

Stonebrook at Michael R. White

Parent Handbook

School Year 2020-21

Table of Contents

Principal's Message3

Who Are We?4-5

Philosophy

Mission, Vision, & Core Values

Positive Behavior System (please see pages 16-18 for more information)

Admissions.....5

Communication.....5-6

Daily Schedule.....6-8

Hours and Days of Operation Daily Schedules

Staff/Child Ratios and Group Size Attendance and Punctuality

Outdoor Play

Programs.....8-9

Meal Programs

Special Meal Requirements

Inclement Weather Payment Policies

Child Supervision, Drop-Off, and Pick-Up9-10

Supervision Policy

Child Abuse Reporting

Arrival

Children Arriving to Stonebrook Montessori from Other Programs

Departure

Release of a Child

Custody Agreements

Parent Participation10-11

Observations in the Classroom Parent Conferences

Taking Montessori Home

School Transportation11

Emergency Transportation

Field Trips

Health Policies12-14

Management of Illnesses

Medications

Food Supplements, Modified Diets, Allergy Considerations

Accidents/Emergencies

*Fire, Severe Weather Conditions or Building Closing Severe Weather
Accident/Injury*

Additional Information15

Cellphones

Cellphones for Children

Napping

Games & Toys Clothing

Stonebrook Montessori System of Justice16-18

School-Wide Limits and Expectations

Expectations for Protecting the Children and Adults Corrective Actions

Levels of Corrective/Disciplinary Actions Student Safety & Security

PRINCIPAL MESSAGE:

Dear East Side Montessori Campus Community:

Welcome to the 2020-21 school year; a school year like no other we have experienced! The return to school in a virtual environment has been challenging for many--families, students, and educators. Yet, we have persevered together, and we are well on our way toward closing 2020 and welcoming a new year. Together. As a community.

And our community has grown this year! While we never could have never imagined (or would have wanted to) the drastic changes that needed to take place to provide school in a virtual setting, the overwhelmingly positive outcome for our campus has been the integration of our teaching team and our parent community. It has been wonderful to see the MRW and SBM families and educators work and learn together this fall. As we move toward becoming a fully integrated Montessori campus, these relationships and learnings will be invaluable for the path ahead.

While our daily way of seeing each other has changed, what has remained the same is our commitment to providing our scholars the best educational experience possible. Teachers and staff members have spent hours learning new programs, navigating new technologies, and expanding their skill sets. We know you have as well. Your adaptability and determination impresses us every day. We are truly in this together!

It is a privilege to be your school leader. My Campus Admin Team and I are committed to providing our scholars, families, and educators all the support we can for the campus to grow and flourish.

I look forward to the rest of this year's work together and to leading the campus forward in the coming years.

Sincerely

Ariel A. Hayes

Principal

Welcome

Welcome to Stonebrook Montessori at Michael R. White. We are pleased that you have chosen to partner with us for your child's educational growth and development! This handbook contains important information about our school.. It will serve as your resource for school practices, so please read this handbook and keep it handy for reference throughout the year.

Who Are We?

Philosophy

The Montessori method is based on a philosophy and method of teaching set out over one hundred years ago by Dr. Maria Montessori, the first female physician to graduate from the University of Rome. This method emphasizes the potential of each child and develops this potential through the use of a carefully prepared classroom environment rich in specially designed learning materials and directed by a trained adult. The Montessori method provides experiences that contribute to the child's mental, emotional, spiritual and physical growth.

Our Mission, Vision and Core Values

Stonebrook Montessori's purpose is to nurture and educate Cleveland's urban children through a radical commitment to child-centered practices and equity. We are a free Montessori public school. *We are a thriving, inclusive community where children and adults are engaged learners acquiring confidence in their personal and academic skills for lifelong success as capable, responsible human beings.*

CORE VALUES

We work toward a safer, more just and peaceful world by modeling these values in our school culture.

RESPECT

We value all living things, all aspects of the environment, especially the developing child and the supporting family unit. This deepest respect and trust in the inherent worth and unlimited potential of each individual is demonstrated through love, generosity, patience, thoughtful communication, freedom and responsibility.

COMMUNITY

We value an open, accepting community and foster a sense of belonging. We work in partnership across agencies and generations around a unified, community-centered purpose in the service of children. We work together in such a way that our efforts may serve the broader Montessori community.

