



Queen of Angels

MONTESSORI

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PARENT/STUDENT HANDBOOK

SCHOOL MISSION AND STRUCTURE

MISSION STATEMENT

Queen of Angels Montessori School is dedicated to providing an outstanding education to children ages three to fourteen in a Catholic atmosphere faithful to the Magisterium of the Church. Using the philosophy and techniques of the Montessori approach, including religious education through the Catechesis of the Good Shepherd, our goal is to enable each child to develop as a well-integrated human being: spiritually, intellectually, socially, physically, and emotionally.

SCHOOL STRUCTURE

Queen of Angels Montessori School is a non-profit corporation incorporated in the State of Ohio and governed by a Board of Trustees. The Board hires the Principal who collaborates with the Board's Executive Committee in hiring the educational staff.

Queen of Angels offers classes at the preschool/kindergarten (ages 3-6), lower elementary (ages 6-9), upper elementary (ages 9-12), and middle school (ages 12-14) levels.

The school is licensed by the Ohio Department of Education (ODE) and operates under a non-public school state charter issued by the ODE. Classroom teachers are certified through the State of Ohio, and have Montessori certification through a nationally-accredited Montessori training center. The school adheres to the American Montessori Society Code of Professional Ethics.

Queen of Angels is also affiliated with the Archdiocese of Cincinnati as a private, independent, Catholic elementary school, and adheres to the policies and standards of the Archdiocese of Cincinnati.

QUEEN OF ANGELS MONTESSORI SCHOOL BOARD OF TRUSTEES

Scott Harsh– *President*
Tino Pucci– *Vice President*
John Robben - *Treasurer*
Dan Teller – *Executive Director*
Diane Ceo-Difrancesco

Kim Chiodi
John Gruber
Todd Hamiter
Mark Kapostasy
Ginger McKenzie
Patrice Streit

PROGRAM DESCRIPTION

“To Grow in Wisdom and Stature Before God and Men” (Luke 2:52)

Queen of Angels Montessori School is dedicated to helping children “grow in wisdom and stature before God and men.” It interweaves three basic components in order to work towards this goal:

- The Catechesis of the Good Shepherd
- The Montessori educational approach
- An active program of parent education and participation.

A description of these components is included in the Parent Information Booklet that is sent to prospective parents. This is available in the school office or on the school web site.

PARENT EDUCATION AND COMMUNICATION

Summary: Parent Education and Communication

1. *Initiate communication with the appropriate staff member at the appropriate level.*
2. *Both parents must attend fall and winter parent-teacher conferences.*
3. *Both parents must sign and return first- and second-trimester progress reports.*
4. *At least one parent is required to attend curriculum nights and parent education evenings; and to observe their child at school before or after each parent-teacher conference.*
5. *Parent volunteers must attend a training session with the teacher prior to volunteering in the classroom.*
6. *School personnel will respond to parent communication (phone message, written note, email message) within 36 hours of receipt*

Queen of Angels actively encourages parent participation through a well-developed parent education program and frequent opportunities for parent involvement both in and outside the classroom. This takes place through:

- *Parent Education Evenings* that build parents’ understanding and support of the school’s philosophy and methods.
- *Curriculum Nights* with teachers, to gain a clear picture of what your child does during the school day.
- *Parent-Child Evenings*, when parents can work together with their child in the classroom.
- *Religious Celebrations followed by social gatherings* that draw the school community together in worship and fellowship.

- *Parent Observations of their child at school* that deepen parents' understanding of their child's school experience and the educational approach they have chosen.
- *Parent Conferences*, scheduled formally twice per school year.
- *Parent Participation in the classroom*, probably the most effective way to increase parental appreciation of the child's school experience.
- *Parent Volunteer Program*

COMMUNICATION

Parents are encouraged to bring questions, comments, and concerns to the appropriate staff member. It is very important to begin the communication process with the appropriate person at the appropriate level. Parents should not go to a "higher level" before speaking and consulting with the appropriate staff member.

Concerns about a child's classroom behavior or performance should initially be addressed to the classroom teacher. If the concern persists, the parent(s) may contact the Principal. Concerns about an aspect of the overall school program should be addressed to the Principal. If the concern persists, parents may contact a member of the Board of Trustees.

The Queen of Angels preschool program is licensed by the Ohio Department of Education, Early Childhood Division. For any licensing complaints or concern, parents may call that office (1-614-431-0351). Licensing questions or concerns may also be addressed to the ombudsman (1-888-222-4173 or 1-614-728-6699).

School personnel will respond to parent communication (phone message, written note, email message) within 36 hours of receipt.

PARENT CONFERENCES

Parent-teacher conferences are scheduled twice per year (in late fall and late winter) so that parents and staff can discuss the child's school experience. **Both parents are required to attend.**

In addition to these formally scheduled conferences, parents and staff may request a conference at any time to discuss areas of concern or issues relevant to the child's development. Student-led conferences will be used for some upper elementary students and at the junior high level.

PROGRESS REPORTS

Individual Progress Reports are compiled for each child by teachers to keep parents informed about the child's schoolwork. They are sent home at the end of each trimester. The Progress Reports track the child's work habits and his/her acquisition and development of concepts and skills in all areas of the school's curriculum. Written comments by the child's teacher further highlight the child's interests, strengths, and areas for improvement. **Parents must sign and return the first and second trimester progress reports.**

OBSERVATIONS

Parents are welcome to visit their child's classroom for purposes of observation. Please contact the school office to schedule a formal observation. Your child's teacher will provide suggestions and guidelines as to how to make your observation as good an experience as possible.

PARENT CLASSROOM VOLUNTEERS

A parent classroom volunteer commits to a regular schedule (weekly or bi-weekly) of helping in the classroom. The classroom volunteer receives guidance from the teacher as to how to assist in the class. **He/she must attend a training session with the teacher prior to volunteering in the classroom.** Serving as a classroom volunteer is the best way to understand how the classroom operates and how the children learn in their environment.

PARENT EDUCATION

At least one parent is required to attend our curriculum nights and parent education evenings; and to observe their child at school before or after each parent-teacher conference. This requirement is intended to build parent-school partnership in behalf of the child by facilitating communication and by helping parents to deepen their understanding of the school's mission, philosophy, and methodology.

