



**2021-2022**  
**Parent & Student Handbook**

## **MISSION**

Educate each student to meet or exceed the National Common Core Standards and to prepare them for Junior High School.

## **VISION**

The Parker Woods Montessori community is committed to using the Montessori philosophy and method to develop the whole child.

We will promote the unique and individual talents of all children. In partnership: families, staff, and community will nurture and inspire children to become life-long learners who are committed to the democratic empowerment of their communities and develop a love of the natural environment.

We are dedicated to nurturing the spirit and intellect of each child through Montessori education and the use of advanced technologies to meet the demands of the future.

## **WE VALUE AND BELIEVE IN...**

- Respect for self, others, and the environment.
- Following the needs and concerns of each individual child.
- Providing a safe, clean, interactive, and nurturing environment.
- Welcoming the ever-changing community, environment, and school culture.
- Embracing diversity and inclusion in all aspects.
- All children succeeding to their highest potential.
- High academic & behavioral standards for all.
- Collaboration amongst family, staff, and community as key to a child's success.
- Education as a lifelong journey.

## **WHAT IS MONTESSORI?**

In the Montessori School, we implement a program that is designed to guide the child through the various stages of physical, emotional, and intellectual growth. The students are grouped in classrooms according to stages of development, not according to grade level (3-6-year-olds, 6-9-year-olds, and 9-12-year-olds). Each stage requires a learning environment that allows the child to explore learning with the aid of concrete materials, and later, through research built upon a strong language background.

### **THREE TO SIX-YEAR-OLDS (Preschool-Kindergarten)**

The initial stage of child development is called the Absorbent Mind stage. This covers ages three to six-year-olds. During this stage, the child primarily absorbs learning through the senses (seeing, hearing, touching, smelling, and tasting). All learning activities emerge from the use of instructional materials that enable the 3-6-year-olds to use their senses as aids to learning. During this stage, the child's inquiring mind gathers names and facts that explain WHAT and WHERE?

### **SIX TO NINE-YEAR-OLDS (First through Third Grades)**

Although the use of concrete materials continues to serve as aids to learning various concepts in language, mathematics, science, history, geography, geometry, etc., the 6-9 year-olds imagination has developed to the point that he or she can begin to logically explain some concepts and draw conclusions through scientific thinking. The mind of the elementary child functions in a new way. Not only do they seek to know WHAT and WHERE, but they seek to know WHEN, WHY, and HOW. All the names and facts acquired from previous learning are used by the child's creative imagination to trace the paths of evolution, mankind's discoveries, and inventions and to experience all these ideas in a feeling way. This is often referred to as the AGE OF COSMIC EDUCATION – the age of reaching for an introduction to, and an overview of everything.

### **NINE TO TWELVE-YEAR-OLDS (Fourth through Sixth Grades)**

This age group builds upon what was learned in the previous stages (3-6 and 6-9). Having a strong language background (reading, writing, and grammar) is essential in order for the child to research his/her environment. The child needs a wider society than what the family and the school can offer. The child has a need to meet this society, not have it brought to him/her. Learning activities take an imaginative direction rather than a sensorial one. The child is increasingly social and therefore, needs learning experiences to be more in groups and less individual (or alone). Their learning experiences cannot be limited to books, paper, and pencils in the classroom. Leaving the classroom and researching knowledge in the society around them is essential, and this is best done through community resources (example: field trips).

## **SPECIAL EDUCATION IN CINCINNATI PUBLIC SCHOOLS**

Instruction is provided for all Cincinnati Public School pupils, ages three to twenty-one, for whom an Evaluation Team Report indicates a need for special education services. Extended school year programs are available for students who have a documented need for such programs. Out-of-district pupils are served when classroom space is available and tuition payments are confirmed. Related services, such as transportation, occupational and physical therapy, reading and guide service, etc., are available when required by the Individual Education Plan.

## **OUR OFFICE:**

The school office is open from 8:00 AM – 4:00 PM Monday through Friday. Our office staff is available to help answer any questions you may have regarding Parker Woods Montessori School. Our office is a very busy working environment. We ask that you please remind small children who accompany you to the office that they are to use quiet voices inside of the office and are to stay with their parents at all times. We thank you for being courteous to our staff who are answering the telephones and assisting people in the school office.