WORK

We value the nobility of work and the impact of initiative. By engaging in cooperative and individual work with tenacity and commitment, all members of the community are able to experience personal growth and a feeling of usefulness in a positive, empowering environment.

JUSTICE

We value social and environmental justice by directly addressing issues of equity; practicing sustainability through responsibly using, reusing and recycling of our resources; and acting locally in ways that benefit our community.

PEACE

We value a peaceful state of being, characterized by mindful and non-violent behavior, and the practices of collaboration, diplomacy, empathy and solution-seeking, making our community a safe place for all.

JOY

We value a joyful learning and working environment. By engaging fully in the present moment, being open to possibilities and expressing gratitude often, we cultivate joyful attitudes that inspire and motivate.

Positive Behavior System

At Stonebrook Montessori, we believe that teaching is more effective than correcting, so we strive to have clear expectations for children's engagement and behavior, and to teach them the necessary skills. We do not have a discipline policy because we strive to help children learn self-discipline and self-control through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they, in turn, learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used.

The Stonebrook System of Justice, attached at the end of this handbook, provides further detail about school-wide expectations and the guidelines we will follow when expectations are not met. Any corrective (disciplinary) actions will ensure the safety, physical, and emotional well-being of all of the children. Staff will not impose punishments for failure to eat or sleep, or for toileting accidents. Corporal punishment, demeaning words, or other negative disciplinary tactics will not be used at any time. Discipline shall not humiliate, shame or frighten a child and shall not include withholding food, rest, or toilet use. No physical restraints shall be used to confine a child by means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control. This commitment of practice applies to all staff while they are at the school.

If a situation arises where a child is consistently endangering himself, peers or staff, a behavior plan will be developed. Every attempt will be made to work together with the parents and the child to correct the behavior. The safety of children and staff are always our primary concern.

Please see out Stonebrook Montessori System of Justice on pages XXXX for more information.

Admissions

The enrollment process will be open to children aged 3 – 12, preschool through 6th grade. Stonebrook Montessori will provide an equal opportunity for all children to achieve their maximum potential through the curriculum offered regardless of race, color, creed, disability, religion, sex, ancestry, national origin, social or economic background, or other legally protected category.

A child is considered to be enrolled in Stonebrook Montessori only after the required paperwork is received, reviewed and approved by the Enrollment Coordinator. This includes basic enrollment and current health information. Any change to this information must be communicated to the office immediately so that information on file is always complete. This is for the safety of your child.

Communication

Stonebrook Montessori phone number: (216) 838-2550

If you need to reach anyone on staff during the school day, you can call the main office at (216) 838-2550. All calls go through the office and a message will be relayed to the appropriate person, if he/she is not available to take the call. If we are unable to answer the phone when you call, please leave a message with the reason for your call. Teachers cannot usually receive or make phone calls during class time, but will try to call back after school or as soon as possible. If you are calling with a time sensitive need, please explain it to the office staff so that they can handle the situation appropriately. Messages left after 3:30 p.m. will be returned on the following day.

Teachers will check e-mail at least once a day, after hours, and will communicate classroom reminders

through email. Teachers are happy to make time to have conversations with you about your children, but due to staff responsibilities and schedules, we ask you to make appointments to do so. Being mindful and respectful of your child's privacy, teachers will not discuss any of the children in an open setting where the conversation may be overheard by your child or others.

If you have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's Teacher
2. School Secretary
3. Administration (Principal or Assistant Principals)

Please feel free to bring up concerns as soon as they occur. We are invested in the well-being of your child and interested in timely resolution of any issues or concerns. Staff fully realize that you are trusting us with your child and our goal is to maintain open, friendly communication so that we can work together to create a strong, positive partnership between home and school. To support communication among families enrolled at Stonebrook Montessori, contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or any email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Daily Schedule

Hours and Days of Operation

School Day hours:

3- and 4-year-olds: 9:30 a.m. to 4:00 p.m. (Optional half-day pick up at 12:30 p.m.)

5-year-olds: 9:30 a.m. to 4:00 p.m.

Elementary: 9:30 a.m. to 4:00 p.m.

**Please note this schedule reflects the school's typical non-pandemic schedule . The remote or hybrid schedule will be emailed to families and located at our web site, <https://www.clevelandmetroschools.org/MRWSTEM>.*

Office hours: 8:30 a.m. to 4:30 p.m.

