

RICHARD MCKENNA MONTESSORI

Parent Handbook 2020/21



**Richard McKenna Montessori
Lion Cubs**

**This handbook has been updated for this
school year. Please read thoroughly.**

website: <http://www.rmckenna.org/>

WELCOME TO RICHARD MCKENNA MONTESSORI!

We would like to extend a warm welcome to you and your child/children. We are so happy you are a part of our Richard McKenna Montessori family. Our Montessori children will grow in an environment to become self-assured, vibrant students who love to learn. Parents are the most important teachers in the lives of their children and are a very important part of what makes our school community so special. We are honored to be partners with you in the development of your child. We rely on your communication, energy, support, and involvement to ensure a successful experience for your child.

MISSION STATEMENT

Our mission is to provide a non-traditional educational environment for our students by emphasizing:

- 1) the Montessori Method,
- 2) personal responsibility, and
- 3) outstanding citizenship.

GENERAL INFORMATION

GOVERNANCE

Richard McKenna Montessori is a public charter school operated by a Board of Directors and a School Superintendent/Director. The Board of Directors is charged with the ultimate responsibility for financial, legal, and strategic planning and policy issues for Richard McKenna Montessori. The board sets policy to be implemented by the administration and staff, ensuring the integrity of Montessori philosophy within the school. The Board currently consists of 5 members and holds regular meetings. The meeting schedules and meeting records are on file in the business office in the main building at 675 S. Haskett Street, Mountain Home, Idaho, and on the school website.

Richard McKenna Charter Schools provide a free and appropriate public education for all children, including those with disabilities. Special Education and related services are available for persons who qualify. The school welcomes students regardless of race, color, national or ethnic origin, religion, gender, social or economic status or special needs and does not discriminate in their educational programs or activities, admissions procedures, or employment practices.

Parents, guardians, and educators of students attending Richard McKenna Montessori can refer a student who may be eligible for services and not currently receiving services by contacting the student's teacher or school administration. The referrals will be made to the Special Education Director.

COVID-19 PRECAUTIONS AND PROCEDURES (Category 2)

subject to change at any time

In an effort to decrease class sizes for social distancing, we will be holding two on-site sessions daily. The AM learning session will be 8 am to 11 am. The PM learning session will be 12:15 pm to 3:15 pm. There will be no lunch or recess periods included in this schedule. Your student has been placed in a learning session. Consideration was given to each individual child to meet their best learning needs. During this time, your student will receive direct classroom instruction from

their teachers. If your student requires any pull-out services or reading intervention, this instruction will be delivered during their onsite session.

As a result of shortened on-site class times, students will be required to complete any given homework assignments. These assignments will be extensions of what they work on during their classroom session. It is imperative that students continue to practice skills at home and should be done independently. **We are not asking parents to extend the learning day by providing instruction.**

Students will be encouraged to social distance in the classroom during instruction. There will be no shared school supplies, however classroom manipulatives may be shared but will be disinfected between use. Individual classroom supplies will be stored in student's cubby at the end of their session.

Students will use bathroom facilities one at a time. Bathrooms will be disinfected at the end of each on-site session. If a student leaves the classroom, they will be asked to either wash their hands or use hand sanitizer upon return to classroom.

Students may bring a snack from home. There will be no snack calendars sent home and no snacks will be provided by the school.

Masks: Students are required to wear a mask during arrival to their classrooms. Once accepted into the classroom, mask wearing is encouraged but not required. The school will not be providing masks.

Screening procedures for arrival: Prior to bringing your child to school, you must be able to answer "no" to all of the Health Screening Form questions. All staff members will go through the same screening at the beginning of the school day.

Please see "Arrival and Dismissal" information below.

Please see "Health Policies" section below regarding when to stay home. If a student or staff member tests positive for COVID-19, the building will be closed for on-site attendance for up to 14 days and online instruction will be provided.