## **SCHOOL HOURS: 9:15-3:45**

### **DAILY SCHEDULE:**

**9:15 AM**            Arrival and Breakfast

**3:45 PM**            Dismissal

**NOTE: Please do not send or drop off your child before 9:15 a.m. There is no supervision before then. THERE IS NO EXCEPTION TO THIS POLICY.**

### **BUS ARRIVAL:**

Children should remain seated on the bus until an adult greets them. Once dismissed from the bus, children are expected to unload the bus in an orderly fashion and proceed to the building to pick up breakfast. After getting breakfast they will walk directly to their classrooms, traveling on the right side of the hallway.

### **CARLINE ARRIVAL:**

- **Preschool, Kindergarten, Autism, and STRIDES** students should be dropped off in the small circle by the small playground. Adults dropping them off should remain in their cars. PWM staff will assist in getting students out of vehicles. Once dropped off, children proceed into the building to pick up breakfast. After getting breakfast they will walk directly to their classrooms, traveling on the right side of the hallway.
- **Ages 6-9 (1st-3rd grade) and Ages 9-12 (4th-6th grade)** students should be dropped off on Beech Hill Avenue. Adults dropping them off should remain in their cars. PWM staff will assist in getting students out of vehicles. Once dropped off, children walk up the stairs and enter the building through the front doors and pick up breakfast. After getting breakfast they will walk directly to their classrooms, traveling on the right side of the hallway.

### **WALKER ARRIVAL:**

- **Preschool, Kindergarten, Autism, and STRIDES** walkers should enter the building by the small circle near the small playground. PWM staff will greet them. Once dropped off, children proceed into the building to pick up breakfast. After getting breakfast they will walk directly to their classrooms, traveling on the right side of the hallway.
- **Ages 6-9 (1st-3rd grade) and Ages 9-12 (4th-6th grade)** walkers should enter the building through the front doors and pick up breakfast. After getting breakfast they will walk directly to their classrooms, traveling on the right side of the hallway.

**TARDY: Tardy Students** (any time after 9:20 a.m.) must report to the office before being admitted to class. **Parents should provide a note explaining why the student is tardy.** Excessive tardiness will be referred to the Attendance Specialist.

**ABSENCE: Please call the school office by 9:45 a.m. to inform us that your child will be absent.**

Please send a note with your child explaining the reason for their absence upon their return. The Attendance Specialist. monitors all tardies and absences.

### **BUS DISMISSAL:**

An adult will walk children to the buses. Children are to walk quietly with their class and stay in line until they reach their bus. Once on the bus, children are to sit down and remain seated for the bus ride home.

Deviated bus requests will only be considered for long-term childcare purposes. Daily bus requests cannot be honored.

**RELEASE FROM RIDING THE BUS:** All bus riders will be put on their scheduled bus each day unless a WRITTEN NOTE with a telephone number is provided. Bus drivers are not allowed to release students. Only school personnel may do so.

**CAR DISMISSAL:**

- **Morning Half-Day Preschool** students should be picked up in front of the school. Adults picking up children should remain in their vehicles. PWM staff members will bring children to vehicles.
- **Extended Day Preschool, Afternoon Half-Day Preschool, Kindergarten, Autism, and STRIDES** students should be picked up in the small circle by the small playground. Adults picking up children should remain in their cars. PWM staff will assist in getting students to vehicles.
- **Ages 6-9 (1st-3rd grade) and Ages 9-12 (4th-6th grade)** students should be picked up in the large circle at the front of the school. Adults picking up children should remain in their cars. PWM staff will assist in getting students to vehicles.

School ends at 3:45 PM. Children need to be picked up in the car line no later than 3:50 PM. Supervision ends at 3:50 PM. If you arrive after 3:50 PM, you will have to park and walk into the office to sign out your child. Children who have not been picked up by 3:50 PM will be brought to the office by the staff member on duty, to wait for their parent/guardians. If a child is waiting and we are unable to locate a parent/guardian or emergency contact by the time the office closes at 4:00 PM, 241-KIDS will be called and a social worker will see that the child's parent/guardian is located. Please be sure that your child is informed about these dismissal procedures and that all emergency contacts and phone numbers are always current to prevent this from occurring. Those families who develop a pattern of late pick-up will be referred to the social worker.

Parents are responsible for supervising their children as soon as an adult has dismissed them.

Children must have a note from their parent or guardian if their transportation changes. This note must be presented to the teacher the morning of the intended change. In the event of an emergency, please contact the main office and we will assist you.

