



# **Parker Woods Montessori**

## *Positive School Culture Plan 2017-2018*

**Parker Woods Montessori  
4370 Beech Hill Avenue  
Cincinnati, OH 45223  
513-363-6200  
Fax 513-363-6220**

## Positive School Culture Plan:

2017-2018

August 16, 2017

Dear Parker Wood Montessori Families,

Welcome to the 2017-2018 school year. I am very pleased to share with you Parker Woods Montessori's plan for promoting a positive culture of community at our school. Let me first provide you with a little history about how this plan was developed and then explain the programs we will implement this school year.

Several years ago, CPS initiated the Positive School Culture (PSC) program district-wide. All schools were expected to form a committee to examine how behavioral expectations are taught in the school and to develop an individualized program to promote positive behavior. When looking at Winton Montessori's history and philosophy, our committee felt two components were essential to developing a plan for addressing students' behavior. First, we re-affirmed our commitment to Parker Woods Montessori's long history of high behavioral expectations for its students. Second, and equally important, we stated our commitment to the Montessori philosophy, which promotes not only the academic, but also the moral education of each child. With these in mind, the Positive School Culture Team developed a list of recommendations and a plan that we are continuing to implement this year. Attached you will find details of the plan. But first, let me provide a brief overview of what we will continue to do this year:

- 1) School-wide Teaching of Behavioral Expectations. The first two weeks of school, teachers and other staff will be working collaboratively with students to develop classroom rules regarding behavior and teach behavioral expectations throughout common areas. You will notice posters placed around the school to remind students what we expect of them. Re-teaching of behavioral expectations will occur on a regular basis throughout the school year.
- 2) Quarterly Meetings. Quarterly we will review our expectations and recognize students who are modeling these expectations regularly.
- 3) Incentives. Incentives will be given throughout the year to students who display positive behavior and to students who show improved behavior.

Please pay close attention to our policies on bullying, other forms of aggressive behavior, cell phones, electronic devices and other personal items as well as the dress code.

I am sharing this information with you, not only to inform you of our Positive School Culture plan, but also to ask you to join my staff and me in creating a culture of community, respect, and unity through which can help our students grow academically, socially and emotionally.

I look forward to working with you on this endeavor.

With Your Child's Best Interests in Mind,



Whitney Simmons, Principal



## **Positive School Culture – Team Mission Statement**

To create and maintain a safe and orderly educational community that keeps students in school and engaged in learning.

### **Philosophy**

We believe all students have the right to learn in a safe and orderly environment. The staff supports self-discipline through the use of positive activities. Therefore, the discipline program will include the following critical attributes which are both effective and procedural:

### **Student Code of Conduct**

The intent of the Student Code of Conduct is to ensure the rights of students to a safe and undisturbed educational environment. Students are expected to conduct themselves in an orderly manner. Consequences from the Principal's office are administered only after the classroom teacher has exhausted his/her intervention steps (consequences) within the classroom.

### **Student Responsibilities**

The following acronym has been developed to encourage positive behavior in our students:

#### **PARKER WOODS MONTESSORI W - O - R - K - S!!!**

- W** Today I will **WORK** cheerfully and with pride. I will apply effort to schoolwork and homework. I will show my talent and character through careful **WORK**.
- O** Today I will take **OWNERSHIP** of my actions and words. I accept responsibility for the consequences of my actions and words. I will welcome both praise and correction for my behavior.
- R** I will treat everyone and everything with **RESPECT**. I will treat others and myself as we deserve to be treated. I will show courtesy and obedience to all adults.
- K** I will show **KINDNESS** to others. I will be kind to any person or animal I see. I will do all I can to help the environment today.
- S** Today, I will show **SAFETY**. I will be careful not to hurt myself or others. I will use materials appropriately.



## **Student Responsibilities and Expectations**

**Bullying and Other Forms of Aggressive Behavior Policy:** Harassment, intimidation, or bullying behavior by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", means any intentional written, verbal, graphic or physical acts including electronically transmitted acts (i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device) either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to other student/school personnel including an individual in reasonable fear of physical harm and/or damaging of students'/school personnel's personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

### **Definition of Terms**

**"Harassment, intimidation or bullying,"** mean any intentional written or electronically transmitted, verbal, graphic, or physical act that a student or group of students exhibited toward other particular student more than once and the behavior both:

- A. Causes mental or physical harm to the other student; and
- B. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

**A school-sponsored activity** means any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

Teachers and other school staff, who witness acts of harassment, intimidation or bullying, shall promptly notify the building principal of the event observed, and shall promptly file a written report.

Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the principal.

Under the direction of the building principal, all complaints shall be investigated promptly.



Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced and prohibited behavior will cease.

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the disciplinary consequences.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving the individual an opportunity to respond.

