



# PARENT/STUDENT **HANDBOOK**

EST. 1972

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## A word from our Executive Director

Dear Parents,

Welcome to the Montessori School of Lemont!

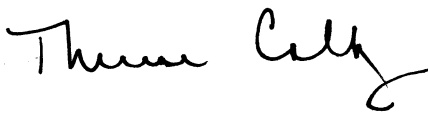
For over 50 years, our school has been providing for the physical, intellectual, emotional and spiritual education of children ages 3-14 years following the educational philosophy of Dr. Maria Montessori. In 2020, our program expanded to include 15 year olds and the beginning of our high school program.

The Montessori Method of education began in Italy in 1906 and is a scientifically proven method based on a multi-sensory approach in a activity rich environment that provides concrete representation of concepts. Open-ended presentations and age-appropriate materials encourage experimentation and serve as a point of departure for students under the guidance of our trained and certified Montessori teachers. It is our goal to partner with parents to use the Montessori approach to develop future generations of independent, confident, and empathetic lifelong learners who effect change for a better world.

MSOL is a not-for-profit 501(c)3 charitable organization registered with the Illinois State Board of Education; affiliated with the American Montessori Society; member of the Association of Illinois Montessori Schools; and member of the Heritage Corridor Business Alliance.

This Parent Handbook is revised annually. Please take the time to familiarize yourself with our policies and procedures in order to foster communication and establish common goals for your children. Our faculty and staff look forward to working together with you to create a dynamic and supportive community in which students, staff and parents grow and thrive together.

Best Regards,

A handwritten signature in black ink, appearing to read "Theresa Celly". The signature is fluid and cursive, with a long horizontal stroke at the end.

Executive Director

# WELCOME

## History, Mission Statement and Philosophy

### History

In 1972, our school was established in Hometown, Illinois as Maria Montessori Elementary School (MMES) by parents looking for an alternative to conventional education. In 1979, after these families moved on, the teachers reincorporated as Montessori Elementary School of Southwest Cook County to ensure the school's continued operations. In 1990, the board of directors approved the move of the school to Lemont. In 2001, the school moved to its permanent location after the construction of two buildings on 7.5 acres of land donated by MSOL parent, Joe Bonfitto. In 2010, a third building was added to meet enrollment demands and a year later a 'Natural Playground' was established.

### Mission Statement

It is the mission of MSOL to provide for the physical, intellectual, emotional and spiritual education of children ages 3-15 years following the methods and philosophy of Dr. Maria Montessori.

### Philosophy

We accept and encourage the individuality of all members of our community: children, parents, staff and visitors. We welcome people of all cultures, races, religions, nationalities, origin, abilities, genders, and orientation in the belief that we will be enriched by the differences and aware of the inter-relatedness of all peoples in all societies. It is Maria Montessori's global approach to education that we believe to be *Education for Life*.

### School Environment

The main objective of MSOL is to provide a carefully prepared, stimulating environment that will help children develop fundamental qualities, attitudes, skills and ideas that are essential for a lifetime of creative thinking and learning. The specific goal for each child who attends MSOL is the development of:

- A positive attitude toward learning
- Positive self-esteem and self-confidence
- Habits of concentration for lifelong study skills
- An abiding curiosity
- Habits of initiative and persistence
- Self discipline and a sense of order
- Sensory motor skills for discrimination and judgment
- Socially acceptable behavior
- The basic skills necessary for a lifetime of learning

### Planes of Development

Based on her own observations and the observations of other psychologists, Dr. Montessori believed that 'growth is a succession of births,' and that each birth starts a new plane of development. Each plane is built on the formation of the previous plane and if the child fulfills his/her needs at each plane, he /she will be prepared to experience healthy and successful growth and brain development at the next plane.

The first and third planes of development are times of dramatic transformation, and the second and fourth planes are relatively calm and stable. Roughly speaking, the first plane occurs before and during preschool (0-6 years), the second plane occurs during elementary school (6-12 years), the third plane occurs during the teenage years (12-18 years) and the fourth plane occurs during the college years (18-24 years.)

### **The First Plane of Development: 0-6 years, "The Absorbent Mind"**

*The discovery that the child has a mind able to absorb on its own account produces a revolution in education... This is the new path on which education has been put; to help the mind in its process of development, and aid its energies and strengthen its many powers." (The Absorbent Mind, p. 28)*

At this stage, children have an in-born tendency to teach themselves, and a mind that spontaneously and effortlessly absorbs information. This is a self centered time of development. Birth through age six is the most active time for brain development. Will (the ability to make choices) and self-discipline are slowly beginning to develop. The school environment enhances these natural abilities by providing a specially

prepared environment in which they are free to move and explore under the guidance of a trained teacher. In the first plane of development, children seek to unfold and reveal their personalities through movement and language. Freedom of movement in a structured environment allows children to organize their bodies and mind by providing opportunities to master tasks. Repetition of movement leads to refinement of the skills necessary for cognitive development. Children learn the rules of speech for their culture through listening and then imitating spoken language. The role of the adult is to maintain an orderly, consistent environment and schedule to allow the child to feel secure so that he/she can classify newly acquired information, necessary for brain development. We must observe, understand and follow the development of the child and to provide a beautiful, secure environment that fosters physical, emotional, intellectual and spiritual growth. We must also provide real opportunities for independence, rich language and a variety of sensorial experiences because experiences provided during this period of development are physically integrated into the brain. This first plane includes:

- Construction of self
- Sensorial exploration of fact and reality, NOT fantasy
- Sensitive periods for:
  - o Movement
  - o Language
  - o Spatial order of the environment
  - o Temporal order – routines
  - o Details – small objects
- Individual work
- Grace and Courtesy
- Rapid Physical Change

### **The Primary Class: 3 to 6 years**

In this period of the first plane of development, the child is process oriented and focused on order and organization. In this period, the child needs a protective environment where he can explore at will without interference and learn at his own pace. In this stage, he seeks to understand his world by assimilating details through exploration. Because he cannot use abstract thought yet, all his learning comes through the manipulation of concrete materials. The prepared environment and materials provide a model for the order he needs. The teacher's presentations provide models for how to use the materials.

### **The Primary Environment and Curriculum**

The primary environment is prepared with a selection of activities in five major areas. The practical life area provides activities for daily living which aid the development of coordination, concentration, order and independence. Sensory education is aided with a variety of sensorial materials that help children refine their senses using graded materials which encourage progressively finer discrimination of qualities such as shape, size, length, volume, width, dimension, diameter, sound and smell. The manipulative materials in the math area engage children in counting quantities, recognizing and using numerals, and the mathematical operations of addition, subtraction, multiplication and division. The materials in the language area introduce children to phonics, spelling, penmanship, creative writing, pre-reading and reading skills. In the area of cultural subjects, children are introduced to the sciences. The geography materials include puzzle maps, artifacts and pictures from each country. Special visitors representing the culture and cuisine of different countries augment the geography curriculum. Concrete materials for botany, zoology and geology introduce the children to the natural sciences. Music, art and movement experiences are integrated into the academic areas. Exposure to Mandarin and Spanish at this level is presented by native speakers. For more on the primary curriculum go to [www.lemontmontessori.com/primary\\_curriculum.pdf](http://www.lemontmontessori.com/primary_curriculum.pdf)

### **The Second Plane of Development: 6-12 years, "The Reasoning Mind"**

During the second plane, the child is no longer self-absorbed. Dr. Montessori called this 'the birth of the social being.' The child wants to understand the society in which he/she lives and wants to participate in it. The elementary classroom is a mini-society where children are less dependent on adults and actively seek to find and create their place in the group. The child is no longer dependent on external order because he/she has internalized it. This is also a plane of responsibility and the power to reason develops. The second plane includes:

- Social development
- Exploration with imagination and by conceptualizing

- Exploration of the universe across time and space, 'Cosmic order'
- Beginning of development of morality
- Interest in justice, 'What is fair?'
- Working collaboratively and in groups of peers
- Strength, resilience
- Gradual physical growth

### **The Third Plane of Development: 12-18 years, "The Humanistic Mind"**

The third plane is similar to the first plane. Montessori refers to this child as 'neonate,' or new born. This child has a lot of intellectual information about the world and now knows himself/herself but is going through great physical and hormonal changes. The child is consumed with contemplating and trying to merge knowledge gained through the first two planes by trying to find his/her place in the world. During this time, the adult must step back and allow for the child to take care of his/her own needs and take part in community service activities. The child must see that he/she will be able to impact the world. The third plane includes:

- Creative and spiritual exploration through manual and intellectual work
- Exploration of the social/economic world and his/her place in it. The search for identity
- Sensitive period for authenticity, personal integrity and social consciousness
- Work in collaboration as well as independently
- Intense emotions
- Doubts, discouragement
- Rapid physical change

#### **The Elementary Environment and Curriculum**

This plane begins with concrete materials and ends with the understanding of the academic work in the abstract. The Core Curriculum is an extension of the Primary curriculum and includes music, language, math, geometry, science and the cultural subjects. As in the Primary level, many art and music activities are integrated into other areas, specifically cultural subjects. Daily outdoor activity time emphasizes team building and sportsmanship.