PARENT VOLUNTEER PROGRAM

Summary: Parent Volunteer Program

1. *Families must serve on three committees/activities throughout the school year.*
2. *Families sign up for committees and activities each spring (for the subsequent school year) or upon enrollment.*
3. *Volunteers who regularly work with children (more than three hours per month) must attend an orientation session on the archdiocesan "Decree on Child Protection" and have a background check with Ohio BCII.*

Volunteerism is an important part of our school culture. It strengthens the parent-school-child relationship, and it provides important services to the school that support its mission and help to control tuition costs.

Each family must serve on three committees/activities throughout the year. Many current QAMS families will find that they already meet or exceed this requirement. These committees and activities are described in the Volunteer Program information that is distributed each spring or upon enrollment for the following school year. Parents who already volunteer in a capacity that is not listed on the form may write this in on the Volunteer Form. This will help the Board to continue to identify the many volunteer capacities that parents already take on at our school.

Most of the families at Queen of Angels exceed this expectation, and families are encouraged to serve on additional committees to help develop the school. QAMS realizes that from time to time a family may experience situations that make it impossible to honor its volunteer commitment. In this case, a family can either find a replacement or swap with someone.

Queen of Angels Montessori follows the policies of the *Decree on Child Protection* issued by the Archdiocese of Cincinnati. Volunteers with regular contact with children (i.e., three or more hours per month) must take an orientation session on the *Decree* and must complete an Ohio BCII Background Check.

ADMISSION AND ENROLLMENT

Summary: Admission and Enrollment

1. *Current students must re-register each year.*
2. *Re-enrollment is guaranteed during the Priority Registration Period only.*

NONDISCRIMINATION POLICY

The Queen of Angels Montessori School admits students of any race, color, 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, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Queen of Angels Montessori School recognizes that it is unlawful for the school to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin.

ADMISSION AND RE-ENROLLMENT

Parents interested in enrolling their child in Queen of Angels Montessori School should make an appointment to visit the school. At that time, the parent(s) will have an opportunity to observe in a classroom and meet with the Principal, who will describe the school program and answer questions.

New students may apply for admission at any time. Applications from new students must be accompanied by a non-refundable \$25.00 application fee. They will be dated at the time they are received, and a determination of admission will be made following the Priority Registration Period.

Children must be toilet-trained before beginning preschool. If children seeking admission to the pre-primary program are not three years old by September 30 of the current school year, they may receive permission from the Principal to begin the program before their third birthday if developmentally ready. Children entering kindergarten must be five years old by September 30 of their kindergarten year.

Priority Registration Guidelines

A Priority Registration Period will be established each year, typically within the months of January and February. The exact dates will be announced in the weekly school newsletter. During this time, children will be admitted according to the following criteria:

1. During the Priority Registration Period, enrollment priority will be given to returning students and their siblings. No priority will be given after the Priority Registration Period ends. Queen of Angels believes that it is fundamentally important to the Montessori model and to the dynamic of the school to enroll students beginning at

age three. Thus, the following priorities will be given within the priority enrollment period:

- a. First priority will be given to enrolled students and any 3-year old siblings.
 - b. Second priority will be given to 4- and 5-year old siblings with previous (other) Montessori experience.
 - c. Third priority will be given to 4- and 5-year old siblings without prior Montessori experience.
 - d. No priority will be given to siblings who wish to enter the primary school (grade 1 and up) without prior Montessori experience.
2. After the Priority Registration Period, enrollment will be open to all children, with priority given to applicants with prior Montessori experience.
 3. The school reserves the right to balance its classes by age and gender.

Enrollment Procedure for New Students

1. New parents visit the school and meet with the Principal.
2. The parent submits an application with a non-refundable \$25.00 application fee.
3. [At the elementary level only, the child then visits the school. This visit may take the form of an after-school meeting/interview with the teacher, or a during-school visit to the class.]
4. The parent is notified regarding the child's acceptance.
5. To enroll, the parent submits a \$300.00 deposit for the upcoming school year. This deposit is applied towards the registration/materials fee and the upcoming school year's tuition. It is nonrefundable.
6. In May, families return tuition contracts with a further tuition payment. The tuition contract is binding for the upcoming school year unless the family moves out of town.

Re-Enrollment Procedure for Existing Students

All continuing students must re-register for the upcoming school year. Returning students do not pay the application fee. The re-enrollment procedure for returning students involves the following steps.

1. Existing students are guaranteed re-enrollment in the school if they re-register within the Priority Registration Period. Students who re-apply after the Priority Registration Period ends are no longer guaranteed enrollment for the next school year.
2. To re-enroll, the parent submits a re-enrollment form along with a \$300.00 deposit for the upcoming school year. This deposit is applied towards the registration/materials fee and the upcoming school year's tuition. It is nonrefundable.
3. In May, families return tuition contracts with a further tuition payment. The tuition contract is binding for the upcoming school year unless the family moves out of town.

All parents must have on file for their child(ren) a current medical statement and immunization record (signed by their physician), and completed emergency medical forms prior to attending the first day of school.

TUITION AND FINANCIAL AID

Summary: Tuition and Financial Aid

1. *Payment plans include yearly payment, two semester payments, or twelve monthly payments.*
2. *The signed tuition contract represents a legal obligation to pay the full amount of the year's tuition.*
3. *Sibling discounts: 10% for second child; 20% for third and subsequent children.*
4. *Financial aid applications for the next school year are due by February 1.*
5. *Tuition credits can be earned through the Scrip certificate program.*

TUITION PAYMENT PLANS AND SIBLING DISCOUNTS

Upon acceptance to the school, parents should choose one of three tuition payment plans:

1. Payment in full by July 1.
2. One half the tuition paid by July 1, the balance paid by January 1.
3. Twelve monthly payments, payable by the 1st of each month, starting May 1 and ending April 1.

In May, parents of enrolled students will receive tuition contracts for the coming school year. Contracts must be returned by the date specified, and must be signed by both parents when responsibility for tuition bills is shared.