Guest visits to the classrooms are currently suspended. If you need to speak with or pick up your student during their learning session, please contact the office for instructions. We recommend scheduling appointments outside of the student's on-site session to avoid disruption in their shortened academic day.

COMMUNICATION

School office hours are Monday through Friday, 7:30 am to 3:30 pm, on days that school is in session. If you wish to contact staff outside of school hours, a voicemail can be left at any time at 208-580-2347, or a message can be sent through Montessori Compass (see below). These messages will be retrieved on the next regular school day. Most of the communication coming from the school will be disseminated electronically in Montessori Compass, so please check it at least daily, especially prior to your student's learning session. It is essential that we have your current email address and phone numbers.

CHANGES OF CONTACT INFORMATION

Please notify the office of any changes to address, phone numbers, emergency contacts, or authorized pick-up information. Please do not rely on your child or your child's teacher to update the office.

MONTESSORI COMPASS

Montessori Compass is the online platform we use to share all important information with parents/guardians. This includes progress reports, school-wide activities, events, updates, and COVID-19 information. This is the recommended avenue to communicate with your child's teacher, office staff, or the Superintendent. Montessori Compass is available as a mobile app for messaging, however, you will need to go to the website for all other functions. An invitation to join Montessori Compass will be sent to the email address on file for each parent/guardian at the beginning of the school year. **Please be sure to notify the office if you are not receiving progress updates or if you are having difficulty setting up your Montessori Compass login.**

MEDIA

Students are often photographed/video recorded during lessons and school-wide activities. These images are used for educational, instructional, and promotional purposes (i.e. school website, school Facebook page, etc). By signing the acknowledgement page of this handbook, you are giving consent for these images/videos to become the property of Richard McKenna Charter Schools and allow that they may be used for the above purposes. If you wish to revoke this consent, please submit the request to the office in writing.

PEANUT-FREE CAMPUS

In an effort to help protect our students with peanut allergies, our school campus is peanut-free. While Richard McKenna Charter Schools cannot guarantee there will not be contamination for those with a peanut allergy, we hope that this will help. We understand there are also other nut allergies, but the policy applies only to peanuts at this time.

CURRICULUM AND STANDARDS

Richard McKenna Montessori is a public school and must abide by certain rules and standards set by the State of Idaho Department of Education. Students at Richard McKenna Montessori will take all state-required assessments. Richard McKenna Montessori curriculum must meet or exceed all state mandated standards of education and achievement. All classroom teachers are state certified elementary teachers and also certified in Montessori education through North American Montessori Center (NAMC). Classroom assistants are trained with a Montessori classroom assistant training program.

THE MONTESSORI METHOD

Montessori is a method of education that is based on self-directed activity, hands-on learning and collaborative play. In Montessori classrooms children make creative choices in their learning, while the classroom and the highly trained teacher offer age-appropriate activities to guide the process. As an educational method, Montessori teaching focuses on the child's experience, characterized by a focus on self-directed activity, where the teacher's role is more observational than what might be considered traditional or typical. The teacher is often called a guide in the Montessori philosophy.

Montessori education is not precisely segregated by topic, curricular area, or grade level. Montessori classrooms are of mixed age groups and we refer to them as such, rather than by grade level. Children learn from each other in both peer teaching and learning roles. Seat work is downplayed in favor of physical activity and interaction. Lessons use manipulative objects to learn the concepts and language of the academic principles being taught. Each child has the freedom to work independently, based on their own initiatives with respectful

guidance from their teacher. Children in a Montessori classroom learn by making discoveries, a process that helps to cultivate concentration, motivation, self-discipline, and a love of learning.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences are scheduled as needed. All Richard McKenna Montessori parents get regular progress updates via Montessori Compass. Teachers are available for special conferences as necessary. Speak directly with your child's teacher to make arrangements. We believe good communication between home and school is essential to the best learning environment for the child.

