



# **Marquette Montessori Academy**

## **2022-2023 Student & Family Handbook**

**1818 Bergan Street  
South Bend, Indiana 46628  
(574) 393-2400**

**Mr. Matthew Emery, Principal**

*Marquette Montessori Academy is a Member School of the  
American Montessori Society & United Montessori Schools of Indiana*

## ***Table of Contents***

	Page
School Contact Information / Important Phone Numbers	3
Montessori Education Defined	4
Elementary School Hours - ATTENDANCE MATTERS!	5
Attendance Policies	5
Mandatory Reporting of Excessive Absences & Tardies	5
Arrival & Dismissal Procedures	6
Carline Map, Traffic Flow & Safety Procedures	7
Bicycles	8
Bus Safety, Behavior Guidelines & Consequences for Bus Misbehavior	8
Emergency Contact Cards & Non-Custodial Parent Access	9
Consent Forms	9
Use of Sunscreen at School	9
Health Concerns	10
● Allergies, Medication	10
● Injury, Immunizations, Illness	10
● Toilet Training	10
Mandatory Reporting of Suspected Child Abuse & Neglect	11
Breakfast & Lunch/Recess	11
Dress Code	11
Toys, Games, Electronics & Cellphones	13
Positive Behavior, Interventions and Supports (PBIS)	13
Restorative Practices	13
Zones of Regulation / Expected & Unexpected Behaviors	14
Bullying	14
Discipline	14
Emergency Drills	15
SBCSC Text Book Fees & Marquette Montessori Practical Life Fees	16
Practical Life Fee Schedule	16
Fees for Lost or Damaged Books and Montessori Materials	16
Computers & Internet Use	17
Parent Involvement & Limited Criminal History Check	17
Classroom Observations	18
Communication Folders	18
Playground Use During School Hours	18
Homework Policy	19
APPENDIX A: Marquette Montessori Early Childhood Behavior Guidelines for Preschoolers	20



## **School Contact Information**

Marquette Primary Montessori Academy  
1818 West Bergan Street  
South Bend, IN 46628  
Phone: 574-393-2400  
Fax: 574-283-8373  
Website: marquette.sb.school  
Ages/Grades Served: Age 3 (by August 1) – Grade 6

Principal: Mr. Matthew Emery                      Email: memery@sb.school

Head of School Mrs. Amy Nussbaum              Email: anussbaum@sb.school

Secretary: Mrs. Theresa Yonto  
Administrative Assistant: Mrs. Becky Schermerhorn

School Nurse(s): direct phone line: 574-393-2443

Dean of Students: Ms. Karlee Havens              Email: khavens@sb.school

Digital Integration Specialist: Ms. Kathryn Nykamp

Instructional Coach: Melanie Meyer

Social Worker: Mrs. Pam Overmyer              Email: povermyer@sb.school

Kitchen: Direct Phone Line: 574-393-2410

***Parents are to contact the main office to be connected with a classroom teacher.  
During instructional hours, the office will take a message for classroom teachers.  
ALL VISITORS SHOULD REPORT TO DOOR #1. Visitors must sign in and wear an ID badge.***

### ***Other Important Numbers:***

SBCSC Main Number: 574-393-6000  
SBCSC Transportation: 574-393-7000  
Marquette PTO: marquettepto@gmail.com

## ***Montessori Education Defined***

Founded in 1907 by Dr. Maria Montessori, the Montessori methodology and philosophy puts the focus on the individual. Dr. Montessori based her methodology on careful observation of children over time and discovered that they perform best in carefully prepared environments that are suited to their developmental level.

Marquette Montessori follows all the tenets of Dr. Montessori's pedagogy including, but not limited to:

- Multiage Classrooms – Early Childhood (ages 3-6, includes Kindergarten), Lower Elementary (ages 6-9, 1<sup>st</sup>-3<sup>rd</sup> grade), and Upper Elementary (ages 9-12, 4th-6th grade)
- Concrete manipulatives are used to first introduce concepts.
- Focus on individuals as members of a community of learners.
- Each child moves through the state curriculum at their own pace, carefully monitored and encouraged by the classroom teacher.
- The children's interests drive their classroom experiences.
- Montessori certified teachers and/or teachers enrolled in Montessori training in all classrooms
- Practical life curriculum builds confidence, coordination, concentration, independence and order.
- Carefully prepared learning environments supported by an instructional assistant.
- Children stay with the same teacher for three years (depending on their age level when they started in our program)
- Freedoms are earned by demonstrating responsibility.
- Consideration is given to the needs of the whole child (social, emotional, and academic) when planning curriculum.
- Going-out experiences are regularly provided that support curriculum initiatives.
- Curriculum is integrated across subject areas.



