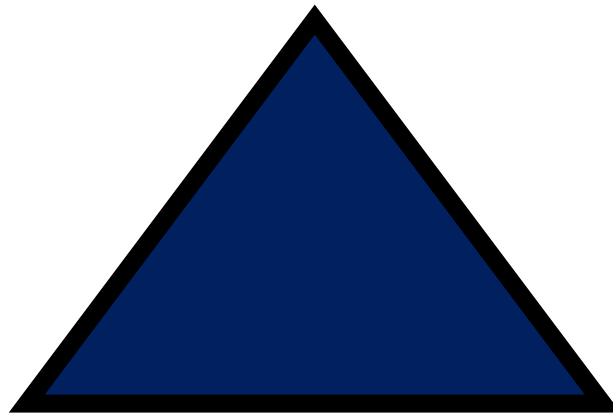




XAVIER
UNIVERSITY

Child



Parent

Teacher

**Parent Handbook for XUMLS
2019 – 2020**

XAVIER UNIVERSITY MONTESSORI LAB SCHOOL
3800 Victory Parkway
Cincinnati, Ohio 45207-6331

Lab School Office
513-745-3404
montessorilabschool@xavier.edu



Dear Parents,

Welcome to Xavier University Montessori Lab School. We are delighted that you have chosen the Lab School for your child's education and the entire staff is here to support your family on this exciting journey. We know that there is a direct link between the success of students and parental involvement with the school. We have a wonderful community of parents, staff, teachers and students. We hope you are able to feel like part of our community and get involved in our celebrations, parent education nights, coffee talks, fundraising, and of course parent conferences.

The Montessori philosophy believes in nurturing the "whole child". In doing so, we pay close attention to the emotional and social development of the child. We also are watching their physical development and making sure that they reach the benchmarks for each plane of development. We provide rigorous and inspirational curriculum that leads to rich cognitive development that scaffolds learning from 3 – 14 years old. And lastly, our environment enriches and develops self-development skills like responsibility, independence, grit, awareness of time, a sense of order, the ability to collaborate and cooperate, determination, respect for others and maintaining a love of learning with a growth mindset. Teaching to the whole child allows for children to flourish with self-confidence with the tools needed to be successful in the future.

The handbook is a tool for the parents to use as we work together to provide the best educational experience for your child. Working as a team is an important step in the success of your child's experience at the Lab School. It is filled with policies that keep us all safe, assures the smooth and safe transitions of drop-off, pick-off, the importance of being on time, etc.

There is a section in the back devoted to Elementary and Middle School policies and procedures. It would be beneficial for older students to read the handbook themselves to better understand the importance of the school agreements.

Know that my door is always open. I am there to share the joys with as well as the challenges. Don't hesitate to call me or email so we can set up a time to meet.

Sincerely,

Rosemary Quaranta

Head of School, XU Montessori Lab School
Teaching Professor at XU
quarantar1@xavier.edu
513-745-3402

“THE CHILD IS BOTH A HOPE AND A PROMISE FOR MANKIND.”
Maria Montessori

Montessori Approach to Education

The programs and practices of the Xavier University Montessori Lab School are founded on the philosophy of Dr. Maria Montessori, a pioneer educator, physician, and scientist of child development. Working in the first half of the 20th century, Dr. Montessori underscored the importance of children’s early experiences. She developed a philosophy and approach to education, which aims to develop each child’s full range of abilities and talents while simultaneously celebrating his or her uniqueness and cultural background. The goal of Montessori education is the development of autonomous, caring, empathic, responsive and responsible humans.

The philosophy of Montessori education is founded on respect for the child. This method of education nurtures and cultivates the unique qualities each child possesses through engaging, meaningful, multi-sensory lessons, activities and materials. Embedded in Montessori are teaching practices, which include inquiry, wonderment, discovery, and joy; children are engaged learners constructing their knowledge and applying it in their lives.

Specific educational practices common to Montessori programs include multi-age groupings, beautiful and carefully designed learning environments, an emphasis on teacher observation and research, a focus on the development of the “whole child,” child selection of materials from within an appropriate range, and consistent social and behavioral guidelines and expectations.

In all aspects of learning, children move at their own pace, repeating activities until a sense of inner mastery moves them on to the next level of difficulty. A rich array of hands-on materials is offered, engaging the child in learning on many levels. Teachers prepare the learning environment, provide lessons to individuals and small groups, and diligently observe each child’s progress, assessing skill, understanding, and readiness for new challenges.

The American Montessori Society (AMS) has been the mainstay for Montessori education in the US since its inception in 1960. AMS has created national standards to help ensure the integrity of Montessori education; as an organization, it is helping to incorporate the Montessori approach into the framework of American education. The Xavier University Montessori Lab School has been a fully affiliated school member of AMS since 1968 and working towards accreditation. As part of this membership, we are regularly visited and evaluated by professional Montessori consultants.

The Ohio Department of Education - Division of Early Childhood Education, licenses Xavier University Montessori Lab School. The license is posted in the Lab School hallway in the Joseph Building. The school is an affiliate member of the American Montessori Society.

SCHOOL HISTORY

Xavier University Montessori Lab School was established in 1966 as a demonstration project to reflect the philosophy and teaching methods of the Montessori Teacher Education Program at Xavier University. The directive of the Lab School was to serve as a venue for pre service teachers, provide an interactive learning environment for Xavier undergraduate and graduate students, as well as providing an observation facility that would service the awareness of Montessori education to a broader community. A grant from the Carnegie Foundation provided money for the development of the Lab School. In 1968, the Joseph Building was constructed and two preprimary Montessori classes moved into the child-scaled ground floor environment. In 1974, Ms. Martha McDermott, who traveled to Bergamo, Italy to train and receive American Montessori International (AMI) Elementary certification, initiated an elementary level class.