SCHOOL SUPPLIES

Richard McKenna Charter Schools have provided class supplies for every student. Parents will be responsible for replacing supplies if they are purposely damaged by your student. Supplies will be individual. Some manipulatives may be shared but will be cleaned after each use. We will not provide classroom supplies for home use (i.e. pencils, scissors, crayons, etc). If an assignment requires specific materials, those will be sent home by the teachers.

THE BIRTHDAY WALK AROUND THE SUN

In the lower elementary classrooms (K-3), each child is honored in a special celebration called "The Birthday Walk," an international Montessori tradition. Parents share in this important occasion by helping their child select photographs from each year of their life and by helping prepare a written history of milestones reached and fun times had during each year. These milestones are shared as the child walks around the "sun," once for each year celebrated. Parents are invited to participate via Zoom in this beautiful ceremony with their child. In the upper elementary classrooms (4-6) birthday celebrations are handled differently. Your child's teacher can explain how birthdays are celebrated in her/his class. Children with summer birthdays will work with their teacher to select a date during the school year to celebrate their birthday.

INVITATIONS AND PRESENTS

If you are planning a birthday party for your child, please do not send invitations to school unless all the children in the class are invited. If your child is attending a party after school, please do not send gifts to school with your child. We have found that these situations can be upsetting for those who are not included.

SCHOOL POLICIES

ARRIVAL AND DISMISSAL

The school day will be split into two sessions. The "A.M." session will be 8:00 a.m. to 11:00 a.m. and the "P.M." session will be 12:15 p.m. to 3:15 p.m. Please advise anyone that may be bringing students to school of the arrival procedures. If a student is not accepted for the school day the responsible party must take the student with them. If your student is dropped off or picked up by daycare, please contact the office for those instructions. Students are not permitted to walk to school without a responsible party present with them at the health screening. Students may walk home after their school session when a parent/guardian has given that permission to the office in writing.

During arrival and dismissal, please observe social distancing recommendations.

Arrival: For Kindergarten or Junior High students-please use the right side of the entrance lane to proceed to drop-off at the back buildings. If there are siblings of those students that will be going to the main building, they will be dropped off there as well. All other students should be driven through the main drop-off lane in the front of the building using the left side of the entrance lane. In the drop-off lane: Pull up as far forward as you can in the lane; a staff member will approach the vehicle to begin the health screening. The staff member will take the student's temperature with a no-touch thermometer. The student's temperature must be 99.9 degrees Fahrenheit or below. The staff member will then ask the responsible party in the vehicle to verbally verify they have answered "no" to all of the Health Screening Form questions. If the student passes the health screening process, they may then exit the vehicle and proceed to walk to the exterior door of their classroom. Students must exit the vehicle on the side near the sidewalk (exiting the car on the other side is dangerous as cars may be driving through that are not in the drop-off lane). If student does not pass the health screening, the student must stay in the vehicle and return home. Cars in the drop-off lane should not join traffic driving through until you are the first car in the line. Please use caution when pulling out as there may be other vehicles driving through. *Do not pull out of the drop-off lane to go around cars in front of you in the drop-off lane!*

Dismissal and Release of Children: Dismissal is at 11:00 a.m. (AM session) or 3:15 pm (PM session). Please be at the school by the end of your student's class session. On-time pickup is imperative to allow for disinfecting classrooms. If you will be late for pickup, please call the school at 208-580-2347. Kindergarten, Lower Elementary and Upper Elementary students will be released to a person authorized to pick them up. Please park your vehicle and come to the sidewalk in front of your student's exterior classroom door. Please observe social distancing while you are waiting for you student to be released.

For your child's protection, we will not release a child to someone other than a custodial parent or individuals designated on the authorization form that is provided to the school. We reserve the right to ask for photo identification of the person picking up your child. (See Junior High handbook for their dismissal procedures). If you have an older sibling that attends McKenna picking up younger siblings on campus, please submit that request in writing to the office so the teachers know to release the students to facilitate that. Older siblings must walk around the outside of the building to wait at the exterior door of younger siblings.

