

# *Lake Mary Montessori Academy*

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## *Elementary Family Handbook* **2018-2019**

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# CHAPTER 1

## About Our School

### Vision

Our vision is a world that can live in peace, a global community based on interdependence, respect for all life and all people, which is reached through the only path that can truly lead us there: our children.

### Mission Statement

The Mission of Lake Mary Montessori Academy is:

- to inspire a passion for excellence
- to nurture the curiosity, creativity, and imagination born within us all
- to awaken the human spirit of the child.

### Lake Mary Montessori Academy Stands on Four Pillars

1. The cultivation within our students of a passion for excellence in everything they do, both inside and outside of school.
2. The development of a strongly held set of universal values which include: self-respect, respect for others, honesty, integrity, responsibility, empathy, compassion, kindness, peacefulness, a sense of concern for others, warmth, and a love of community.
3. The development of a global perspective and a sense of international understanding.
4. A lifelong commitment to give something back through service to others who are in need.

### Narrative History of the School

LMMA is a private, not for profit, coeducational Montessori school educating 3 to 12 year old students. This encompasses pre-school through 6<sup>th</sup> grade. The school was founded in 1994 and opened with one classroom of 5 students and two teachers. Sheila Linville is the founder and Executive Director of LMMA. Her driving force is based on her prior years of teaching experience at other schools and working with other Heads of Schools. She realized a need for a quality Montessori Program in northeast Orlando after extensive demographic research.

Sheila worked tirelessly with her mother, Eleanor Serocke, to establish the school and developed the vision for growth for the first five years. LMMA is truly a family history for the Linville's. Sheila and Scott have two sons, Mitchell and Aidan. They both have developed into creative and joyful learners. With them in mind, Sheila and Scott work together everyday to create a nurturing environment for all LMMA children.

Currently, the school has 3 primary classrooms, 2 lower elementary classrooms and 1 upper elementary classroom. Our student population is between 125-130 with 15 full-time faculty members, 3 part-time faculty, 5 enrichment teachers, 2 office coordinators, 1 guidance counselor and 2 administrators. The school campus is in its original location, which is a village setting. We lease our academic classrooms and have added classrooms

as we have needed them over the years due to growth.

The school has two wooded playgrounds, which are shaded from the Florida sun, a large turfed playing field, and a multi-use sport court. This outdoor recreational complex was constructed in 2007 and is ideal for physical educational activities for all of the different age groups. These additions are the results of our Annual Fund Drives. Soccer and volleyball make use of the playing field while hopscotch, basketball, tetherball, and foursquare comprise the sport court. There are various gardens, dispersed throughout the school, which the children and the gardening volunteers take care of.

# Chapter 2

## Your Child At School

### School Schedule

|           |   |
|-----------|---|
| 7:30-8:00 | Before School Program (Children arrive to their classrooms) |
| 8:00-8:15 | Elementary Student Arrival                                  |
| 2:45-3:00 | Elementary Student Dismissal                                |
| 2:45-5:30 | Aftercare Program   |

### School Year Calendar

Although we offer the advantage of an all-day program, we are first and foremost a school. Therefore, we do have time off during the school year for holidays, preparation for the new school year, conferences, etc. The tuition has been calculated with this in mind.

Although we do our best to plan the calendar properly, unforeseen events may cause changes to the schedule. We will try to give you as much advance notice as possible if changes are necessary.

### Before and After School Programs

When school is closed for the day, all day families need to review the Aftercare calendar to see if Aftercare is open or closed.

If county public schools have a one or two hour delay due to weather, the before school program will be closed.

When school closes early, due to changing weather conditions during the day, the after school program will close. Parents are required to arrange for an early pick-up when necessary.

### Absences

Please e-mail your child's teacher by 9:00 a.m. when your child will not be coming to school. In the event that you have verification that your child or anyone else in the family has a communicable disease (strep throat, pink eye, chicken pox, scarlet fever, head lice, etc.), please call or e-mail the school office immediately so that teachers can be informed and we can help stop the spread of the disease.

### Arrivals and Dismissals

#### Arrival

It is important that your child arrives to school by 8:15 to ensure that he/she receives the full benefit of the program. Time is calculated by the classrooms and outside clocks. If you know you are going to be late, please call the school. **Latecomers disrupt the atmosphere in the classroom and cause distraction for the children already engaged in personal or group activities.**

## **Tardiness**

Parent and child are considered tardy if arriving any time after 8:15. Parent and child must go to the office to sign in and then proceed to their classroom. Tardies are tracked and reported on the student's conference forms and report cards. **Habitual tardiness will not be tolerated.**

## **Resolution to Tardiness**

### STEP I

Children who have 3 tardy days (within a close proximity) will be marked with an unexcused absence.

### STEP II

Parents will meet with Administration and Teacher(s) to help develop a home strategy to help your family be on time for school.

### STEP III

*You should not be on Step III!* However, if you are then you **and** your child will be required to attend Saturday School, (date, time, and lessons to be determined by your child's teacher).

## **Dismissal**

Children are dismissed from carline beginning at 2:45 and ending at 3:00. You will be considered late beginning at 3:01 p.m. Parents will be charged \$1.00 per minute until the child has been picked up. Time is calculated by classroom and outside clocks. If you know you are going to be late, please call the school office. Teachers will make accommodations for children waiting for their parents, but parents need to be aware that, in many cases, teachers are unable to follow their normal schedule until all children are picked up and the late fee will be applied.

## **Early Checkout**

In the event that your child needs to be picked up early, please come to the classroom to notify the teacher that you have arrived. The child will clean up and put on their shoes while you sign them out in the office. These procedures are to minimize the disruption of the class and to show respect to the students who are working. If possible, please notify your child's teacher at the beginning of the day that you will need to pick them up early to minimize disruptions.

## **Car line / Parking Lot Safety**

At all arrival and dismissal times we ask that parents turn off their engines prior to the children getting out of their car. The first five cars in the carline should be in park and the engines off. As the teacher approaches the car, they will assist the child to get in or out of the car. This door should open to the sidewalk. The teacher will hold the child's hand and walk him/her into his/her classroom.

The same process happens in reverse order at dismissal. The teacher always needs to be holding the hands of the children. **Parents please stay in your vehicle. If you need to go in and get your child or go to the office, PLEASE REMOVE YOUR CAR FROM CARLINE AND PARK TO BE RESPECTFUL OF OTHER PARENTS IN CARLINE.**

## **Cell Phones: Use of cell phones while driving on school property is prohibited.**

Please turn off the engine of your car for the first five cars in car line, to ensure that the children are safe while getting in and out of the car.

### **Orange Cones**

Cones will be placed outside to assist parents at car line. The cones will signal where the drop off should take place. Cones will also be placed at the crosswalk.