Stonebrook Montessori will be in operation Monday through Friday 8:30 a.m. to 4:30 p.m. The school day is from 9:30 a.m. to 4:00 p.m. Office hours are from 8:00 a.m. until 4:30 p.m. The school will close to observe the following holidays: Labor Day, Columbus Day/Veteran's Day (one per year), Thanksgiving Day and the day after, Martin Luther King, Jr. Day, President's Day, Memorial Day, and the 4th of July. In addition, we will close for a winter holiday break and a 1-week spring break. School will also be closed for a few professional development and teacher work days throughout the year (see calendar) and two (2) days for parent/teacher conferences twice a year. Please refer to the complete CMSD 2020-21 calendar for specific dates. The calendar is available on the school website at clevelandmetroschools.org.

On rare occasions, it may be necessary to close the school due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, CMSD announces on all major television networks as well as on the CMSD's web site, and Facebook and Twitter accounts.

Daily Schedules

The children's daily schedule is open enough to provide choices and flexibility, but structured enough to provide a predictable routine for the children. We believe it is important for children to experience their school as a safe and

comforting place, where they know what to expect and when to expect it. The best way to do that is to maintain a consistent schedule. Please help us to do this by bringing your child to school on time every day. Daily attendance is extremely important and has been shown to have a direct effect on a child's success in school.

Our typical daily primary (preK-K) schedule is as follows: 9:30am to 4:00pm

9:00am : Breakfast in classroom

9:00 to 9:25 am: Morning drop-off

9:30 to 12:00 Uninterrupted morning work cycle (includes snack)

Lunch

Recess (outside whenever possible)

OPTIONAL Half-Day dismissal for 3- and 4-year-olds Afternoon work cycle for 5-year-olds; Nap for students ages 3- and 4-year-olds.

Prepare for dismissal

Dismissal

After-school Program (additional charge, includes snack)

Our typical daily elementary schedule is as follows:

9:30AM - 4:00 AM Breakfast in classroom 9:00AM - 8:30 AM

Morning drop-off 9:00 to 9:25am

9:30 to 12:30pm Uninterrupted morning work cycle (includes snack)

12:30 to 1:30 Lunch & Recess (outside whenever possible) Recess (outside whenever possible) or Lunch

1:30 to 4:00 Afternoon work cycle 4:00pm Dismissal

Staff/Child Ratios and Maximum Group Size

Our primary (3- to 6-year-olds) classes will have a maximum group size of 24 children and 2 adults in accordance with the mandated State minimum ratio of 1:12 and a maximum group size of 24. Our elementary (6- through 12-year-olds) classes will have a maximum group size of 34 children and 2 adults.

Attendance and Punctuality

Regular attendance and punctuality are important for your child's development. The late child may be at a disadvantage because he/she may miss announcements, lessons and opportunities to join peers in classroom activities. Late arrivals disturb the continuity of the class already in progress and often result in discomfort for the late child as well as the children already engaged in their work. Additionally, breakfast will not be available to children after 9:30a.m.

Ohio law states that if a student is absent with or without legitimate excuse from school 38 or more hours in one school month, or 65 or more school hours in a school year they are considered habitually truant or excessively absent. Stonebrook @MRW follows all required Department of Education guidelines as defined around habitual truancy and excessively absence.

Families that have a student(s) that fall into those categories will receive notification from the school and will be required to participate in parent meetings around the creation of a plan to address the habitual or excessive absence pattern.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play, and this is an integral part of the child's day at Stonebrook Montessori. Outdoor play is important for physical, emotional, social, and mental development. We value opportunities for children to play in a natural outdoor environment and see this space as an extension of the classroom. Based on this information and state requirements, outdoor play will be included in our program on a daily basis.

We will limit the amount of time outside when the temperatures are very hot or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 20 degrees or rises above 95 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities.

We plan to go outside in all safe weather conditions. Please send your children with the proper clothing so they may be comfortable and protected whenever we are outside. This includes rain coats and rubber boots on days when rain is expected, hats to protect from sun exposure when it is warm, and snow pants, hats, mittens and boots in the winter time.

Meal Program

Proper nutrition is important in preparing and supporting children to learn and develop healthy bodies. The standard menu is peanut and pork free and is posted on the school website and where meals are served in the building.