LATE ARRIVAL/TARDY

It is important that children arrive on time, as the beginning of the school day sets a tone for the classroom. Children who are rushed and arrive late may not be in the right frame of mind to begin their activities. We ask for your cooperation in ensuring that your child has the opportunity to begin his/her work at the start of class. Children should arrive prior to the start time of their session. A child who arrives after start time must be accompanied to the front office for screening.

Each time a child is late arriving to school, it will be recorded as a "Tardy". An absence will be recorded on the 5th late arrival (Tardy) and for every late arrival thereafter. Absences accumulated due to late arrivals will count towards overall absences and possible removal from the program. **After the 7th tardy, a letter will be sent home to advise parent/guardian of possible probation. After the tenth (10th) tardy, a meeting with the Superintendent will be requested to discuss the status of the student. The number of tardies & absences allowed is for each semester not the full school year.**

ATTENDANCE

Due to COVID-19, absences will occur more often. This will be taken into consideration in our overall attendance policy. Regular, punctual attendance is necessary for your child to receive the full benefit of the Montessori program. This teaching approach makes it difficult to duplicate some educational activities when a child is absent from school. Parents must notify the school within an hour of their session start time if a child is unable to attend school. For those parents whose schedule prevents them from contacting the school during regular school hours, we encourage them to send a message using Montessori Compass or leave a voicemail, which is available anytime outside of regular school hours. If you choose this method to notify the office, please indicate the reason for the tardiness/absence (i.e. sick, family day, vacation, doctor appointment). If your child is tardy or absent from school for a medical appointment, you must bring a note from the provider and the absence will be noted accordingly. If your student is absent due to illness, this will count towards their total attendance that is reported to the State of Idaho, however this absence will be excused according to the Richard McKenna attendance policy. If there are any absences due to extenuating circumstances (i.e. family vacations, funerals, other emergencies), please notify the office prior to the absence. For any absence longer than 3 school days, please contact your child's teacher for possible take-home work.

SCHOOL CLOSINGS

In the event of a snowstorm or weather emergency, please tune in to local television stations KIVI, and KTVB for announcements about school closings. There will also be notification given via the school's emergency messaging system and Montessori Compass. We realize that some of you live some distance from school and we encourage you to use your own judgment when deciding whether to venture out in questionable weather and road conditions. School work can always be made up and safety comes first.

COMPUTER USE

Richard McKenna Charter Schools require responsible use of computers/ipads; computer networks, including the internet; and other electronic resources in support of the mission and goals of Richard McKenna Montessori School. All students and parents are required to read and sign the Computer Use Policy prior to being authorized to use any school device. The electronic devices used at school are to be treated responsibly and with care and are used only for projects authorized by the teacher. The teacher may add instruction and/or restrictions to computer use. It is the policy of Richard McKenna Charter Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. Any misuse of school technology or violation of the Computer Use Policy, such as visiting unauthorized web sites, plagiarism, personal use or abuse of any kind, may result in the student or students involved losing the privilege of remaining in our program.

CELL PHONES

Students' cell phones **MUST** be turned off and stored away during class time. Cell phones are not permitted to be used in the classrooms, unless given permission by the teacher. If a student's cell phone is being used during class time without permission, it will be confiscated and turned into the office. The phone may be returned to the student at the end of the day. If the behavior continues, the cell phone will be turned into the office and must be picked up by a parent.

PERSONAL ITEMS

Richard McKenna Charter Schools staff will not be responsible for students' personal items. RMCS is not responsible for any lost or stolen items. If any student brings personal items to

school, including electronic devices, the student is taking the risk and full responsibility for their items.

PRIVACY RIGHTS-STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. Copies of Richard McKenna Charter Schools' FERPA policy are available at the front office.