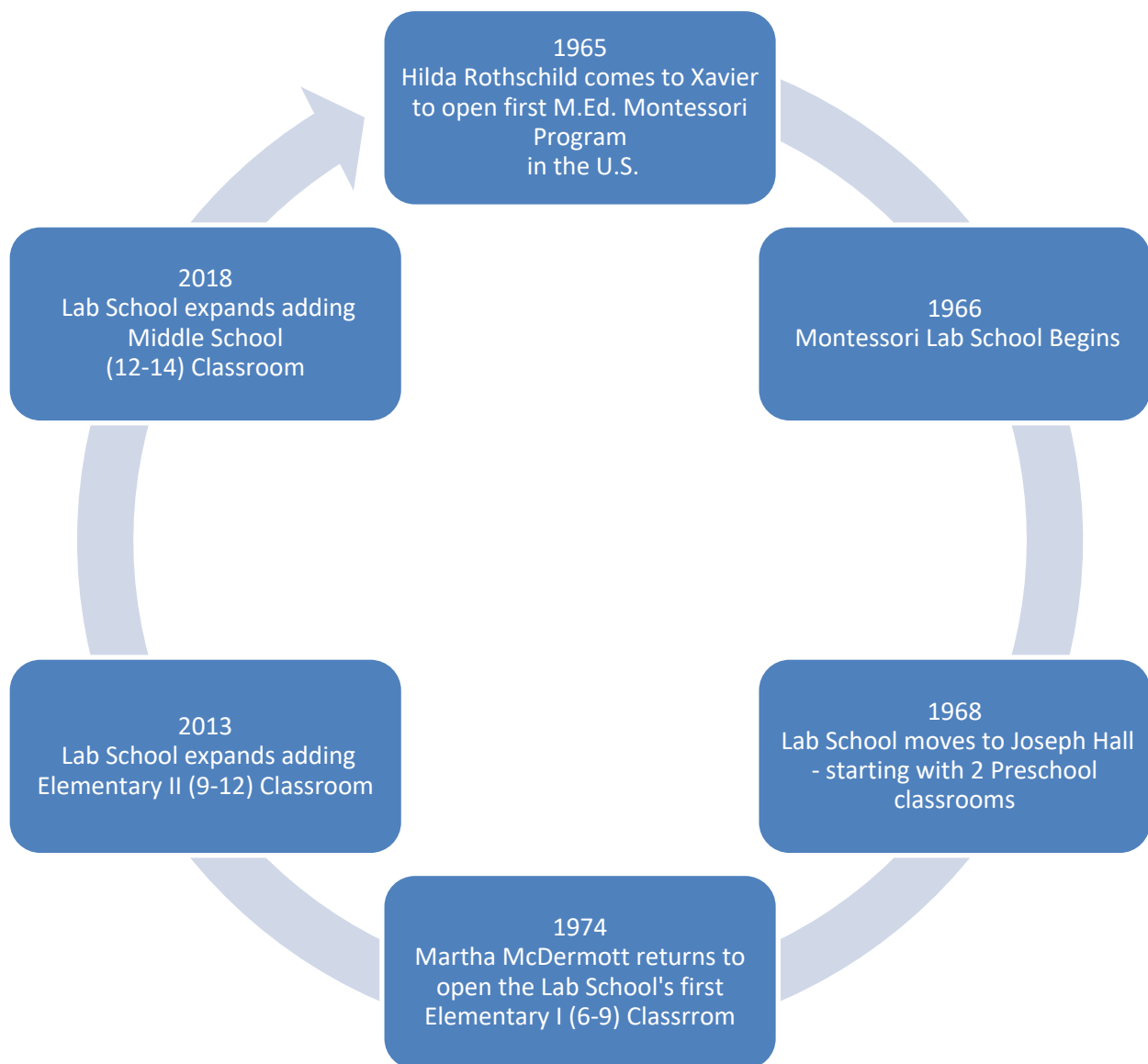
The Montessori Lab School serves as model of best practice in Montessori education and works in partnership with other university programs such as Science, Occupational Therapy, Modern Languages, Nursing, Psychology, Project SEARCH, Music, Sports Management, and Special Education to facilitate field experiences and classroom

observations. In kind, the students of the Lab School benefit from the expertise and commitment given to our school including Spanish enrichment, cultural presentations, Art, individualized lessons, and teacher assistance.

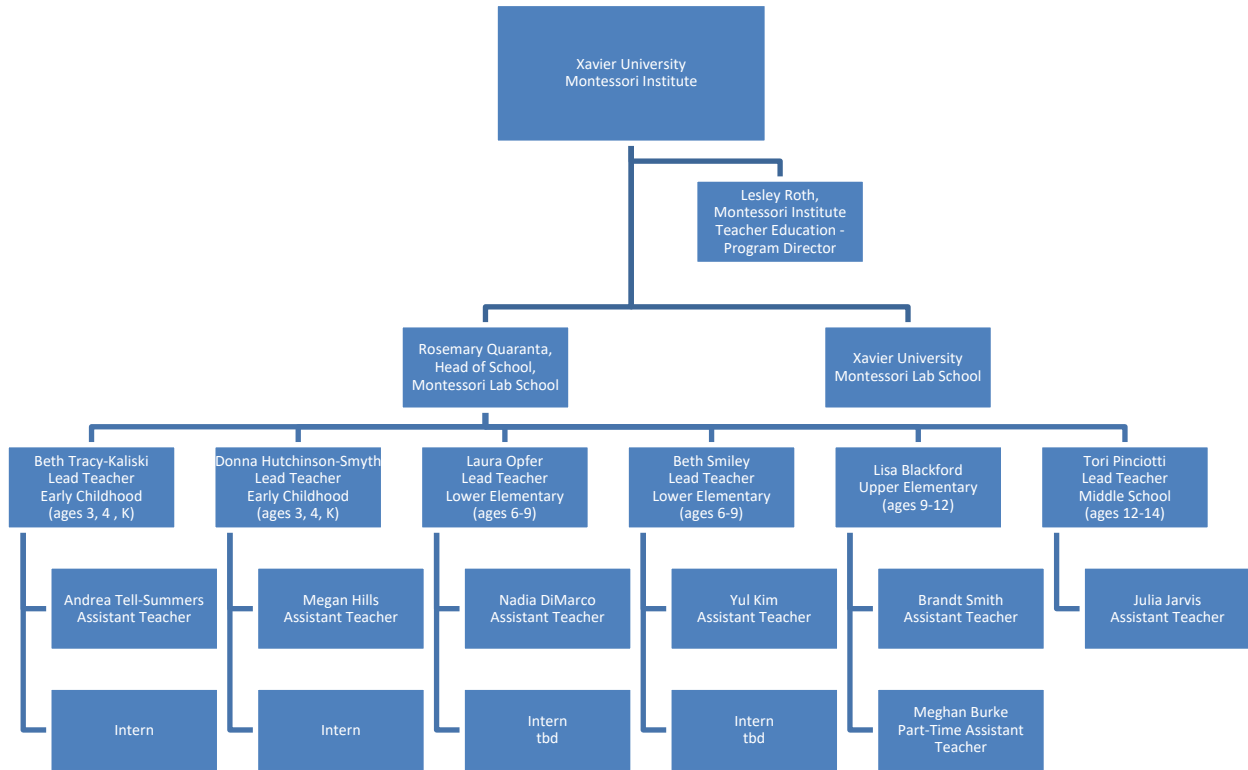
Head teachers in the Lab School are credentialed by the American Montessori Society (AMS) and state licensed. All head teachers hold Master degrees in Education and serve as Teaching Professor members of Xavier University.