### **Crossing the crosswalk to get to the playground areas**

Elementary children will cross the street in a calm manner in a single file line. Teachers will look both ways prior to crossing the street with their class.

### **Use of the bathroom when on playground**

The elementary teachers will walk the children to their classroom or watch the child cross the street and enter the office for assistance. The office assistant will walk the children to their own classroom.

### **Locking Doors**

All teachers and staff are responsible for unlocking the door to enter a classroom and locking the door upon leaving. Their keys are to be kept on them during the day. Each door is checked for its' security and locked if needed. We are vigilant with this process. If the door is approached by an unknown person the teacher calls the school office and sends the person to the office. Parents need to sign in and have a name tag to enter the classrooms.

### **Field Trips / Elementary Excursions**

The school does not provide transportation to or from any school events. Parents are expected to drive their own child or arrange to car pool. The school does not assist with carpooling. The elementary excursions may leave from home or school.

### **Birthday Invitations for all Children** Invitations can be sent out via the school office.

In order for the office to mail birthday invitations, an invitation must be provided for every student in the child's classroom. **The invitations must be stamped by the family.** The Administrative Assistant will address the envelopes and place in the mail. For privacy reasons, the school does not provide email or mailing addresses. **Children are not to hand out any invitations during school hours.**

Please understand that *no snack (organic or not), treats or goody bags* should come to school, whether homemade or store bought, to celebrate your child's birthday.

### **Pokémon Cards and Collectables**

Lower elementary children are not allowed to bring cards or collectables to school to show or trade at recess. Although the children enjoy collecting items, which is age appropriate, it has led to hurt feeling and allegations of stealing during previous school years. This rule applies to Aftercare as well.

Upper elementary children are allowed to bring cards or collectables to school to show or trade at recess. The children that are in 4<sup>th</sup>-6<sup>th</sup> grade are able to balance the rules that the teacher has established and cope better with the disappointment of a bad trade.

# Chapter 3

## Montessori Education

### Montessori Philosophy

Montessori Education is a preparation for life.

Dr. Montessori taught us that the most important aspects of education are to teach the child how to learn. The motivations for learning must come from within the child. Human beings are born with the desire to know, the urge to explore, and the need to master their environment. Thus, the Montessori environment is carefully prepared to train the senses, to stimulate curiosity, to satisfy the child's need to know and to protect him/her from unnecessary failure. Dr. Montessori observed that when children grow up in an environment that is intellectually and artistically alive, warm and encouraging, that they will spontaneously ask questions, investigate, create, and explore. She believed that learning can and should be a relaxed, comfortable, and natural process.

Dr. Montessori found that at every level, students learn in different ways and at different rates. Many learn more effectively from direct hands-on experience than from studying a textbook or listening to a teacher's explanations.

Montessori as an educational approach is designed to educate the whole child. Children will learn to trust their own ability, to think, and solve problems independently. Montessori encourages students to do their own research, analyze what they have found, and to come to their own conclusions. The goal is to lead students to think for themselves and become actively engaged in the learning process.

### The Great Period-“The Uninterrupted Work Cycle”

One of the interesting aspects of Montessori education is that Montessori sets up an environment for children in which they reveal characteristics that would not appear under other circumstances. One of these characteristics is the ability to work for long periods of time in concentrated activity. **For this to occur, it is necessary that children arrive at school in a timely manner.**

During The Great Period we aim to achieve stretches of uninterrupted work time from two hours, then two and a half hours, and ultimately three hours.

### Montessori Curriculum and Classroom

The Montessori curriculum is organized as a building set of integrated studies. A traditional curriculum is compartmentalized into separate subjects, with given topics considered only once at a given grade level.

Montessori uses an integrated approach that ties the separate disciplines of the curriculum together into studies of the physical universe, the work of nature, and the human experience. Literature, the arts, history, social issues, civics, economics, science, and the study of technology all complement one another in the Montessori curriculum.

The physical environment is carefully prepared, orderly, precise, and attractive. It invites learning without being over-stimulating and allows the children to experience success that becomes truly meaningful to each child. The core areas of the classrooms are: culture, practical life, math, and language. In addition to the core areas of the class, students at LMMA experience the following areas of study.

## **Additional Classroom Information**

### **GATE Program**

For the 2017-2018 school year, LMMA will continue to offer a GATE Program. The GATE Program is a program for gifted and talented students. The criteria for the talented program are for the child to be well above chronological age in skill, interests and talent. The criteria for the gifted portion admissions are IQ assessment, meeting with the school psychologist, and teacher recommendations. If you have any questions please e-mail Sheila or Scott. You are also welcome to email Alicia Braccia at [abraccia@learningandachievement.com](mailto:abraccia@learningandachievement.com) for more information.

### **STEAM Integration**

LMMA is excited to announce its' focus on Science, Technology, Engineering, Art and Math, known as S.T.E.A.M., highlighting these experiences as they happen naturally within our curriculum. We focus on these areas together, not only because the skills and knowledge in each discipline are essential for student success, but also because these fields are deeply intertwined in the real world and in how students learn most effectively. Your child will delve into these areas through several avenues such as classroom lessons, daily work, and excursion experiences.

### **School Website**

In line with our "Go Green" goal, we refer parents to the website to access pertinent school information including academic calendars and supply lists.

## **Enrichment Programs**

### **Physical Education and Health**

#### **Physical Education – Upper and Lower Elementary**

Mission Statement:

To combine today's best practices in physical education to inspire and educate all students about the vital importance of living active, fit, and healthy lives, not only because it is good for the body but also because they know how intrinsically rewarding it is to move in ways they enjoy.

Program Objectives:

- To develop motor skill competence, leadership skills, and fair play as students engage in individual, cooperative, and competitive situations.
- To develop student's knowledge base in a variety of sports and games as well as build confidence and sportsmanship.

- To design activities for maximum participation, individual success, and safety regardless of current skill level.

#### Testing/Assessment:

Students will participate in Presidential Fitness testing twice during the school year. This testing assists in the measurement of flexibility, core strength, muscular strength, muscular endurance, and cardiovascular fitness.

The five Presidential Fitness events are:

Sit & Reach; Sit-Ups; Flexed Arm Hang; Shuttle Run; Half Mile Run

### **Health – Upper Elementary**

#### Mission Statement:

To present a sexual health, puberty and nutrition education curriculum that will assist students in knowing and understanding their own bodies. This will help them to make well informed, healthy choices, and develop behaviors that contribute to the well-being of self and others.

#### Program Objectives:

##### *Puberty and Health Education*

-Describe and discuss physical, emotional, and social changes that occur during puberty.  
-Identify basic components of human reproductive system and describe the basic functions of those various components.