**Cell Phone Policy:** Per Cincinnati Public Schools' Board policy, students may bring cell phones to school. All students are asked to give their cell phones to their classroom's teacher each morning. Cell phones will be placed in a container and locked up in teachers' closets. They will be returned to students at the end of the day. If a staff member sees a student with a cell phone out in school, on school property, at after school activities and at school-related functions, occurring during school hours, the cell phone will be confiscated and held for retrieval by the parent. If this offense happens a second time, the cell phone will be returned to the parent and the cell phone must be turned in daily to the main office. Compensation for lost or stolen cell phones is not the responsibility of the school or its staff members.

**Electronic Devices and Other Personal Items:** Students should not bring personal items such as toys, gum, make up (including lip gloss), perfume, body lotion, games, pagers, audio/visual equipment (video games, MP3 players, iPods, video cameras etc.) and expensive jewelry to school. These items are attractive to other children and can distract students from their work. If a staff member sees a student with such items at school, they will be confiscated and held for retrieval by the parent. Purses are only allowed for personal, female related issues. They must be kept in backpacks until needed.

**Touch Rules:** Students only touch each other in positive ways: handshakes, high-fives, low-fives and hugs.



**The students' day at Parker Woods Montessori is governed by the following:**

**Dress Code:**

Families, it is you who decides what your child will wear. Please adhere to and support these simple guidelines that have been carefully considered:

- Students may wear shorts during warm/hot weather. Length test: please have your child put his/her arms straight down. His/her fingertips should be touching material – if not, the shorts are too short for school.
- Shirts must cover the midriff – no spaghetti straps, “back-out” or “tummy-out” shirts.
- When choosing 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 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 drug, profanity, sexual, ethnic/racial slurs are 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, he/she will be sent to the main office – the family will be notified to come and rectify the problem.



## **Morning Arrival:**

### **Work:**

- Arrive with a positive attitude, ready and willing to work.
- Enter the building silently.

### **Ownership:**

- Hold on to your belongings.
- Ignore negative behavior.
- Go to appropriate, assigned areas.

### **Respect:**

- Listen to and follow directions.

### **Kindness:**

- Use kind words (Good morning, How are you?...)

### **Safety:**

- Walk to your designated area.
- Keep your hands and feet to yourself.
- The doors open at 8:45 a.m. – no student (except for those enrolled in the before-school YMCA program) should arrive before 8:45 a.m.
- Kindergarten and 6-9 students enter through the main doors and go directly to the lunchroom (if it is before 9:00 a.m. or they are eating breakfast). 9-12 Students enter through the main doors and go to the lunchroom if they choose to eat breakfast or to the gym if they are not going to eat breakfast. Breakfast is served from 8:45 to 9:15 a.m. Students go to their homerooms beginning at 9:00 a.m.
- Preschool children are to be dropped at the entrance of the 3-6 wing starting at 9:00 a.m. No one will be admitted to the pre-school wing before this time.
- Due to the number of children eating breakfast, students are expected to eat in silence.
- ANY student arriving after 9:15 a.m. must report to the main office for a tardy slip. Parents of 3-6 age children need to accompany them to the office. Students are expected to come to school everyday. If your child is going to be absent, please call the office. **A note should be sent to the teacher explaining the absence the day the child returns to school.**



## Dismissal for Pick-Ups and Walkers:

### Work:

- Place all homework and other information in backpacks.
- Take home all homework and other information given to you by the teacher.

### Ownership:

- Stay in line with your class.
- Take care of yourself.

### Respect:

- Walk silently.

### Kindness:

- Walkers and pick-ups, let an adult know when you are leaving.

### Safety:

- Walk quietly and orderly on blue tiles in the hallway.
- Keep your hands and feet to yourself.

Teachers will escort children who get picked up or walk. Bus riders will meet in the gym and then be escorted to the buses once the walkers or pick-ups are dismissed. Children will be brought to the office to be signed out if no one is here to pick them up by 3:45 p.m. **Pick-up time and dismissal time are the same – 3:45 p.m.**



## Dismissal for Bus Riders:

### Work:

- Place all homework and other information in backpacks.
- Take home all homework and other information given to you by the teacher.

### Ownership:

- Go directly to your bus.
- Stay on your bus.
- Go to your assigned seat and stay there until you arrive at your stop.

### Respect:

- Walk silently.

### Kindness:

- Get on the bus one at a time.

### Safety:

- Walk quietly and orderly on blue tiles in the hallway.
- Walk on the sidewalk to your bus.
- Keep hands and feet to yourself.
- Stay seated on the bus.
- No eating or drinking on the bus.
- Talk quietly on the bus.



**Bus Guidelines:**

**Students must have written parental permission to be excused from riding the bus home.**

No rider will be given permission to ride a different bus from their scheduled one or to get off at a different stop.