### ***ELEMENTARY SCHOOL DAY HOURS***



Office Hours: 7:00 AM – 3:30 PM

Building Opens for Students: 7:15 AM\* (please do not leave your children unattended outside)

**School Hours: 7:30-2:30 PM**

**7:15 AM** doors open for students to get breakfast

**7:30 AM** students expected to be in class and ready for the day

Preschool Dismissal: 10:20 AM – 10:30 AM

Kindergarten – 6th Grade Dismissal: 2:20 - 2:30 PM

## **Attendance Policies**

*Marquette Montessori follows SBCSC and Indiana guidelines for all attendance policies.*

The following are considered EXCUSED absences (documentation required):

- Student's own personal illness (after 10 days of accumulated illness a physician's statement of incapacity and/or supporting document for each absence will be required)
- Medical / dental appointments with proof of appointment (we encourage you to set these appointments outside of school hours)
- Quarantine due to communicable diseases
- Death in the immediate family
- Attendance at a recognized religious event

The following are considered UNEXCUSED absences:

- Absence without *documentation* provided within 72 hours
- Staying home to care for siblings
- Missing the bus / being suspended from the bus
  - If a student is suspended from the bus, it is the parent's responsibility to ensure that the child(ren) gets to school on time.
- Truancy
- Parent illness
- Transportation issues such as "car trouble"

***Please remember: Send a note within 72 hours for EVERY ABSENCE.***

***State: Child's Name, Date(s) of Absence, Reason for Absence.***

***You do not need to call the office on the day of an absence, simply send a note when your child returns.***

### ***Mandatory Reporting of Excessive Absences & Tardies***

School starts promptly at 7:30 AM. Students are expected to be in their classrooms at this time. Students arriving after 7:30 AM should be accompanied to the school office BY AN ADULT for a tardy slip. Excessive tardiness impacts your child's instructional time in the classroom. Families of students who have excessive tardies and/or absences will be reported to the CASIE Center. Parents are responsible for their children's attendance at school. Failing to have your children attend school regularly may require you to appear in court, be fined and/or jailed for *educational neglect*.

***The Preschool Program is five (5) days a week from 7:30 -10:30 AM.***

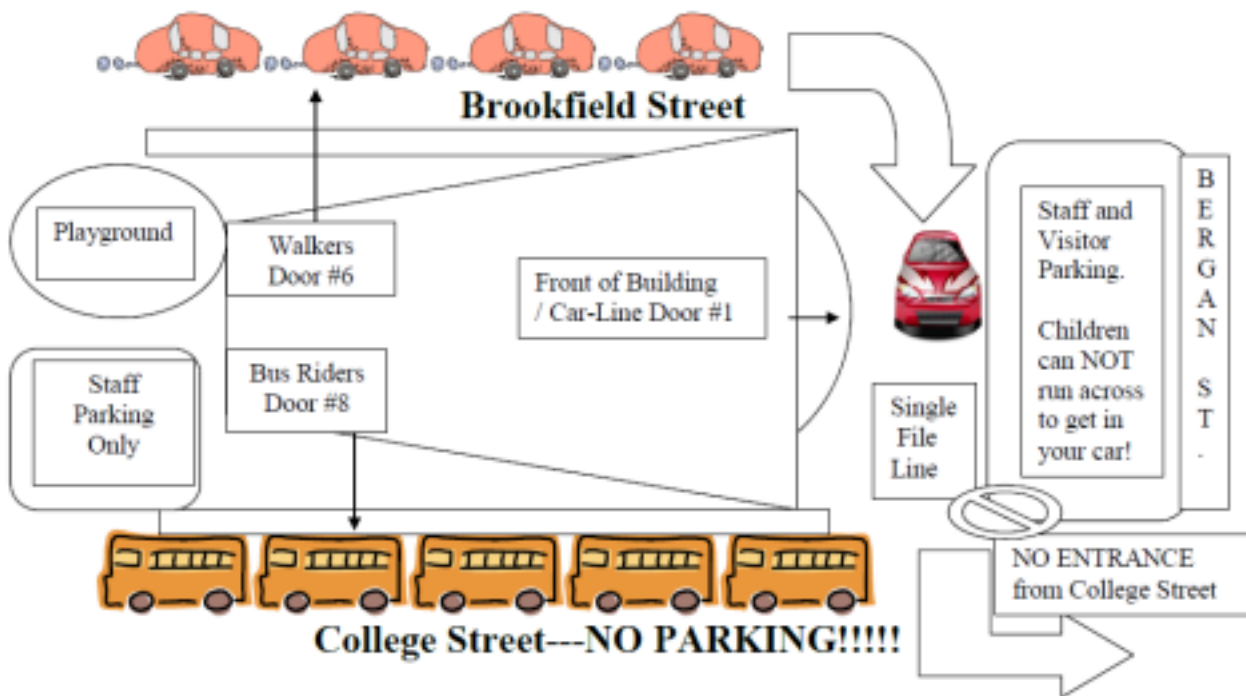
- Preschool students with chronic absences, tardies and/or late pickups will be dismissed from the program.
- Three year old students start on Wednesday September 7, 2022
- P3 / P4 students do not attend school on *ENRICHMENT DAYS*. These days were placed on the calendar in order to allow Kindergarten students the opportunity to go on a monthly field trip. SBCSC cannot provide field trip transportation within the ½ day preschool schedule. Enrichment days are typically the first Friday of each month. See the Marquette Montessori calendar for specific dates.

### ***Arrival Procedures***

- All students may enter the building at 7:15AM. No child should be left unsupervised prior to this time.
- Students should not walk through the parking lot or cross streets through the car line or bus lane.
- The playground is closed during arrival.
- Bus riders will enter at Door #8. Car riders and walkers enter at Door #1. All doors are supervised by members of MMA Staff. During inclement weather, staff will be inside at these entrances.
- See carline map on the next page for directions on traffic flow and specific procedures.
- All students report directly to their classrooms. Breakfast will be offered in the classrooms for these students.
- Any student arriving after 7:30 AM must be brought to the main office by an adult for a tardy slip. For your child's safety, please escort him/her into the building if tardy. Tardies are monitored.