While the Elementary student no longer requires the Practical Life Curriculum to develop his/her concentration, coordination, independence and responsibility that they gained during the Primary years, Practical Life remains one of the most important areas of the Elementary curriculum, applying these skills and qualities in day to day activities.

In the Second and Third Planes these patterns of learning, behavior, attitudes and social interaction blossom under the guidance of the Elementary staff. The 6-9, 9-12 and 12-14 year old student is involved in the Creation of Self through developing use of reason, intelligence and imagination to understand "why", "how" and "when."

The students at this level have a physical relationship to the classroom for which they share responsibility to maintain an aesthetically pleasing work environment. The collaboration of the students on this practical challenge involve the use of intelligence and imagination in socially acceptable ways. As the students gain expertise in relationship to their peer group, they are gradually developing a sense of diplomacy, social integration and the ability to assume leadership roles.

By the time Montessori students have successfully met the challenges of the Second Plane of Development and embarks on those of the Third Plane, our staff delights in knowing that they have become self-confident in the knowledge that they are capable of succeeding by their own efforts and abilities: Practical Life in action.

### **The Fourth Plane of Development: 18-24 years, "The Integration of Personality"**

The Fourth Plane is the culmination of all prior experiences. If the child's needs have been met in the other planes, we will have an adult who can express him or herself as a self directed member of society. The three year age cycle allows each individual the time to achieve success at their own pace. Montessori

believed that the more fully the needs of each stage are met, the more successful the child will be in the next stage.

### **Governance and Operations**

The board of directors functions as the strategic, policy-setting body and delegates responsibility to the executive director for implementation of the strategic plan and all school operations. Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, legal governance, and financial management policies, as well as making sure that MSOL has adequate resources to advance its mission. As such, they do not engage in day to day operations. The Executive Director oversees and implements the strategic plan and all school operations.

## **ADMISSIONS**

### **Admissions**

Admission to a specific program is based on availability, the child's developmental readiness, and age. Class placement is made with a goal of attaining a balance of age and gender within each program. MSOL does not discriminate on the basis of race, color, sexual orientation, national or ethnic origin in administration of its educational policies, admissions, scholarship, and other school administered programs (See "Nondiscrimination"). Siblings of students already enrolled in MSOL, legacy students and transfer students from other Montessori schools will be given preference in enrollment.

Prospective parents are required to meet with administration and attend an informational session, or "Coffee," prior to application. Prior to enrollment, prospective students in grades 1-9 shadow for a day and are informally assessed by the classroom teacher. Recommendation by the classroom teacher is necessary for enrollment, and re-enrollment, at all levels. Completion of the Kindergarten Program does not guarantee admission into the Elementary program.

Parent and the student must agree to follow and adhere to the policies, rules, and regulations of MSOL as set forth in this Parent-Student Handbook and such other rules and regulations as may be promulgated hereafter by MSOL.

### **Programs and Schedules**

<b>Before School Care*</b> (3-15 years old) 7:45 - 8:45 <sup>am</sup>		
<b>Preschool Half Day</b> (3 & 4 year olds) 8:30 - 11:30 <sup>am</sup> 8:45 - 11:45 <sup>am</sup>	<b>Preschool Extended Day</b> (3 & 4 year olds) 8:30 <sup>am</sup> - 3:00 <sup>pm</sup> 8:45 <sup>am</sup> - 3:15 <sup>pm</sup>	<b>Kindergarten</b> (5 years old) 8:30 <sup>am</sup> - 3:00 <sup>pm</sup> 8:45 <sup>am</sup> - 3:15 <sup>pm</sup>
<b>Elementary</b> (6-11 years old) 8:30 <sup>am</sup> -3:15 <sup>pm</sup>		<b>Adolescent</b> (12-15 years old) 8:30 <sup>am</sup> -3:15 <sup>pm</sup>
<b>After School Care*</b> (3-15 years old) 3:00-5:00 <sup>pm</sup>		

\*Additional fees apply

All ages indicated are as of September 1st of each school year

## **Tuition Agreement**

Upon signing the Tuition Agreement, the parent agrees to pay MSOL a non-refundable Application Fee and a non-refundable 10% Tuition deposit. MSOL agrees that the tuition balance (after deposit) may be paid in one payment on or before September 1, or nine monthly installments on or before the first of each month, September through May with a 4 day grace period. Other tuition arrangements are available upon request. A late fee of \$15 will be charged for payments not received by the 5<sup>th</sup> of each month.

Tuition is divided into ten (10) installments. The 10% deposit reflects one of 10 payments. Payments 2 through 10 are due by the 1<sup>st</sup> of each month, September through May. Annual Fees are outlined below. See the following topics for additional tuition related information:

- Conferences
- Graduation
- Re-Enrollment
- Specials and Field Trips
- Student Records
- Withdrawal from School

## **Development and Other Annual Fees**

- \$100 Application Fee (\$200 after deadline) is due per student.
- \$400 Development Fee is due per family, not per student, by August 1st of each year and benefits the Building Fund for future construction and building maintenance.
- \$50 School Supply Fee is due per Primary student to cover supplies not included on the Primary School Supply List.
- \$100 Book Fee is due per Elementary student.
- \$200 Local Field Trip Fee is due per Elementary student and covers bus and ticket expenses for local field trips. It does not include expenses for overnight field trips taken by the Upper Elementary and Adolescent students. Forms and fees for these trips will be distributed separately.
- \$200 Adolescent (only) Technology Fee

## **Observations**

Classroom observations are important in understanding your child's educational experience here at MSOL. Many classrooms have an Observation Room where you can observe class unbeknownst to students and staff without appointment. During the normalization period, the observation rooms are closed in order to allow students to acclimate to the new school year and their environment. An appointment may be made with the Main Office to observe classrooms without observation windows after the first six weeks of the school year. In order to maintain the integrity of our Montessori program and protect the student work cycles, classroom observations may be limited to one adult (at a time) per environment. Parents are encouraged to observe their child's classroom prior to each Parent Teacher Conference.

## **Visitors**

We encourage interest on the part of parents and community members in our school programs and student activities. Therefore, we welcome visitors provided their visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements of the school. We recognize the importance of maintaining an environment that is safe for students and staff and free of activity that may be disruptive to the student learning process or employee working environment.

All adult visitors to MSOL are required to present a driver's license or other state issued identification. The main office personnel will enter the identification into the Raptor VI-Soft Visitor Management System, which will cross-reference the visitor's information with a database of sex offenders throughout the United States maintained by Raptor Technologies. Visitors will be given a badge to be worn at all times while in the school building or on school grounds during the school day.

The procedures for reporting to the Main Office and signing in must be followed any time visitors are in the school building and school is in session.

All visitors must present themselves to the office to gain permission and a visitor's identification badge in order to enter any school building.

MSOL employees must courteously approach any visitor without a visitor's identification badge and direct



him/her to the school office. If deemed necessary by the Executive Director, a visitor may be required to be accompanied by an escort while in the school building.

Permission shall be required only during times when school or After School Specials are in session and shall be for the purpose of preventing interruption of normal school functions.

In order to keep the school building secure, all doors are locked during school hours and all visitors are required to check in at the main office.

### **Student Attendance and Tardiness**

We desire for all students to have the best educational experience possible. One essential component for a successful education experience (adequate academic progress, the creation of a positive classroom experience, and active participation in the classroom community) is regular attendance at school. Therefore, it is important that children arrive at school on time and are required to attend school daily during the entire school year.

Tardiness and irregular attendance disrupt the class and limits a student's opportunities to develop social and academic skills. Students who have missed excessive amounts of school may not be eligible to move up to the next level. A tardy student misses the all-important beginning of the day, which not only makes it difficult for the student to begin his or her day but also disrupts other children already engaged in an activity. Group lessons missed due to tardiness cannot be made up. Setting clear limits and establishing a regular routine helps students get to school on time.

Students who are late need to be brought to the exterior door of their classroom and wait until a staff member can let them in. This is in order to allow the least amount of disruption possible to the learning environment(s).