- Please have a discussion with your child to prepare them for this class. If you need additional resources e-mail Sheila at [lmontessori@lmma.net](mailto:lmontessori@lmma.net)

##### *Nutrition Education*

-Explanation and discussion of food labels.  
-Emphasis on portion sizes, amount of sugar in foods.  
-Describe and discuss macro nutrients.  
-Green smoothie creations.

Setting: One Saturday class session will be held for the boys and an alternate Saturday class will be held for the girls.

### **Art**

Art will be integrated into the lower and upper elementary classrooms weekly rather than in a pull out art studio. Ms. Stephanie Katsov and Mrs. Kim Guevarra will be teaching the art curriculum. Direct instruction on art techniques, mediums, and artists will take place in the morning. Following instruction, students will have an entire week to complete their pieces. Students will appreciate art by looking at and discussing art of different cultures, times and places. They will create art using different tools and materials. Students will also research and learn about famous artists. Students are expected to be actively engaged in the lesson and the art project.

### **Music**

#### **Lower Elementary**

Students will participate in a *Musik Garten* program called *Music Makers: At the Keyboard*. It is an introductory method for groups of young beginners ages 5-9, and is based on an aural approach to music literacy that provides a natural pathway to reading music. This method features a variety of activities which help lay the foundation for success at the keyboard and independent musicianship. *Music Makers: At the Keyboard*

classes offer joyful opportunities for building keyboard skills – along with singing, dancing, drumming, ensemble playing, as well as writing and reading music.

### **Upper Elementary**

The Barry students will participate in electives in which they can choose from a range of topics.

### **Spanish**

**Lower and Upper:** Students will have one quiz each quarter. The quiz will cover the main concept that the students are learning in class. It is important for parents to encourage their children to study the vocabulary and grammar concepts in order for them to advance their understanding of the Spanish language.

**Upper:** The upper elementary students will be issued a Spanish textbook that they will be responsible for during the year. In addition to one quiz per quarter and one project per year, the upper elementary students will have Spanish class work which they will complete during the school day. The Upper Elementary Spanish class will not be using Rosetta Stone, as it became difficult to monitor and there were problems with the program that were recognized by students, parents and teachers.

### **Peace Curriculum**

The peace curriculum is taught by Matt Pearce MSW, LCSW, who is part of our School Guidance Team. The lessons take place the first 3 weeks of school and again for 3 weeks in January. The lessons provide the children with fun, participatory activities that teach them what peace is, its' importance, and how we can be peaceful in our everyday lives. The five parts of peace include: joy, kindness, inclusion, tolerance, and conflict resolution. If you have any questions about the peace curriculum please e-mail Matt Pearce at [kinderdcounseling@yahoo.com](mailto:kinderdcounseling@yahoo.com).

### **Technology**

The technology in the classroom is used as a tool for learning in much the same way as the other materials in the classroom. All technology is educational and developmentally appropriate. **Students are required to sign a Technology Agreement at the beginning of school.** Also, the parents are required to sign a photography/website/social media release form. \*Note: Diligent Parents - If you have read this far in the handbook, you will get \$1.00 at the new school year (see Sheila or Anna).

### **Homework**

**Lower:** Homework is divided into four sections: reading, spelling, math, and cultural. Homework is to be completed and turned in each Friday. There will be no homework during weeks with less than four days or during special project times (i.e. Historical Presentations). A list of helpful websites, books, and ideas for additional enriching activities as well as all of the necessary information for homework can be found at the LMMA website.

*Reading* – First graders will need to read 4 days per week either aloud to a parent or listening to a parent read to them. A log will be completed and turned in. Second graders will complete this same requirement during the Fall Semester and will move on to Literature Circle assignments during the Spring Semester. Third graders will participate in Literature Circle during both the Fall and Spring Semesters.

*Spelling* – We will be utilizing the spelling curriculum that is included in the Wonders reading program. This program is grade-appropriate and skill-based. Spelling practice will take place at home. Spelling lists will be provided weekly to allow for practice at home. A pre-assessment will be given on Monday with the assessment on those same words to be given on Friday. Spelling will not be given on weeks with fewer than four school days. Students who receive a 100% on their spelling pre-assessment can choose to be exempt from spelling for the week or may opt to take an assessment on the next grade level's words. For example, a first grader may choose to test with the second grade words for the week.

*Math* – Students are to practice their math facts for 15 minutes 4 times per week. They should focus on the skill currently being assessed on their math timed assessments. This may be done using dominoes, flashcards, dice rolls, online games, or with the assistance of helpful links found on the LMMA website.

*Cultural* – Third grade students are expected to complete a cultural packet each semester. First and second grade students can also choose to complete this packet, but it is not required. The packet will be sent out at the beginning of the Fall and Spring semesters. The child should complete this packet on a weekly basis. In addition, there may be other projects or activities throughout the year that will deepen their cultural understanding.

*Music* – Students will continue to partake in the Music Makers at the Keyboard program. However, all practice and follow-up will take place in the classroom during the regular school day. No keyboarding practice or workbook activities will be completed at home.

**Upper:** Homework is divided into four sections: literature, spelling, math, and other. Homework will be emailed each Friday and is to be completed and turned in the following Friday. A list of helpful websites, books, and ideas for additional enriching activities can be found at the LMMA website.

*Literature Circle* – Students will participate in grade-level Literature Circles. Every week they will be required to develop questions, look up definitions of unfamiliar words and complete an assignment.

*Spelling* – Students will practice their spelling words at home. The words will be based upon their grade level. If a child achieves a 100% on their pre-assessment, then they will be given challenge words.

*Math* – Students are to practice their math facts for 15 minutes 4 times per week. They should focus on the skill currently being assessed on their math timed assessment. This may be done using dominoes, flash cards, dice rolls, online games, or with the assistance of helpful links found on the LMMA website. They will also complete one textbook page covering material previously learned.

*Other* – Students will complete various assignments related to current classroom studies. This may include project-based cultural assignments or studying for upcoming tests.

### **Literature Circle**

Literature circles are small groups that are reading the same book at the same pace. The group will meet once a week to discuss what was read the prior week. Students will be expected to define 4 vocabulary words and develop 4 questions for their peers each week for literature circle to encourage participation. In addition, Upper Elementary students will have an enriching activity to complete each week to further their learning and stimulate discussion. Parents can find literature circle book lists on the school website. More information about literature circle and the book selection will be sent home to second grade parents in January.