Children who walk home unaccompanied by an adult must leave the school grounds immediately upon dismissal. They may not stay to play on the playground after school.

Bikes, skateboards, rollerblades, or animals are not allowed at dismissal time.

**CHANGES IN TRANSPORTATION:** Ensure that your child knows how they are getting home each day. Frequent changes in methods of transportation are cause for worry and confusion during class time. **If you must make a change in after-school transportation, your child's teacher must be notified in writing.** If we do not receive a note, and your child is a bus rider, s/he will be placed on the bus as usual. School personnel, for safety reasons, will not heed verbal instructions regarding transportation given to them by a student. Communication helps all involved. If an unavoidable change occurs during the day, which is sometimes the case, and you were unable to write a note, please call the office as soon as possible – **all calls concerning change in dismissal should be made before 2:00 p.m. to avoid last-minute confusion.**

**EARLY DISMISSAL:** Early dismissal is considered an exception to the school's daily routine and reserved for emergencies only. For your child's protection, no student will be released to go home early unless the parent notifies the school in writing. Each note must include the parent's work or home telephone number for us to verify your request. Students can only be released to parents or persons identified on the school's Emergency Medical Card. **Please do not call the office with verbal messages unless it is an unavoidable emergency.**

**FREE BREAKFAST LUNCH:** Due to federally funded programs, all PWM students receive free breakfast and lunch.

## LUNCHTIME:

TIME	AGE LEVEL/GRADE	ROOMS	TEACHERS
11:10-11:35	Preschool/Kindergarten	1102, 1103, 1104, 1105, 1107, 1108	Chambers, Jewell, Freund, Wellbrock, Shambaugh, Neff
11:35-11:55	Ages 6-9 /Grades 1-3	1401, 1402	Blumer, Stein
11:40-12:00	Ages 6-9 /Grades 1-3	1403, 1406	McGraw, Hendricks
12:05-12:25	Ages 6-9 /Grades 1-3	1417, 1418, 1419	Lovett, Smith, Kaylor
12:10-12:30	Ages 6-9 /Grades 1-3	2401, 2402	Naim, Guetle
12:35-12:55	Ages 6-9 /Grades 1-3	2403, 2406	Bailey, New for Miller
12:40-1:00	Ages 6-9 /Grades 1-3	2414, 2419	Pathak, Hogue
1:05-1:25	Ages 9-12/Grades 4-6	1422, 3401, 3402	New for Calloway, Ganance, Best
1:10-1:30	Ages 9-12/Grades 4-6	3403, 3406	Schneider, Wells
1:30-1:50	Ages 9-12/Grades 4-6	1414, 3418, 3419	Gaefe, Daley, Burke
1:35-1:55	Ages 9-12/Grades 4-6	3414	Doyle

## PWM'S DRESS CODE:

Please adhere to and support these simple guidelines that have been carefully considered.

- Length test: please have your child put their arms straight down. Their fingertips should be touching material — if not, the shorts are too short for school.
- Shirts must cover the midriff — no spaghetti straps, “back-out,” tank tops, camisoles (cammies), or “tummy-out” shirts.
- When choosing the length of skirts/dresses, please remember the children often sit on the floor to do their work and short or tight skirts make modesty difficult.
- Comfortable clothing and rubber-soled shoes are the safest. **All shoes must have a back to them. Flip-flops and sports slides are dangerous and are not permitted.**
- All pants MUST fit around the waist. **A belt must be worn if the pants do not stay up around the waist on their own.** Families are responsible for providing belts for their children.
- Clothing with drugs, profanity, sexual, or ethnic/racial slurs is never permitted.
- No coats, sunglasses/non-prescription glasses, hats, scarves or head-gear may be worn in the building (unless for religious reasons, previously documented with the office).
- If a child is inappropriately dressed, they will be sent to the main office. Their family will be notified to bring appropriate clothing.

## HOMEWORK:

Homework is a responsibility that Parker Woods Montessori students must take seriously to be successful in their studies. The quantity of homework varies from level to level and from classroom to classroom; it is at the teacher's discretion. Generally speaking, you can expect about five minutes of homework per year of life. A first-year 6-9 student may have about 30 minutes of homework each night. A third-year 9-12 student may have up to 60 minutes of homework each night including long-term projects. If homework demands seem inappropriate for your child, please contact the teacher so that modifications can be made. Students are responsible for completing and turning in all assigned tasks on time. Not all homework is in written form. Often students are asked to do research, read, or study without doing a written assignment. Families can help children learn that this type of work is just as important as written assignments by monitoring the amount of time children spend on these types of tasks.