Parents/Guardians are required to notify the school office of an absence or tardiness before the start of the school day. All absences will be considered excused or unexcused. Excused absences are as follows: Short-term illness, two (2) days or less; long-term illness is 3 days or more and doctor's note required upon return to school; hospitalization, medical appointments, school sponsored activities, religious holidays, bereavement, circumstances beyond control (requires written explanation to determine excused status).

A student who has three or more unexcused absences in one month is considered to be chronically absent. A student who is late more than three times in one month is considered to be chronically tardy. The parents of chronically absent and/or late students will be asked to come in to discuss with the teacher how to resolve this problem.

MSOL ensures compliance with ISBE's instructional time requirement of a minimum of 176 5-hour days or 880 hours.

### **Late Pick up Fees**

After School Care Minimum Fees of \$15/hour, or a prorated portion thereof, will be charged for students picked up after published dismissal times. Students will be taken to After School Care and parents will be invoiced monthly. Each minute after 5:00<sup>pm</sup> will be considered late and families will be charged an additional \$1.00 per minute. After 5:15<sup>pm</sup> families will be charged at an additional \$5.00 per minute.

### **Before and After School Care**

Before School Care is offered beginning at 7:45<sup>am</sup> and is billed at a flat rate of \$15/day. After School Care is offered until 5:00<sup>pm</sup> and is billed at \$15/hr with a 1hr minimum charge. In order to ensure adequate staffing for the Before and After School Care programs, students are required to register. Unregistered students will be considered a drop-in and billed at the rate of \$20.00 per hour. Students that do not attend on days their registered days will be billed for 1hr on those days. Schedule modifications must be made no less than one week prior to the requested change. Please contact the school office to request a change. Parents will be invoiced at the end of each month. Availability in the After School Care program is limited. The child's readiness and attendance in the before and after school programs is at MSOL's discretion.

### **Summer Programs**

Summer programs may be offered by the School or independent contractors referred to as Specialists. Enrollment in summer programs is offered on a first come, first served basis during the months of June and July. Registration takes place in the Spring and is open to the public. Courses are subject to change annually.

## **Student Records and Confidentiality**

Student files are secured as they contain the personal information of parents and students. The following individuals have access to student files: Executive Director, Business Manager, Teachers and Administrative Staff as designated by the Executive Director.

### *Release of Information*

- Information from the student files is released only upon written authorization of the parent or legal guardian.
- Authorized staff will check the missing person report in the Nonpublic Registration and Renewal report to ensure that the student has not been reported as missing prior to releasing and sending the records to the party who made the request. If the student has been reported missing, then the school will contact the Illinois State Police and ask what should be done.

### *Transfers/ Withdrawals*

- For incoming transfer students: certified copies of transfer students' records are requested within 14 day of enrollment.
- For withdrawing students: MSOL will send unofficial transcripts to other schools upon written request. Prior to MSOL sending transcripts to other educational institutions, all financial obligations must be paid and all MSOL property / equipment must be returned before the request will be fulfilled.

## **Withdrawal**

In the event of withdrawal from MSOL, the Application Fee and 10% Tuition Deposit are non-refundable. After thirty (30) days from the signing of the Tuition Agreement, it is the responsibility of the parent/ guardian to pay the tuition fee for the entire academic school year. If MSOL can fill the vacated position, the Executive Director and/or Business Manager has the authority to adjudicate the remainder of the payments for that year. In the event of dismissal from the program, parents will be released from the tuition obligation as set forth in the tuition agreement. MSOL will not refund deposits, fees or tuition payments covering the period of attendance. Please note that student accounts must be in good standing in order re-apply for enrollment.

## **Re-enrollment Criteria**

Since we are aware that family situations may change during the school year, we do not require a three-year commitment for our three-year programs. Consequently, we cannot guarantee your child's position without your participating in the re-application process. Please note that student accounts must be current to re-enroll.

Each year in February we begin the process to re-enroll all students. At that time, the following is due to secure your child's continuation in the program, along with his/ her teacher's recommendation for continuation:

- Application Form
- Application Fee
- 10% Tuition Deposit
- Tuition Agreement

In the event that it is unclear at conferences if continuation is mutually beneficial, a conditional acceptance may be necessary. In the event of a conditional acceptance, parents are encouraged to survey their options and consider registration in an alternative program.

## **Specials**

Specialists in cooking, art, soccer, chess, yoga and other areas offer extracurricular activities independent of the MSOL curriculum and class schedules at an additional charge. These classes, called "Specials," are offered each semester outside of class times. The offerings are subject to change semi-annually and rates are determined by the Specialist. Registration Forms for these classes are available online or a paper copy can be obtained from the Main Office. Payments are to be made directly to the Specialist and all questions, cancellations and scheduling arrangements need to be made with them directly. Please note that student accounts must be current to register and participate in Specials.

# COMMUNICATION

There are many opportunities for formal and informal communication between parents, faculty, and staff at MSOL. Opportunities include Transparent Classroom announcements, weekly news emails, the monthly newsletter; Parent-Teacher Conferences, Parent Meetings and Parent-Student Evenings.

Phone calls, email, and written notes are the most frequent and timely ways to contact staff directly. Each classroom has voicemail, and staff makes every effort to respond to messages in a timely fashion. Absences may be left on voicemail or e-mailed to your child's teacher or the Main Office. Parents should let teachers know about changes in routine, e.g., parent trips, new child care providers, special visitors, etc. These events, so important to a child, may affect his/her behavior or focus at school.

Since arrival and dismissal are busy times for everyone, this is not the time to verbally communicate critical information to staff. Critical information effecting a student's transportation, health or safety must be put in writing, signed and dated by the parent or legal guardian. MSOL may not release children to a non-custodial parent without legal documentation.

A parent or guardian must be accessible by phone or cell phone at all times while their student is in attendance at school in case of illness.

## **Students with Disabilities**

Students with disabilities will be provided an opportunity to participate in all school services, programs and activities. Parents of students with disabilities should notify MSOL if their child has a disability that will require special assistance or accommodations and the nature of those accommodations.

## **Pupil Progress**

Based on a student's individual needs, information gained from parents and their own experience and training, staff determine lessons for which each student indicates readiness. Staff keep anecdotal and online records for student progress in each area of the curriculum. Records are updated on a regular basis and an overview is provided to the parents at formal conferences.

For each lesson, the following levels of progress are indicated:

- Introduced
- Practicing
- Improved
- Mastered
- Needs More Work

## **Conferences and Reports**

Formal parent conferences for primary, upper elementary, and lower elementary levels are scheduled with the parents of all children in November and May. Conferences are scheduled in 30 minute intervals over two days each semester (See [www.lemontmontessori.com/school\\_calendar](http://www.lemontmontessori.com/school_calendar)).

For the adolescent level, formal student-led conferences are scheduled at the end of each trimester.

New parents will have an Informal Conference after the first six weeks of school to be scheduled at a mutually agreeable time.

Please note that student accounts must be current in order to schedule and/or participate in conferences.

Following Montessori's belief that the child constantly "absorbs" information from the environment, it is important that your 3-6 year old child is not present while being discussed. After School Care is provided, at no charge, to parents attending conferences.

## **Testing**

Primary students are not formally tested. Every year in the spring, Adolescent and Elementary students will take the Iowa Test of Basic Skills that is appropriate for their age and grade level. These standardized tests help students gain familiarity with test-taking, which will prepare them for their future educational experiences.

## **Parent-Student Evenings**

These evenings are held in October and February. They are an opportunity for the student to show his/her parents the school from their perspective. The student is the focus of this evening, as he/she is during the school day, therefore no formal meeting is structured and parents will be guided by their child.

## **Parent Meetings**

MSOL relies on the involvement of all parents for the continued success of our programs. Parent Meetings are held throughout the school year to keep parents informed about the curriculum, school management and policies. Speakers on Montessori and related topics will be provided.

Attendance by at least one parent is expected at Parent Meetings. Due to the size of our enrollment, childcare cannot be provided for everyone but will be offered on a reservation basis. Parents are asked to make other arrangements for children not accommodated and may not bring them to meetings. Attendance at Parent Meetings and general participation will be taken into account at the time of re-enrollment.

### **Cell Phone use by Parents**

Cell phone use is prohibited during carpool, classroom observations, conferences and school meetings. We hope while you are at school, you are truly available to give your child and staff your undivided attention and appreciate the classroom activities and school environment.