### **Report Card/Conference Forms**

Report cards are completed for 1<sup>st</sup> and 2<sup>nd</sup> grades three times a year: during the fall semester, the spring semester, and at the end of the year. Students will receive a 1, 2, or 3 in various categories indicating whether the lesson is newly presented, they are still practicing, or have mastered the skill with 90% accuracy as is appropriate for the grade level. The 3<sup>rd</sup> – 6<sup>th</sup> grade students will receive report cards quarterly with letter grades. The 1<sup>st</sup> and 2<sup>nd</sup> grade students will receive a progress report in the winter.

### **Assessments and Quizzes**

Starting in first grade, students will begin to take weekly spelling assessments. They will also take timed math assessments two times each week covering addition, subtraction, multiplication, and division facts, depending on the child's level. Upper elementary children will take assessments and quizzes throughout the year in a variety of subjects. Parents and students will be given a two week notice to prepare for assessments and a week to prepare for quizzes.

### **Iowa Assessment**

The Iowa is a standardized assessment that students in grades 2-6 take. Assessment takes place in May. The questions are a natural part of the curriculum. The Iowa covers spelling, reading comprehension, grammar, math computation, word problems, science and social studies. We administer the Iowa in order to understand the students' strengths and weaknesses in particular areas. This will help to guide instruction for the upcoming year. Students will begin practice workbooks in January. Results from the Iowa will be shared with 3<sup>rd</sup>- 6<sup>th</sup> grade parents before the beginning of the school year. An email will be sent out in August with information regarding meeting times.

### **Parent Visit Morning**

On Tuesday mornings during the school year, you are invited to visit your child's classroom. You may work with your child from 8:00-8:45a.m. to review their composition notebooks. Parent Visit Morning will begin in early October. This is not the time to have lengthy discussions with your child's teacher. Please e-mail the teacher before or after your visit if you have any questions.

### **Seminole County Science Fair**

The sixth grade students have the opportunity to participate in the Seminole County Science Fair. A teacher from the school will sponsor the student and help the parents fill out the necessary paper work.

### **Three-Year Cycle for Activities**

Our students are involved in a multitude of exciting and enriching opportunities each year. In order to allow our students to delve deeply into, and truly enjoy, these experiences, we have decided to begin implementing a three-year cycle for activities at the school. This follows the natural Montessori three-year cycle that takes place with learning in the classroom and allows students, staff, and parents to have the time and energy to make these events spectacular!

Some of the events that will be incorporated within this three-year cycle include: LMMA Science Fair/Poetry Reading/Literacy Fair, Field Day, Overnight Excursion, Art Show, Showcase Night, Lower Elementary Philanthropy Projects (Feeding Children Everywhere/Food Drive/Families in Transition), and Arts Alive.

### **Trash Free Lunch**

We are committed to being an environmentally friendly school. We recycle rainwater, cardboard, and paper. Our Trash Free Program complements our science, nature, and peace curriculum at LMMA. Lunch is our largest trash generating activity at the school, creating a very large amount of environmental and food waste. Please follow the guidelines listed below when packing your child's lunch.

1. Please pack all items in re-usable containers.
2. Everything packed in the lunch box will be sent back home, including any leftover food and pre-packaged containers such as applesauce, yogurt, and juice containers.
3. All unfinished food will be sent home so you know how much your child is eating.
4. Please provide a cloth napkin, fork and spoon every day.
5. Every child needs a water bottle that they will use for lunch, snack and playground.
6. For information on reusable containers, visit [www.mightynest.com](http://www.mightynest.com) and add the school's name in the comments so the school will get credit for your purchase.

### **Food**

At LMMA, we are very conscious of the value of nutritious foods to the good health of the child. Our organic snack program emphasizes non-gmo, dairy and nut free whole grains, fresh fruits, and vegetables. We source our food from M&M vitamins, our local vendor. We give our full attention to providing "beautiful snack and lunch environments" for the children. Practicing grace, courtesy, independence, and caring for self and others is essential to a Montessori educational experience.

Morning snacks are given five days a week. An additional afternoon snack in the classroom is provided and again in the aftercare program. All cooking projects and food preparation activities in the class should follow LMMA policy of providing organic foods for children.

### **Lunch**

Please make sure all lunch boxes are clearly marked with your child's name, as we often have very popular lunch boxes in the same classroom. No candy or gum or other sweets should be sent to school. Nourishing lunches with small portions suit the young child's appetite. **Please let the school know of any food or related allergies your child has.**

**Lunch Program**-an optional lunch program is offered. The sign up form will be sent home in September and January. **Please follow the guidelines for our Trash-Free Lunch Program.**

### **Organic Snack Program**

The organic program provided by the school includes organic, non-GMO and nut-free snacks. We ask that your child does not bring a special snack from home. We are encouraging the children to try new foods to broaden their horizons. Please make sure that the office is aware of any food allergies that your student has. All allergies and special needs will be accounted for with the snack supply.

### **Water Bottles**

Your child should come each day with a **full** water bottle **labeled with their name**. The water bottles will be filled as needed throughout the day. Please do not purchase bottles that make noise.

### **Barry Business**

Every year the Upper Elementary students start their own business. The students learn what goes into starting a business, advertising, and keeping customers happy. They use the profits from the business to buy needed items for Bishop Grady Villas, (for more information go to [www.orlandodiocese.org/en/bishop-grady-villas-home](http://www.orlandodiocese.org/en/bishop-grady-villas-home)), to go out to lunch together, and to help start the business for next year.

### **Historical Presentations**

Lower Elementary students will select a famous person from history. Third graders are also allowed to choose a historical event. Students will research, write a biography, create a poster and present to the class and parents. Students will practice at home and at school. More information will be sent home in September.

### **Excursion Information**

***There will be three off-site excursions every year.*** Off-site excursions will take place at another location off-campus. Forms will be emailed for each excursion providing more information. **You should print these forms and return them to your child's teacher on or before the due date. If you do not RSVP by the date, your child may not attend the event.** You must provide transportation for your child to these events. Lower elementary parents must stay with their child for the entire event, unless otherwise indicated. Upper elementary parents should drop their child off and return at the conclusion of the event. You must indicate on the form if your child will be riding with someone else. Carpooling must be arranged by the parents. It is very important to notify your child's teacher if they will be attending by the drop dead dates to allow for reservations and accommodations to be made for each event.

### **Alumni Visits**

Students that have graduated or matriculated for Middle School are welcome to come visit teachers at school after 3:30. They will need to make an appointment with the teacher(s) they would like to visit. This can be done by emailing the teacher or calling the office.

### **Volunteering**

Students in seventh grade or above are invited to volunteer at the school. They will need to make an appointment with the Administrative Assistant in the office and indicate particular areas of interest. This can be done via email to Lorraine Chmura at [lchmura@lmma.net](mailto:lchmura@lmma.net) or by calling the office at 407-324-2304. The school needs at least two weeks' notice to arrange volunteering. A maximum of two volunteers may be on campus on any given day.