## PROGRESS MONITORING AND REPORTING:

Progress reports are available via PowerSchool four times during the school year. These progress reports give important information regarding how well your child is progressing. Any questions or concerns about the child's progress should be directed to the teacher.

## PLACEMENT PROMOTION AND RETENTION:

Parker Woods Montessori's classrooms are multi-age environments. Children usually remain with the same teacher for three years. During these three years, students can be retained, placed, or promoted. At the end of an academic year, teachers make decisions based on how well students are mastering Ohio's Learning Standards. A student will be promoted to the next grade level when she/he has:

- Completed the course and Ohio State mandated requirements at the presently assigned grade.
- In the opinion of the professional staff, achieved the instructional objectives set for the present grade.
- Demonstrated the degree of social, emotional, and physical maturity necessary for a successful learning experience in the next grade. Interventions are put in place when a child begins to fall behind her/his peers. The parent is a member of the team who determines the interventions used to help the child make adequate progress.

A student may be retained when she/he has, in the opinion of the professional staff, failed to achieve the instructed objectives set forth at the current grade level. (See Board Policy 5410).

#### **CLASSROOM PLACEMENT:**

Children are placed in a classroom based on gender, race, ability, space, and grade. The teachers, as well as the principal, determine the placement of students. Once placement assignments are complete students will be invited to participate in a school-wide transition day to meet their new teacher(s) and classmates. Changes to classroom assignments will not be granted once the placement process is complete. We kindly ask parents to "trust the process!"

#### **STUDENT FEES:**

Student fees are used to pay part of the cost of essential classroom materials that are very important for your child's successful performance in school. The fees are based on family income and the number of children you have in the Cincinnati Public Schools. If your child is eligible for a waiver for student fees, you must indicate this in Section 3 of the Student Fee Form. Then return the form and your letter of qualification from Food Services to the *School's Cashier*. If you have more than one child, and they attend different schools—submit each original form and letter, *separately, to the School Cashier at each child's school of attendance*. **Please note that this law is NOT retroactive to previous years. Also, please remember that this form and your letter must be submitted during the current school year, for your fees to be waived.**

This student fee is a one-time charge. You can help your child get off to a good start this year by completing the form as early as possible and returning it with payment to your child's teacher. To qualify for an adjustment, payment must be made within the current school year. Past-due fees for previous years will be charged at the full unadjusted amount.

We appreciate your cooperation in paying student fees promptly. **All student fees should be paid no later than the end of October.**

#### **ILLNESS & ACCIDENTS:**

Please do not send your child to school if he/she is ill. Parents will be expected to arrange transportation for their child to go home when he/she becomes sick at school. The following is a guideline that might help make classroom-based the decision:

#### **“Should I send my child to school today or keep him/her home?”**

Keep him/her home if:

- a rash is present that has not been evaluated by a doctor.
- the student's oral temperature is 100.4 degrees Fahrenheit or higher. **Children should remain home for 24 hours after the fever breaks.**
- the student vomits and continues to experience nausea and/or vomiting.
- the student complains of severe, persistent pain. The symptom should be referred to a physician for evaluation.
- the student shows signs of upper respiratory infection serious enough to interfere with your child's or another child's ability to learn (e.g., a persistent, hacking cough)
- there are signs of conjunctivitis (pink eye) with matter coming from one or both eyes, itching, or crusting on the eyelids.
- there are open sores that have not been evaluated by a health professional.
- there are signs of infestation with lice (nits in hair, itchy scalp) the student should be evaluated immediately for treatment. S/he needs to be “nit-free” to return to school.

- the presence of obvious communicable diseases such as chickenpox, impetigo, strep throat. If a communicable disease is diagnosed, please report it to the school office. We are then able to be on the “lookout” for other cases.