Xavier University and the Xavier University Montessori Lab School are academic communities committed to equal opportunity for all persons regardless of age, race, religion, handicap, or national origin. The American Montessori Society as well as the State of Ohio accredits the Lab School.

Xavier University Montessori Lab School Timeline



Xavier University Montessori Lab School Organizational Flow-Chart



VISION STATEMENT

Empowering our students to become lifelong contributors to society by being creative innovators, global thinkers, effective and respectful communicators, with the confidence to make a difference in the world.

MISSION STATEMENT

Xavier University Montessori Lab School is an interwoven community of parents, students, and educators steeped in high-quality Montessori pedagogy. This community cultivates within each student a passion for learning and provides the tools to fuel the student's innate quest for knowledge. Through deep integrated curriculum, students synthesize ideas, develop critical thinking skills and nurture relationships with the materials and each other; thereby becoming independent lifelong learners with a growth mindset as their compass. These confident young global citizens go out into the community knowing who they are and are ignited to enhance humanity.

GENERAL INFORMATION

The Xavier University Montessori Lab School is comprised of seven multi-aged classrooms and an Extended Care room: two AM Early Childhood classrooms and one PM Early Childhood Classroom (3 – 6 years old), two Lower Elementary classroom (6 – 9 years old), one Upper Elementary classroom (9 – 12 years old) and one Middle School (7th – 8th grades).

	Extended Care	AM Early Childhood	PM Early Childhood	Elementary/ Middle School
7:45 am – 8:30 pm	Sign up available			
Drop of		8:15 am – 8:30 am	11:50 am-Noon	8:15 am – 8:30 am
Work Session		8:30 am – 11:20 am	Noon – 2:50 pm	8:30 am – 3:00 pm
Pick Up	Come into School And Pick Up	11:15 am – 11:30 am	2:45 pm – 3:00 pm	3:00 pm – 3:15 pm
Extended Care	Sign up available	11:30 am – 5:30 pm	3:00 pm – 5:30 pm	3:00 pm – 5:30 pm

All classrooms begin the end of August and extend through end of May. There is a “phase in” process for new students that starts with an hour and a half class and builds up to a 3-hour work cycle to facilitate a smooth transition (see Orientation Schedule). Extended day options are available before school (7:45 a.m. to 8:30 a.m.) and after school (noon until 5:30 p.m.) for an additional fee.

The laws and rules as set forth by the Ohio Department of Education are available in the Montessori Lab School Office. The Lab School's licensing record, including compliance report forms and evaluation forms from the health, building, and fire departments are available upon request from the Lab School office.

The State of Ohio Department of Early Childhood Education and the State of Ohio Department of Education have issued a license for the Xavier University Montessori Lab School to The Department of Education - Early Childhood Division. Any person may report any suspected preschool violation by calling the State of Ohio Department of Early Childhood Education at 877-644-6338 to report a suspected violation by the Lab School. The Lab School is required to report any suspicions of child abuse to the Children's Protective Services Agency.

SCHOOL BUSINESS

School correspondence and telephone calls should be directed to the Lab School office at 513-745-3404. Emails concerning absence, tardy or early dismissal may be sent to montessorilabschool@xavier.edu AND the lead teacher. The Lab School office is located in the Joseph Building, Room 201. School office hours are 7:30 a.m. – 4:00 p.m.

ADMISSIONS

The Xavier University Montessori Lab School admits students of any sex, religion, race, color, or ethnic origin to all rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of sex, religion, race, color, or ethnic origin in administration of its educational policies, scholarship/loans/fee waivers, extended care program or extracurricular activities.