The signed contract represents a legal obligation to pay the full amount of the year's tuition. That obligation is not affected by the withdrawal of the child from Queen of Angels Montessori School unless one of the following occurs:

1. The family moves from the Greater Cincinnati area and provides advance written notice of the withdrawal.
2. It is the judgment of the Director, based on medical information submitted to him or her, that the parent or child has become permanently incapacitated.
3. It is the judgment of the Director that the child should no longer attend the school.

Bills are payable by the first of each month. A \$25.00 late fee will be applied to tuition payments that are more than fifteen calendar days late. A fee of \$25.00 will be charged for a check returned unpaid by the bank for any reason. All tuition must be paid in full by April 10 of each school year. After that time, we will not reserve space for the following school year for families with outstanding financial obligations.

Queen of Angels offers a 10% tuition discount for the first sibling simultaneously enrolled at the school and a 20% tuition discount for all other siblings. All students must pay the registration/materials fee.

FINANCIAL AID

Queen of Angels offers a financial aid program to all current and incoming students. Parents must submit a financial aid application to the Private School Aid Service by February 1. By March 1, Queen of Angels will notify parents of the amount of aid (if any) they will receive from the school for the upcoming school year. To apply for financial aid, new families must have submitted an enrollment application for their child. However, a registration fee and tuition contract are not required to apply for financial aid.

SCRIP CERTIFICATE PROGRAM

Tuition credits may be earned by participating in the Scrip Gift Certificate Program. By participating aggressively in this program, families can earn \$100-400 in tuition credits each year.

Each week, an order form is sent home with over 100 vendors, including major local grocery chains. After an initial \$5.00 set-up fee, 50% of all money earned through Scrip purchases will be credited towards the child's tuition. The credit will be applied to the final monthly tuition payment, or a tuition refund will be made in May to parents who pay by semester.

Example:

A parent purchases \$200 in grocery certificates that earn 5% for the school. This purchase earns \$10.00, of which \$5.00 is credited to the year's tuition.

HEALTH AND SAFETY

Summary: Health and Safety

- 1. In case of threatening weather, Queen of Angels will follow directions for the Cincinnati Public Schools. Please listen to local TV and radio for announcements.**
- 2. Emergency Transportation Authorization forms must be current. Please call the office with any changes (cell phone numbers, addresses, work numbers, etc.)*
- 3. A child who has been ill should not return to school until he/she has been free of fever without aspirin, Tylenol, etc., for at least 24 hours*
- 4. When a child has been observed with signs and/or symptoms of illness, he/she will be isolated from the other children*
- 5. To administer non-prescription medication, parents must submit a signed medication form.*
- 6. To administer prescription medication, parents must submit a medication form signed by the child's physician.*
- 7. Queen of Angels follows the policies, procedures, and recommendations of the Decree on Child Protection of the Archdiocese of Cincinnati. A copy of the decree is available in the school office for parent review.*
- 8. An incident report is given to the parent within 24 hours of the incident if the injury was not serious. If the child has been hurt seriously, the parent is contacted immediately and an incident report is given to the parent within 24 hours.*
- 9. The school's emergency action plan is posted in the school office and in each classroom, and is available for parent review at all times.*
- 10. To communicate with parents, we have developed a phone tree for each classroom. We will use this phone tree if it is necessary to inform parents quickly about an emergency situation.*

EMERGENCY INFORMATION

Each child must have on file a completed Emergency Transportation Authorization Form, with addresses and phone numbers for parents and other adults. **If you have any changes in emergency numbers during the school year, please contact the school.** It is vital that we always have current emergency information.

IMMUNIZATION

According to Ohio law, "No pupil shall be admitted to school, unless such pupil has presented written evidence that he/she has received, or is in the process of receiving immunization against polio, rubella (regular measles – 10 day), diphtheria, pertussis (whooping cough), tetanus, and rebella (German measles)."

An immunization record, signed by the child's physician, must be kept on file at school. A student new to the school has fourteen days to comply with the law. Exceptions are

taken under special consideration with required documents signed by the parent/guardian.

ILLNESS

Please do not send your child to school on days when any of the following symptoms are present: rash (other than localized diaper rash); deep or persistent cough; discharge or discolored or profuse amount of mucous from nose; diarrhea; vomiting; sore throat; symptoms of conjunctivitis (pinkeye). **A child who has been ill should not return to school until he/she has been free of fever without aspirin, Tylenol, etc., for at least 24 hours.**

If a child becomes ill during school, we will telephone a parent to pick the child up. This pick up needs to be done as soon as possible, for the health and comfort of your child as well as the well-being of the other children. If we are unable to contact the child's parent(s), we will contact those listed as emergency contacts on the child's emergency medical card. If the child's condition worsens and/or becomes dangerous, we will call 911 for transport to the nearest hospital, then contact the parent to meet us at the hospital. No child will be left unattended for any period of time.

The school will care for "mildly ill" children (e.g, children with a mild runny nose).

COMMUNICABLE DISEASE

Queen of Angels Montessori School adheres to the following policies of the Ohio Department of Human Services concerning the management of communicable disease (#5101:2-12-50).

A staff person trained to recognize the common signs of communicable disease or other illness will observe each child daily as he/she arrives at school. If a child is observed with signs or symptoms of illness, the school will immediately notify the parents or guardians.

A child with any of the following signs or symptoms of illness will be immediately isolated and the parents notified to pick the child up from school: diarrhea; severe coughing; difficult or rapid breathing; yellowish skin or eyes; conjunctivitis; untreated infected skin patch(es); unusually dark urine and/or grey or white stool; stiff neck; unusual spots or rashes; sore throat or difficulty in swallowing; temperature above 100° F.; vomiting; evidence of lice, scabies, or other parasite.

When a child has been observed with signs and/or symptoms of illness, he/she will be isolated from the other children. The child will be provided a cot and a blanket and isolated in a designated area until the parent can pick him/her up. The parent will be notified immediately. The child will be within sight and hearing of an adult. No child shall be left alone or unattended.

In the event of exposure to a communicable disease or parasite (such as lice), parents will be notified by notices sent home.