We are extremely interested in the safety of all Parker Woods Montessori students. Please talk to your child regarding proper behavior while riding the bus. All students need to comply with the rules in order to promote bus safety.

The following guidelines list the consequences for bus misbehavior. Please review this district-wide code of behavior with your child:

1st Bus Referral	Letter sent home to be signed by parent
2nd Bus Referral	Letter sent home to be signed by parent
3rd Bus Referral	Bus riding privileges suspended for three school days
4th Bus Referral	Bus riding privileges suspended for five school days
5th Bus Referral	Bus riding privileges suspended for ten school days
6th Bus Referral	Bus riding privileges suspended until end of quarter

The school administration reserves the right to suspend or revoke transportation privileges at any time, depending on the severity of the incident. If you have any questions about policy or procedures at Parker Woods Montessori, please do not hesitate to call the school office at 363-6200.



**Classroom:**

**Work:**

- Complete all work neatly and correctly.
- Turn work in on time.

**Ownership:**

- Take responsibility for what you say and do.
- Try, then ask for help if you do not understand.

**Respect:**

- Respect materials and equipment.
- Respect your classmates, adults and classroom pets.
- Respect classroom work that is hanging on walls.

**Kindness:**

- Use kind words.
- Compliment your classmates on group or individual work.

**Safety:**

- Walk.
- Use materials or supplies as they are intended to be used.
- Keep your hands and feet to yourself.
- Follow all classroom rules.



## **Hallway and Stairway:**

### **Work:**

- **Work quietly and cooperatively when allowed to work in the hallway**
- **Focus on your work.**

### **Ownership:**

- **Carry a hall pass or note at all times.**
- **Stay in line.**
- **Pick up trash off floors when noticed.**

### **Respect:**

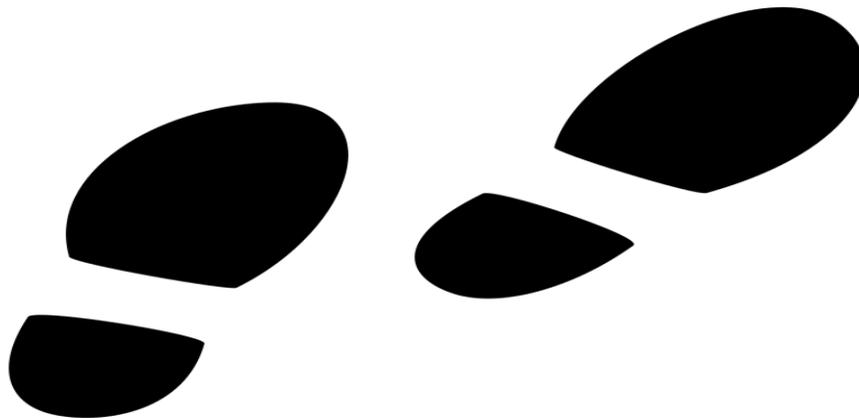
- **Be silent.**
- **Use personal space.**
- **Follow directions.**
- **Respect work hanging in hallways.**

### **Kindness:**

- **Be kind to others working in the hallway by not disturbing them.**

### **Safety:**

- **Walk on painted or taped line.**
- **Keep hands and feet to yourself.**
- **Look forward.**
- **Walk down steps.**
- **Stay to the right.**



**Restroom:**

**Work:**

- Use the bathroom to take care of personal needs and exit quickly.
- Flush the toilet, wash your hands and throw away paper towels in the trash cans.

**Ownership:**

- Keep the bathroom clean.

**Respect:**

- Respect the privacy of others.
- Be silent.

**Kindness:**

- Wait your turn.

**Safety:**

- Keep your hands and feet to yourself.
- Walk.
- Refrain from playing.
- Keep water and soap in the sink.
- Refrain from climbing on toilets, urinals and walls.
- Let adults know of safety concerns.



## Lunchroom:

### Work:

- Focus more on eating and less on socializing.
- All food must be eaten in the lunchroom. No purchased food can be taken out of the lunchroom
- Get napkins, straw and condiments before sitting down.

### Ownership:

- Take a tray.
- Clean up after yourself.
- Raise your hand to get permission to clean your space and get up.

### Respect:

- Use inside voices.
- Follow directions.
- Get up only with permission.
- Eat your own food.

### Kindness:

- Let others know when they have dropped or forgotten something.

### Safety:

- Walk.
- Keep your hands and feet to your self.
- Immediately report spills to an adult.
- Avoid talking and walking with food in your mouth.
- Chew food well.

**\*BREAKFAST IS SILENT\***



## Recess/Playground:

### Work:

- Line up when the signal is given.

### Ownership:

- Take care of playground equipment.
- Play only with school equipment. Do not bring equipment from home.