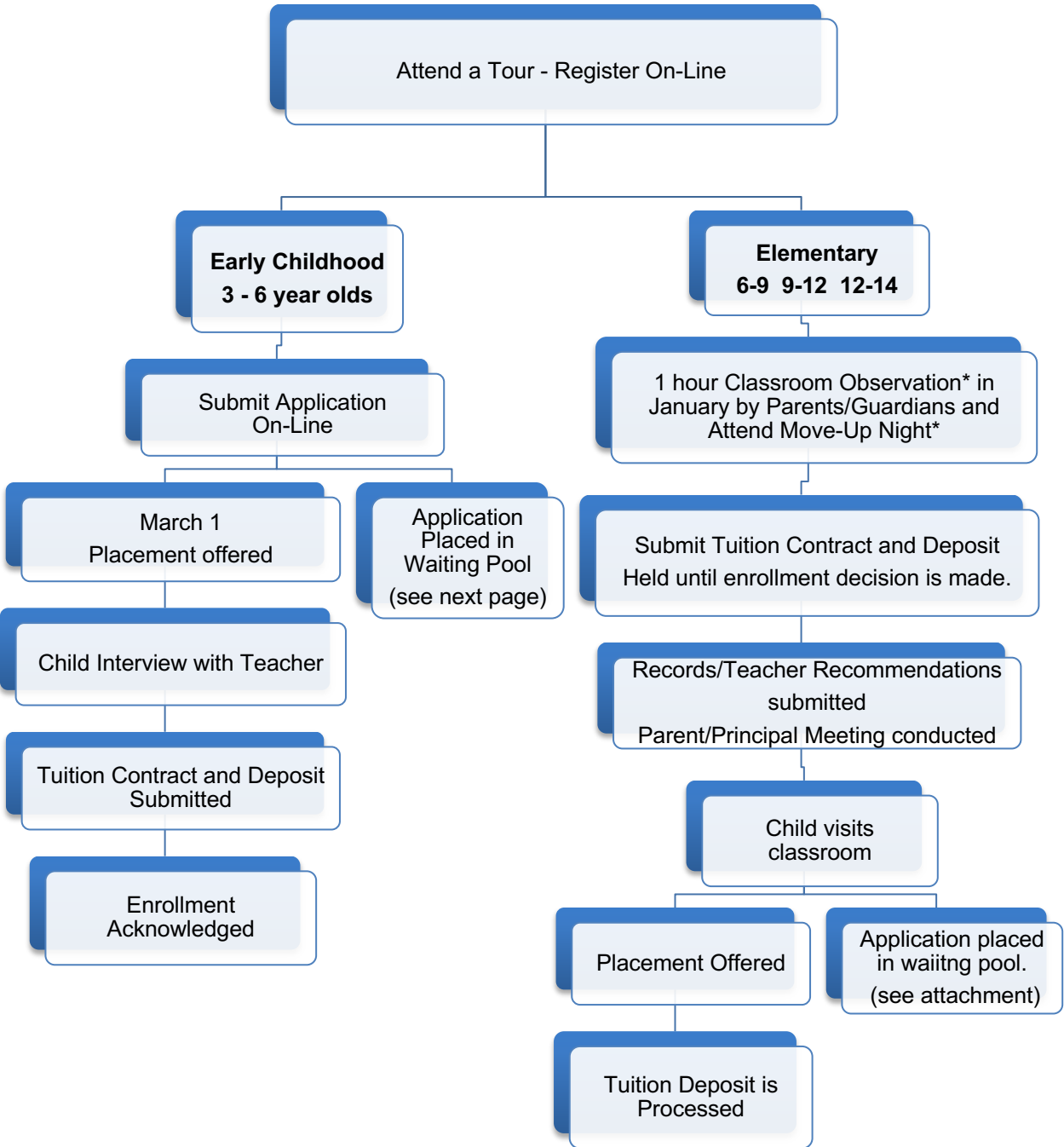
It is suggested that prospective families schedule a tour of the Lab School *prior* to submitting an application. A \$50.00 non-refundable application fee is required at the time of application. A tour must be completed prior to acceptance. Application forms and tour sign ups can be obtained on our web site (<http://www.xavier.edu/montessori-lab-school>). Student must be three by September 30 and toilet trained to enter the Early Childhood classroom. Student must be five by September 30 to enter Kindergarten and 6 by September 30 to enter first grade.

Each prospective pupil is required to visit the Lab School for a scheduled “classroom visit.” Prospective Elementary parents/guardians must tour and observe in the classroom. Class visits and observations are scheduled March through May for enrollment the following year.

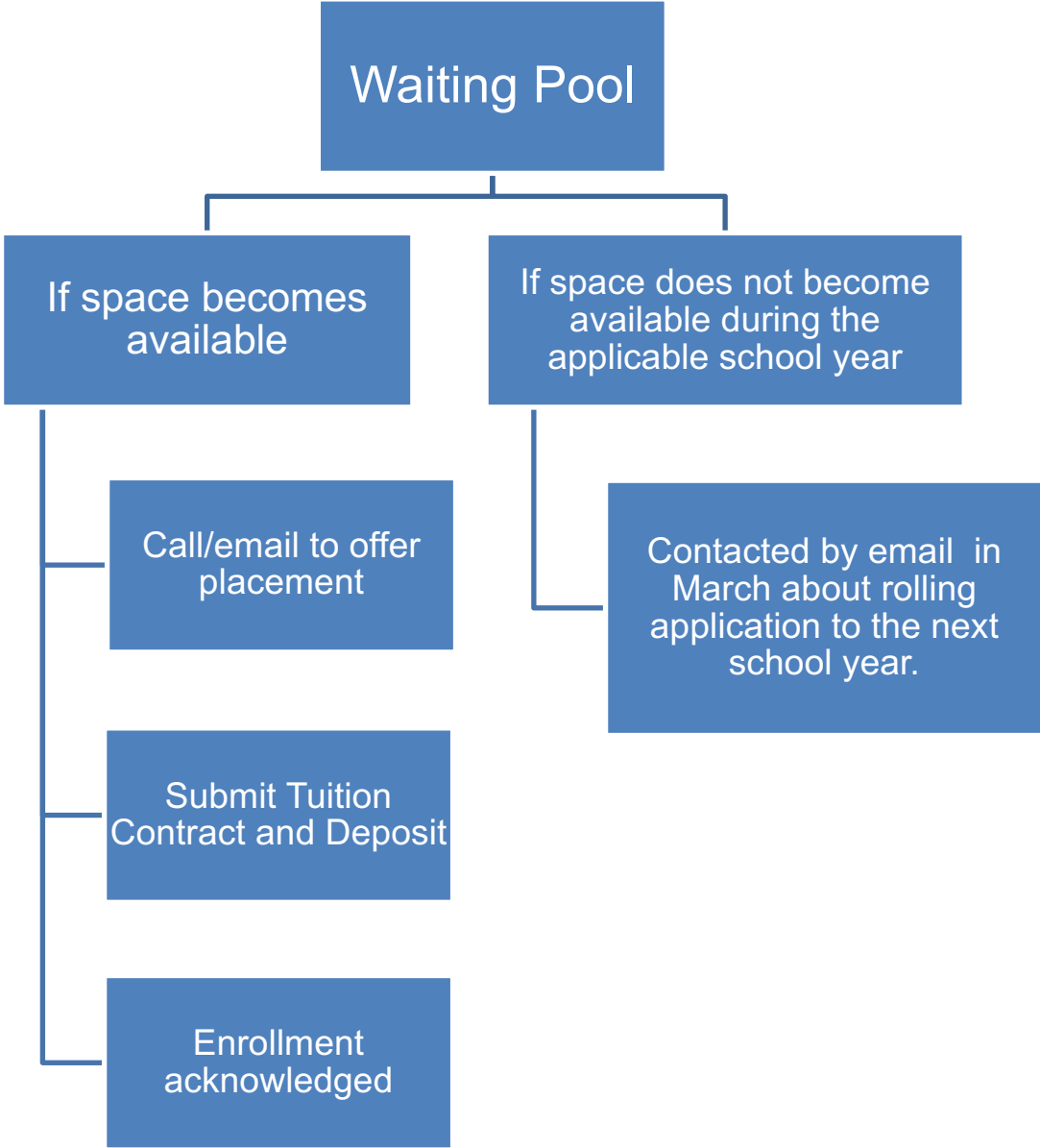
There are four goals of these visits:

1. To welcome and observe the child and learn about his/her personal interests and learning style.
2. To give the child the opportunity to visit and therefore gain comfort in the environment.
3. To explain school procedures and routines to prospective parents/guardians and to answer general questions.
4. To give parents/guardians and teachers an opportunity to discuss the needs of the child and the ability of the school to meet these needs.

**LAB SCHOOL ADMISSIONS FLOW-CHART
FOR NEW STUDENTS**



Xavier University Montessori Lab School



The re-enrollment process for currently enrolled children begins in early February; at this time, an XUMLS contract and FACTS tuition contract is sent to all currently enrolled families. Families wishing to re-enroll should sign and return the required forms and contracts. With the return of the **binding signed** contract, a **non-refundable** \$500 (per child) registration fee is required to ensure a secured placement for the child for the following school year. The registration fee is deducted from the full tuition amount.

2019 - 2020 Tuition

SCHOOL LEVEL	Yearly Tuition Fee	Activity Fee	CLASS SCHEDULE
Early Childhood (ages 3-4) AM	\$5400.00	\$125.00	8:30 am-12 noon
Early Childhood (ages 3-4) PM	\$5400.00	\$125.00	Noon – 3 pm
Kindergarten (5 yr. olds)	\$6302.00	\$200.00	8:30 am – 3pm (Monday – Friday)
Lower Elementary (ages 6-9)	\$6302.00	\$250.00	8:30 am – 3pm
Upper Elementary (ages 9-12)	\$7756.00	\$250.00	8:30 am – 3pm
Middle School (ages 12-14)	\$7756.00	\$500.00	8:30 am – 3pm

NOTE: Tuition includes a \$500.00 non-refundable deposit per student due spring 2019 prior to enrollment.

Xavier University Lab School utilizes a tuition management system known as FACTS to manage tuition. The contract for FACTS Tuition Management accompanies the contract for student enrollment. Currently there are several options for tuition payment: annually, semi-annually, and 10 installments. All payments begin in July for the upcoming school year, they may be scheduled for the 5th or 20th of each month. If you have questions regarding tuition please contact: FACTS Tuition Management at 866-412-4637. Additionally, you may contact the Lab School office.

In addition to tuition, there is an annual activity fee for each student (\$125 for Early Childhood (3 and 4 year olds), \$200 for Kindergarten, \$250 for Elementary, and \$500 for Middle School). This fee is assessed in July in conjunction with the first tuition payment. **The Upper Elementary and Middle School class trip is not included in these fees.**

Please refer to your tuition contract for further information concerning the contract.

TUITION ASSISTANCE INFORMATION

The Montessori Lab School offers financial assistance with tuition in the form of limited scholarship monies to families that apply. Applications are submitted online through FACTS and are accepted from March 1 through April 20.

EXTENDED CARE

Extended care is available each school day from 7:45-8:30 a.m. and 11:30 am -5:30 p.m. The program is licensed by the Ohio Department of Education-The Early Childhood Division and is directed by an Extended Care Coordinator. The Extended Care Coordinator must be a college graduate at minimum, and is assisted in his/her staff by college students currently enrolled in Xavier University. The children remain on the university premises for the program and are provided a wide range of developmentally appropriate activities. Parents/guardians are asked to

pre-select their childcare hours and payment plan on the Extended Care Registration form. Payments are processed online through FACTS; this practice enables us to anticipate staffing needs and therefore offer quality care. Questions regarding childcare may be directed to the Extended Care Coordinator, Sally Sheehan at 513/745-3460 or sheehans@xavier.edu

SCHOOL DIRECTORY

A directory of the names, addresses, and telephone numbers of parents/guardians and/or guardians of children attending the Montessori Lab School are available early in the school year. The rosters will not include the name, address, or telephone number of any parent who requests that this information be withheld. **This can be found by logging into your Parents/guardians Web account with RenWeb.**

TRANSPORTATION

Transportation is the responsibility of the parent. Parents/guardians wishing to form car pools may do so. Please complete the Transportation Arrangement form and provide **in writing** all changes or variations that may occur during the school year. This may include play dates, etc. As changes occur, please inform the Lab School office **in writing**. Variances to the transportation arrangements given to the school will be verified, and if the person is new to the list, we will require ID before picking up the child.

In the interest and safety of all children, we request children stay belted in car seats upon arrival until teachers open the car door, and are safely buckled upon exit from the school. Please refrain from the use of your cell phone during drop-off/pick-up. Our car line is a Smoke-Free and Cell Phone Free car line. Our staff cannot legally put a child in the car without the proper car or booster seat that meets weight and height requirements.

SAFETY

Safety is also our priority. In car line, we always take the child's hand and walk them to the sidewalk where they can put on their backpacks and independently walk into school. After dropping off your child in the morning, or picking them up at 11:15 or 3:00, we have many cars that do not stop at the top of the hill where there is a stop sign. It is important that you STOP. Often cars on your left have already stopped and are proceeding straight through the driveway to park on the lot to the right. In addition, there are often XU students walking across the driveway heading to classes in Elet Hall. If you are late and the gates are closed, **DO NOT PULL UP IN FRONT of Joseph Hall**. You must park your car in a designated parking spot. Please hold hands with your children if you are in the parking lot to ensure that everyone is safe.