### ***Dismissal Procedures***

- All students will only be dismissed to adults over the age of 18 with a valid Picture ID. These adults must be listed on the child's Emergency Card which needs to be updated as changes are made.
- All students riding a bus will be issued a backpack tag with their DISMISSAL BUS NUMBER on it. This number may be different from the bus they arrive on. For our youngest students, this provides a necessary safeguard to ensure they are routed home correctly. Please DO NOT REMOVE these tags. If your child loses it, please notify the school to replace it.
- Preschool dismissal is 10:20 AM – 10:30 AM. Bus riders exit Door #8 (College St.). Car riders exit Door #1 (Bergan St.). Kindergarten to 6th grade dismissal is 2:20PM - 2:30 PM. Bus riders exit Door #8 (College St.). Car riders exit Door #1 (Bergan St.). Walkers exit Door #6 (Brookfield St.). **\*\*\*PLEASE NOTIFY DAYCARE PROVIDERS OF EXACT DISMISSAL TIMES\*\*\***
- The teacher & office must be notified of any changes in your child's dismissal routine either by note or by phone (one hour prior to dismissal time AM/PM). Without written notification or parent contact to the office, your child will be sent home via their typical means of transportation. Children at MMA are too young to communicate transportation changes. It must come from an adult. Changes made less than 1 hour before the end of the school day may result in errors occurring with your child's dismissal. It takes time for the office to notify teachers of changes through lunch hours and related arts classes.
- ***All car riders must have an approved Marquette Montessori car tag displayed in the passenger side window with their name on it.***
- Parking on Brookfield and walking through the carline is not permitted during arrival and dismissal.
- Late pick-ups are monitored. Students need to be signed out from the office after 2:40 PM.
- South Bend Police will be contacted if a student is not picked up by 3:30 PM (11:15 PM for Preschool dismissal) and all attempts to contact parents/guardians and emergency contacts are unsuccessful.



### ***Carline Map, Traffic Flow, and Specific Procedures***

- South Bend Police are often monitoring arrival and dismissal for safety.
- All cars are expected to enter the arrival/dismissal carline from the SOUTH on Brookfield Street. ONLY staff/visitors that are entering the parking lot should enter from the NORTH by making a left turn into the parking lot.
- **All cars should exit out College Street turning left (NORTH) to avoid the bus line.** ● Cars must display approved Marquette Montessori signage with student name on the passenger side during dismissal time. Students will not be released without the proper sign in the car window.
- Smoking on school property is prohibited by SBCSC and South Bend City ordinances.
- Staff will not unbuckle / buckle your child(ren) out of / into a carseat(s).
- All students should enter/exit the car on the passenger side. Please rearrange seating in your vehicle if necessary. This is for student and staff safety during arrival/dismissal.
- Remain alert during the carline.
- **Remain in your car during the carline. Your child(ren) will be brought to your car as long as their name is properly displayed in the window.**

***Parents - At the beginning of the year the dismissal carline can be a bit slow as we get to know your children and they become familiar with the procedure. Please trust the process and remain in your cars. We are typically done within 10 minutes on a normal day once the routine is established. Remaining in your vehicle is the best way to make the carline run smoothly. We will only dismiss your child to you if you are in your car.***



### ***Bicycles***

Marquette Montessori has a bike rack available outside Door #8 (the bus door). We are not responsible for lost/stolen bikes and/or any damage that occurs to the bike while on school property. All bicyclists will enter/exit Door #6.

### ***Bus Safety & Behavior Guidelines***



Riding a bus in Indiana is a privilege and not a right. When a child violates a safety rule or misbehaves on the bus, he/she may be denied transportation. Each family receives a copy of the SBCSC transportation rules and regulations from the transportation department. Please review this with your child. Bus behavior misconduct reports will be mailed to parents. If you have questions, or need to contact your child's bus driver, please contact the transportation department at 574-393-7000. You can leave a message for the driver to contact you. Notes (signed by the principal) are required to change transportation arrangements – even

temporarily.

All preschool students must be met by an adult at their appropriate bus stop during midday dismissal. If there is no adult present, the child will be returned to Marquette Montessori and the parent will be contacted to pick up the child. This will be considered a LATE PICKUP. Chronic late pickups will be reported to the appropriate third party.

Bus Safety Rules (an overview... please refer to SBCSC transportation guidelines for full documentation)

- Rules apply to ALL students, regardless of age
- Be ready for the bus five minutes early
- Stay in a single line while getting on/off the bus
- Keep your hands to yourself
- While waiting for the bus, stay off other's property, out of the street and away from cars/traffic
- Keep all body parts inside the bus at all times. Face forward, bottom on the seat
- Use a quiet voice (Level 1) while talking so you do not distract the driver
- Follow ALL directions given by the bus driver

### ***Consequences for Bus Misbehavior***

All bus discipline issues are handled by the transportation department. Please contact them directly.

***Follow your child's normal bus with GPS location. LOGIN/PASSWORD required:***

***<https://www.sbcsc.k12.in.us/MyStop>***



### ***Emergency Contact Card***

At the start of the school year you will be given an Emergency Contact Card. Please fill it out completely and sign it. Return the Emergency Card to the office as soon as possible.

