast are to enter the cafeteria through the Rotunda Area. Students are to go directly to their homerooms. Students will pick up their own breakfast mess and place it appropriately in the large trash can outside of their room. If you pack your child's lunch, please do not pack soft drinks. Vegetarian meals are available upon request if a form from Nutrition Services has been filled out. Special dietary needs can also be addressed with the completion of these forms Please talk with the Nutritional Services Coordinator assigned to River's Edge Montessori by calling 542-4640.

MEDICATION AT SCHOOL/ IMMUNIZATION REQUIREMENTS

The school nurse, principal or principal's designee may administer medication to students during the school day according to the following guidelines:

- The medication must be prescribed by a medical doctor.
- A form must be signed by the prescribing physician indicating medication, dosage, duration of dosage, any possible side effects and a statement which explains how the dosage is to be administered. This must be on file in the office before any personnel can administer medication.
- A form signed by the parent/guardian giving permission to the principal or designee to administer the medication prescribed by the physician must also be on file.
- The prescription number must be on file in the office. (A two-sided form is available from the school office. The physician's form is on one side and the parent form is on the reverse side. Please contact the school to get this form.
- The parent/guardian must bring the prescribed medication to the nurse with the container clearly marked by the pharmacist giving the name of the child, dosage directions, name of the physician and prescription number.
- The Principal or designee must administer the medication in such a way as to

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personally observe that the medication has been taken (swallowed or otherwise received).

- The Principal or designee must keep all medications in a locked area. **This includes inhalers.**

The State of Ohio mandatory immunization requirements are:

- 5 – D.P.T (Diphtheria/Pertussis/Tetanus)/DTap unless third dose is given at age six or older. A fifth dose is required if the 4th dose was given before the fourth birthday.
- 4 – Polio
- 2 – Rubella (three-day measles)
- 2 – Rubeola (ten-day measles)
- 2 - Mumps
- 3 – Hepatitis B

Mrs. Hardenbrook, our school nurse, can assist with any questions related to medications and immunizations. She can be reached at 542-4685.

NEWSLETTERS

Please expect a school-wide monthly newsletter.

NURSE – Mrs. Hardenbrook

The school nurse is in the building 5 days per week. She can be reached at 542-4685. If she is unavailable, please leave her a voicemail at that number.

PARENT COMMUNICATION/ INFORMATION

Important parent communications and information are sent home in colored plastic envelopes. Please sign the communication record sheet which is kept in the folder and return the plastic envelope to school.

PARENT-TEACHER CONFERENCES

The parent-teacher conference is one of the most effective ways of sharing information about a student's educational progress. Parents have an opportunity to help teachers understand their sons/daughters and teachers can clarify in greater detail the kinds of experiences the student is having in school. **All parents should plan to attend the fall conference with the teacher in order to receive the first quarter progress report.** Spring conferences are scheduled on an as needed

basis. However, when there is a matter of concern, conferences may be requested by parents and/or teachers at other times convenient for both parent and teacher.

PARENT CONTRACTS

Parents are required to sign several contracts describing the expectations for the year. The contracts are used as a method of verifying that parents receive information relating to key issues and important expectations and responsibilities. The expectations relate to parent support, internet use, participation, the Code of Conduct, and the responsibility and payment for library and textbooks. The contracts should be read carefully, signed and returned in a timely manner.

PETS

Family pets are not permitted on school grounds at any time students are in session for reasons of safety and family's liability.

PLAYGROUND

A minimum of 15 minutes of recess is scheduled each day (weather permitting) for all students. In foul weather, indoor recess activities will occur.

PROGRESS REPORTS

Progress reports show a record of student growth in academic and school adjustment areas. Parents are encouraged to discuss the report with their child. If there are concerns or questions, contact your child's teacher to arrange a conference.

The interim progress report is designed to keep parents informed about the child's progress between regular grading periods.

SCHOOL PROPERTY

Please help us instill within your child a sense of pride and respect for our school property. Parents of children who destroy or vandalize school property will be required to pay for losses or damages. If children willfully destroy school property, school-wide community service and/or suspensions may be result. If a child should happen to damage something accidentally, she/he should report it to a teacher or the office immediately.