DRESSING STANDARDS

CLOTHING

Richard McKenna Montessori requires ALL students to wear a school polo shirt purchased from the school office (\$15 each). All students are required to have the navy blue polo shirt for field trips, picture day and other specified school functions. There are a variety of other colored polo shirts which can also be purchased. The office also has the school zip-up hooded sweatshirts available for purchase (\$20 each). These are the only authorized sweatshirts/hoodies permitted in the classroom.

Shorts or skirts above the mid-thigh are not permitted. It is recommended that students wearing skirts or dresses also wear shorts or leggings underneath. The school requests that parents provide students with an extra set of weather-appropriate clothing to keep at school in case their clothing gets wet or soiled. There are no spare clothes available to borrow at the school. To avoid confusion and prevent loss of clothing, please label **ALL** garments with your child's name. The "Lost and Found" clothing will be donated at the end of each semester.

Hats that facilitate mask-wearing will be permitted in the classrooms.

INDOOR FOOTWEAR

All children in grades K-5 wear indoor footwear (or rubber soled slippers) while in the classroom for several reasons. The Montessori model recognizes the child's need for quiet and order in the classroom to allow him or her the greatest opportunity for concentrated work. The opportunity to take off and put on shoes increases their level of independence and dressing skills. The children do a great deal of floor work and indoor footwear helps to maintain the cleanliness of the environment. We require rubber-soled slippers or indoor shoes to be kept at school as students may need to go outside for an emergency or emergency drill. Please encourage your child to choose simple and comfortable indoor footwear. Moccasin, ballet or Isotoner-style slippers with a rubber sole, or canvas shoes are preferred as they are easier to wear and store. Slippers with large character heads, "slides", and backless footwear are not allowed. Write the child's name on

both slippers. It is likely the student will need to have a replacement pair of slippers/indoor shoes during the school year, so please plan accordingly.

PERSONAL HYGIENE

As the cleanliness of the uniform is important to the overall well-being of the student, so is the cleanliness of the individual. Students will be expected to adhere to basic personal hygiene practices.

DISCIPLINE POLICIES

Richard McKenna Montessori reserves the right to suspend or expel any student if the behavior violates the policies of the school, and it is determined that such action is necessary to maintain orderly conduct and/or to maintain the safety and well-being of each person in the school.

All cases will be taken seriously, however it is at the discretion of Richard McKenna Charter Schools to determine appropriate consequence.

Discipline of students with disabilities shall be in accordance with the requirement of federal law Part B of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. Discipline of students with disabilities will consider whether the disability contributed to the student violation of school rules.

WEAPONS

No weapons of any sort – including play or pretend guns, knives, and similar items – are allowed on our campus. If any weapon is brought on campus, toy or otherwise, the parents will be called to collect the item and the student could face suspension. Any student that **displays intent to harm another person or school property** using a weapon will be expelled for a one-year period. Toys and other objects that simulate a weapon fall under this policy.

HARASSMENT

Richard McKenna Montessori School takes a proactive stance on addressing bullying and cyberbullying. All children must be free from harassment and bullying in our school. Children may not be cruel and/or abusive to each other in any way in our environment.

Bullying is when an individual or group with more power, **repeatedly** and **intentionally** cause hurt or harm to another person or group of people who feel helpless to respond. Bullying can continue over time, is often hidden from adults, and will probably continue if no action is taken. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally; and excluding someone from a group on purpose. Bullying can occur (but is not limited to) in-person and through technology. Electronic aggression or cyberbullying is bullying that happens through email, chat rooms, instant message, a website, text message, or social media. Any student using tactics of bullying and/or cyberbullying on any person must be reported to the teacher/office staff/administrator immediately. Students can also be held responsible for their interactions outside of school if it is determined that such activities are detrimental to the education environment of the school. Students found to be involved in bullying or cyberbullying activities may face consequences up to and including removal from the onsite program. Students may also be reported to law enforcement for further legal actions outside of the school district's jurisdiction.