- Only adults listed on the Emergency Contact Card will be able to pick your child up from school. We will verify ID when the adult arrives in the office to pick up a child.
- If your personal contact information changes, please notify the school immediately. New addresses will require TWO (2) Proofs of Residency.
- We will verify ID prior to making any changes. *Changes cannot be made over the telephone.*
- US Mail that is sent to home address and returned to school may be subject to charge.

### ***Non-Custodial Parent Access***

Unless there are court orders on file prohibiting or limiting the rights of non-custodial parents, they will have access to full disclosure including, but not limited to:

- Student Report Cards
- Newsletters
- On-site lunch appointments & classroom observations (pending criminal history check)
- Conferences with teachers
- Access to other school-related information

***It is the responsibility of the CUSTODIAL PARENT to keep the school informed (with documentation) of any changes that may limit or prohibit the non-custodial parent's rights.***

### ***Consent Forms (eg. Photo releases)***

Each student receives a Back to School Information Booklet mailed to his/her home address by SBCSC. Please refer to it and send in any denial of consent forms to Marquette Montessori's main office promptly.

### ***Use of Sunscreen at School***

According to IN Code 20-34-3-22 that went into effect on July 1, 2018, parents may send children to school with topical, non-aerosol sunscreen. Students are not required to have a physician's prescription or note or to store the sunscreen in a specific location. School personnel may, but are not required to assist a student with applying topical, non-aerosol sunscreen if the school has received written permission from the student's parent or guardian. If you are sending your child to school with sunscreen, please make sure it is labeled with your child's name and that the container can remain tightly sealed. Your child should know and understand how to apply it. Your child will not be reminded to do so at any time. Also, your child is not permitted to SHARE this sunscreen with any other person. When not in use, your child should keep it in his / her backpack, locker, or cubby (*not out on their workspace*). This will prevent spillage and damage to materials that could become costly.

## Health Concerns

- **ALLERGIES** – Notify your child’s classroom teacher AND the school office about allergies that your child has.
  - Marquette has a “PEANUT-FREE” table in the cafeteria. But as a school we are not peanut-free.
  - Many of our classrooms have animals. Teachers will need to be notified about animal allergies.
- **MEDICATION** – If your child is required to take any medication at school, please meet with the school nurse to review SBCSC guidelines and keep all medication current. Marquette Montessori follows the SBCSC school board policy 5330 with respect to use of medication during school hours.
  - A release for medication usage at school must be signed by a doctor *and* a parent and kept on file with the school nurse. This release is required annually.
  - “Over the counter” medications are not allowed at school without a prescription from a doctor and a signed medication authorization form on file at the school.
  - Children are not allowed to transport medication to school; it must be dropped off by an adult. Office staff cannot receive medication. Your patience while waiting to speak to the school nurse is appreciated. Medication must be in the original container with the dosage and label clearly visible.
- **INJURY** – If your child is injured at school, we will make him/her comfortable and then call you immediately. If a life-threatening or serious injury has occurred, an ambulance will be called.
- **IMMUNIZATIONS** – in compliance with SBCSC School Board Policy 5320, immunization records are kept on every student and must be updated by the 20<sup>th</sup> day of school or the child will face suspension until immunizations are current and records are updated. The school nurse can provide a list of facilities that offer free and/or low cost immunizations.
- **ILLNESS** – *Children should not be sent to schools if*



- They have a fever (must be fever free without medication for 24 hours before returning)
- They have severe coughing or strep throat.
- They vomited in the last 24 hours.
- They have an unexplained or untreated rash.
- They have lice.
- They have diarrhea or other bowel problems.
- They have communicable diseases such as flu virus, chicken pox, pink eye, mumps, measles, etc.

**For the health and safety of all, children will be sent home if they come to school with any of these same illnesses.**

- **TOILET TRAINING**- \*\* ALL MARQUETTE MONTESSORI STUDENTS ARE EXPECTED TO BE TOILET TRAINED \*\* Children must be able to independently manage their bathroom needs. Three (3) accidents that require a change of clothing within a ten (10) day period will require dismissal from the program. **Students are not to wear pull-ups, training pants or diapers while at Marquette, unless specified by an Individualized Education Plan (IEP) or 504 plan.**
- **LIFT (ELEVATOR) USAGE** – Marquette Montessori has a lift available for students that are not able to physically use the stairs. Please contact the school nurse regarding procedures.

If you need school nurse created records of any kind you will need to request those IN PERSON at Beacon Health Ventures office: 3355 Douglas Road; South Bend, IN 46635

### ***Mandatory Reporting of Child Abuse and Neglect***

Marquette Montessori, like all SBCSC schools, is expected to follow Indiana Public Law 31-33-5-1, which addresses child abuse and neglect. ALL staff members must report all suspected or known incidents of child abuse or neglect. Marquette Montessori follows SBCSC School Board Policy 8462 and SBCSC Administrative Guidelines for Board Policy 8462. It is our hope that proper reporting will help provide immediate protection for any child(ren) and prevent further abuse and/or neglect. Marquette Montessori staff does not investigate prior to reporting. If there is reason to believe that abuse or neglect occurred we will report it immediately.