The school also does mandatory fire, tornado and lock-down drills.

Our school building, Joseph Hall, is always in lock-down. There are also lock-down doors at the entrances of the classroom hallways. Safety is always our priority.

ARRIVAL AND DISMISSAL

Upon arrival in the morning, Early Childhood and Elementary children are delivered to the designated area in the circular driveway at the rear of the Joseph Building. Cars should arrive between 8:15 a.m. and 8:30 a.m. Upon arrival, a teacher or teacher assistant greets children at the car door. Please stay in your car and put your car in park. **It is helpful if the student is on the driver's side of the car for safety and an efficient car line.** Staff will open the door closest to the child, unbuckle your child (elementary students can unbuckle themselves once car is in park) and help them out of the car. Please encourage children to **keep their seat belts on until a staff member opens the car door**. After we close the car door and are safely on the sidewalk, you are welcome to continue out of the driveway after **stopping at the stop sign at the top of hill and checking for cars and pedestrians**. In order to expedite morning car line refrain from teacher or parent interactions. **Please put all communication in writing** and give to whichever teacher opens your car door. Correspondence will be appropriately distributed to the school office and/or your child's teacher.

All children who are dismissed at 11:15 am and 3:00 p.m. are dismissed from the early childhood back entrance classroom doors. A staff member escorts the child to his/her car, opens the door, and buckles the child in securely (Elementary children can buckle themselves in). Please stay in the car to expedite dismissal and if there is any delay in the dismissal process, please pull up next to the shed so that traffic flow is not blocked. In order to expedite afternoon car line refrain from teacher or parent interactions. **Please put all communication in writing** and give to whichever teacher opens your car door. Correspondence will be appropriately distributed to the school office and/or your child's teacher. For safety purposes, we will not put a child in the car if the parent/guardian is on the phone or a proper car seat is not available. **Please DO NOT USE cell phones at arrival and dismissal. There is NO SMOKING allowed within 100 feet of the building and that means in your car. This is a state law.**

NEW TIME SLOTS for arrival and pick up:

	Extended Care Sign up available – additional fee	AM Early Childhood	PM Early Childhood	Elementary/ Middle School/Siblings of EL or MS students
Drop of	7:45 am – 8:30 am	8:15 am – 8:30 am	11:50 am-Noon	8:15 am – 8:30 am
Pick Up	Come into School And Pick Up	11:15 am – 11:30 am	2:45 pm – 3:00 pm	3:00 pm – 3:15 pm
Extended Care	Please park, come to first floor and ring doorbell.	11:30 am – 5:30 pm	3:00 pm – 5:30 pm	3:00 pm – 5:30 pm

To keep everyone safe and to ensure our car line moves quickly, cars must stay off Dana Avenue. Please keep conversation with teachers at a minimal. Your timely pick up during these time slots is appreciated. If you miss your time slot then a teacher will bring your child to the front office. Please park and pick them up at front office.

The safety of the children is our most important concern. When entering the circular driveway, proceed very slowly. Please do not open the gates if they are closed and do not get out of line or try to pass another car. When lining up outside the gate at arrival or dismissal, two cars may wait next to each other. When the gates open, proceed one at a time to the drop off or pick up area. **For safety reasons, do not stop on Dana Avenue. Vehicles come around the curve quickly and do not expect stopped traffic. If need be you can wait in the West Parking Lot near Playscapes and pull up when line is shorter.**

All children utilizing Extended Childcare must be accompanied by a parent/guardian upon arrival and/or dismissal. Please proceed to the lower level and ring the doorbell where an Extended Care staff member will open the door. Parents/guardians must sign their children in and out with the Extended Care staff. You do not need to sign in and out at the school office when picking up and dropping off for Extended Care.

Careful preparation of the environment is an important aspect of a Montessori teacher's responsibility. Teachers spend time before class planning and preparing the environment and materials. It is essential that they have this time before the children arrive.

Teachers spend time after dismissal discussing each child's progress, cleaning and preparing the classrooms, and recording observations. It is essential that they are free at this time to prepare for the following day. Therefore, any child who is not picked up within the time allotted will be taken to the school office. Parents/guardians may pick up their child at the school office, and will be assessed a late fee of \$10. It is important to inform the school office you will be late by calling 745-3404.

TARDINESS AND ATTENDANCE

To get the most out of a good education, children need to arrive at school on time and every day. School attendance has a major influence on educational outcomes. Students who attend school regularly are more likely to achieve better results at school academically, socially and emotionally.

What happens when children are late? Mostly, it disrupts the child's routine and has them entering the room when everyone else is settled and begun their day. This is unsettling for children and often leads to an unfocused or

difficult morning. It also is disruptive to the class that has begun their work cycle. It could also mean that information remains in backpacks, hands are not washed and students do not get to the bathroom. Often the teacher is already in a lesson and cannot greet the child who has entered late. Arriving late to school can affect every single student in the classroom.

Poor school attendance patterns can start as early as preschool. It is important that from the first day of school parents/guardians set an expectation that their children will be at school every day and on time. Missing an average of ten days a school semester adds up to missing one full year of schooling by sixth grade.

If you are experiencing difficulty with morning routine and getting to school on time, please contact your child's teacher for support and guidance.

TARDINESS

Tardiness interrupts the classroom environment and interferes with the learning of other students. **Morning arrival begins at 8:15 and ends at 8:30 am.** Once the car line gates are closed, children will be considered tardy.

If tardy:

- Park car. Use your All Card to enter or ring doorbell.
- Parents/guardians must walk the student in to the Lab School lobby and fill out tardy slip on credenza.
- Obtain School Office All Card for access to hallway doors that require swipe access.
- Student must put lunch away, hang coat, and change shoes to complete arrival process.
- A Tardy will be recorded in RenWeb by school staff.
- To ensure a quick and safe drop off for school, using the car line is the most efficient.

An excessive number of unexcused tardies (more than 3 per semester) will result in a per incident charge of \$10 to the family WEEKLY for each incident thereafter. **This fee will be added to your FACTS account.**

Tardy incidents are categorized as Excused or Unexcused:

Excused tardies are limited to illness, medical/dental appointments, religious holidays and funerals.