### **Use of Personally Owned Technology Devices by Students**

In order to ensure that no distractions occur during the school day, students are prohibited from using personally owned technology devices at school. This includes, but is not limited to: cell phones, tablets, recording devices, smart watches, etc. Students that bring devices to school must keep them in their backpack at all times. Ear buds/headphones may be used for educational purposes with staff permission only.

### **Questions/Concerns**

Policy questions should be addressed to Administration. Questions and concerns about your child should be addressed to his/her teacher.

Assistants are not trained to interpret a student's performance and will refer parent concerns to the teachers who will be happy to schedule time outside of class to meet or speak with parents on the phone. Parents are strongly encouraged to report to MSOL any situations which you believe to be dangerous or make you uncomfortable. Every effort will be made to address your concerns since we strongly value the reputation of our school for being a safe, secure and welcoming environment.

## **GETTING INVOLVED & GIVING BACK**

### **Volunteer Service**

As part of our goal to work with parents for the education of their children, parents are a vital part of MSOL. In keeping with the purpose and spirit of the Montessori approach to education, we encourage parents to: become actively involved in the activities of MSOL, read school newsletters and weekly updates, and attend conferences, meetings and school functions. Parents are reminded that through their volunteer participation, the child sees and understands that their parent sincerely and deeply cares about MSOL resulting in a fostered sense of value and pride.

**The Parents' Association** of Montessori School of Lemont supports the non-academic activities of the School. Our parent volunteers work closely with administrators, faculty, and staff to benefit all students and to build a sense of community among our families. It includes all parents and guardians of enrolled students. Participating in the PA is a great way to meet other parents while being a role model of volunteerism. Parent participation creates a family-based community working for the common good of the School.

**Parent Coordinators** lead the planning of events, communication, fundraising, hospitality, and philanthropy throughout the year and work to support the School's mission, philosophy, programs, and activities to benefit all students, staff, and families.

**Meetings** of the PA are held as needed on campus and may be attended by any parent or guardian of current students. Parents are encouraged to participate in meetings to stay informed, share ideas, and support the School community. Meetings are scheduled with the approval of the PA Coordinators and School administration. The Communications Coordinator will prepare a monthly news bulletin for the administration to publish in the weekly School emails and monthly School newsletters. The goals of the PA are to support the School's educational, social, and fundraising efforts and facilitate community building through parent engagement. In support of these goals, the PA hosts many events throughout the year for the School community including Movie Night, School Picnics, Coffee in the Courtyard, Book Fairs, Fall Fest, Informational Coffees, Grandparents' Day, Care & Carol, the Annual Gala and Parent Meetings.

**Room Parents** support the classroom as requested by the teacher. Room Parents are also responsible for attending events for new families (Movie Night, Back to School Meeting, and Coffee in the Courtyard) to offer support, answer questions, and mentor them throughout their first year. Parents and guardians are eligible to serve as Room Parents and are selected by the classroom teacher in conjunction with the School administration. The Room Parent should be someone whose child has been in the current classroom for at least one year and should not be an MSOL staff member. Each term will last for one academic year to allow for the inclusion of other parents and to demonstrate non-preferential treatment. The teacher may request a Co-Room Parent to assist in larger classrooms or to train a new Room Parent.

### **Fundraising Policy**

As a 501(c)3 charitable organization, MSOL raises funds for the School to fulfill our mission to provide for the physical, intellectual, emotional, and spiritual education of children ages 3-15 years following the methods and philosophy of Dr. Maria Montessori. MSOL supports other charities by providing volunteer services and collecting items donated on their behalf.

PA fundraising benefits the School's building fund (Annual Auction), the PE program (Walk, Jog, Run!), and "fun-raising" social events for our students, faculty, and parents (plant sales, photo booth, book fairs, and dining partnerships).

*The Parents' Association of Montessori School of Lemont exists to support the school's philosophy, programs, and activities for the benefit of all students, staff and families.*

## **CARPOOL, HEALTH & SAFETY**

### **Car Seats and Carpool Safety**

Illinois State Law requires all children up to 8 years or 80 lbs to be in car seats in the back seat to prevent injuries from deployment of passenger air bags. Parents are responsible for consulting the Illinois Department of Transportation for Car Seat Guidelines.

### **Arrivals/Dismissals**

Arrival and dismissal is handled in a drive through fashion. Parents form a line of cars parallel to the entrance door of their classrooms and wait for a teacher to escort their child in and out of the building. For safety purposes, drivers are responsible for securing children in car seats. This also allows staff to continue dismissal and expediting traffic flow.

#### **ARRIVAL**

Elementary & Adolescent  
8:15<sup>am</sup>

Blue & Yellow Room  
8:20<sup>am</sup>

Green Room  
8:45<sup>am</sup>

#### **A.M. DISMISSAL**

Blue & Yellow Room  
11:20<sup>am</sup>

Green Room  
11:45<sup>am</sup>

#### **P.M. DISMISSAL**

Blue & Yellow Room  
3:00<sup>pm</sup>

Green Room, Elementary & Adolescent  
3:15<sup>pm</sup>

### **Release Policy**

MSOL must have written permission to release a child to anyone other than their parents. Approved adults are listed in your child's file and on Transparent Classroom. Changes must be made in writing through the school office. Please advise drivers who are unknown to our staff that they will be required to produce their driver's license before the student is released into their care.

## Carpool Procedures

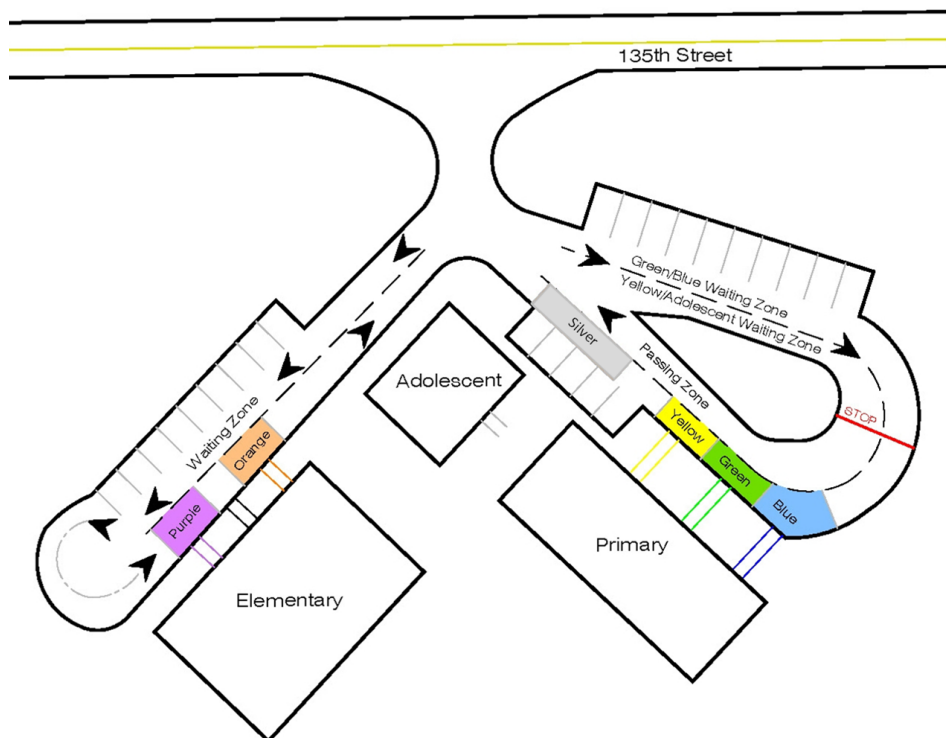
Remain in your car at all times, staff will escort students to and from vehicles. Do not leave your vehicle unattended in carpool lanes at any time. No cell phone use when children are present in parking lot.

### East Lot (Primary & Adolescent Classes)

Yellow and Silver Room vehicles wait in the interior lane. Green and Blue Room vehicles wait in the exterior lane. Stay in your lane and wait at stop sign until space is available in front of your child's classroom. Striped areas should remain empty to allow egress for exiting vehicles.

### West Lot (Elementary Classes)

Orange and Purple Room vehicles stop in front of the classroom doors at arrival. During dismissal, vehicles MUST pass classroom doors and pull up to the stop sign.



## Illnesses

In an emergency or same day illness situation the parent/guardian may call or email the school office or teacher the morning of the student's absence. In case of extended absenteeism, a physician's release is required from the parent to MSOL upon the student's return.

- Conjunctivitis (Pink eye) - no drainage, completely healed
- Fever - Fever free for 24 hours without the use of fever reducing medication
- Head lice - all lice and nits are removed
- Vomiting - no vomiting within the last 24 hours, no symptoms
- Communicable diseases such as scabies, impetigo, pink eye, ringworm, strep throat, the child may return to school 24 hours after treatment has been started.