Stonebrook @MRW through the District offers all students free lunches through the National School Lunch and School Breakfast Programs. All enrolled students of Stonebrook Montessori are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day.. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application to the school. We do, however, request your family inform the school of any food allergies or religious or lifestyle preferences by requesting those forms at the front office.

Meals and Snacks

Stonebrook Montessori believes that it is extremely important for children to have the necessary daily nutrition to not only support their developing brains and bodies, but also to thrive as healthy individuals. Healthy eating habits start from an early age and continue throughout life, so it is essential that children are given the knowledge and opportunity to make good food choices. In keeping with a spirit of stewardship for the earth, this includes being aware and mindful of where our food comes from. We endeavor to serve only food which is wholly nutritional, minimally processed, appropriately low in fat, sugar and salt, fresh, and provided by local, organic sources whenever possible.

School lunches and breakfasts meet all school, child-care, and USDA licensing requirements. Please let us know ahead of time if your child is not permitted to have any types of food due to medical conditions, allergies or religious beliefs.

Candy, cookies, sugar based juices, carbonated beverages, and gum are not be permitted at school.

Child Supervision, Drop-Off, and Pick-Up

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted to our care. Staff personnel are alert to the safety needs of the children, anticipate possible hazards, and take necessary appropriate precautions and preventative measures. Requirements of rule 5101:2-12-22 of the Ohio Administrative Code concerning child guidance and management apply to all employees of the school.

Supervision of Preschoolers

Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

Child Abuse Reporting

All staff members are mandated reporters of child abuse, under Section 2151.421 of the Ohio Revised Code. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

Arrival

Children arriving between 9:00 am and 9:30 am for the start of the school day may be walked in or dropped off in the carpool line. Any special messages, medications, special pickup notes, etc. are to be given directly to the receptionist to be relayed to the teacher. Please provide a signed note detailing any changes to the routine. Children may not be dropped off at the entrance of the building or be sent inside alone after 9:30 am. Late arrivals must be walked into the building and signed in at the front desk.

If a child is experiencing difficulty with separation, it is helpful to have a daily routine for parental departure. This routine may include a special phrase, hug, high-five, (etc.) and should be brief and cheerful, letting them know that you wish them a good day and look forward to seeing them when school is over. If a child is having difficulty separating from a parent/ caregiver, a staff member will help by escorting the child to their classroom. Once a child is in class and engaged in activities, they are usually able to settle down more easily.

Children Arriving to Stonebrook Montessori from Other Programs

If a child is scheduled to arrive from another program (Example, child arrives from an early- morning program) and does not, we will first contact the parent to confirm that the child is scheduled to be at school that day, and then contact the program that they are to have arrived from. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the school when their child is not going to be attending.

Departure

Half-day primary children will dismiss from the playground. Parents/Caregivers should park and walk to the playground to pick up their child, making sure that a staff person sees them and signs the child out.

At the end of the school day, children will be walked out to the main entrance by a staff member. Children will be loaded into cars lined up along the curb (carpool line). Parents will not be allowed to pick-up early in the building to avoid car line.

After 4:15 p.m., parents/caregivers must park and come inside to pick their children up from after care, including signing them out and making contact with an adult.

Release of a Child

Staff will release children only to persons on the release form provided by the parent. If an emergency arises, the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and are not offended by this important security measure. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements

If there are custody issues involving your child, you must provide the school with the most recent court papers provided to you, indicating guardianship. The school may not deny a parent access to their child without proper court documentation.

Parent Participation

Stonebrook Montessori is a warm, inviting community. Parents are encouraged to participate whenever possible in activities hosted by Stonebrook Montessori. We will provide opportunities throughout the year to learn more about what is happening in your child's classroom and how to be involved with the school. Our school cannot be successful without a strong supporting community, and we will host activities to build and strengthen this partnership.

We believe it is as important to know our community members as it is for you to know us. We welcome participation in many areas of our school, and wish to draw from the talent and

skills of our community members. If you have particular skills or aspects of your family culture that you would like to share, please speak with your child's teacher and/or the administrator.

Parents, custodians, and guardians of a child enrolled in Stonebrook Montessori are welcome at the school to drop off supplies to children during the school day by coordinating with the front desk. We ask that parents also schedule time through the school secretary to make appointments with a school administrator. We are committed partners in your child's success and appointments ensure we have the dedicated time to meet and dialogue together. You must sign-in at the front desk upon arrival at the school.