Unexcused tardies include traffic, over-sleeping, rain, flat tires or other personal reasons.

Please plan and allow extra time for unexpected delays. Tardiness effects the entire school community.

ABSENCES

If a student is absent, parents/guardians are expected to notify the school office at 513.745.3404 by 9:30 a.m. Please provide your child's full name, parent's name and classroom. If you are emailing information about an absence, tardy or early dismissal, please email montessorilabschool@xavier.edu or call the front office at 745-3404 AND also email the head teacher's email. If the school does not receive notification, an XUMLS staff member will call to confirm the absence. If there is a physician's verification that your child has a communicable disease (e.g., chicken pox, strep throat), the school is to be informed immediately so that other parents/guardians can be notified.

Excessive Absences: Ohio Revised Code defines excessive absences as a child of compulsory **school age (Kindergarten through Eighth Grade)** who "is absent with or without a legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in one school year." Ohio Law defines truancy as an absence from school without excuse. A habitual truant is absent from school without a legitimate excuse for:

- 30 consecutive hours without a legitimate excuse (formerly 5 days)
- 42 hours in one month without a legitimate excuse (formerly 7 days)
- 72 hours in one school year without a legitimate excuse (formerly 12 days)
- 38 hours in one month **regardless of excuse** (approx. 6 days)
- 65 hours in one school year **regardless of excuses** (approx. 10 days)

Excuses from School Attendance:

[Ohio Revised Code Section 3321.04](#) and [Ohio Administrative Code 3301-69-02](#) set forth the situations in which an absence can be excused, including the following:

Absences due to a student's placement in foster care or change in foster care placement of any court proceedings related to the student's foster care status

Illness of the child

Illness in the family necessitating the presence of the child

Quarantine of the home; homeless

Death of a relative

Medical or dental appointment

Observance of religious holidays

College visitation

Thank you for your support of the Lab School and working together to ensure our children are successful learners.

COMMUNICATION WITH TEACHERS

If you have information to relay to the teachers, **please send a note** with your child instead of verbal communication in car line. Messages can also be left on their phone extensions or via email. Teachers do not have access to their cell phones or emails during the day. Teachers will check their emails before and after school. If you need an immediate response, please call the school office at 513-745-3404.

Lisa Blackford, Upper Elementary

blackfordl@xavier.edu

Laura Opfer, Lower Elementary

opferl@xavier.edu

Beth Smiley, Lower Elementary

smileyb@xavier.edu

Beth Tracy-Kaliski, Early Childhood

tracykaliskie@xavier.edu

Donna Hutchinson-Smyth, Early Childhood

smythd@xavier.edu

Tori Pinciotti, Middle School

pinciottiv@xavier.edu

Extended Care Coordinator

sheehans@xavier.edu

WEEKLY NEWSLETTER

The Lab School will be sending out an electronic weekly newsletter every Saturday morning with announcements and updates from each classroom. Please be sure to take the time to read the newsletter so you are aware of what is happening in your child's class as well as the school community. **This is the best place to find current events and school information.** If you do not receive this newsletter, please contact the school office.

DISMISSAL POLICY

Children will be released from the Xavier University Montessori Lab School only to authorized individuals listed on the Transportation Arrangement form. **Written permission** is required if arrangements are made to have someone else pick up your child. Emails to the school office at montessorilabschool@xavier.edu are considered to be written permission. The names of persons who are permitted to pick up your child should be listed on the Transportation Arrangement form in RenWeb. If someone not on the form is picking up your child, written notice to the school office is required. Presentation of an I.D. from persons not listed on the Transportation Arrangement form will be required upon pick up.

CLOTHING

The child constructs his/her mind through active physical involvement or work -- thus, he/she should be dressed for work, play and all kinds of weather!

Clothing and shoes should be comfortable and provide appropriate protection whatever the weather conditions since children go outside whenever possible. Rain boots are necessary fall, winter and spring. During the cold weather, your child will need insulated boots, winter jacket, waterproof mittens/gloves and a warm hat. To facilitate independence, self-confidence and success, the clothing should be manageable for the child. Please be sure all items are **LABELED**.

Early Childhood children need an extra set of **LABELED** clothes, including underwear, shirt, pants and socks to be kept on hand at school in case of a spill or an accident. Please send to school the first day in a zip lock bag with your child's name on the outside. All students are required to wear indoor shoes in the classrooms. Indoor shoes will remain at school. These indoor shoes should be non-commercial (no Disney, super-heroes or character on shoes), non-skid, rubber sole, easy for students to put on independently, and comfortable for daily work. Additional outdoor footwear may be worn to school and will be changed when the children go outdoors. All shoes must be supportive for indoor and outdoor work and play. Outdoor shoes must be safe with closed toe, back and low heel. **No flip-flops, Crocs, wedged and/or high-heeled shoes, heeled boots and dress shoes are permitted due to safety reasons.** The shoes your child arrives to school in are the shoes they will wear for outdoor recess/play including the woods.

Students are expected to be neat, clean and appropriately attired for school. Clothes shall be sufficient to conceal undergarments at all times. Since the students work on the floor, shorts or leggings are expected to be under dresses and skirts. T-shirts with inappropriate logos and/or wording are not allowed. Students are encouraged to dress in a manner that demonstrates pride both in themselves and in their school.

Students will be participating in outside recess and nature activities throughout the year. Please send appropriate outdoor wear for all weather elements. Students will be experiencing nature in all temperatures. As a guideline the temperature dictates the time spent outside, for example, 20 degrees equals approximately 20 minutes outside. If you would prefer to leave an extra pair of boots, raincoats, mittens, and sweaters at school, please label all items clearly.

BELONGINGS

Each child is assigned a special place to store personal belongings (i.e., work from school, indoor shoes, coats, mittens, etc.). Things of this nature should be kept only in his/her OWN special place. Items of interest that relate to schoolwork (books, fossils, etc.) may be brought into class as arranged ahead of time with the classroom teacher.