MEDICATION

Rules for administration of prescription and non-prescription drugs:

1. Parents/guardians should request that whenever possible, doctors prescribe that medication be given to students at times other than school hours.
2. If medication must be given during school hours, parents/guardians are encouraged to come to school and administer the medication.
3. In the event that medication must be administered to a student by someone other than a qualified doctor, private nurse, or the student's parent/guardian during normal school hours, or while the student is on school premises, participating in or attending school functions, the following procedure must be followed:
4. Written request must be obtained from the parent/guardian before any medication may be administered by school personnel. **In the case of prescription medication, this request must also be signed by the child's physician.** The request must include instructions as to name of medication, dosage, time, and duration of medication, and possible side effects. An authorization/release form is included at the end of this handbook. A faxed copy may be accepted from the physician. When medication is to be administered for two weeks or more, a hard copy must also be sent in.
5. Prescription and non-prescription medication must be in original containers (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration.
6. All medication to be taken by students will be locked out of children's sight and reach.
7. A school staff person will administer or dispense the medication to the child according to the parent's instructions. In the case of prescription medication, the doctor's instructions are required.
8. Parents should either bring the medication and signed permission forms to school themselves or send them with a responsible adult.

At no time may children administer their own non-prescription medication, including cough drops, or keep these items in backpacks or lockers.

CHILD ABUSE AND NEGLECT

The administrator and each employee of the school are required under Section 2151.421 of the Revised Code to report their suspicions of child abuse or child neglect. State law states, "Certain professionals, identified in Section 2151.421 of the Ohio Revised Code, are mandated to report any child they suspect may be, or is at risk of being, abused or neglected. If they fail to report, they could be found guilty of a fourth-

degree misdemeanor and be liable for civil damages. Those required to report suspected child abuse and neglect include: ... day care personnel, school authorities, school teachers..."

Queen of Angels follows the policies, procedures, and recommendations of the *Decree on Child Protection* of the Archdiocese of Cincinnati. A copy of the decree is available in the school office for parent review.

EMERGENCIES AND EMERGENCY ACTION PLAN

Our school has collaborated with local fire chiefs to develop an emergency action plan. This plan includes recommended safety procedures for a variety of situations, including: hostage/kidnapping; earthquake; lockdown; shelter in place; smoke, fire, or explosion; utility emergency; guns/weapons; tornado/severe weather; bomb threat; and evacuation procedures. It is posted in the school office and in each classroom, and is available for parent review at all times.

A staff member trained in first aid is present with children at all times. In case of accidents or an emergency the following steps will be taken:

1. First aid will be administered
2. The child's parent(s)/guardian(s) will be contacted.
3. The child's emergency transportation authorization form will be checked.
4. If the emergency transportation authorization form permits and it is necessary, the child will be transported to the appropriate hospital.

In the event of a medical emergency, 911 will be called and your child will be transported, **with prior written permission on file (Emergency Transportation Authorization)** to the nearest hospital or emergency facility.

Please be aware that in cases of extreme or life-threatening emergency, if there is not permission to transport on file and if proper custodial guardian(s) cannot be reached, local police authorities will be contacted and the child will be placed in policy custody so that emergency services can proceed.

INCIDENT REPORTS

Incident reports are filled out for any child who is hurt (minor or major injury) at school or on a field trip, or for any incident relating to any safety issue, including any incident necessitating the administration of Syrup of Ipecac or the emergency transportation of a child. The report is given to the parent within 24 hours of the incident if the injury was not serious. If the child has been hurt seriously, the parent is contacted immediately and an incident report is given to the parent within 24 hours.

EMERGENCY SCHOOL CLOSINGS

In case of threatening weather, we will follow directions for the Cincinnati Public Schools. Please listen to local TV and radio for announcements.

FIRE AND WEATHER EMERGENCY PROCEDURES

Regular fire drills will be conducted throughout the school year. Tornado drills will be conducted during tornado season (February-May). A fire emergency and weather alert plan which explains the action to be taken, evacuation routes and staff responsibilities in case of fire emergency and weather alerts is posted in the classroom.

SHELTER-IN-PLACE PROCEDURE

A "Shelter-in-Place" procedure would be used to protect children from the threat of a chemical or biological emergency. This procedure was developed by national and local emergency management agencies. We may be asked to "Shelter-in-Place" if a hazardous material has been released to the air and there is not enough time to safely evacuate. This protective action is designed to minimize exposure to potentially harmful materials in the air.

When local authorities signal the need for a "Shelter-in-Place," all students and staff will assemble in a safe place in our building. If necessary, damp towels will be placed in the cracks under doors, and windows will be taped shut. From inside the building, school administrators will monitor radio or television until local authorities direct them that it is safe to release the students.

In the event of a chemical or biological emergency, please adhere to these guidelines:

1. Ensure your own safety first. You will not be able to help your child if you expose yourself to the chemical or biological threat.
2. Do not come to the school. Your children are "Sheltered-in Place."
3. Do not call the school. It is likely you would reach only a voice mail message, as personnel will be attending to the needs of the students and working with authorities.
4. ***To communicate with parents, we have developed a phone tree for each classroom. We will use this phone tree if it is necessary to inform parents quickly about an emergency situation.***
5. Tune in to the radio or television for further information.
6. You will receive information from the media or from the phone tree on the place and time you can be reunited with your children.
7. When it is safe for the students to exit the building, they will be released to legal guardians only. If a legal guardian is not available to pick up a child, students will be released only to those people listed on the pick-up authorization form with the proper identification. Please be sure that any changes in this information are made on your child's pick-up authorization form as well.
8. See page 39 of the Cincinnati Bell Directory (white pages) for information on "Shelter-in Place".