## Parent/Guardian Consent

All parents/guardians of students admitted to MSOL are to complete, sign and date a new Permissions Form each academic school year. They must give consent for their children to participate in:

- Field trips
- School publicity photos
- Educational research

Additional consent must be given by the parent/guardian for:

- The child to receive emergency first-aid treatment
- The child to be taken to the hospital in case of an emergency



**Allergies:** Please inform your child's teacher of prohibited foods and allergies, including symptoms of allergic reactions your child may experience. Parents of children with allergies are also required to complete a Food Allergy Action Plan.

### **Birth Certificate**

Parents of all children who are enrolling in a new school for the first time are required to submit a copy of their child's birth certificate. This is an amendment to the "Missing Children Records Act" (325 ILCS 50/5). Other reliable proof of a child's identity also is passport, visa or other governmental documentation.

### **Dental, Vision and Medical Forms**

*Dental Forms:* All students in kindergarten, second, sixth, and ninth grades of any public, private or parochial school that is registered by the Illinois State Board of Education must have a dental examination, and present proof of having been examined by a dentist.

*Medical Forms:* Before entering school, a completed Illinois Department of Public Health Form is required to all new students; students entering preschool, entering kindergarten, sixth grade, and ninth grade. The State of Illinois requires a TB test unless waived in writing by a physician or for religious reasons.

In compliance with 105 ILCS 5/27-8.1(5), students are to be excluded from school by October 15<sup>th</sup> if requirements for health examinations and immunizations have not been met.

According to Illinois State Law 105 ILCS 5/27-8.1 (8) states: Parents or legal guardians who object to health examinations or any part thereof, or to immunizations, on religious grounds shall not be required to submit their children or wards to the examinations or immunizations to which they object if such parents or legal guardians present to the appropriate local school authority a signed statement of objection, detailing the grounds of the objection. If the physical condition of the child is such that any one or more of the immunizing agents should not be administered, the examination shall endorse the fact upon the health examination form. Exempting a child from the health examination does not exempt him from participation in the program of physical education training provided in sections 27-5 through 27-7 of this code [105 ILCS 5/27-5 through 5/27-7].

Questions regarding religious objection should be directed to the school health service consultant, State Board of Education Division of Intervention and Assessment at 217.782.5589.

### *Vision Forms:*

According to the Illinois State Public Act 95-671, all children enrolling in Kindergarten in a public, private or parochial school, and any student enrolling for the first time in any of the above mentioned schools, shall have an eye examination and must present proof of having been examined by a optometrist or physician licensed in the that field of practice.

### **Potty Training**

An extra change of clothes (labeled individually and sent in a one gallon resealable bag) needs to be kept at school at all times. Many potty trained students have accidents when they become absorbed in their work: shame and guilt are inappropriate responses and an approach employing this method will not be used at school and is strongly discouraged at home.

### **Self-Administration**

"Self-administration" refers to a pupil's discretionary use of his/her prescribed medication while at school.

### **Medication**

For the protection of all students, we prefer that no medication be sent to school with any student. Please do not send medication of any kind (including over the counter medications) to school with a student. We recognize that occasionally a medication must be administered during school hours.

### **Lunch/Snack Policies**

Lunch and snack for all students are provided by parents. Each family will be notified of their assigned date to bring snack for the class. If vacation plans or other conflicts arise, please reschedule with the teacher.

Students should come to school each day with a prepared lunch. Food deliveries are not allowed. Lunch and snacks should be nutritious and free from nut and nut products, added sugars and dyes. Due to life threatening allergies, nuts and nut products are not allowed anywhere on campus because nut traces become airborne and circulate. Sugary and caffeinated beverages are not allowed.

## **Clothing**

MSOL is a place of learning and work. Students should dress comfortably so they can sit at the tables or on floor rugs to work, play, paint, etc. It is expected that all students come to school dressed and groomed in a manner that is conducive to our school learning environment.

The following dress items and styles are prohibited:

- Shorts, dresses, and skirts shorter than the longest fingertip with shoulder down and at side.
- Pants, including jeans and shorts worn below the waist.
- Low neckline shirts or blouses showing cleavage, see through blouses, strapless tops, halter tops or mesh shirts.
- Bare midsection.
- See through clothing.
- No undergarments are to be visibly seen or evident (an undergarment is anything under your shirt/top or pants/jeans/shorts).
- Clothing, jewelry or markings (on clothes or person) which promote or depict violence, drugs, sexual content or gang affiliation.

A change of clothing should kept at school at all times. Each item must be labeled with the student's name. For the younger student, please consider whether the clothes your child wears allow for easy access in the bathroom. Please dress them for success and choose pants with elastic waistband, no belts, tights or overalls.

MSOL has an indoor shoe policy to provide for the cleanest environments possible. Please choose shoes that offer adequate support and that can easily be put on and removed by the children. These will be kept at school. Please do not send bedroom slippers; or shoes that have cartoon characters, lights or sounds. Label shoes on the soles or inside.

*Winter Weather Clothing:* Students will go out to play whenever it is not physically dangerous to do so. We do check the precipitation, temperature and wind chill factor during inclement weather. We will enjoy outdoor recess when the wind chill factor is 20 degrees or warmer. All students should be in possession of hats, waterproof gloves/mittens, snow pants, and appropriate footwear for the weather including snow.

## **Separation**

The adjustment to a new routine will vary by child. Estimated time frames are outlined below.

- May take two weeks for full-time students
- May take four weeks for half-time students
- May take six-eight weeks for three-day students

## **Nondiscrimination:**

The Montessori School of Lemont does not discriminate on the basis of race, color, religion, gender identity, sexual orientation, pregnancy, national origin, age, socio-economic level, physical ability, genetic information, and learning style, or any other characteristic protected by federal, state, or local laws in the administration of its educational policies, admissions, hiring, scholarships or other school programs. The school does not prohibit hairstyles historically associated with race, ethnicity or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

If you feel that the school is not fulfilling its contract with you or that you are not being treated fairly; if you believe the school has failed to abide by its' non-discrimination policy; or if you have a problem with existing or newly-initiated school policy, discuss the issue with the Staff Advisor or Executive Director. If the issue involves school policy which affects other staff, you may ask to have the item put on the agenda for the next meeting. If it is of a serious nature, you may ask to have a special meeting called with the involved staff members. At this time a meeting will take place in which everyone is invited to participate in seeking a solution which all can accept and that will implement school standards.

## **Bullying**

Montessori School of Lemont strives to provide safe, secure and respectful learning environments for all students in the school building, on school grounds, school buses and at school-sponsored activities. Bullying, like other disruptive or violent behavior, is conduct that interferes with a student's ability to learn and a teacher's ability to educate. Please see MSOL's Student Bullying Prohibition Policy (attached).



## **Discipline**

All students are expected to respect the rights of other students as they work and study in a shared environment. It is the responsibility of the classroom teacher to implement a positive sense of self-discipline to control the overall activities and to establish an atmosphere of peace, harmony and concentration. A student may be asked to sit aside and observe others if s/he is experiencing behavioral difficulties. We have three basic ground rules and the refusal or inability to follow them are reasons to reevaluate continuation of the program:

- We respect others' bodies and feelings
- We respect the materials
- We respect nature

## **Emergency School Closing**

MSOL will be closed in the event of adverse environmental factors. In the event of fire or other environmental factors necessitating school closure, the students will be escorted to a place of safety and parents will be notified to pick up their children. MSOL prepares the staff and students for emergency situations by implementing periodic drills. Fire drills are conducted with the local fire department. The lunchroom in the Primary building is a tornado shelter with cinderblock construction and hurricane reinforced ceilings. The basement of the Adolescent building serves as the tornado shelter for grades 1st-8th.

For Emergency Closing information:

WMAQ 670; WGN 720; WBBM 78; WLS 890  
CBS 2; NBC 5; WGN 9; FOX 32; CLTV  
1-900-407-SNOW  
[www.EmergencyClosings.com](http://www.EmergencyClosings.com)

## **Objects from Home**

All objects from home should be left there unless educational. Exceptions can be made in the case of a security blanket or object.

Please discuss with your child's teacher. Backpacks are unnecessary for 3-6 year olds and storage space does not allow for us to accommodate them. Unnecessary jewelry, purses and toys may distract your child from his/her work. Reassure your child that the item will be waiting in the car when you return at dismissal.