### ***Breakfast & Lunch/Recess***

- Marquette Montessori is a CEP school, which provides all students breakfast and lunch for free.
- Breakfast is served starting at 7:15AM
- Menus are available on the SBCSC website and are sent home monthly.
- Parents and other family members who have a cleared criminal history check for the current school year may join their student(s) for lunch. Contact your child's teacher for their lunch time. All adults must pay the FULL ADULT PRICE for a school lunch (approximately \$4.00).
- All students will go outside for recess (typically at lunchtime for 15 minutes) unless the temperature is below 20 degrees and/or the windchill factor is below 10 degrees. Please ensure that your child has clothing appropriate for the weather.
- Early Childhood classrooms also take a morning recess so that all preschool students can have recess.

### ***Dress Code***

Marquette Montessori does not require children to wear uniforms. However, we do expect that they come ready to be focused on learning in clothing that does not distract others and that they can independently manage themselves. We strive to establish independence in our students. However, ultimately, the child's appearance is the responsibility of the parent. If a child's appearance is determined to be in violation of the dress code a parent will be contacted to provide an alternate clothing option that is appropriate for school.

***INSIDE SHOES*** - ALL students should have a pair of inside shoes to be worn in the classroom. These are to remain at school and should be appropriate for children to wear exiting the building during fire drills in inclement/snowy weather *(label with your child's name)*. Students keep a pair of shoes at school because the majority of their work is done on the floor. Changing out of street shoes keeps the classroom floors drier and cleaner for all. **PLEASE NOTIFY THE OFFICE IF YOU CANNOT AFFORD INSIDE SHOES. PTO collected shoes so you may be able to find a pair at back to school night for no cost.**

***CHANGE OF CLOTHES*** – ALL students should have a minimum of one complete change of clothing at school (include socks/underwear). For early childhood students it is expected that each child have two (2) changes of clothes. These should be changed out each season. *Send to school in a gallon Ziploc bag labeled with your child's name.*

***LABEL ALL CLOTHING*** – Especially jackets/hats/sweatshirts and other clothing that will come off throughout the day and could be "left behind".

**LOST & FOUND** – All lost/found articles of clothing will be kept in the main office. Parents are encouraged to check there regularly. At the end of each quarter any items remaining in lost and found will be donated. Lost eyeglasses and other items of value will be kept in the main office.

### **SHIRTS / PANTS**

- No offensive or disrespectful artwork & wording. Including, but not limited to: racial/sexual wording, discriminatory language, profanity, drugs, alcohol, and the promotion of violence.
- No see through, open-mesh, tank tops, crop tops or under shirts without an over-shirt.
- Shoulders, belly (midriff) and buttocks (crevices) should be covered.
- Shorts may be worn
- Shorts, skirts, culottes, and skorts should come below the fingertips when standing.
- Pants must have both legs pulled down to the ankles, but should not drag on the floor or cover shoes. Pants must be worn at the student’s waist and belted if they are “falling down”.
- Children should be able to independently manage all fasteners.
- Students will not change clothes to participate in gym. Please dress appropriately.

### **FOOTWEAR**

- Students are expected to wear shoes at all times in the building.
- Closed toe shoes are recommended for safety.
- Shoes should be low-heeled and comfortable.
- Students should be able to climb stairs, exit the building safely and play on various surfaces.
- Children should be able to independently manage all fasteners.
- Snow boots are recommended for winter as we will go outdoors in the snow if weather permits.
- Gym shoes are required on gym days for K- 6th grade students.
- ***Expect that footwear will get dirty through the course of NORMAL ACTIVITIES at school. If you do not want your child’s shoes to get dirty, send them in a different pair that can.***

### **COATS/JACKETS**

- Coats and jackets cannot be worn in the classroom (per SBCSC School Board Policy). Temperatures in the classrooms can vary. Please make sure your child has layers in the winter.
- During the winter we will go outdoors for recess if weather permits, please notify the office if you need assistance in securing an appropriate winter coat for your child.
- Children should be able to independently manage all fasteners.

### **HEADWEAR/HAIR ACCESSORIES**

- Caps, Hats, Bandanas, Kerchiefs, durags, and headscarves (including triangular scarves) may not be worn inside the building (per SBCSC school board policy).

**COSTUMES** – Costumes disrupt the learning environment and are not permitted at school, except in cases such as SPIRIT WEEK or for the presentation of a research project previously agreed upon by the classroom teacher.

### **BACKPACKS, BOOKBAGS/PURSES/VALUABLES**

- No rolling book bags/back packs. They will not fit in lockers/cubbies and per SBCSC School Board policy backpacks/bookbags are not allowed in classrooms.
- *Marquette Montessori recommends that all items of value be kept at home. The school is not responsible for lost or stolen money, small electronics and/or other personal property brought t*

### **Toys, Games, Electronics, Cellphones**

- Toys, games, and electronics of any kind are not permitted at school without prior permission from the classroom teacher. Toys will be sent home the first time. Additional infractions will result in the item being taken away and held for a parent to pick up.
- Marquette Montessori does recognize that some of our youngest students may require a comfort item to make a successful transition to school. Please contact your child's teacher if this is an issue for your child.
- **There are to be no cellphones in class.** If students do bring cellphones to school, the expectation is that they are in their backpack in their lockers. If a student does not feel comfortable leaving it in their lockers, we can provide a safe locked location within the classrooms. If we see a student with a cell phone, they'll be asked to put them in their locker. If we see it again, a parent will need to come and pick up the cell phone. If there is an emergency and parents need to reach their child, please call the office. If there is an emergency and a child needs to reach their parent, we have classroom and office phones for this. If a child needs access to the internet for school reasons, we have plenty of Chromebook devices to accommodate this.