- 1st Offense: Parent meeting/notification.
- 2nd Offense: Suspension and behavior contract
- 3rd Offense: Following behavior contract with a possible removal from Richard McKenna Charter School program.

HEALTH POLICIES

IMMUNIZATION REQUIREMENTS:

According to IDAPA 16, Title 02, Chapter 15 any child enrolling in an Idaho school for the first time must be adequately immunized.

For K-6th grade, each child must have a minimum of:

- 5 doses- DTaP (Diphtheria, Tetanus, Pertussis) (The 5th dose is not necessary if the 4th dose was administered at age 4 years or older).
- 2 doses- MMR (Measles, Mumps, and Rubella)
- 4 doses- Polio (The 4th dose is not necessary if the 3rd dose was administered at age 4 years or older **and** at least 6 months after previous dose).
- 3 doses- Hepatitis B
- 2 doses- Varicella (Chickenpox) (History of chickenpox disease documented by a physician or licensed health care professional meets the requirement).
- 2 doses- Hepatitis A

Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. A medical exemption requires the signature of a licensed physician and certification that the child has a medical condition which prevents him or her from receiving required vaccinations. The law does not allow parents/guardians to claim an exemption because the shot record is lost or incomplete, or because it is too much trouble to contact the physician or clinic and obtain a copy. An exemption based on parent or guardian objection to their child receiving some or all of the immunizations required for religious or other grounds is also allowed by Idaho law. All exemptions must be documented on the official State of Idaho form provided by the Idaho Department of Health and Welfare, Immunization Program.

ILLNESS

IF STUDENT OR ANYONE IN THEIR HOUSEHOLD HAVE ANY SYMPTOMS OF COVID-19, STUDENT MUST STAY HOME!

GUIDELINES FOR KEEPING SICK CHILDREN HOME

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest and recover.

When the child is **symptom free** for 72 hours, which includes having a temperature of 99.9 degrees Fahrenheit or below **WITHOUT** the use of any fever-reducing medicine, the child may return to school. **In addition, if your child has a communicable disease you must report this to the school office immediately.**

Please consider these guidelines when deciding if it is appropriate for your child to go to school:

- Colds: Please keep your child at home if they have a fever over 100 degrees or are experiencing any cold symptoms (runny/stuffy nose, cough, sore throat). They may return to school 72 hours after their symptoms have ended.
- Conjunctivitis (Pink-eye): If student has pink-eye, they may return 72 hours after their eyes have cleared up.
- Diarrhea/Vomiting: A child with diarrhea and/or vomiting must stay at home and return to school only after it has been **72 hours since their last occurrence of diarrhea or**

vomiting. Often times dehydration can occur with these illnesses. The child will benefit from an additional day to rehydrate and rest.

- Skin:
 - Impetigo (bacterial infection of skin signs are red sores, yellow crusty coating on sores & blisters): A child with impetigo may return to school 24 hours after treatment has begun. A doctor's note advising when student may return to school is required.
 - Ringworm: A common infection of the skin and nails that is caused by fungus. The infection is called “ringworm” because it can cause an itchy, red, circular rash. Ringworm often spreads by direct skin-to-skin contact with an infected person or animal. Ringworm on the body can usually be treated with non-prescription antifungal creams, lotions, or powders applied to the skin for 2 to 4 weeks. Ringworm on the scalp usually needs to be treated with prescription antifungal medication taken by mouth for 1 to 3 months. Creams, lotions, or powders don't work for ringworm on the scalp. Students may return to school once treatment has begun but the affected area must stay covered at all times.
 - Rashes: Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after the rash has cleared or been treated appropriately.
- Sore Throat: A child with a sore throat may return to school 72 hours after symptoms have ended.