# Chapter 4

## Safety

### **Fire**

The children will practice fire drills once a month. Each classroom has the emergency evacuation exits posted. In September, we will spend time discussing fire safety and practicing the fire drill procedures. Children will walk in silence and in single file to the door and will be led outside by the teacher. The classroom teacher is responsible for securing the room and is the last person to leave the class. The teacher is responsible for bringing the attendance book, calling the roll, and ensuring that all children are accounted for by class.

### **Tornadoes, Hurricanes, and Natural Disaster**

In the event that there is significant risk to the safety of the children, parents will be called to pick them up. Until pick-up, children are moved away from windows and doors to designated safe areas within the building (i.e. closets, bathrooms).

### **Inclement Weather**

If it is storming, thundering, or lightning outside, the children will remain within the buildings.

### **Accident/Incident**

Given the nature of children, accidents will happen. Hopefully, they will be minor bumps and bruises. In case of an accidental injury, the staff member present will care for the child, and notify other staff members and the administrator. We will attempt to make a determination as to the severity of the injury, and if necessary, a parent will be notified. If medical treatment is needed, the child will be sent home. If necessary, emergency aid may be called. An accident report will be filled out. The form will be kept on file with the school. The teacher will explain the accident and answer any questions that the parent may have and the parent will sign the report.

### **Identifying Where Children Are During the Day**

At the beginning of the class session, attendance will be taken to determine the number of children in school each day. As the day progresses, a count of the children will be taken when they return from the playground or move from their classroom.

### **Emergency Action Plan**

In case of an emergency situation, the Administration and Staff will protect the safety of the children in the school and rejoin them with their respective parents/guardians as quickly as possible. The plan is frequently reviewed by the school Administration to ensure that it still reflects the current situation, is consistent with the plans of the local government agencies and can realistically be executed. The following chart provides a description of emergency responses available to the Administrator.

| <b>Emergency Response</b>            | <b>Description</b>   |
|--------------------------------------|--|
| Early School Closure                 | <b>This will always be the first level of response.</b><br>In any situation that may arise, the Head will evaluate whether there is sufficient time to call parents and notify them that the school is closing early. The children remain in the classrooms until their parents arrive to pick them up.  |
| Fire Evacuation                      | This response will be implemented if there is an emergency situation within the school, but it is not necessary to leave the school grounds. The school practices this response on a monthly basis. The children leave the classroom and go directly to the predetermined fire evacuation location(s). The building is cleared by the staff and roll taken by individual teachers and reported to the administration.  |
| Weather Lockdown and Crisis Lockdown | This response will be implemented if the Administrator determines that there is significant risk to the safety of the children if they are removed from the school. In this situation the children are moved away from the windows and doors of the building. Access to the building is controlled in order to maintain the integrity of the “safe area” within the building. There are two levels of lockdown response:<br>Hurricane/Tornado (Weather Lockdown)<br>Local Danger (Crisis Lockdown) |
| Evacuation                           | This response will be implemented only if the following situations exist: the immediate evacuation of the building is ordered by authorities; or there is a strong indication that the safety of the children would be at risk if they remained in the building and on the premises of the school campus.  |

### **Teachers/School Cell Phones**

Each teacher at the school is issued a school cell phone for use in an emergency and for rapid access from the office.

### **No Children’s Cell Phones**

No child at LMMA is permitted to have a cell phone at school during school and aftercare hours.

# Chapter 5

## Medical Information

### First Aid and CPR

LMMA requires ALL staff members to be CPR and First Aid certified. First aid supplies are stored in each classroom and in the school office. When on the playground, a first aid kit is always available. If a child is injured, the abrasion will be cleaned with soap and water and an accident form will be filled out. It is school policy that if a child receives an injury to the head, eyes, or mouth, the parent will be notified immediately. It will be up to the discretion of the teacher and/or parent whether the child will need to go home to be monitored.

### Illness Policy

Contagious illnesses are a reality in any group of children. Please **DO NOT** bring your child to school when he/she is ill. If your child exhibits symptoms of illness during the 24-hour period prior to his/her scheduled attendance at school, then keep your child at home. In the event that a child shows symptoms of a fever or other illness while at school, the parents will be called immediately. The child must be picked up at this time. It is imperative that emergency forms be kept up to date so you can be reached immediately. Your child must be **FEVER FREE for 48 hours** before returning to school. Florida Social Service regulations require that you notify the school within 48 hours of any communicable disease within your immediate household.

\*If your child is not feeling well in the morning and needs medicine, please do not send her/him to school that day. Usually he/she will not be feeling well later that day.

### Health and Medical Forms

The Health Department and LMMA requires each **student** to have **current** medical immunization forms on file at the school. Since we are a pro-immunization school, we do not accept religious exemption forms. Therefore, each new child must have a physical examination with up-to-date immunizations prior to the first day of school. Your physician's office will have the required forms. **Established students need to update school records as they receive age appropriate immunizations and physicals. Please deliver forms to the office.**

### Medical Documentation

If your child has a medical need (asthma, allergy, disabilities, fevers, seizures related to fever, etc.) we need documentation from the pediatrician, an emergency medical plan, and information on how to properly administer medicine and under what circumstances. Medical forms are available in the school office.

### Exclusion Guidelines

**For the following, the child must stay home:**

#### **Appearance/Behavior**

A child should stay home if he/she acts unusually tired, pale, lacking appetite, confused, irritable, difficult to awaken or just not "themselves".

**Chicken Pox**

Until all blisters have dried into scabs, about 6 days after rash onset.

**Conjunctivitis (Pink Eye)****Bacterial**

Until 48 hours after treatment begins.

**Viral**

Until a letter from a physician is provided to verify that the child does not have bacterial conjunctivitis. In both situations, the child should be well enough to participate in normal daily activities.

**Diarrhea**

An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain, or vomiting.

**Eye/Nose Drainage**

Green nasal discharge and/or thick mucus or pus draining from the eyes.

**Fever**

If a child has a fever they must remain at home until the fever is completely gone. Often a fever is accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache, and stiff neck or undiagnosed rash. The child should have no fever for 48 hours before returning to school.

**Head Lice**

Until first treatment is completed and no live lice, eggs and/or nits are seen. Treat all members of your family, their bedding, car seats, hair brushes, ponytail holders, stuffed animals, etc. Lorraine will educate you to better understand head lice and provide you with some suggestions and websites to visit. We will notify families in a particular class if children has lice via e-mail. Head lice spreads rapidly and needs quick treatment. It is important to keep in mind that this is not a hygiene issue and does not reflect the cleanliness of your family or home environment. The child will be checked by the teacher/office assistant prior to being allowed to return to school.