### **Positive Behavior Interventions and Supports (PBIS)**

Marquette Montessori has a building wide system and structure of school expectations. Students and staff adhere to our motto of "Montessori WORKS!" and demonstrate that they are Welcoming, Organized, Responsible, Kind, and Safe in all of our school settings. Students are taught expected behaviors for all shared spaces throughout the building and for transitions within the building. Classroom teachers also develop classroom expectations with their students that reflect this motto and emphasize the student's need to demonstrate respect for his/herself, others, and the overall environment. Students discuss what this respect sounds like and looks like in various settings. Expected behaviors are modeled and coached throughout the year. Unexpected behaviors are discussed and, as appropriate, a wide range of restorative practices are used to redirect behavior.

Most PBIS schools also have some sort of EXTRINSIC reward system (eg. "caught you being good tickets" that are collected and then turned in for prizes) for compliance with the expectations. At Marquette Montessori we are working to instill INTRINSIC motivation for students through building community, and fostering a strong sense of belonging and voice within our students. EXTRINSIC rewards are NOT a part of Marquette's PBIS practices. You will also NOT SEE EXTRINSIC "punishment" systems (eg. Color Coded Clip Charts, Hash Tags on a Board, or Class Dojo) at Marquette Montessori. Instead, teachers are expected to address concerns with individual students on an individual basis in a manner that maintains the dignity of the child.

## ***Restorative Practices***

The faculty and staff at Marquette Montessori are committed to the philosophy of Dr. Montessori. With this comes a natural belief in Restorative Practices for when harm occurs. Many staff members have attended SBCSC's Restorative Justice in Education Professional Development others are trained Restorative Justice practitioners. Community building and forging solid relationships is at the core of all that we do and to that end, all classrooms have the expectation to enter into CIRCLE daily. This CIRCLE could be as simple as a meet and greet check-in to learn about what everyone did over the weekend but it could also be a process used to resolve classroom community issues. When conflict occurs, the faculty and staff are focusing first on identifying WHAT HAPPENED and WHAT CHILD WAS THINKING AT THE TIME then WHO WAS HARMED & HOW and finally HOW MIGHT THAT HARM BE REPAIRED. CIRCLE is where our community comes together, to learn about each other, grow together and to celebrate with one another.

## ***Zones of Regulation / Expected/Unexpected Behaviors***

Marquette Montessori also implements Zones of Regulation. This color coded system helps children learn to regulate their emotions based on the situation. Children self-identify if they are in the RED (anger, exuberance, etc.), YELLOW (anxious, unsettled, starting to be frustrated), BLUE (sad, tired, etc.) or GREEN (calm and ready to learn) ZONE first and then learn to identify verbal and physical cues to determine what zone another person *might* be in at the moment. Children are then taught skills and techniques to transition from one zone to the next so that they can remain in the GREEN ZONE and be prepared for learning.

The Zones of Regulation also puts an emphasis on EXPECTED vs. UNEXPECTED behavior for various situations and settings. For example, it is expected that if you attend a Notre Dame Football Game that you are screaming to cheer on your team. It is UNEXPECTED if you are eating breakfast in the Marquette Cafeteria and screaming to get the attention of your friend. Screaming is not the problem, the problem is where and when the screaming occurred. Using this language of EXPECTED vs. UNEXPECTED also sets clear boundaries for children which they need. Finally, it is JUDGEMENT FREE language. Using the terms acceptable and unacceptable impose judgment on the child's actions.

We encourage you to learn more about these practices by entering into dialog with your child's classroom teacher.

## ***Bullying***

Bullying by a student or group(s) of students with the intent to harass, ridicule, humiliate, intimidate or harm other students is prohibited. This includes times when students are:

- On school grounds
- Off school grounds at a school sponsored activity, function, or event
- Traveling to and/or from school or a school sponsored activity, function or event
- Using property or equipment provided by the school

Marquette Montessori follows SBCSC School Board Policy 5517.01 with respect to bullying. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to **their classroom teacher, the social worker or building administrators** right away. School personnel will investigate all reports of bullying. An easy way to report bullying, threats, etc. is through the Quick Tip system. Anonymous reporting can be done using this system.

## ***Discipline***

Marquette Montessori follows the SBCSC Shared Rights & Responsibility (available on the SBCSC website). Teachers will make parent contact regarding all discipline issues that arise in the classroom. We expect to work in partnership with you to help your child acclimate to expected school behaviors.

- *A copy of the Early Childhood Behavior Guidelines established and followed at Marquette Montessori with respect to our preschool students is included in the Appendix.*
- *Severe behaviors may skip typical discipline steps and be referred directly to the principal.*
- *Chronic behavior problems will be referred to Marquette's General Education Intervention Team who will meet with the family to devise a plan for reducing/eliminating problem behaviors.*

## ***Emergency Drills***

Students practice emergency procedures on a regular basis. They are expected to follow all rules during the drills. Classroom teachers are responsible for their students' safety, expecting them all to listen and follow directions *the first time*.

- Absolutely no silliness or misbehavior is allowed during the drill.
- Disciplinary actions will result for those who violate the rules during the drills because misbehavior compromises the safety of all.
- Fire Drills are held monthly.
- Severe Weather Drills are held quarterly.
- Lockdown Drills are held each semester.