**EMERGENCIES:** Emergency medical authorization cards **MUST** be on file in the school office. The office sends these cards home on the first day of school. Please complete two (2) medical cards (one for the teacher and one for the office) and return to the school office right away. This is of utmost importance for your child’s safety. **Please, always keep the school updated on any changes in phone number, address, pick-up contacts, etc.**

**DISPENSING MEDICATION:** If your child **NEEDS** to take medication at school, the **Administration of Medication Form** must be signed by the doctor **and** parent, stating the type of medicine, amount and time to be taken. This should be handed in with the medicine. The medicine must be in its original container. Children are not permitted to carry any medicine, prescription or non-prescription, on their person. Over-the-Counter medication will only be dispensed if an Authorization for Administration of Over-the-Counter Medications Form is completed.

**IMMUNIZATIONS:**

Your child’s shot records must be current. Failure to comply requires removal from school. If your child is not in compliance, you will receive notification from the school health personnel.

**LOST AND FOUND:** Lost articles are on the stage in the lunchroom. Remind your child to check the stage for lost a personal item. Please put your child’s name on all of his/her belongings.

**CELEBRATIONS:** School-wide celebrations will occur throughout the year. We view Thanksgiving, Christmas, Hanukkah, Martin Luther King Jr. Day, Kwanza, Veteran’s Day, etc., as opportunities to celebrate historical events, not to celebrate holidays (holy days). We don’t advocate one holy day over another but desire to share historical events that led to joy and celebration. All families are invited to share special events of celebration with their child’s class. Check with your child’s teacher regarding plans.

**BIRTHDAYS:** Families are asked to get approval from their teacher to bring in birthday treats to share with their classmates. Please get approval before bringing items to the office.

**SUPPORT SERVICES:** The following additional services are available for students needing special assistance:

- **School Psychologist** - Evaluates students for positive academic/behavior outcomes.
- **School Social Worker** – Assists with identifying services that will help families with personal needs and monitors attendance and tardiness.
- **TriHealth Counselor/and Best Point by the Children’s Home** – Assist with individual student needs, family needs, and social skill groups.

**EMERGENCY EVACUATION PROCEDURES:** Safety drills are conducted monthly. Families are encouraged to discuss safety procedures with their children at home as well. In the event of a lock-down situation within the building, the entire building will be secured and no one will be permitted to enter under any circumstance. If it is necessary to relocate to another temporary site away from the school, all students and staff will be moved to Chase School located at 4151 Turrill St. The school principal or designee will supervise the process. Our trained School Incident Response Team (SIRT) will ensure all safety procedures are followed.

**VISITORS TO PARKER WOODS MONTESSORI:** Visitors are always welcome at Parker Woods Montessori. We are proud to share our program. For the educational process to proceed smoothly, please follow these guidelines:

- Please make an appointment to observe or volunteer at least one day in advance. Too many observers can be disturbing to the children. Also, if you are volunteering, the teacher will need time to prepare work for you that will be beneficial to the children and enjoyable for you.
- Stop at the office first and sign in at the front desk and please have your badge or present your driver's license and use the Lobby Guard machine. The office staff will announce your arrival.
- In the classroom, enter quietly and sit in the space designated for you by the teacher.



- Do not interrupt the children and staff while they are working. Wait until an appropriate break to ask the teacher any question you might have.
- Remember that as an observer or volunteer, you are bound by the same code of ethics as any other adult at PWM. You are not free to discuss any child's behavior or personal information with anyone else. Please do not ask staff members questions about children other than your own.
- If you wish to discuss your observation or a classroom issue with the teacher, please request a conference time or a phone call. The teacher is not able to participate in a discussion during instructional time.

**SCHOOL TOURS:** Tours are held every second Tuesday of the month at 9:30 a.m. Please call 363-6200, to schedule a tour.

#### **FAMILY AND VISITOR PARKING**

Families and visitors are asked to park in any designated parking spot. Please do not park in either of the circles. Please be aware of children at all times.

#### **INCLEMENT WEATHER:**

Because all Cincinnati Public Schools kindergarten through twelfth-grade students have electronic devices, on days when there is inclement weather, students can attend school remotely from home. The announcement of Cincinnati Public School having a remote learning day due to inclement weather conditions is made over most radio and television stations. Please listen to your local news or radio for announcements. Our district will also inform families of remote learning days via email and robocall.

On clear days when the temperature is 32 degrees or higher, students will go outside for recess. Please make sure your child has dressed appropriately. Gloves, hats, and appropriate footwear are required.

#### **HATS IN THE BUILDING:**

All adults and children should remove their hats when entering the building. This is a school rule for students. Adults can help set a good example by serving as positive role models and removing their hats when entering the building as well.