STUDENT COUNCIL

Student Council serves as a training experience for leaders and, develops high ideals of personal conduct, and helps to interest children in school activities and solving problems that arise. Representatives and alternates are elected from each 6-9 and 9-12 classrooms to serve on the Student Council. The Student Council meets regularly under the supervision of a teacher.

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STUDENT RIGHTS/RESPONSIBILITIES

Students are entitled to certain constitutional rights, including the right to due process. Students also have certain responsibilities. **In general, these involve the commitment of each individual to assure that the rights of others are preserved. All students are responsible for knowing what the school rules are and acting in accordance with them.** It is the intent of the Board of Education to make certain that the rights of all students and school personnel are carefully protected. In order to carry out this policy, the Superintendent has developed guidelines for conduct for all students which promote the order in schools that is conducive to learning while still protecting the rights all individuals.

- A student and/or a student's property (book bag, for example) may be searched when there is a clear reason to believe that an illegal item, or an item which will cause harm to the student or others, is on his/her person and/or within his/her personal property.
- Parents/guardians have the right to review a student's school records with a member of the professional staff. A request to review records should normally be honored within three days.
- A copy of the **Dayton Public Schools Students Rights and Responsibilities** publication is sent home.

STUDENT WITHDRAWALS

Parents must come to the school to withdraw their child, and should be prepared to indicate what school the child will be going to. Records will be forwarded to the receiving school upon request.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks may be loaned to students for their use during the school year. Children must understand that school books are very expensive to replace and, therefore, must be handled carefully. The same applies to library books. Students will be required to pay for lost or damaged books. Please encourage your child to respect books. **Replacement fees must be paid in full before the text will be reissued. This is a Dayton Public School policy.**

TITLE I

Title I funds are Federal monies which flow through the states to individual school districts with the purpose of enhancing and supporting student learning. River's Edge Montessori is a School Wide Title I school- which means that **all** students are able to benefit from Title I funding. Title I and Title II funds support the Literacy Specialist, Parent Lending Library.. The Family Resource Room and Lending Library programs, staff development, various classroom materials and technology are supported by these funds as well. An Annual Meeting in which information concerning *No Child Left*

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Behind, School and District Report Cards, the Parent Involvement Policy, School/Parent Compacts, documentation, needs assessments and staffing is required. This material is covered during Kindergarten and Pre-K Orientation and Open House.

UNACCEPTABLE ITEMS

Students are **not use cell phones while at school**, and not to bring portable CD players, MP3 Players, iPods, portable gaming devices, pets, toys, games, trading cards, silly/rubber/plastic bands, spinners or any other objects that are not part of the educational requirements of the class.

- **First Offense** -- Article will be confiscated, and returned at the end of the day.
- **Second Offense** – Article will be confiscated until a parent/guardian comes to retrieve it. There will be a respectful reminder to ask parent to help us enforce the rule.
- **Third Offense** – Article will be confiscated and student, parent and administrator will meet to discuss the issue, why the rule is not being followed, and what consequence will help support the student in following the rule.

- **Consequences for other items (knives, lighters, weapons, etc.) are addressed in the Guide to Student Code of Conduct.**

VISITING RIVER'S EDGE MONTESSORI

Parents and guardians and other interested adults are always welcome at River's Edge Montessori. We ask that all visitation is by appointment and complies with the Board of Education policy which requires that all visitors and volunteers use the main entrance and report directly to the school office. All visitors and volunteers should sign in and are then given a pass. This policy applies to all non-staff persons entering our school in order to maintain security for all students.

VOLUNTEERING AT SCHOOL

There are numerous opportunities to volunteer at River's Edge Montessori School, and we would love to have you! Making materials for the students, working with individual students, accompanying classes on field trips, and volunteering directly in a classroom are just a few of ways volunteers support learning here at school. For safety and security reasons, school and district policy requires that **all volunteers must complete the Volunteer Registration Application** on the Dayton Public Schools website.

Welcome to River's Edge Montessori School!

Learners and Leaders for Life!