## **SBCSC Textbook Fees & Marquette Montessori Practical Life Fees**



**SBCSC textbook fees** pay to replace /maintain Marquette’s Montessori materials. To qualify for free/reduced textbook fees, parents must complete a FREE LUNCH/TEXTBOOK FORM. It can be found online at <https://family.titank12.com/>

***All families are encouraged to apply regardless of income. Completion of these forms helps to determine MMA’s Title I Status as well.***

Marquette Montessori also charges an ANNUAL PRACTICAL LIFE FEE. This fee provides for all field trips (K-6th), daily snacks (Early Childhood), food preparation activities, science experiments, plant and animal care, and guest performers. The fees are payable in one lump sum, by semester or by quarter. See the table below. If any parent has trouble paying the practical life fee, please contact the building principal so that arrangements can be made. **Marquette Montessori will not discriminate against any child for failure to pay the practical life fee.**

MMA greatly appreciates the support of our families in paying this fee. Without it we cannot provide many of the enrichment experiences that make our program unique.

### ***Practical Life Fee Schedule***

	Early Childhood (P3, P4, Kindergarten)	Elementary (1st - 6th graders)
<b>Total Fee</b>	\$50.00	\$25.00
<b>Payable 3 ways:</b>		
<b>One Lump Sum</b>	\$50.00	\$25.00
<b>By Semester</b>	\$25.00	\$12.50
<b>By Quarter</b>	\$12.50	\$6.25

- Checks should be written to Marquette Montessori Academy.
- You will be issued a receipt (sent home with your child).
- Checks returned for Non-Sufficient Funds (NSF) are subject to an additional \$10 processing fee. ● Families that have paid Practical Life Fees in full **WILL NOT** be billed for field trips. All others can expect to be charged for a field trip unless arrangements have been made with the building principal. ● If you care for a school pet during the summer your Practical Life Fee is waived for the following school year (one full fee / pet cared for). Notify your child’s classroom teacher if you are interested in this option.





### ***Fees for Lost or Damaged Books and Montessori Materials***

Parents will be billed ACTUAL COST for replacement of library books, text books and/or Montessori Materials that are lost or *intentionally* damaged. If a parent pays for a lost item and later the item is located a reimbursement will be issued. Damaged books must be paid for in full, no matter the extent of the damage to the book. Montessori materials are billed based on replacement cost.

### ***Chromebooks & Internet Use***



As a 1-1 school for grades K-6, students have regular access to chromebooks for instruction and practice. Students also use the computers for assessments including NWEA and ILEARN/IREAD3 testing, etc. Parents must sign an Internet Use Permission form at time of enrollment. It remains in your child's cumulative record. SBCSC has strict filters on the computers. Students are denied access to many sites due to content. Staff supervise students at all times while on the computer.

### ***Parent & Family Involvement***

All parents, guardians, and other visitors must **ANNUALLY** complete a **limited criminal history check** (free) in order to volunteer, visit classrooms, have lunch with children, etc. The form is available in the school office and one is included in your family's welcome packet. It takes up to two weeks to process. Until the form is processed and APPROVED by the state we cannot allow you past the main office without an administrative escort.

- All visitors are required to sign-in at the main office and wear a badge while on-site (including the playground and on field trips).
- Classroom observations start in October. Contact the Head of School to schedule an observation.
- Contact your child's teacher about classroom volunteering opportunities. Share your talents!
- Join Marquette PTO! Email them at [marquettepto@gmail.com](mailto:marquettepto@gmail.com)
- Attend parent-teacher conferences in the fall and spring.
- Participate in parent education events and/or family events outside of school hours
- Check out books/materials from the parent lending library.
- Come join your child's classroom in celebrating his/her birthday with a "Walk Around the Sun."
  - Notify the classroom teacher that you will be attending.
  - If you provide birthday treats they must comply with the Smart Snacks in Schools Act of 2010. Contact your child's teacher for specifics with respect to classroom allergies and number of students. SBCSC board policy states that all items must be store bought.
  - Balloons are not allowed at school.
  - Birthday invitations will not be sent home by the school.
- Collect Box Tops to support our school and/or participate in PTO fundraising events.
- Contact the school office about opportunities for helping during arrival and dismissal.
- Volunteer in the library. Read to a child! Be a mentor!

## ***Classroom Observations***

Classroom observations give you a chance to see our classrooms in action. It is often difficult to put into words the complex, organized structure of our classrooms as it is so different from what most parents themselves experienced as children. The classroom observation serves as our primary means of parent education about what it means to be a Montessori school.

Classroom observations start on October 1 each year. They are held on Tuesdays, from 9:00-10:00 AM each week and must be prescheduled. To schedule an observation, contact the Head of School. Only one adult per classroom is allowed in order to respect the learning environment. During state testing windows and the week immediately following any extended break (winter, spring) classroom observations will not be held. If Tuesdays do not work for your schedule, it is possible that other arrangements can be made.

## ***Communication Folders***

Students will have communication folders that go home TUESDAYS and FRIDAYS. Please check these regularly for important documentation from SBCSC, Marquette Montessori – *ALWAYS ON YELLOW*, Marquette PTO, community organizations and your child's classroom teacher. These folders also may contain student work that has been completed and/or homework for your child to complete. Return the folders EMPTY (unless papers require signature) the following day. Any documents you need to provide the teacher should be put in the communication folder.