ATTENDANCE, ARRIVAL, AND DISMISSAL

Summary: Attendance, Arrival, and Dismissal

1. *Parents must notify the school office by 8:30 a.m. if a child will be absent.*
2. *When a child is tardy, the parent must sign the child in at the school office. Elementary children who arrive after 8:05 are considered tardy; kindergarten and preschool children who arrive after 8:20 are considered tardy.*
3. *Queen of Angels does not provide supervision and is not responsible for children arriving by car before 7:50 a.m. Parents arriving before 7:50 a.m. should wait with their child outside or in the hallway outside the classroom.*
4. *Late fees of \$5.00 for the first ten minutes and \$10.00 for every fifteen minutes thereafter may be assessed when children are frequently picked up late.*
5. **Parents should send a note to the school or call the school no later than 2:00 p.m. to communicate a change in transportation for their child on a particular day.** *Morning preschool parents should call the school by 10:30 a.m. with any transportation changes.*
6. *Any changes to car or bus transportation must be communicated by the parent to the office. We will not rely on children's messages, and in the absence of any parent communication, the school will assume that the child will take his/her normal mode of transportation.*

SCHOOL HOURS

Queen of Angels Montessori School will operate according to an academic calendar distributed to parents and the beginning of each school year. The school is open five days per week, Monday through Friday. School hours are as follows:

Half-day preschool	8:15-11:30 a.m.
Full-day kindergarten	8:15 a.m. – 3:00 p.m.
Elementary and middle school	8:00 a.m. – 3:00 p.m.

ABSENCE AND TARDINESS

Parents must notify the school office by 8:30 a.m. if a child will be absent.

When a child is tardy, the parent must sign the child in at the school office. Elementary children who arrive after 8:05 are considered tardy; kindergarten and preschool children who arrive after 8:20 are considered tardy.

CAR ARRIVAL

Queen of Angels Montessori School does not provide supervision and is not responsible for children arriving by car before 7:50 a.m. Parents arriving before 7:50 a.m. should wait with their child outside or in the hallway outside the classroom.

Drop-Off Procedure

The parent/chaperone should drive up the driveway across from Roe St. and stop at the entrance on the west side of the building. There, a staffperson will greet the child and help him/her out of the car. A staff member will be on duty for arrival between 7:55 a.m. and 8:20 a.m. Parents arriving after 8:20 must escort their child to the office and sign the child in as tardy, and then (if necessary) escort the child to his/her classroom.

Drivers should not park in this loop during arrival. If a parent/adult chaperone plans to escort the child to the classroom, he/she should park in an appropriate space and then walk the child into the building.

The Berwick St. entrance is kept locked and is should not be used by parents for morning arrival.

DISMISSAL

It is important that children be picked up on time. This is important for children's inherent need for order and predictability, and is a courtesy to the school staff. If a parent/guardian or other person designated to pick up the child is delayed, they should call to let the school and the child know what time they expect to arrive. Staff will begin calling the listed emergency contacts ten minutes after scheduled pick-up times if no call has been received.

Late fees of \$5.00 for the first ten minutes and \$10.00 for every fifteen minutes thereafter may be assessed when children are frequently picked up late. Before late fees are assessed, the office staff will communicate the situation in writing with the parent/guardian. When late fees are in effect, a call informing the school of a delayed pick-up will not release parents from the late pick-up fee.

Morning Preschool Dismissal Procedure

Preschool children are dismissed at 11:30 a.m. To pick up your child, park along Berwick St. or in one of the designated parking areas on the parish grounds.

Parents should leave their cars and meet their child(ren) at the spot designated by the teacher for dismissal. Children will be dismissed after the parent approaches the teacher, and after the teacher formally shakes the child's hand and says goodbye. **For safety reasons, no child may cross the parking lot, playground, driveway, or the street unaccompanied by an adult.**

Afternoon Dismissal Procedure

Full-day kindergarten and elementary students are dismissed at 3:00.

Busses: Bus riders will be escorted by a staffperson to the busses parked along Berwick St.

Cars: Car riders will be dismissed from the upper floor entrance by the office. Parents should park in an appropriate parking space and come to meet their child(ren) at the

school entrance. **For safety reasons, no child may cross the parking lot, playground, driveway, or the street unaccompanied by an adult.**

BUS TRANSPORTATION

Queen of Angels students qualify for bus transportation from their local public school district. If the school district is unable to provide bus transportation, parents may apply for an “in lieu of” payment from the district. Parents should contact the local school district’s transportation department for information on routes and “in lieu of” payments.

Forest Hills Transportation	231-3335
Milford Transportation	575-1563
West Clermont Transportation	752-4020
Cincinnati Public Schools Trans.	487-4300

RELEASE OF A CHILD TO ANOTHER ADULT

At no time will the school release a child to any adult other than the parent, legal guardian, or expressly named persons on the “Pick Up Release Authorization Form”; or, in the case of a medical emergency, to the emergency medical unit or school personnel as signed by the parent on the Emergency Transportation Authorization.

EARLY DISMISSAL

Parents who must pick their child up early for any reason must enter their name, date, and the time on the early-dismissal sign-out sheet, which is located in the school office.

CHANGE IN DAILY TRANSPORTATION PLANS

Parents should send a note to the school or call the school **no later than 2:00 p.m.** to communicate a change in transportation for their child on a particular day. Morning preschool parents should call the school by 10:30 a.m. with any transportation changes.

Any changes to car or bus transportation must be communicated by the parent to the office. We will not rely on children’s messages, and in the absence of any parent communication, the school will assume that the child will take his/her normal mode of transportation.

DISCIPLINE

Summary: Discipline

1. *Queen of Angels follows four-step discipline procedure (see below).*
2. *Since it is impossible to anticipate all disciplinary situations, the Principal reserves the right to determine appropriate actions in all disciplinary situations.*
3. *Queen of Angels Montessori staff never considers physical punishment, humiliation, or derogatory remarks appropriate disciplinary actions.*

DISCIPLINE PHILOSOPHY

In *The Montessori Method*, Maria Montessori writes:

Discipline must come through liberty...If discipline is founded upon liberty, the discipline itself must necessarily be *active*. We do not consider an individual disciplined only when he has been rendered as artificially silent as a mute and as immovable as a paralytic. He is an individual *annihilated*, not *disciplined*.

We call an individual disciplined when he is master of himself, and can, therefore, regulate his own conduct when it shall be necessary to follow some rule of life. Such a concept of *active discipline* ... contains a great *educational* principle... Since the child now learns to *move* rather than to *sit still*, he prepares himself not for the school but for life; for he becomes able, through habit and through practice, to perform easily and correctly the simple acts of social or community life...