Observations in the Classroom

We strive to create a classroom environment that is most developmentally appropriate for children and is supportive of focused learning. Environments where children can form consistent expectations and work with as little interruption as possible are most effective for them to concentrate and be comfortable. We invite parents to schedule time to observe the classrooms – it is the very best way to understand how the children spend their day! Seeing the children interact with the environment, the materials, and each other is truly a special experience. This gives you the opportunity to witness the growth in your child's abilities, confidence, independence and concentration from the beginning of the year to the end. The classroom dynamic is a unique part of the Montessori experience, and we hope you come to visit throughout the year.

Classroom observations will begin in October, after the children have had a chance to settle into their surroundings and daily routine. Observation times are available during the morning work cycle, Monday through Thursday, unless special arrangements are made with the teacher and administration. You may schedule these observations in advance through the school office. Please discuss first with your child's teacher whether your child is ready for you to observe. This may not seem like a stressful event to us as adults, but the younger the child, the bigger an adjustment it can be to have a loved one visit and then leave during the usual work time, and reactions can vary

widely. If you have any concerns about your child's reaction to your departure, arrangements can be made to help with the transition.

On the day of your observation, please come to the office first. It is beneficial to arrive 5-10 minutes before your observation time is scheduled. The office staff will give you observation guidelines and escort you to the classroom. In order to maintain consistency and give you a better idea of how your child's day naturally progresses, we ask that this visitation time be used for quiet observation and contemplation, rather than a time to interact with the children. Questions will surely arise, and your teacher (and your child!) will be happy to speak with you some time after school to answer these questions and provide more insight. There will also be times planned throughout the year for your child to give you or another loved one a personal tour of the classroom and showcase/explain what they most enjoy working on, and you can work directly with your child and the materials. Our teachers are experts on the Montessori materials and methods, and would be happy to meet after school and explain more about what we do and how we do it!

**Observations will not be available until after pandemic restrictions have been lifted.*

Parent Conferences

Parent conferences will be scheduled in fall and spring to provide opportunities to discuss your child's progress, needs, and goals, and to address any questions or concerns you may have. (Please refer to the school calendar for specific dates). There may be times throughout the year when short updates or additional conference times are desired. These topics are best

addressed with your child's teacher or the administrator. Assistants and other staff members will be happy to write down any questions/comments you may have to be referred back to the teacher, but direct communication with the teacher is best.

Taking Montessori Home

Your child will be gaining more independence and personal capability throughout the year. Please encourage this at home by allowing your child to do things for him or herself. Take a step back; it is so easy for us to rush in and help our children to save time/effort, but you'll be surprised by how much your child can learn and do for himself/herself – and they will be thrilled with their effort!

Have your child help prepare food, dress themselves, clean up, pack lunches, set the table, etc. If you are not sure how much they can do, start by giving your child the freedom and extended time necessary to complete simple tasks successfully. Once these are mastered, you can increase the difficulty and complexity. You can always come to us with questions and we will provide suggestions for incorporating the Montessori philosophy at home.

Remember that your child is constantly learning the process of daily life through trial and error, so no task will be mastered immediately. Allowing your child to figure out when they have done well or made mistakes (rather than praising or correcting them) is an extremely important part of the learning process. Children will experience a deep sense of accomplishment when a skill has been mastered completely through their own efforts.

School Transportation of Children

Transportation

Students that qualify for transportation from the District will be able participate in busing to and from school daily. Staff will be on site to assist students and verify bus attendance at drop-off and pick-up times. The school will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

Students, including preschoolers, at the school will participate in regular walking explorations around the building. This activity will be supervised by at least one (1) trained staff member with first aid/ communicable disease and CPR training.

Field trips

If there is a field trip scheduled, this will occur with a trained staff member in the bus or van. Before departing the school, a count will be taken of all the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all the children have safely arrived. This process will be repeated upon leaving the destination and returning to the school. During field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in either a routine outing or field trip, the school will obtain written permission from the parent or guardian.

Health Policies

Child Health Information forms and immunization forms shall be completed and submitted to upon enrollment, or updated through the front office.

Management of Illnesses

Stonebrook Montessori provides children with a clean and healthy environment; however, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the school. Please also have a back-up care plan in place if your child gets sick and needs to be picked up from school. If you keep your child home due to illness, please call the school office 216-838-2550 to inform us that he/she will not be at school that day.