Additional forms of communication that will be used regularly:

- School Newsletter
- Classroom newsletters
- Auto-dialer messenger service (typically set to an early evening phone call) – please make sure your phone number and/or email is up to date (one number per child accesses this system)
- Marquette website (you can find PEACH JAR link there) [marquette.sb.school](http://marquette.sb.school)
- Marquette Montessori Facebook Page (Marquette Montessori Academy - South Bend, IN) information updated by school - direct questions to this page
- Twitter: @sbmarquette
- Marquette Montessori PTO Facebook CLOSED GROUP - information updated by PTO officers
- US Mail (please make sure your address is up to date)
- Powerschool Parent Portal (for 1st - 6th grading information) – teachers update weekly
  - Contact the school office if you don't have access to the Parent Portal

## ***Playground Use From 7:15 A.M.- 3:30 PM***

The MPMA playground is CLOSED to visitors during these hours. You will notice NO TRESPASSING SIGNS posted at the entrances. In order to use the playground with your child during these hours, you must have a cleared criminal history check and have been issued a Current SY PLAYGROUND PASS by the main office. This policy is in effect to protect the students and staff. Passes will be issued only after the playground rules have been reviewed by building administration. Violators will be asked to leave. All individuals without these passes will be trespassing and will be asked to leave the grounds immediately. Non-compliance could result in a call to local law enforcement. Active supervision of your child is expected.

## ***Homework Policy***

Marquette Montessori follows SBCSC School Board Policy 2330 and resulting Administrative Guidelines when determining appropriate levels of homework for students. As a Montessori school, students are actively engaged in hands-on materials throughout the entire school day that lead them on a path to understanding concepts across curriculum areas at the abstract level that demonstrates mastery.

The use of homework is at the discretion of the classroom teacher. But all Marquette Montessori teachers follow this in building protocol:

- ***All students (regardless of age) should be actively participating in their daily family routines in order to build responsibility, concentration, coordination, self-confidence, independence and a sense of order.*** ● ***All students (regardless of age) should read and/or be read to at least 20 minutes a day.*** ● Kindergarten to 6th grade students may have homework in all content areas as deemed necessary by each classroom teacher. These tasks will be individualized for your child's interests/ability and often are "special projects" to complete with the family that enrich your child's learning at school.
- Skill based activities will only be given if a child can work independently on the task. ● First grade is typically when homework becomes a regular daily practice. However, the daily practice of homework, if used by the classroom teacher, is not started until 2<sup>nd</sup> Quarter of 1<sup>st</sup> grade to allow your child(ren) to adjust to the lower elementary classroom environment.

## ***Marquette Montessori's Behavior Guidelines for 3 & 4 Year Olds***

Marquette Montessori understands that children who are 3 and 4 years old are not 100% responsible for their behavior. Therefore, it is important for the teacher and the parent to work together to discover and understand the root causes of their behavior and create a proactive plan that supports the development of positive social behavior of the child within the environment. *Active family participation is an integral part of this process and will determine your child's success and longevity in the program.*

The early childhood teachers will work with you and your child to develop a firm understanding of expected school behavior. Each small child undergoes an adaptation process when entering a group of children for the first time. In Montessori education, this process has its own name –normalization. A "normalized" child is self-directed and guided by his/her own personal developmental needs. Children that are school ready can be taught that, as a part of a community of learners, it is expected that they be peaceful, calm and productive. At school it is expected that children demonstrate respect for themselves, their peers, their teachers, and their classroom environment.

Unexpected school behaviors are considered behaviors that interfere with a peaceful learning atmosphere on a regular basis. Examples include, but are not limited to: biting, kicking, hitting, eloping (running away), frozen rage, spitting, screaming, violent rage, frequent tantrums, swearing, scratching, pinching, destruction of property, pulling fire alarms, and refusal to move.

Parents will be notified at the first concern by the teacher. If behaviors persist your child will be referred to the Marquette Montessori General Education Intervention Team who will meet with the family to devise a plan to reduce and eliminate problem behaviors. *Active family participation is an integral part of this process and will determine your child's success and longevity in the program.* Please let your child's teacher know if there are any home changes even as "small" as the family pet getting sick. It is not our intent to be intrusive to your privacy. However, small changes in the home can reflect in big ways at school. Marquette Montessori will make every effort to keep your child in our program. If those efforts fail, the general rule of three (3) incidents of chronic, disruptive behavior that interfere with the peaceful learning environment of others and/or the safety and well-being of staff and students within a ten (10) day period, may result in consequences up to and including dismissal from the program.

The following misbehaviors are examples of behaviors that may result in your child being sent home early and/or staying home an extra day: hitting, biting, aggressive behavior, threats, destruction of property, bringing a weapon, uncontrollable temper tantrums and persistent inappropriate language/behavior. It will be a joint decision between the teacher and the principal as to the severity of the consequence. *Suspension, although a last resort, is possible for preschool students.*

Additionally, dismissal from the early childhood preschool program will occur if:

- Child exhibits lack of independent toileting.
  - Policy: three (3) accidents in ten (10) consecutive school days that require a change of clothing results in dismissal. This includes bowel movements and urination. Students with accommodations in an Individualized Education Plan or 504 plan are exempt from this policy.
- Child has chronic absences, tardies and/or late pick-ups from school.
  - The preschool program is five days a week from 7:30– 10:30AM.