**Respiratory Illness**

Until the child is without fever and is not coughing for 48 hours and is healthy enough to participate in the normal daily schedule.

**Respiratory Symptoms-viral or bacterial**

Difficult or rapid breathing or severe coughing; child makes high-pitched croupy or whooping sounds after he/she coughs; child is uncomfortable due to continuous cough. A cough that is non-asthmatic which is viral or bacterial is very contagious. Your child needs to remain at home until the cough is completely gone.

**Skin Problems**

Skin rashes, undiagnosed or contagious, must have a doctor's note to return.

**Sore Throat**

Sore throat or swollen glands in the neck are present.

**Streptococcal Sore Throat/Scarlet Fever (with rash)**

Until at least 48 hours after treatment begins and the child is without fever for 48 hours without Tylenol or Motrin.

## **Vomiting**

No more episodes of vomiting within the previous 48 hours.

## **Medicine**

### **Administration of Medication**

Our policy for administering medication is that we do not administer any over the counter medication or prescribed antibiotics. We administer medication for acute illness, such as a fever, with the parent's verbal consent over the phone. This is to provide the child some comfort while the parents are en route to the school. If a child has an accident and breaks a bone, (usually it is the arm) we will administer Tylenol for pain management with verbal consent from the parent over the phone. This is when the parent is en route to the school.



We do administer ADHD medication.

We do administer Epi pens for severe allergic reactions or allergy medication for a significant problem the child is having. The child's file has a written Emergency Medical Plan.

When a child has a medical issue, we first speak directly to the parent or adult listed to contact. We dialogue about the medical issue the child is having. We confirm the dosage and read the package carefully. An office staff/teacher then administers the medication with the parent's permission. We confirm on the phone that we have given the medicine. We fill out the medicine authorization form (It includes the child's name, prescription number, physician name, who is administering and at what time). The parent will sign the form when he/she picks up the child.

### **Epi Pens, Asthma, Acute Allergic Reaction or Diabetes**

A written authorization must be given to the school and signed by the parent, authorizing a staff member to give (Epi pen, asthma inhaler, allergy medication for allergic reaction). A school form containing the following essential information must be obtained from the office, and completed by the parent:

- the name of the drug
- dosage to be given
- time of administration
- proper storage, i.e. refrigeration
- any special instruction or concerns

Any changes to the above require a new written note.

1. The medication must be in the original container with the pharmacy label affixed including the child's name, the name of the medication, the dosage amount, and the time to be administered.
2. In addition, it is required that you educate the teachers, and/or administrator about your child's medication.
3. Parents are responsible for bringing their child's medicine to the office. Children **may not** have possession of any medication (Epi pens, inhalers, cough drops, etc.) in the classroom or in their backpacks. All medication will be kept under lock and key and administered at the appropriate time by trained staff.
4. Please send the proper device to administer the medication.

5. It is imperative that parents monitor the expiration dates on Epi pens, inhalers, and nebulizer medications.

If any of the above guidelines are not complete or written or unclear concerning the administration of the medication, the staff will not administer the medicine. We will attempt to contact you in this event.

Please be advised that the above stated guidelines are intended for medications that are given on an “acute need”. All long term medications for the above requires that a physician fill out the information concerning administration of the medication.

### **Allergies**

All allergies should be reported to the school administration and your child’s teachers. If your child has a food allergy, parents should provide an alternative snack for the child. If your child has a **severe** nut allergy that requires use of an Epi pen you may request that his/her class be peanut free.

This is a life-threatening allergy for children and we take it very seriously. Please help us ensure the safety of all children. If this applies to your child’s class you will be notified. All food products brought from home must be given to the teacher to assure that the food product is **nut free**.

### **Emergency Procedures**

In case of serious injury/illness, the rescue squad will be called and parents notified. Otherwise, you will be called immediately and first aid will be administered to your child. If you cannot be reached, the emergency telephone numbers you listed will be called. If that person is not available, your child’s physician will be contacted. For this reason, we require that you confirm the names and numbers on your child’s application. It is essential that emergency names, telephone numbers, and work information be current and accurate.

### **Outdoor Play**

The children will be outside for a portion of each day except in extremely inclement weather. Be sure that your child is dressed properly for the weather. **A child who is not well enough to play outside should not come to school.** It is difficult to make accommodations to watch a child in the classroom when the teachers are needed to supervise the playground.

### **Child Abuse and Neglect**

Under Florida Law, teachers are required to report suspected cases of child abuse and neglect to the local Department of Social Services. All teachers, administration, and staff are mandated by law to report their suspicions of child abuse, neglect, or abandonment in accordance with section 415.504 (1) (e) of the Florida Statutes. Reports must be made immediately to the centralized Florida Abuse Hot Line.

All reports are confidential. However, persons who are a mandated reporter are required to give their name when making a report. The categories include: physical abuse, neglect, and sexual abuse.

### **Emergency Health Care Plan**

If your child suffers from any chronic health problems that require special procedures or medications, there must be an Emergency Health Care Plan on file with the school. The form can be obtained in the school office and must be updated on a regular basis.

It is the responsibility of the parents to ensure a meeting with the staff to inform them of the child's needs if an emergency situation arises.

# Chapter 6

## Enrollment and Financial Information

### Admissions

Lake Mary Montessori Academy is open to all children ages 3 through 12 years old. LMMA admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin in administration of its educational policies, admission policies, athletic and other school administered programs. Children with learning disabilities or handicaps are accepted on a case-by-case basis according to LMMA's ability to fully meet their specific needs.

### Application and Registration

The application process to LMMA includes a tour and a family visit. At the time of the family visit an application fee (per sibling, if more than one child) is due. There is also a re-enrollment fee per family remitted at re-enrollment time each year to hold a space for your child the following year. All fees are non-refundable.

### Tuition

LMMA operates throughout the year, offering programs during the academic year as well as summer months during our Fine Arts Summer Camp. Tuition costs are based upon the program in which the child is enrolled.

The philosophy of LMMA is to include most expenses into school year tuition. This practice is different from many other private schools where the cost of materials, and some field trips, are priced and paid separately. LMMA tuition includes materials, enrichment classes, LMMA T-shirts, and most general field trips (excursions).

### The Tuition Plan

The tuition may be paid on an annual, semester or installment basis. Tuition is remitted as executed on the Tuition Agreement.

Families choosing to use the installment payment plan will make ten payments (June - March).

Enrolling siblings will receive a 5% tuition discount. The discount is applied to the lesser of the tuitions paid.