The liberty of the child should have as its *limit* the collective interest; as its *form*, what we universally consider good breeding. We must, therefore, check in the child whatever offends or annoys others, or whatever tends toward rough or ill-bred acts...

Our aim is to discipline *for activity, for work, for good*... A room in which all the children move about usefully, intelligently, and voluntarily, without committing any rough or rude act, would seem to me a classroom very well disciplined indeed. (86-7, 93)

The Montessori philosophy is based on the principle that the child will develop greater self-direction, independence, and self-control through work with activities that are meaningful and responsive to his/her needs.

The teacher serves as both a guide and an observer. He/she notes the child's individual needs for re-direction and presents an appropriate activity to effect this. He/she also protects the child's independence and concentration as needed. The director/ess ensures that the children maintain the order of the room, and that they respect each other and each other's work. In this way, each child can freely act upon his inner directives in a positive and productive manner within a peaceful and purposeful learning environment.

DISCIPLINE APPROACH

When children experience conflict or frustration, the Queen of Angels Montessori staff will help and encourage them to use appropriate words rather than physical actions to express their feelings. The staff will also facilitate and mediate conflict resolution as needed.

When children are offensive to others and unwilling to follow school rules, direct teacher supervision or other appropriate consequences are used until the child is ready to resume normal activity. For more serious or repeated difficulties, notes to parents and/or parent conferences may be necessary. In extreme cases, a child may be sent home and required to remain home from school for one or more days.

In the event of serious, chronic behavior problems, the teacher, Principal, and parents will work together to develop specific strategies and goals to enable the child to function harmoniously and experience personal success at school. The "Four-Stage Discipline Procedure" (described below) will be used as a guide. If, in the estimation of the school staff, the problems persist, the child may be asked to leave the school.

Since it is impossible to anticipate all disciplinary situations, the Principal reserves the right to determine appropriate actions in all disciplinary situations. Queen of Angels Montessori staff never considers physical punishment, humiliation, or derogatory remarks appropriate disciplinary actions.

In our desire to maintain a peaceful and nurturing environment for all children, we ask that parents not use corporal punishment or extreme language on the school premises. Such measures tend to frighten children. Please feel free to ask a staff member for help in facilitating a difficult situation

SCHOOL CODE OF CONDUCT

Required Behavior

1. Students are to obey the legitimate orders of those in authority in the school.
2. Students are to live up to formal agreements made.
3. Students are to make restitution or reparation for injuries and damages they have done, so far as this is practical.
4. Students are to conform to necessary routines, i.e., proper hallway etiquette, arrival and dismissal routines, etc.
5. Students are to take responsibility for maintaining the order and beauty of the classroom environment.
6. Students are to show an appropriate degree of reverence during times of worship.
7. Students are to dress properly for classes as well as for outdoor and gym activities.
8. Students are to keep themselves reasonably clean.
9. Students are to be at the places where they are scheduled to be during the school day.
10. Students are to respect the rights of other students to an education and to a safe and healthy environment.

Unacceptable Behavior

1. Actions and/or language contrary to the purpose and philosophy of the school.
2. Fighting.
3. Endangering the health and/or safety of students, faculty, or staff.
4. Cheating.
5. Stealing or damaging other people's property or school property.
6. Serious disruption of the formal school program.
7. Indecent behavior or suggestive language.
8. Use or sale of tobacco, drugs, or alcohol.
9. Continuous or serious bullying or harassing of one student by another.
10. Possession of weapons, fireworks, or explosives.
11. Leaving school grounds without written permission from parent/guardian and principal.

QUEEN OF ANGELS MONTESSORI SCHOOL DISCIPLINE PROCEDURE

Four –Stage Discipline Procedure

At the beginning of the school year, classroom teachers will establish class rules and procedures with their students. School-wide rules and expectations will be communicated by the principal, verbally through class visits and in writing through the school handbook. Consequences for violating class and school rules and procedures will also be communicated at this time.

When behavior occurs that is beyond the scope of responses such as a short talk with the student or an appropriate logical consequence, the teacher will utilize the following four-stage procedure.

First Stage

1. The teacher communicates the problem to the child's parent with a written note or a phone call. One exception is physical fighting, in which case the child will be removed immediately from the situation and the principal will intervene.
2. The teacher applies appropriate consequences.
3. The parent signs the note and the child returns it to school the next day.

Second Stage

1. The teacher again communicates the problem with child's parents, either personally or in writing.
2. The teacher consults with the principal about the situation.
3. The teacher applies appropriate consequences. A conference with the teacher, child, and principal may be appropriate at this stage.
4. The child must return any written communication with the parents' signature(s) to school the next day.

Third Stage

1. The teacher personally communicates problem with child's parents and the principal.
2. The principal and/or teacher determine appropriate consequences.
3. The teacher requests a conference with the principal and the parents. If appropriate, the child may be included in this conference.
4. The teacher, parents, and principal develop a written plan to address the child's behavior, including: what future disciplinary steps will be taken should the problem persist; a school-home communication system; possible incentives for improved behavior on the part of the child.
5. The teacher, parents, and principal will work as a team to consider other support systems for the child, if appropriate.

Fourth Stage

1. Teacher sends the child to the principal with a written or verbal report.
2. The principal will communicate problem to parent(s) and apply appropriate consequences.
3. A personal conference with the teacher, principal and parents is required to determine further actions.

The following disciplinary actions (detention, in-school suspension, suspension, and expulsion) are not normally used at the preschool/kindergarten level.

Detentions

Detentions may be issued for serious forms of disruptive behavior and chronic patterns of misbehavior. Detentions are issued at the discretion of the teacher and/or principal, and will be communicated to parents ahead of time in writing.

In-School Suspensions

In-school suspension takes place when there are occurrences of a bad attitude or continuous offenses involving others, or when there is an ongoing problem with a child's work. The principal or teacher will send home a written report and will attempt to contact the parents by phone about the action taken. The report must be signed by the parent/guardian and returned the following school day.

Suspension

Serious violations and/or failure to improve negative behaviour after sufficient warnings may result in a suspension of one to five days, depending on the seriousness of the violation.