A child with any of the following symptoms should not be at school and will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100F - in combination with any other signs of illness
- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red in the face or make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing
- Symptoms of a urinary tract or ear infection

- Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in school activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within

sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

- Parents will be notified by a letter (email and hard copy) and a sign on the door if children have been exposed to a communicable (contagious) illness. Children will be readmitted to the school after at least 24 hours of being free of symptoms and fever, without the use of a fever-reducing medicine. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

Medications

Stonebrook Montessori will administer medications to a child only after the parent submits a signed Request for Medication form. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubbie or bookbag.

Prescription medications must be in their original container and administered in accordance with instructions written by the physician and signed by the parent. Over-the-counter medications must also be administered in accordance with instructions written by the physician and signed by the parent. If parents and physician request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. If you are concerned about bug bites or sunburn, please apply sprays or lotions before school.

If a child requires an EPI-Pen for severe allergies, parents must provide the school with a personal EPI-Pen to be kept onsite in a designated area inaccessible to children and to be used only in case of emergencies. An emergency action plan will be provided by the parents and reviewed with all staff working with the child. Parents must fill out the Medical/Physical Care Plan form. Staff will be trained in administering an EPI-Pen in conjunction with the First Aid training. The EPI-Pen must be prescribed in the child's name and will only be dispensed to the named child. EPI-Pens can only be used up to the date that the prescription or the EPI-Pen expires, whichever comes first. Parents will be notified when replacements are required; expired EPI-Pens will be returned to parents when replacement is received.

If a child needs asthma-related breathing treatments, insulin, or other regular/ongoing medical/physical care, parents must fill out the Medical/Physical Care Plan form and provide the school with all necessary equipment, to be kept onsite in a designated area inaccessible to children. Staff members working with the child must receive proper training before administration of any treatment.

All medical equipment, over-the-counter medications, EPI-Pens, etc. will be returned to the family at the end of the school year. New medical forms must be filled out at the beginning of the next school year.

Food Supplements, Modified Diets, Allergy Considerations

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding policy and special accommodations.

If a classroom should be designated as an allergen-free zone, guidelines would be distributed and all families in that class would be expected to follow the guidelines for maintaining the environment as such.

Accidents/Emergencies

Stonebrook Montessori has devised several procedures to follow in the event that an emergency would occur while a child is in the school's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure

that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, Stonebrook Montessori does conduct monthly fire drills, and periodic tornado drills.

Fire, Severe Weather Conditions or Building Closing

Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the school, our emergency destination is the gymnasium of our campus school Michael R. White Elementary. . If the immediate area must be evacuated, we will evacuate to the Langston Hughes library branch at Superior and East Boulevard. A sign will be posted in front of the school indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would be provided to the parents.

Severe Weather

On rare occasions, it may be necessary to close school due to poor weather conditions. We will make every effort to open our doors at the normal time. Operational status of Stonebrook Montessori will be posted on the CMSD main web page, on the CMSD Facebook page, and on the CMSD Instagram page. Additionally, parents, students, staff can go to <https://fox8.com/closings/closing-text-alerts/> and <http://www.wkyc.com/about/text-alerts> to sign up for free text alerts that will send i-alert notifications directly to mobile devices for the chosen schools.

In the event that severe weather becomes imminent during the school day that would cause conditions for travel to/from the school to become dangerous, administrative staff may choose to close school early. In this case, we will make all attempts to inform you and give enough time to arrange pick-up. A message will be sent via phone, text and/or email to all parents/guardians giving at least one-hour notice to pick children up early.

Accident/Injury

All of our staff are trained in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid and TLC (tender, loving care). If the injury/illness is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport

children. Only a child's parent/guardian or EMS will transport a child.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. Stonebrook Montessori shall also verbally contact licensing personnel from the appropriate office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 business days of the incident.

Additional Information

Cellphones

Parents/visitors to the building: Please MUTE your cell phones before entering the building and limit your calls to 'emergency' only. If you must take the call, please remove yourself from the classroom/corridor areas of the school out of respect for the children/students concentrating on lessons in their classrooms.