EXCLUSION OF STUDENTS WITH HEAD LICE, PARASITES, & OTHER TRANSMITTABLE & INFECTIOUS CONDITIONS POLICY

Richard McKenna Montessori is committed to the health, safety, and well-being of the students and staff. Communicable, contagious, and infectious conditions will be dealt with immediately and eliminated from the school setting as soon as identified.

Pursuant to authority in Idaho Code Section 33-512(7), the board of trustees has the power to exclude from school students with contagious or infectious diseases or who are under quarantine. The board will also close school on order of the State Board of Health or local health authorities if deemed necessary.

HEAD LICE

Pediculosis, also known as head lice, is a common condition in the school-age child. Pediculosis is a nuisance, but has not been shown to spread disease. Personal hygiene or cleanliness in the home or school is not related to getting head lice.

Richard McKenna Montessori will maintain a lice- and nit-free policy for students and adults who may have head lice. Persons are not allowed to be at school following the discovery of head lice and will be allowed to return only when they are nit-free.

The school principal or designee(s) may screen students for head lice. If nits (egg cases) or lice are present, the student will be excluded from school until the student is nit- and lice-free.

Persons returning to school with nits in their hair will be sent home repeatedly until they are nit free. Exclusion from school until all nits are removed and the person is lice-free is necessary in controlling this condition.

When a case of Pediculosis is found, a notification will be sent through Montessori Compass the same day. You will be called if your child is identified as an infected individual. The student will be reexamined for active Pediculosis before readmission.

MEDICATION ADMINISTRATION

Any medicine that is brought to school must be given to the main office. It cannot be kept in your child's pocket, backpack, or lunch box. If a prescription medication is to be administered at school, a medication authorization form must be completed. These medication authorization forms (available in the main office) must be completed by the prescribing physician and returned to the office before staff can give your child the medication. One form needs to be completed for each medication your child is taking. The medication to be dispensed must be in its original, labeled pharmacy container with your child's name on it. This rule is for clarification in case of an allergic reaction and to help prevent any mistakes in medications.

If you are requesting your child receive an over-the-counter remedy, such as cough drops, these must be given to the office or classroom teacher with your permission to administer in writing.

CHILD SAFETY

PARENT NOTIFICATIONS

Parents or their authorized emergency contacts will be notified immediately of any major injuries or illnesses. If a student receives an injury of the head or face, an attempt will be made to reach a parent and advise them of the incident. Parents will be advised of other minor injuries via an accident/incident report sent home. Behavioral incidents will be communicated on a case by case basis depending on the seriousness of the incident.

CHILD CUSTODY ISSUES

In the event of joint custody, school records, meeting information, educational materials and similar items are available to both parents. The school will not limit a parent's access to his/her child or their school records unless there is a court order on file with the school that specifies these conditions.

CHILD ABUSE & NEGLECT

All schools, child care centers, physicians and others who work with children are required by law to inform Child Protective Services at the Department of Human Services of any suspected abuse or neglect of children. By law, a suspicion of child abuse generally means that the reporter has "reasonable cause to believe" or "reasonable cause to know or suspect" that a child is being maltreated physically, emotionally or mentally.

If there is any indication or evidence of self-harm by a student, the school will notify parents and/or local authorities.

BUILDING SECURITY AND EMERGENCY PREPARATION

Richard McKenna Montessori conducts fire & emergency drills regularly throughout the year. During the day, all exits are locked (doors can be opened from the inside). During the school day everyone is required to use the main/office door to enter and exit.

RICHARD MCKENNA MONTESSORI
HANDBOOK SIGNATURE PAGE

After reading the Student/Parent Handbook, please sign below and return the form to Richard McKenna Montessori School.

We, the parent(s)/guardians of _____ agree to follow all the policies outlined in the student handbook for the current school year. We recognize the right and responsibility to discuss the rules and policies with our child and recognize it is the right and responsibility of the staff and teachers to make the rules and reinforce them.

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____