Immediate removal: When a student's behavior or actions constitute a threat or serious disruption, that student may be removed immediately. Parents will be responsible for picking up the child promptly.

Procedures To Be Followed in Cases of Suspension

1. Written notification is to be sent to the parents and student indicating the reason for the suspension. The notification should also include the length of time for the suspension.
2. A conference must be held between the school representatives and the family before or during the suspension. This conference is required before the child returns to school.
3. When a student's behavior constitutes a threat, physically endangers himself/herself or others, or causes serious disruption to instruction, he/she may be removed immediately, with due process requirements to be fulfilled as soon as practical.

Expulsion

A student may be expelled for just cause, which shall include, but not be limited to, delinquency and immorality that constitutes a definite menace to the morale of the school or could result in commitment to a correctional institution; incorrigibility; persistent irregular attendance; academic reasons; and actions contrary to the philosophy and objectives of the Catholic school.

Procedures to Be Followed in Cases of Expulsion

1. The advice of a counsellor, psychologist, physician, social worker, or other appropriate persons should be sought.
2. Written notice will be sent to the parents, student, and the president of the Board of Trustees, stating the reasons for the student's removal and proposed expulsion.
3. A hearing must be held between the school representatives and the parents.
4. A report detailing the reasons for expulsion must be submitted to the Board of Trustees.
5. Parents who believe their child has been expelled from a school for insufficient reason have the right to appeal, in writing, to the Board of Trustees. The decision of the Board, or a committee of Board members designated by the Board, to uphold the expulsion or to order the reinstatement of the student is final.
6. The withdrawal of the student must be reported to the Attendance Department of the child's local public school district.

DRESS CODE

Full day students are required to wear the school uniform. The school uniform is optional for children in the half-day preschool class. The Principal will make the final decision on whether a student is conforming to the Dress Code.

Dress Code for Boys

- Shirts** White or light blue button-down dress shirts or white polo shirts, either short or long-sleeved. A white turtleneck or mock turtle is also an option. Undershirts or other shirts worn under the uniform must not be visible. Shirrtails must be tucked into shorts or pants.
- Slacks** Navy blue dress slacks or navy dress cords (no outside pockets or loops). No cargo pants. Middle School students may wear khaki slacks in addition to navy slacks. Slacks must be in good condition.
- Shorts** Navy blue shorts (mid-thigh or longer) may be worn during the months of August, September, October, April, May and June. Shorts must be in good condition.
- Sweaters** A red sweater (cardigan, crew, V-neck or vest) may be worn. These **must** be purchased through LANDS' END.
- Sweatshirts** Official Queen of Angels Montessori sweatshirts, purchased through the school, may be worn in lieu of uniform sweaters.
- Shoes** Gym shoes or dress shoes only. No sandals, light-up shoes, clogs or platform shoes.
- Socks** Solid navy blue or white socks only. Socks should cover the ankle. All students must wear socks.
- Hair** Student's hair must be neat, clean, well-groomed, and shall not create a safety or health hazard. Exotic hairstyles are not allowed. Hair may not be dyed. Hats may not be worn in the building.
- Jewelry** Boy's earrings are not permitted. One necklace, which must be of a religious nature, may be worn. Watches may be worn. Bracelets are not permitted.

Dress Code for Girls

- Jumpers*** Navy blue jumper ordered through LANDS' END.
- Shirts*** Girls may wear white or light blue Peter Pan collar shirts, white or light blue Oxford cloth button-down shirts, white polo shirts, or white turtlenecks or mock turtles,. Shirts may be short or long-sleeved. Undershirts or other shirts worn under the uniform must not be visible. Shirrtails must be tucked in.
- Slacks*** Navy blue dress slacks or navy blue dress cords (no outside pockets or loops). No cargo pants. Middle School students may wear khaki slacks in addition to navy slacks. Slacks must be in good condition.
- Shorts*** Navy blue shorts (mid-thigh or longer) may be worn during the months of August, September, October, April, May and June. Shorts must be in good condition.
- Skirts/Skort*** Navy blue skirts and skorts may be purchased through Lands' End or through another vendor as long as they are consistent with the Lands' End style. Skirts/skort inconsistent with Lands' End style may not be worn. Skirts, skorts, and jumpers must be 2" or less above the knees. Beginning in fourth grade, girls may wear a navy blue pleated skirt.
- Sweaters*** A red sweater (cardigan, crew, V-neck or vest) may be worn. These **must** be purchased through LANDS' END.
- Sweatshirts*** Official Queen of Angels Montessori sweatshirts, purchased through the school, may be worn in lieu of uniform sweaters.
- Shoes*** Gym shoes or dress shoes only. No sandals, light-up shoes, clogs, backless, or platform shoes.
- Socks/Tights*** Solid navy blue or white socks only. Socks should cover the ankle. All students must wear socks. Solid navy or white tights may be worn. No leggings or stretch pants can be worn under jumpers, skorts, or skirts. Bike shorts can be worn under the skirt or jumper, but must not show below the hem.
- Hair*** Student's hair must be neat, clean, well-groomed and shall not create a safety or health hazard. Exotic hairstyles are not allowed. Hair may not be dyed. Hats may not be worn in the building.
- Jewelry*** One necklace, which must be of a religious nature, may be worn. Watches may be worn. Bracelets are not permitted. One pair of simple post earrings may be worn. Earrings may not extend beneath the earlobe.
- Makeup*** Makeup is not permitted.

LANDS' END UNIFORMS

Queen of Angels Montessori uses LANDS' END as a source for uniforms. Orders can be placed seven days a week, 24-hours a day, and items are shipped via UPS within several days of placing an order. All items are fully guaranteed, and may be returned at any time if you are not completely satisfied. An added bonus is that when you use LANDS' END SCRIP certificates to make your purchase, **Queen of Angels Montessori will receive 15% of the sale.** When you place your order with LANDS' END, please mention our **preferred school number (9000-4167-4).**

Parents have the option of having LANDS' END embroider items purchased through the uniform catalogue. LANDS' END uses state-of-the-art equipment, and there is no minimum order required. Simply mention our school's **logo reference number (9928745K)** when ordering. The catalogue indicates which items are available for embroidery. Please note that the Queen of Angels Montessori logo is also available in ADULT sizes. The **logo reference number** for **ADULT** sizes is **0110075K.**

It is recommended that all uniform items be obtained through LANDS' END. However, certain items of the school uniform may be purchased through local stores. Refer to the dress code in your school handbook to determine which items *must be* purchased through LANDS' END. In an effort to maintain a consistent uniform, clothing purchased through other sources should be of similar appearance and quality.