Cellphones for Children

The school strongly discourages sending children to school with cell phones. However, we recognize that for some families a method of contact for after-school is an important safety measure. Cell phones should be turned in to the classroom teacher at the start of each day and will be returned at dismissal. Cell phone storage will be handled by the individual classroom. The school is not responsible for any type of loss or damage to personal electronic devices brought into the school.

Napping

There will be cots available for 3- and 4-year-olds to nap in the afternoon. You may send in a small, plain pillow to make nap more comfortable. Please make sure that if a pillow is sent in, it can remain at school for the duration of the week. These personal items will be sent home on Fridays to be laundered. Please clearly mark all personal items with your child's name. Stonebrook Montessori is not responsible for personal items which are lost or damaged. **There will be no napping at school during the 2020-21 school year due to pandemic conditions.*

Games and Toys

The school does not allow children to bring in any outside games, toys, cards, or personal entertainment devices. These items can also be very distracting to both your child and their classmates. Classroom teachers and the Front Office have the right to remove and hold any item that is brought into the building until dismissal time. Temporary tattoos and ink stamps are a lot of fun on the weekends but please remove them before school (even on areas covered by clothing, children still gladly show them off!); baby oil or rubbing alcohol works well.

Clothing

Have your child dress him/herself in comfortable clothing for movement, art, and outdoor activities. To help your child be independent in the bathroom, pay attention to fasteners and practice often at home. Also please ensure that your child is prepared for ALL weather conditions. We will go outside daily (even in rain and snow), unless the weather is extremely inclement. PLEASE LABEL ALL BELONGINGS! Stonebrook Montessori is not responsible for items that are lost or damaged. Lost & Found items will be kept in the main office for a limited time and donated to those less fortunate on a regular basis.

Please provide a change of clothing for your child in the event that your child has an accident or gets wet/messy. Your child's wet clothing will come home in a plastic bag. In the event that your child does not have clothing to change into, a set may be borrowed from the school. Please launder the clothing belonging to Stonebrook Montessori and return it (with receipt listing items on loan, if attached) as soon as possible, preferably within a week. This will help us keep track of the clothing on loan, and ensure we have enough for anyone needing it.

Shoes should be comfortable and protect your child's feet during daily activity. Keep in mind that the children love to run on the playground and shoes that are loose or open are not safe. We discourage flip-flops and Crocs as they tend to fall off on the playground. Sneakers or other closed-toed shoes and socks are best for playtime. Children need to have a second pair of plain, simple "indoor only" shoes for the classroom. These shoes will remain at school.

Stonebrook Montessori System of Justice

The Stonebrook Montessori System of Justice applies to all students at school, on the school premises, at school activities or functions whether on or off the school premises, on transportation to and/or from school or school activities, and whenever they are representing the school.

The Montessori practice of Freedom and Responsibility means that children are given the maximum amount of freedom and independence that they can - and do - handle responsibly. We fundamentally believe that children do the best that they can with the skills and tool they have at any given time.

School-Wide Limits and Expectations

In order for our school to be a safe and just learning environment, we have the following rules to protect children's and adults' physical and emotional safety, and the quality of the learning environment.

Expectations for protecting the learning environment:

- Follow all reasonable directions
- Respect others when they are working by not interrupting Respect the work of self and others
- Use materials gently and carefully
- Walk through the halls quietly
- Keep feet on the carpet in the hallways
- Be gentle and take care of the building and furnishings

Expectations for protecting the children and adults:

- Keep hands to yourself - Do not harm someone's body
- Use appropriate and respectful language - Do not harm someone with words, including threats
- Get a hall pass from an adult when moving through the building independently
- Stay with the group. If you need to leave the group, or are joining late, check in with your teacher.
- Wait for an adult to open exterior doors (doors with crash bars) to the building and playground gates.

At Stonebrook Montessori, we recognize that it is part of our responsibility to teach children the skills and give them the tools to meet these expectations consistently. Our goal is for children to learn, not merely to obey.

Core Beliefs that Guide the Enforcement of Limits and Expectations

Stonebrook Montessori strives to be a safe and just learning environment for all children and adults. When student behaviors compromise the safety or learning of themselves or others, actions are taken to enforce the limits and expectations.

1. We believe that students should know that freedoms come with limits and responsibilities.
2. We believe that learning takes place when students are given the opportunity to make developmentally appropriate decisions and live with the natural consequences, whether good, bad or neutral.
3. We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
4. We believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world, as opposed to a personal attack on the school or staff.
5. We believe that there should be a logical connection between misbehavior and any imposed consequences.
6. We believe that students should have the opportunity to express their perspective in disciplinary situations (due process), especially when consequences appear to them to be unfair.