## **Conceal and Carry Law**

In the State of Illinois, citizens are prohibited from carrying firearms into public and private elementary and secondary schools or on school grounds, according to the law (430 ILCS 66/65). In order to keep students safe and to be in compliance with state law, Montessori School of Lemont does not permit firearms in our buildings or on school grounds. See Weapons on School Premises Policy (attached).

# **EVENTS**

## **School Calendar & Newsletter**

A yearly school calendar ([www.lemontmontessori.com/school\\_calendar](http://www.lemontmontessori.com/school_calendar)) is shared with families at the beginning of school year. Parents/guardians are responsible for marking their calendars in advance to reserve these important dates.

A monthly newsletter is posted online and is also sent via the Weekly News email to each family. It is the responsibility of parents to be informed of deadlines and any schedule changes announced in school publications and emails. Paper copies of newsletters and calendars are also available at the Main Office. MSOL does not assume responsibility for missed deadlines or opportunities for these posted events.

## **Birthday Celebrations and Snack**

Personal holidays are very important to children and each teacher celebrates these momentous occasions in the Montessori tradition. The student demonstrates the Earth's journey around the Sun, once for every year of their life while the teacher tells the child's life story using a timeline by the family with photos for each year of life, birth to present. This celebration involves the entire class so all can marvel at the many accomplishments in their life. In the spirit of giving back, the MSOL tradition can include the presentation

of a gift from the child to the class in honor of his/her special day. Classroom wish lists are available upon request. Birthday treats are provided by parents must be nut and dairy free and should not contain added sugars or dyes. Birthday treats, like lunches and snack should be nutritious and free from nut and nut products, added sugars and dyes. Due to life threatening allergies, nuts and nut products are not allowed anywhere on campus because nut traces become airborne and circulate.

#### **School Portraits - September**

##### **Field Trips - Throughout the year**

MSOL students take field trips during the school day to museums, symphony and theaters both locally and in Chicago. Parents are notified and must sign a permission slip and remit a fee before a student can participate. Parents can often participate and space will be provided as possible. Please note that student accounts must be current to participate in field trips.

##### **Cultural Celebrations - Throughout the year**

Maria Montessori's global approach to education encourages children to celebrate to the various traditions and cultures from around the world. During the course of the school year, and with the help of parent volunteers, students engage in presentations, eat different foods, hear stories, music and more about Eid, Hanukkah, Diwali, Weihnachtsfest Day of the Dead, and other traditions parents share from their culture.

##### **Back to School Picnic - August**

To celebrate the beginning of the new school year, the entire school population comes together for a community picnic on school grounds on the first week of school on the Friday half-day. Families bring a dish to pass and celebrate the unofficial end of summer.

##### **Fall Fest - October**

The purpose of this event is to organize the entire school to celebrate fall festivities as a community. Activities include trunk-or-treat, face painting, and student-made haunted trail, and house.

##### **Pajama Day - February**

Children wear their favorite pair of pajamas to school while at the same time helping a needy child by donating a new pair of pjs to The Pajama Program, an organization in the Chicago area that provides pajamas and books to children who are in need.

##### **Grandparents' Day - April**

Grandparents' Day is a favorite annual event in which grandparents are invited to visit MSOL and treated to a classroom tour of and demonstrations of their grandchild's favorite works.

##### **Kindergarten and Elementary Performances - May**

The kindergarten and elementary students star in their own production that feature music and other talents presented to MSOL families.

##### **8th Grade Graduation - May or June**

To honor 8th grade students and their academic achievements, MSOL holds a graduation ceremony. Please note that student accounts must be current to participate in graduation.

# **POLICIES**

## **MONTESSORI SCHOOL OF LEMONT**

### **AKA MONTESSORI ELEMENTARY SCHOOL OF SOUTHWEST COOK COUNTY**

#### **MEDICATION POLICY**

Adopted: 6/29/2020

Revised: 4/13/2020, 11/14/2024

Reviewed and approved: 6/29/2020, 11/18/2024 by Board of Directors

#### **I. PURPOSE**

- A. The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his or her education. The administration of medication to students should be discouraged unless absolutely necessary for the student's health. (105 ILCS 5/10-22.21b).
- B. The objective of any medication administration program is to promote self-responsibility. This can be achieved by educating students and their families.
- C. The intent of the Medication Policy is to assure safe administration of medications for those students who require them. (105 ILCS 5/10-20.14b)
- D. This policy does not prohibit MSOL employees from providing emergency assistance to a student.

#### **II. DEFINITIONS**

- A. Administration - accepted nursing practice holds that "to administer" means to select the correct medication, deliver it by the correct route, and give it to the student at the time prescribed.
- B. Controlled Substance – a drug, substance or immediate precursor as listed in the Illinois Controlled Substance Act.

#### **III. POLICY**

- A. Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and follow MSOL's procedures on dispensing medication.
- B. No MSOL employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian.
- C. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.
- D. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.
- E. MSOL will maintain an up-to-date Medication Policy in the Parent Handbook and shall provide a copy to the parent(s)/guardian(s) of students when requested.
- F. The school allows an administrator to administer medical cannabis infused products to

registered patients. However, administration must be done in a manner that, in the school administrator's opinion, does not disrupt the educational environment or expose the product to other students. The school may also allow for self-administration under the direct supervision of an administrator. In either case, administration is contingent upon receipt of the required documents and permitted in the following circumstances:

- While on school premises,
- While at a school-sponsored activity; or,
- Before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus

**G. Self-Administration of Medication**

1. A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, asthma medication, diabetes medication, and/or seizure medication prescribed for use at the student's discretion, provided the student's parent/guardian and the student's licensed health care provider has completed and signed the School Medication Authorization Form. The MSOL Executive Director or designee will ensure an Emergency Action Plan is developed for each self-administering student.
2. The School shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, asthma or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or medication, or the storage of any medication by school personnel.

**H. MSOL does not allow the administration of undesignated epinephrine injectors.**

**I. MSOL does not allow the administration of undesignated asthma inhalers.**

**J. MSOL does not allow the administration of undesignated glucagon.**

**IV. PROCEDURE**

For the protection of all students, we prefer that no medication be sent to school with any student. Please do not send medication of any kind (including over the counter medications) to school with a student. We recognize that occasionally a medication must be administered during school hours.

- If a student has a condition that requires medication to be administered during the school day, the following guidelines must be followed:
- Written consent to share the diagnosis and other information with necessary MSOL personnel in the School Medication Authorization Form
- Physician requests for the provision of medication during school hours shall include the following:
  - Name of medication, dosage, route of administration;
  - Frequency and time of administrations;
  - Special circumstances in which medication is to be administered;
  - Side effects and/or intended effects which might be observed and reported to a teacher, parents and administrator;
- Name, signature, address, office phone, fax and emergency numbers of physician and/or medical provider;

- Other medication child may be receiving at home;
- Regimen of medical follow-up

Any medications necessary to treat the student's condition in their original container with with prescription and dosage information.

All medications will be stored in a locked cabinet. However, a student may carry and self-administer their medication during school hours as follows: Asthma Inhalers when authorized in writing by the student's health care provider and the parent/guardian via the [SMAF](#); Epinephrine Auto-Injector ("Epi-Pen") to treat life-threatening allergies – when authorized in writing by the student's health care provider and the parent/guardian via [SMAF](#); Diabetes Testing devices and Insulin when authorized in writing by the student's health care provider and their parent/guardian via SMAF; and seizure medication when authorized in writing by the student's health care provider and their parent/guardian via SMAF.

In addition to the licensed prescriber's order (SMAF), a written request shall be obtained from the parent(s) or guardian requesting that medication be given during school hours (Parental Authorization Form). The request must include the name of the student, the parent(s) or guardian's name and phone number in case of emergency. It is the parent(s) or guardian's responsibility to ensure that the licensed prescriber's order, written request and medication in its original container are brought to the school.

LEGAL REF:  
105 ILCS 5/22-30  
PA 101-0370  
410 ILCS 270/15(a)

# **MONTESSORI SCHOOL OF LEMONT**

## **AKA MONTESSORI ELEMENTARY SCHOOL OF SOUTHWEST COOK COUNTY**

### **STUDENT BULLYING PROHIBITION POLICY**

Adopted: 11/1/2019

Revised: 3/19/2020

Reviewed/Approved: 8/9/2021, 9/7/2023, 9/15/2025 by Board of Directors

#### **I. PURPOSE**

Montessori School of Lemont strives to provide safe, secure and respectful learning environments for all students in the school building, on school grounds, school buses and at school-sponsored activities. Bullying, like other disruptive or violent behavior, is conduct that interferes with a student's ability to learn and a teacher's ability to educate.