DRESS-UP DAYS

Dress-up days will be held periodically to accentuate important school events. Students will be permitted to wear clothing that is usually worn to special family events or to church. All dress-up days will be announced ahead of time. Jeans, tank tops, and spaghetti straps are not permitted on dress-up days. All clothing should be modest.

SPIRIT DAYS

On spirit days, students may wear blue jeans and a Queen of Angels Montessori Spirit Wear T-shirt. During months in which shorts are permitted, students may wear jean shorts. Jeans must be clean, in good condition, and modest. Spirit wear shirts may be worn untucked. Those students who choose not to wear jeans/Spirit Wear are expected to follow the normal Dress Code.

ALL CLOTHES, COATS, BOOTS, ETC. SHOULD BE CLEARLY LABELED!

A lost and found closet is available on the lower floor. Periodically, lost and found items will be displayed for the students, and unclaimed items will be donated to charity.

CLOTHING GUIDELINES FOR PRESCHOOLERS

Please keep these considerations in mind when selecting clothing for your pre-school child:

1. The best clothes for the preschool child are comfortable, washable, and easy to manage.
2. Each child should be able to independently dress and undress when using the bathroom.
3. We encourage children to work with paste, glue, paint and water, and we go outside whenever possible. Children are provided with smocks when using paint, clay, water, etc. However, they may get some on their clothes.
4. Please select clothing that encourages purposeful, productive, and peaceful play. Children should not wear clothing with illustrations or commercially aggressive characters. Clothing or shoes that light up or make sounds are distracting to the children and should not be worn at school.
5. We believe that fresh air and outdoor light are good for children, so these are parts of our daily program. We spend time outdoors every day except in the cases of dangerous weather and severe cold. Parents should provide suitable clothing for outdoor activities.

Each preschool and kindergarten child should bring in an extra set of clothing in a shoebox, including underwear and socks. This should be replenished the next day if the child uses it.

OTHER POLICIES

BIRTHDAYS

Parents are invited to participate in their child's birthday celebration at school. Please contact the classroom teacher for suggestions.

Some families choose to donate a book to donate to the child's classroom library in honor of their birthday. A special Queen of Angels bookplate with the child's name and photograph is placed in these books.

FIELD TRIPS

Field trips are announced in advance and are chaperoned by parents and school staff. In order to participate in a field trip, a child must return an official school permission slip with a parent's signature *before* the trip. A sample permission slip is included in this handbook.

The safety plan for field trips:

- a) A first aid box is available on all field trips.
- b) A person trained in first aid is available on all trips.
- c) Each child shall have identification containing the school name, address, and phone number attached to him/herself.
- d) Written permission slips are taken on each field trip.
- e) Emergency Medical Forms will be taken on each trip.

THINGS BROUGHT TO SCHOOL

Religious articles, books, cultural artifacts, family photographs, and objects of interest from nature can be shared at school. Books and items relating to a current unit of study are particularly welcome. The school cannot be responsible for loss or possible damage to these objects.

Toys, candy, make-up and jewelry should not be brought to school. If a child does bring such items in, a staffperson will explain to the child that he/she will keep it safe until the end of the day and then return it to the parent.

Please be alert to small objects that children may bring home from the classroom. The Montessori class has many attractive objects, and the loss of one small piece may make an entire activity unusable. If your child brings home something from the classroom, please have him/her return it the next day.

SCHOOL POLICY ON POLITICAL ISSUES

The mission of Queen of Angels Montessori School is to provide "an outstanding education to children ages 3-14 in a Catholic atmosphere faithful to the Magisterium of the Church.... using the philosophy of the Montessori approach." The Montessori approach is always responsive to the developmental needs and capacities of the child. In accord with this developmental view, QAMS does not present politically moral issues (such as abortion, euthanasia, cloning, stem cell research, etc.) to children at the

preschool or elementary level. Recognizing parents as the first and foremost educators of their children, QAMS believes it is the parents' duty and prerogative to present and instruct their children in politically moral issues at the developmentally appropriate time.

Different families have different approaches and timetables to addressing these issues with their children. Recognizing the different approaches that parents take to introducing delicate issues that can resonate deeply with a child's sensibilities, QAMS asks that parents impress upon their grade school child the importance of limiting such discussions to the home. In other words, parents who choose to discuss issues such as abortion with their children at the grade school level should ask their children not to discuss these matters with classmates at school. In this way, all QAMS children will have the opportunity to learn about these complex moral issues with the clarity and delicacy that only the home environment can provide. A common agreement among all QAMS families to confine such discussions to the home will enable parents to maintain their own child's innocence until they deem it appropriate to introduce certain issues. It will also prevent the distortion and misinformation that can arise when young children with a limited perspective share complex matters among themselves, outside of the guidance of a mature adult.

The QAMS mission to provide a Catholic educational atmosphere that is faithful to the Magisterium of the Church extends beyond the child to the entire school community. Therefore, from time to time the school promotes Catholic teaching on matters of faith and morals that can support parents in their own efforts to witness to the Gospel of Jesus Christ in the world. Regarding the moral teachings of the Church, the source of information disseminated within the school and through school communication channels should always be official statements of the Church: statements from the Archdiocese of Cincinnati, the U.S. Conference of Catholic Bishops, or the Vatican. Regarding general catechesis of children and adults, these official sources may also be supplemented by excerpts from sources particular to the Catechesis of the Good Shepherd, writings of the saints, and other sources consistent with and obedient to the Magisterium of the Church.

In the Adolescent Program, discussions regarding political and moral issues become developmentally appropriate, and may take place in the school. The central reference point in such discussions must always be the truths upheld by the Catholic Church, and school staff must at all times present a clear and unequivocal view of the guiding moral principles taught by the Catholic Church.