7. We believe that every attempt should be made to maintain the dignity of both the adult and the student in a disciplinary situation.
8. We believe that misbehaviors and conflicts should be resolved in ways that are non-violent and that aim to restore connections among members of the school community.
9. We believe that the way adults treat students can have a significant effect on students' beliefs about themselves.
10. We believe that parents have the right to expect their students to be held to standards of behavior in school that are equal to or better than those expected at home, and the right to know when their students do not meet those standards.

Corrective Actions

If a student's actions do not meet the school-wide or specific classroom expectations and cause a problem for others, they will be asked to solve the problem. If they are unable to solve the problem on their own, staff members will directly support them in utilizing tools to solve the problem. The outcome will depend upon the situation and the person(s) involved, but will always include restoring relationships and repairing any harm done to people or things. Staff members will use their best judgement, based on all of the available information.

Levels of Corrective/Disciplinary Actions

<p>Minor classroom disruptions, or unkind or anxious behaviors Goals: stop/change behavior; ensure well-being and learning of all Responses to choose from:</p> <ul style="list-style-type: none"> • Redirect/Refocus • Repair damaged or broken items 	<p>Chain of Support Adult (guide, assistant or staff member with student) provide reminder of expectations and/or brief grace and courtesy lesson.</p>
<ul style="list-style-type: none"> • Restore damaged relationships (conflict resolution / restorative justice practices) • Natural consequence • Document (informal, internal) 	
<p>Repeated classroom disruptions, or hurtful or defensive behaviors Goals: determine motivations and root causes of problem behaviors; build skills to change the behaviors; ensure well-being and learning of all Responses to choose from, <i>in addition to those listed previously</i>:</p> <ul style="list-style-type: none"> • Logical consequence • Restore and/or repair • Take a break (inside or outside of classroom) • Alternate work space • Limited independence • Service to the community/Act of kindness • Student-Teacher conference • Document (formal) • Parent communication • Referral to SST process 	<p>Chain of Support</p> <ul style="list-style-type: none"> • Adult (guide, assistant or staff member with student) • Available Staff to support (floaters, SST staff) • Student Support Team • Parents/Guardians <p>v. Guided/Monitored re-entry to class</p>
<p>Unsafe, harmful, or high risk behaviors</p>	<p>Chain of Support</p>

<p>Goals: remove the child from others, provide consistent and appropriate response; ensure safety and well-being of the community Responses to choose from, <i>in addition to those listed previously</i>:</p> <ul style="list-style-type: none"> • Document (incident report), response plan and follow up • Disciplinary work space/in-school suspension • Student-Teacher or Student-Principal conference • Parent conference • SST referrals • Formal Conflict Resolution or Restorative Justice process • Out-of-School Suspension 	<ul style="list-style-type: none"> • Crisis Response Team (SST staff, administration) • Student Support Team • Parents • Specialists
<p>Extremely unsafe or illegal behaviors Goals: remove the child from school premises; ensure safety Responses to choose from, <i>in addition to those listed previously</i>:</p> <ul style="list-style-type: none"> • Extended Out-of-School Suspension • Expulsion • Call to law enforcement or mobile crisis 	<p>Chain of Support</p> <ul style="list-style-type: none"> • Crisis Response Team • Student Support Team • Parents • Specialists • Law Enforcement or Mobile Crisis

24

If a student and/or parent feels that the consequences are unfair, they may request a meeting, at which concerned individuals can share information related to the situation. If new information is provided that shows the consequence to be unfair, the consequence may be changed to better fit the situation. The Principal retains the ultimate discretionary authority to determine the consequence, taking into account all of the circumstances and applying this System of Justice.

Student Safety and Security

The safety and security of all students and adults in our school is extremely important. Much like the rules that govern our cities, violations of the rules and expectations for safety and security set forth by the Department of Education (ODE) carry penalties and consequences under federal, state and local laws in order to insure an orderly and safe school. Refer to School Policy 273 for of ODE Safety and Security Rules and Penalties for Violations.

This Stonebrook Montessori System of Justice is an essential component of our Keystone school culture and reflects the reality that all children are worthy and matter.