### Late Payment Charge

A \$20 late fee is charged for tuition received after the 10<sup>th</sup> day of the month. If tuition has not been paid by the end of the month, the child will not be able to continue his/her enrollment.

### Returned Check Fee

A \$25 fee will be charged for returned checks.

## **Fundraising**

### **Annual Fund**

The LMMA Annual Fund relies on the support of our school community to develop and expand our academic programs, enhance and grow sporting and cultural activities, recruit and retain top notch faculty, and improve and maintain our facilities. We strive to achieve 100% participation from our families in the Annual Fund. We have a 4 prong approach to our fundraising for the Annual Fund:

- Parents
- LMMA Students
- Friends and Families
- Community/Corporate

As a 501 (c) (3), not for profit, one of our endeavors is The Annual Fund. The focus of the drive changes and is communicated to the parents at the start of the school year. The expected contribution per child is approximately \$200.00 - \$300.00 (depending on the drive).

### **Program Schedule Changes**

At times during the year, it may become necessary to change a child's schedule. In order for a change to be made, the parent will speak with the Heads of School directly; a Tuition Enrollment Agreement must be filled out and signed by the parent. Changes in a child's program are made in the best interest of the child; therefore all changes must be approved by the teacher, and the Heads of School.

### **Children's Records**

According to the Florida Department of Social Services, the following documents must be on file at the school before your child enters the school.

- Application/Enrollment Agreement
- Emergency Information
- Emergency Health Care Plan-if applicable
- Physical and Immunization Forms
- Child Illness Compliance Form

It is the parent's responsibility to keep all forms updated with all necessary telephone numbers and any new information pertinent to their child's wellbeing.

**Your child will not be permitted to attend school until all documents are provided.**

# Chapter 7

## Policies and Procedures

### Uniforms

LMMA Uniforms are available for purchase from Lands' End Uniforms. For more information, go to the school website at [www.lmma.net](http://www.lmma.net). Under the tab for Parents, you will see a link for Uniforms.

### Girls

- Khaki or Navy shorts and long pants
- LMMA dark green, light blue, white knit polo shirt or t-shirt
- Plaid, Khaki and Navy jumpers and skorts

### Boys

- Khaki or Navy shorts and long pants
- LMMA dark green and light blue polo shirt or t-shirt

### Outerwear

Any dark green or navy sweatshirt may be worn throughout the day, with a uniform shirt underneath. Non-uniform coats or jackets may be worn to school and on the playground.

### Accessories

One of the purposes of school uniforms is to take the emphasis off the clothing worn by the children and place it on the learning taking place in the classroom. With this in mind, **hair accessories should be understated and consistent with the uniform colors. Due to safety concerns, no hoop earrings, bracelets, or necklaces should be worn to school.** Small stud earrings and a watch are appropriate. Elementary girls may not wear any makeup to school.

### Spirit Day

On **Tuesdays**, students may wear a spirit t-shirt with uniform shorts, skort, or long pants. It can also be worn for off-site excursions. The spirit shirts can be obtained in the office.

### Birthday Celebrations

On the day that your child celebrates his/her birthday with his/her class, he/she may wear non-uniform clothing to school. The clothing selected on this day should be appropriate for usual school activities, such as Physical Education and Art.

### Shoes

Closed-toed and closed-heeled shoes are required. **Plain sneakers are appropriate.** If a child arrives at school in improper shoes, the parents will be called to bring appropriate shoes to school. **Please remember to have your child wear sneakers on P.E. days.**

### Miscellaneous

There are several items that are lost, unclaimed, and accidentally mistaken to belong to someone else because they are unmarked. Names should be clearly marked on all clothing, particularly outerwear.

## **Uniform Compliance**

Students are expected to be in uniform each day without exception. The parents will be notified to bring an appropriate uniform when a student arrives for class out of uniform. The school requests full parental support of the uniform policy. **However, there is “Free Dress” on the child’s birthday.** Uniform violations will be reported to the office. For the first violation, a written notice will be sent home. For a second violation, the teachers will speak to the parents. For a third violation, a brief conference will be scheduled with the parents to discuss a solution.

## **Items from Home**

**Do not allow your child to bring money, candy, gum, toys, or electronic possessions to school.** We cannot be responsible for these items and they invariably cause friction among the children or get lost. Please return everything your child may bring home that does not belong to them.

## **Backpacks**

Only Upper elementary students may bring a backpack to school. If there are extenuating circumstances, please talk to your child’s teacher.

## **Lost and Found**

The school has a lost and found bin. Articles left over 60 days will be added to our extra clothes box at school or donated to a local charity.

## **Boundaries for the Elementary Children**

### **Discipline Policy**

Discipline for elementary children will have a positive focus. We want children to learn inner controls. To this end, we have ground rules and boundaries that are grade level appropriate. There will only be a few class rules and they will be enforced consistently. Children will be invited to think about the consequences of their actions. When necessary, we may ask children to take “time away” to regain control of themselves. This will be done in a positive, non-punitive manner. Children will be treated with respect at all times. Our policies prohibit the use of corporal punishment.

### **Boundaries the Children Are Learning:**

- a. Respect for themselves.
- b. Respect for each other.
- c. Respect for the teachers.
- d. Respect for classroom work.

The children are expected to display the above boundaries daily, in all enrichment classes, with parent volunteers and for any and all on-site and offsite excursions.

### **Absolute Limits: Not Acceptable For Elementary Students**

- a. Purposely hurtful behavior-harming another child-i.e. biting, hitting
- b. Deliberate, destructive behavior and misuse of materials
- c. Volatile and spontaneous expressions of anger
- d. Yelling or lashing out at teacher or adult in environment
- e. Child is overly exhausted and child falls asleep
- f. Inappropriate language-use of profane words

These boundaries and absolute limits are for the safety and well being of all the community members. The teachers will call and ask you to pick up your child and take him/her home for the day if he/she exhibits these behaviors. An Incident Form will be filled out for the parents to sign at pickup and a conference with the teachers, parents and or guidance will be arranged.

### **Bullying Policy**

For our students, we have a high code of conduct directly linked to respect for one another and themselves. As a designated peace site the following policy describes our expectations:

- **LMMA prohibits acts of bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards.**

As elementary students there are two sessions of a Peace Curriculum taught in August/September and January. These classes are taught by Matt Pearce a licensed mental health counselor. These classes are taught in an effort to be pro-active and for the children to learn and use conflict resolution skills.

### **Discharge & Withdrawal Policy**

Generally, if a child is non-conformant to the ground rules of the school, a meeting with the parents will be organized. Sometimes the child will be placed on a probationary period. After that time, if the child still has not conformed to the rules, (i.e. absolute limits), for his/her own safety and that of the children around him/her, the administration or guidance counselor will then inform the parents of a course of actions to benefit the child. The administration or guidance counselor will, upon discharge of the child, aid in another referral pertaining to the child's needs. In some cases, an immediate dismissal may be necessary to serve the needs of all. Written notice of withdrawal and all unpaid balances must be paid according to the Enrollment and Tuition Agreement.