### Respect:

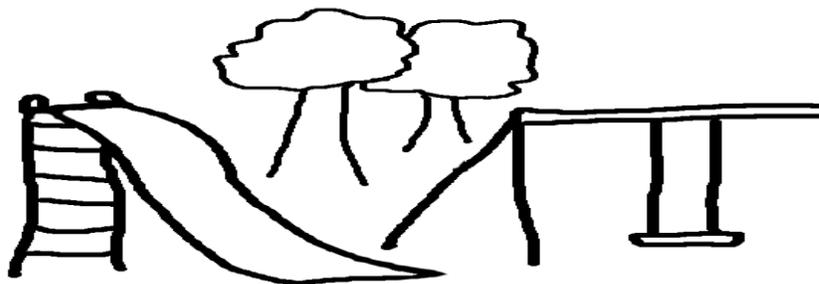
- Be respectful of other students and adults.
- Respect personal space.

### Kindness:

- Use kind words and actions.
- Take turns.

### Safety:

- Follow rules.
- If the bell rings, freeze.
- Walk to your line.
- Keep your hands and feet to yourself.
- Play in designated areas.
- Report problems to an adult.
- Take turns on the jungle gym.
- Use equipment appropriately.



### **Assemblies:**

#### **Work:**

- Walk into the assembly silently.
- Pay attention to what is being taught or presented.

#### **Ownership:**

- Only talk when asked.
- Respond appropriately to presentation or performance (clap, laugh).

#### **Respect:**

- Listen carefully.
- Respect speakers or performers

#### **Kindness:**

- Sit so others can see.

#### **Safety:**

- Sit on your bottom with legs crossed and hands in your lap.

### **Field Trips:**

#### **Work:**

- Pay attention to what is being taught or presented.

#### **Ownership:**

- Stay with your class or group.

#### **Respect:**

- Listen to and follow directions.
- Talk only when asked.
- Use a soft voice.

#### **Kindness:**

- Say please and thank you to presenters.

#### **Safety:**

- Stay seated on the bus.
- Keep your hands and feet to yourself.
- No eating or drinking on the bus.
- Talk quietly on the bus.



**Office:**

**Work:**

- Bring a hall pass or note with you to the office.

**Ownership:**

- Remain positive with the office staff even when you might be angry about something that happened in another location in the school.

**Respect:**

- Be patient and respectful while waiting to be helped.
- Only come behind the counter when asked.
- Refrain from using the office restroom.

**Kindness:**

- Use kind words.

**Safety:**

- If told to take a seat to wait, remain seated.
- Let an adult know when you are leaving the office.



## **CONSEQUENCES:**

When any rules are broken by students, the staff members will give out the appropriate consequences as needed.

### **Short Forms / Long Forms**

Short Forms:

- Teacher/IPPs fills out the short form.
- White copy given to child to take home for signature.
- Pink copy stays with teacher.
- Yellow copy is placed in students' discipline files.

Long Forms

- Teacher/IPP fills out the long form and submits it to the office.
- After meeting with an administrator, child may receive a consequence and the matter is communicated to the family by way of telephone or a letter.

### **Detention Procedures**

- Teachers may choose to hold after-school *classroom* detention in their own classrooms. Teachers must contact the parent first and the parents must arrange for transportation.

### **Alternative to Suspension Program**

There are a number of corrective strategies that CPS administrators may use to address a student's behavior. Keeping students in school is the district's primary goal. To do so, Cincinnati Public Schools provides alternative programs in lieu of out-of-school suspension and out-of-school expulsion. The alternative programs are called Alternative to Suspension (A2S) and Alternative to Expulsion (A2E).

If a student is assigned to the A2S program, the following steps will occur:

1. The student is given a letter explaining the assignment to A2S.
2. The parent will be contacted in person or by telephone before the student is sent home to explain why the student is being assigned to A2S.
3. Within 24 hours, a copy of the letter given to the student will be sent to the parent explaining the reason for the assignment to A2S, the offenses the student committed and providing information about the appeal process.
4. The student will begin the A2S program on the date assigned.



## **Emergency Removal from School**

When a student's presence in school poses a danger, or is an ongoing threat or disruption, the student can be removed immediately.

- The removal will end once the parent meets with the school administrator. The removal may not exceed three school days.
- The parent will receive a letter requesting a meeting with the school administrator and stating the reason for the removal. The meeting must occur within three school days of the removal.

## **Prevention Strategies**

1. All staff will be accountable for helping students modify behavior.
2. Parents are encouraged to become involved in the school and will be offered training opportunities.
3. Staff will be provided in-service opportunities.

## **Special Events and Non-Academic Field Trips**

The Parker Woods Montessori staff is more than happy to have all students participate who display the type of behaviors that keep the school environment a healthy and happy place to learn. **Children may be excluded from non-academic field trips because of inappropriate behavior (having three or more Long Discipline Referral Forms). No refunds will be given once payment is turned in, as all monies are deposited in the bank on a daily basis.**