This policy protects students against bullying and harassment on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Bullying is contrary to State law and the policy of this school. However, nothing in Montessori School of Lemont's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).

#### **II. DEFINITIONS from Section 27-23.7 of the Illinois School Code ([105 ILCS 5/27-23.7](#))**

*Bullying* includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### III. PREVENTION AND RESPONSE PLAN

- A. Reporting- Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Executive Director, Director/tress, Assistant, or any staff member with whom the student is comfortable speaking. Staff must notify the Executive Director or designee of the report of the incident of bullying as soon as possible after the report is received. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the school officials or any staff member. All staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted. See [Attachment A](#) for the reporting form.

Executive Director, Therese Colby, [Therese@lemontmontessori.org](mailto:Therese@lemontmontessori.org) (815) 834-0607

- B. Investigation- The Executive Director or designee (hereinafter Executive Director/designee) is the person responsible for receiving reports of bullying at the building level. They will ensure this policy and its procedures are fairly and fully implemented and serve as the primary contact on policy and procedural matters implicating both the district or school and department. If the complaint involves the Head of School/designee, the complaint shall be made or filed directly with the Staff Advisor. When investigating a complaint, Executive Director/designee may take into account the following factors:
1. The developmental ages and maturity levels of the parties involved.
  2. The levels of harm, surrounding circumstances, and nature of the behavior.
  3. Past incidences or past or continuing patterns of behavior.
  4. The relationship between the parties involved.
  5. The context in which the alleged incidents occurred.

Investigation of a bullying incident shall be initiated within three school days of receipt of a report and be completed within 10 school days, unless the Head of School/designee grants in writing an additional five-day extension due to extenuating circumstances. See [Attachment B](#) for the investigation process.

- C. Consistent with federal and State laws and rules governing student privacy rights, the Executive Director or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, other interventions, and restorative measures.
- D. The Executive Director/designee shall use interventions to address bullying, which may include, but are not limited to, restorative measures, social-emotional skill building, and community-based services.
- E. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
- F. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred.

### IV. POLICY POSTING AND EVALUATION

- A. The Executive Director/designee shall post this policy on the school's website, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired).



B. The Executive Director/designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness, and ensure that this policy is based on engagement with a range of school stakeholders, including students and parents or guardians. This process shall include, without limitation:

- The frequency of victimization;
- Student, staff, and family observations of safety at a school;
- Identification of areas of a school where bullying occurs;
- The types of bullying utilized; and
- Bystander intervention or participation.

The Executive Director/designee shall ensure that this bullying policy aligns with other policies of the school board. The Executive Director/designee must post the information developed as a result of the policy evaluation on the school's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

LEGAL REF.:

405 ILCS 49/, Children's Mental Health Act.

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

23 Ill.Admin.Code §§1.240 and §1.280.



# **MONTESSORI SCHOOL OF LEMONT**

## **AKA MONTESSORI ELEMENTARY SCHOOL OF SOUTHWEST COOK COUNTY**

### **TECHNOLOGY, INTERNET, and SOCIAL MEDIA POLICY**

Adopted: 6/29/2020

Revised: 3/23/2020

Reviewed: 6/29/2020 by Board of Directors

#### **I. PURPOSE**

The intent of this section is to ensure that all uses of MSOL's computer network are consistent with MSOL's mission statement and philosophy. This policy outlines the appropriate use of computers, Internet, and other classroom technologies for students.

#### **II. GUIDELINES**

##### **A. Definitions**

1. "Surfing" is the term for unstructured searches, or just exploring to see what is out there.
2. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:
  - the average person, applying contemporary community standards, would find, taking the material as a whole and with respect to minors, is designed to appeal to, or is designed to pander to, the prurient interest;
  - depicts, describes, or represents, in a manner patently offensive with respect to minors, an actual or simulated sexual act or sexual contact, an actual or simulated normal or perverted sexual act, or a lewd exhibition of the genitals or post-pubescent female breast; and
  - taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

##### **B. Responsibility**

1. Compliance with this policy is the responsibility of all students and staff.
2. MSOL staff, as directed by the Executive Director, shall maintain this policy.

#### **III. POLICY**

##### **A. Internet Use**

1. All students who use the Internet at MSOL are required to sign and abide by the Montessori School of Lemont's Student Acceptable Use Policy/ Technology Code of Conduct/ Student Laptop Contract which outlines the terms and conditions of this policy and its accompanying guidelines. It will be assumed that parents/guardians are in agreement with this policy unless otherwise specified in writing. Students of parents who opt out of this agreement will not be allowed to use the Internet or other applicable technology at school.
2. All use of the Internet during school hours must be in support of education and research, and consistent with the educational objectives of Montessori School of Lemont. Users must have a well-defined, documented reason for accessing the Internet. No "surfing" is allowed. Students must have a topic, or subject, to be researched; and it must be directly related to a given assignment from one or more teachers. There should be adult supervision while any student is researching on the Internet.
3. The Internet provides students with the opportunity to communicate with people throughout the world. Access to this information and resources brings with it challenges. Montessori School of Lemont may not be able to technologically limit access to services through the Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum, access to the Internet will open classrooms and students to electronic information resources which have not been screened by educators. MSOL utilizes software and/or hardware to block/filter access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. At the discretion of the Executive Director/tress and/or designated staff, the web content filter may be configured to protect against access to other material considered inappropriate for students to access. The web content filter may be modified at any time, but will not be disabled while students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. The Executive Director/tree or designated staff may temporarily or permanently unblock access to sites containing appropriate material, if filtered. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the web content filter. The Executive Director/tress or Committee may disable the web content filter to enable access for bona fide research or other lawful

purposes. Parents/Guardians are advised that a determined user may be able to gain access to services on the Internet that Montessori School of Lemont has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet.

4. Students will not be allowed to access social media for personal use, including e-mail, chat rooms, instant messaging, and other forms of direct electronic communications, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.
5. Network and Internet access is provided as a tool for education. Montessori School of Lemont reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Montessori School of Lemont and no user shall have any expectation of privacy regarding such materials.
6. Staff members shall provide instruction for their students regarding appropriate technology use and online safety and security. Montessori School of Lemont does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.
7. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them.
8. Users granted access to the Internet through the MSOL's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy.
9. Montessori School of Lemont designates the Executive Director/tress and lead classroom teachers as the administrators responsible for initiating, implementing, and enforcing this policy.

2. Other Technology

Other classroom technology would include, but not be limited to: cameras, video equipment, electronic whiteboards, iPads, cell/smart phones, portable word processors, projectors (overhead, LCD), televisions, DVD/VHS players. Accompanying guidelines will be developed by the Technology Committee and approved by the Board of Directors.

3. Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Executive Director or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/15:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.:  
105 ILCS 75/15

# **MONTESSORI SCHOOL OF LEMONT**

## **AKA MONTESSORI ELEMENTARY SCHOOL OF SOUTHWEST COOK COUNTY**

### **ALCOHOL AND DRUG POLICY**

Adopted: 6/29/2020

Revised: 3/30/2020

Reviewed: 6/29/2020 by Board of Directors

#### **I. Purpose:**

Montessori School of Lemont's foundational and primary responsibility is to cultivate in our students the intellectual, social, physical and emotional skills necessary to become healthy, productive members of society. Use of harmful substances such as vaping, tobacco, alcohol, cannabis, and illegal drugs is illegal and inconsistent with the needs of healthy, growing children.

#### **II. Guidelines**

##### **A. Definitions**

1. "School premises" refers to the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity, or on a public way within 1,000 feet of a school.
2. "Harmful substances" refers to vaping, tobacco, alcohol, cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law- Public Act 100-0660), illegal drugs and related paraphernalia.

##### **B. Responsibility**

1. Supervising adults are required to report offenses to lead teachers or the Executive Director.
2. Staff will notify the Executive Director or Chief Director if a student's demeanor, smell, actions or other behavior indicate that the student may be in violation of the policy.
3. The Executive Director, sometimes in consultation with faculty, will determine if the student is in violation of the above policy and administer appropriate consequences, which may include notifying parents and/or local law enforcement.

#### **III. Policy**

Montessori School of Lemont strictly prohibits student use or possession of any harmful substances such as vaping, tobacco, alcohol, cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law- Public Act 100-0660), illegal drugs and related paraphernalia. Any such substances will be confiscated. This policy applies on or around the school premises and at school-sanctioned activities.