### **Facebook / Social Networking / Texting**

**Due to privacy and LMMA Policy**, please note that all teachers, faculty, and staff will not be on any social or business networking sites. With that in mind, all teachers, faculty, and staff will need to de-friend all invites and decline any future invites.

Also, Teachers are not to provide personal phone numbers or text messages under any circumstances.

### **Exit Interview**

A family can go through an exit interview upon leaving the school. The administration will ask questions regarding the reasons for departure and their experience at the school. This is an optional meeting.

### **Parent Conduct**

#### **Positive Support of LMMA**

We appreciate the parent support and involvement in our school. We want your commitment by:

- volunteering
- having prompt payment of all tuition and fees
- participation and support of all fundraising efforts to include the Annual Fund, Charity Drives, the Barry Business, etc.

- helping with and getting homework assignments/projects done on time
- showing positive support of teachers and administration

### **Proper Communication**

Parents and teachers are role models for displaying appropriate and acceptable behavior. Lake Mary Montessori Academy demands and expects that all members of the School, community, students, teachers, and parents be treated with dignity and respect. Rude, loud, and/or abusive behavior by any members of the community, students, or parents and relatives will not be tolerated. Parents may not use inappropriate language or cursing on campus. Parents are expected to behave appropriately and work on resolutions of concerns and/or problems with the School. Negative communication pertaining to resolution of any problems and/or concerns is not to be communicated to other parents, teachers, staff etc. either in person, via email, or any electronic means. It is to remain strictly confidential between the person(s) of interest and the School. Failure to adhere to the above will, and is, cause for dismissal.

# Chapter 8

## Parent Involvement and Communication

### Involvement

Active parent involvement is an integral part of an effective school program. Besides the obvious benefits of shared communications and direct support to the functioning of the school, your interest in the school shows your child that school holds an important place in your lives and that you value his/her accomplishments at school.

### Communication

Communication between parents and teachers is a key ingredient to creating a community for our families. To make an appointment or to get a message to your child's teacher you may call and leave a message, e-mail the teacher, or send a note to school with your child and give it to the staff member greeting the children at arrival time. **Teachers are available a half-hour before or after school by appointment. They are happy to answer your questions and show you your child's work. On Tuesdays we invite you to come in from 8:00 – 8:45 a.m. to work with your child and view their composition notebooks.**

Arrival and Dismissal are not the appropriate times to have in-depth conversations with the teachers because they need to be available to greet all of the children. Make a point to let your child's teacher know of unusual events (i.e. visitors, new birth, or family death) since these events can explain certain irregular behaviors in your child.

### Parent-Teacher Conferences

Individual conferences will be arranged for all parents to discuss their child's progress with his/her teacher in November and March. Parents are encouraged to call or email the school for an appointment to discuss any special circumstances or problems.

### Teacher's Recommendation for Referral

If the teacher notes a concern about a child's growth and development (academic, social, emotional, or physical) she/he will meet with the parents. If an evaluation or intervention is recommended from the school guidance counselor, **it is not optional**, but required for the parents to follow through with all appropriate referrals and assessments. This will enable the teachers to attempt to meet and respond to the needs of your child.

### Classroom Observations

Parents are welcome to observe the class. Appointments for observations can be made with your child's teacher. We have observation guidelines in the school office. Please stop by, sign in and pick up a copy so you can get the most out of your observation. No observations are scheduled during the month of September.

### Academic Calendar

The current academic calendar is located on the website at the start of the school year. Consistent attendance is important for the children to develop friendships within their class and to gain valuable academic experiences. \*Note: Diligent Parents – You are almost done. Keep up the good work! You earned a gold star (see Sheila or Anna).

### **The Elementary Classroom Newsletters**

The Elementary Students create a monthly classroom newsletter. The newsletter includes photographs and captions of current enrichment activities, exciting lessons, excursions, and other valuable experiences. The children select the events that interest them the most and write about that experience. Newsletters will be emailed to parents on a regular basis.

### **Parent Education**

We encourage all parents to expand their knowledge of the Montessori educational Program so that their child(ren) can attain the full benefits of their learning experience. Please plan to join our Montessori community with our popular parent-teacher evenings and workshops which include:

- Community Meetings
- Parenting Workshops
- Expedition Curriculum Programs

### **Parent Volunteer Organization (PVO)**

This organization is a great program for the teachers, parents, and children. The Parent Volunteer Coordinator will be on hand at orientation, and/or community meetings. She will educate parents on all the wonderful volunteer opportunities and match parents' talents with our needs. Each family is expected to fill out a survey to volunteer during the school year. We have had 100% participation in past years in our PVO. Parents are required to fill out a volunteer packet with a background check at the police department. After the records are on file at the school, the Parent Volunteer Coordinator and Head of school will schedule a training workshop and then we can start volunteering.

### **Commitment of Support for School Programs**

The educational model at LMMA is based on a two-way partnership. It requires an investment of trust, cooperation, time, and energy in support of each child's education both at home and at school. Parents will be expected to actively participate in the life of the school, including scheduled conferences, meetings for the family and community meetings. Parents are expected to support and promote LMMA's programs, policies, and values.

### **Confidentiality of Family / Student Records**

Student/Family information is not given out from the school. The records are kept confidential. Only the administration can give out student/family information, after receiving verbal or written consent.

### **Transfers into Middle School/7<sup>th</sup> Grade/Family Relocation to another school**

When completing applications for your child's subsequent school upon your departure from LMMA, parents, teachers, administration, and guidance may meet to dialogue about appropriate school options and application procedures. Also, please allow for up to a 30 day completion of forms. A maximum of two applications per student will be completed. There is a fee of \$25 per application / forms. **All forms must go through the office and may not be given directly to a teacher. Teachers will not complete applications that do not come from the office.**



Dear Parents,

As you read this Handbook, please remember that it is an important part of your orientation process that will aid in the understanding and compliance with all policies and procedures. Please sign and return this page to the Office as acknowledgement of your receipt and review of this handbook and your agreement to abide by the rules and regulations contained within.

Sincerely,

Lake Mary Montessori Staff

I/We acknowledge receipt of the Family Handbook. I understand that by signing this form I also agree to abide by the rules and regulations contained within the Handbook.

---

Parent Signature

Print Name

---

Parent Signature

Print Name

---

Child's Name

Child's Name

---

Date

Office Use Only:

---

Lower Elementary School Coordinator

Date Received