#### **IV. Procedure**

A. If a student's demeanor, smell, actions or other behavior indicate that the student may be in violation of the above policy, a supervising adult is expected to report the incident and student to the Executive Director. The Executive Director, sometimes in consultation with faculty, will determine if the student is in violation of the above policy and administer appropriate consequences, which may involve one or more of the following (not in any particular order):

- Parents will be contacted by the Executive Director or designee to inform the parents of the student's behavior.
- Depending upon the seriousness of the behavior or its repetitive nature, the school may require the parents to seek counseling for the student.
- Students will be required to amend their behavior and may be suspended for a period of time deemed necessary and appropriate by the Executive Director.
- A suspended student will not be allowed to attend school and may also be suspended from particular privileges or trips. The number of days of the suspension will be specified by the Executive Director in consultation with the student's teacher. Teachers are not expected to give extra help or makeup work for lessons missed due to a suspension.
- Under certain circumstances, and at the sole discretion of the school, the student may be dismissed from the school.

Violations occurring on school property may be required to be reported to the Illinois State Police pursuant to the School Reporting of Drug Violations Act. Documentation of the incident will be placed in the student's file.

B. MSOL may conduct a search of a student that is reasonable in scope, and/or a search of the student's belongings, including personal items, such as bags and backpacks, personal electronic devices and other effects if the school suspects a student may be violating the law or violating a school rule or code of conduct. Cubbies are the property of the school. Students exercise control over their cubbies from other



students, but not from the School and its officials. As a result, the Executive Director and a designee, as well as law enforcement officials, have the right to search cubbies to ensure School safety and the students' welfare, including, without limitation, to determine if students are harboring stolen property, weapons, or harmful substances, and school and law enforcement officials have the right to seize such items or other items that jeopardize the safety of the students or the building or constitute health hazards.

Legal Reference:  
105 ILCS 5/10-27.1B

**MONTESSORI SCHOOL OF LEMONT**  
**AKA MONTESSORI ELEMENTARY SCHOOL OF SOUTHWEST COOK COUNTY**  
**WEAPONS ON SCHOOL PREMISES POLICY**

Adopted: 6/29/2020

Reviewed: 6/29/2020 by Board of Directors

Revised: 3/30/2020

**I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

**II. GENERAL STATEMENT OF POLICY**

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

**III. GUIDELINES**

**A. DEFINITIONS**

1. "Weapon" A "weapon" means any object, device or instrument designed as a weapon or which through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers, laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
2. "School Location" includes the school building or grounds of The Montessori School of Lemont, whether leased, rented, owned or controlled by the school; locations of school activities or trips; bus stops; school buses or school vehicles; school contracted vehicles; and the area of entrance or departure from school premises or events; all locations where school-related functions are conducted; and anywhere students are under the jurisdiction of The Montessori School of Lemont.
3. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.
4. "Full day suspension" means at least a complete day out of school. Suspension will be immediate after processing and the full day of suspension will begin at the start of the following school day.

**B. CONCEALED CARRY**

In accordance with the Illinois General Assembly (430 ILCS 66/) Firearm Concealed Carry Act, "a licensee under this Act shall not knowingly carry a firearm on or into any building, real property, and parking area of a public or private elementary or secondary school."

**C. EXCEPTIONS**

1. Instructional Equipment/Tools - While The Montessori School of Lemont takes a firm "Zero Tolerance" position on the possession, use, or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.
2. Police or Military Personnel - It shall not be a violation of this policy if licensed police officers or military personnel who are performing official duties have a weapon on school premises.
3. Other Exceptions with Administrative Approval - Other possession of dangerous weapons, BB guns, and replica firearms may be allowed with written permission of the Executive Director, for such purposes as a ceremonial color guard, school play, or historical display.

**IV. CONSEQUENCES FOR WEAPON POSSESSION / USE / DISTRIBUTION BY STUDENTS**

The Montessori School of Lemont takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students.

- A. Consequently, the minimum consequence for students possessing, using or distributing items that were designed to be weapons shall include:
  - 1. confiscation of the weapon
  - 2. parent or guardian notification
  - 3. immediate one full-day out-of-school suspension
- B. The minimum consequence for students using as weapons objects that have been modified and used as a weapon may at staff or administration discretion include:
  - 1. confiscation of the object
  - 2. parent or guardian notification
  - 3. immediate one half-day in-school suspension
  - 4. a problem-solving session with affected students
- C. Pursuant to Illinois law, "If the person found to be in possession of the firearm on school grounds is a minor, the law enforcement agency shall detain that minor until such time as the agency makes a determination pursuant to clause (a) of subsection (1) of Section 5-401 of the Juvenile Court Act of 1987, as to whether the agency reasonably believes that the minor is delinquent. If the law enforcement agency determines that probable cause exists to believe that the minor committed a violation of item (4) of subsection (a) of Section 24-1 of the Criminal Code of 2012 while on school grounds, the agency shall detain the minor for processing pursuant to Section 5-407 of the Juvenile Court Act of 1987." <http://www.ilga.gov/legislation/ilcs/fulltext.asp?DocName=010500050K10-27.1A>

#### V. ADMINISTRATIVE DISCRETION

While The Montessori School of Lemont takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the Executive Director/tress may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Such actions may include but are not limited to:

- 1. Immediate notification of police.
- 2. Recommendation by the Executive Director for dismissal not to exceed one year.

#### VI. CONSEQUENCES FOR WEAPON POSSESSION / USE / DISTRIBUTION BY NONSTUDENTS

- A. Employees
  - 1. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.
  - 2. Sanctions against employees, including non-renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority and Montessori School of Lemont policies.
  - 3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.
- B. Other Non-students
  - 1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to The Montessori School of Lemont locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
  - 2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

#### Reference(s)

105 ILCS 5/10-21.7  
105 ILCS 5/10-27.A  
105 ILCS 5/10-27.1B

# **MONTESSORI SCHOOL OF LEMONT AKA MONTESSORI ELEMENTARY SCHOOL OF SOUTHWEST COOK COUNTY NONDISCRIMINATION/ANTI-HARASSMENT POLICY**

Adopted: 6/29/2020

Revised: 3/20/2020, 11/19/2024

Reviewed: 6/29/2020, 11/19/2024 by Board of Directors

## **I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students at the Montessori School of Lemont.

## **II. POLICY**

- A. The Montessori School of Lemont does not discriminate on the basis of race, color, religion, gender identity, sexual orientation, pregnancy, national origin, age, socio-economic level, physical ability, genetic information, and learning style, or any other characteristic protected by federal, state, or local laws in the administration of its educational policies, admissions, hiring, scholarships or other school programs.
- B. The school does not prohibit hairstyles historically associated with race, ethnicity or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every MSOL employee to follow this policy.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the Executive Director or Board Chair.

## **III. GRIEVANCE PROCEDURE**

If you feel that the school is not fulfilling its contract with you or that you are not being treated fairly; if you believe the school has failed to abide by its' non-discrimination policy; or if you have a problem with existing or newly-initiated school policy, discuss the issue with the Staff Advisor or Executive Director. If the issue involves school policy which affects other staff, you may ask to have the item put on the agenda for the next meeting. If it is of a serious nature, you may ask to have a special meeting called with the involved staff members. At this time a meeting will take place in which everyone is invited to participate in seeking a solution which all can accept and that will implement school standards.



## PARENT CODE OF CONDUCT

- Respect that “The more fully the needs of one period are met, the greater will be the success of the next” and that progression in the program is dependent upon the recommendation of the child’s teacher.
- Realize that the Montessori Method of education is not for every family and the school reserves the right to decline admission or continuation in the program.
- Stay informed about the school through its handbook, newsletter, and other communication sources; attend semi-annual conferences; observe their child’s class and participate as fully as possible in fundraising and other school-related activities.
- Give their full support to the Executive Director, Staff, and School Board in the development of the school.
- Acknowledge that, in not being Montessori trained, parents may not always initially understand decisions made but agree to openly discuss their thoughts or concerns with their child’s teacher first so that misunderstandings do not occur.
- Accept responsibility for their child’s progress and work collaboratively with teacher staff by dealing promptly with matters of concern and respecting the professional advice given by teachers and the Executive Director in regards to their child.
- Follow the School’s policies and practices that are either prescribed by Montessori philosophy or have been developed in consultation with the Board.
- Respect the often difficult decisions that sometimes need to be made, and support the School Board and Executive Director in making decisions on behalf of all parents in the school community.
- Participate in the school community in a constructive manner and with respect for the views of others. Conduct themselves in a respectful and courteous way at all times. Respect the right to privacy of all individuals and families and refrain from divulging any personal information obtained while members of the school community.