Toys should be kept at home. Assure your child that he/she has many different materials to work with in the classroom, and that some things are just for school and others just for home. Any toy that a child brings into the classroom will be stored in a safe place until time for dismissal. Crowns, jewelry and dress up accessories should remain at home as well as candy and gum. **Please see addendum to Elementary and Middle School.**

If your child is experiencing difficulty in transitioning from home to school, it is sometimes helpful to provide a picture of you or your family that can be kept close with the child or placed safely in their cubby.

PHONE POLICY

We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction to the learning environment. Student phones may not be used to talk, take pictures, play games, record or text during school hours, including recess. Phones will be kept in their backpack during school hours. You will not be able to communicate with your child during school hours. Please call the school office if needed at 745-3404.

BIRTHDAYS

Birthdays are a very special event in a child's life. Their celebration at school is no exception. We encourage celebrating the day your child was born through the sharing of a simple candle lighting, group song, and wishes from the classroom community. Head teachers may also include a birthday journal for retelling the life of the child or provide an opportunity for sharing a personal memento that is significant to the child.

Birthdays

If you would like to honor your child's birthday with a special memento, we are always appreciative of donations of nature books, Caldecott Medal winner books and/or Newbery Medal winner books for the school and classroom

libraries. If you would like to consider this, the teachers can suggest titles and authors. We do not allow families to bring in a special snack for birthday celebrations because of food allergies.

Personal birthday invitations should only be distributed through the mail.

Each classroom level will communicate their birthday celebration process separately.

SNOW DAYS / INCLEMENT WEATHER

Occasionally, we need to cancel school or delay a start time due to snowy or inclement weather. When making a decision to call off school, the safety of the children, parents/guardians and staff is of prime consideration. If there is a school delay or school is closed, an announcement will be posted on **Channel 12 TV by 6:30 a.m. under MONTESSORI LAB SCHOOL** (we are the only Montessori Lab School in the city) and you will be contacted via **PARENT TEXT ALERT and emailed by 6:30 a.m.** If at any time, Xavier University is closed or on a delay, the Lab School follows the same procedure. If we have a delayed opening due to inclement weather, **there will not be morning extended care.** Be aware that if we have a delay, it could turn into a “school closed” situation if weather or road conditions do not improve.

DISCIPLINE

Our goal in our work with children is to help each child attain the independence and self-confidence needed to become self-disciplined, respectful and peaceful learners. To accomplish this goal, we provide a structured, ordered environment that is child oriented.

A few ground rules are necessary to assure the safety and rights of each child:

1. The right of each child to work in a classroom setting that encourages independence, concentration, cooperation and movement supported by the Montessori philosophy and methodology.
2. The right of each child to be treated respectfully by other children and adults.
3. The right of each child to work in an environment that is carefully prepared, secure, safe and nurturing.

The following Behavior Management guidelines have been adapted from 3301-37-10 to be in compliance with the preschool licensing of the Ohio Department of Education. **Please see addendum to Elementary and Middle School.**

Xavier University Montessori Lab School Behavioral Management/Discipline Policy

Members of the faculty or staff employed by Xavier University Montessori Lab School who are in charge of a child or a group of children shall be responsible for their safety and discipline. Our philosophy is structured to focus on nurturing and supporting children in their learning. The desired inner discipline is for children to understand their own behavior, take initiative, be responsible for their choices, and respect themselves and others. By practicing these techniques, children will be able to internalize this positive process of thinking, interacting and behaving.

While teachers will make every effort to encourage and support pro social behavior, challenges may present themselves in the classroom setting. Teachers will use a system of developmentally appropriate expectations and interventions. Examples are as follows:

1. **Modeling** – Teachers will model and reinforce appropriate, safe, and respectful behavior.
2. **Supporting Positive Behavior** – Teachers will redirect negative behavior by directing the child toward another activity or lesson that fosters the best in the child in the effort of self-regulation.
3. **Problem Solving** – Teachers will help facilitate problem solving between children who are learning to interact in the effort of creating pro social outcomes. They will protect the children from harm, will foster the well-being of each child while in attendance at school and extended care.
4. **Natural and Logical Consequences** – Whenever possible, teachers will offer the child a natural or logical consequence to their behavior.

5. **Activity Replacement** – When an activity is inappropriate for a particular child, that child will be provided with an alternative activity. Re-directing a child to another activity often is a more positive approach for the child. Problem solving should be employed and the behavior corrected without the intervention becoming a punishment.
6. **Separation From Group** – Protecting the safety of children is very important. Separation may be necessary to assist the child in regaining self-control. An adult will be present at all times with the child. Separation can be structured so that the child can rejoin the group when he or she is ready.
7. **Physical Contact** – If the student has physical contact with another student, he/she will be removed from the environment and the parents/guardians will be called. Depending on the severity of the physical contact, students could be dismissed for the day.
8. **Bullying** is unwanted, aggressive behavior that involves a power imbalance and a behavior that is repeated over time. Teachers will intervene when verbal, social or physical bullying is occurring. Parents/guardians will be notified.

Methods of Discipline

1. Only nonphysical verbal discipline techniques will be used.
2. The Teachers or Xavier University Montessori Lab School personnel are the only persons who shall institute behavior management and discipline techniques as stated above.
3. When physical restraint is deemed necessary for the safety of a child or others, proper therapeutic hold (gently wrapping arms around a child and holding them close) will be utilized.
4. Children will remain in an open environment at all times.
5. Children will be spoken to using respectful language with the absence of profane language, threats, derogatory remarks about him/her self or his family or other verbal abuse.
6. Failure to eat, failure to sleep, or toileting accidents are not to be considered behavior/discipline problems and therefore no disciplinary action will be imposed.
7. All behavior management/discipline will be administered in a positive and constructive manner to reinforce positive behavior so as not to humiliate, shame, or frighten a child.
8. Children's needs such as food, rest, and toilet use will be provided at all times.
9. Separation, when used as a discipline shall be brief in duration and appropriate to the child's age and development ability and the child shall be within care of a Xavier University Montessori Lab School faculty or staff member in a safe, lighted, and well-ventilated space.
10. All children will be treated with kindness and respect at all times while under the direct supervision of Xavier University Montessori Lab School faculty and staff.

SERVICE OPPORTUNITIES (time, talent, treasure)

The Lab School provides student and whole-school opportunities for service:

Inter-Parish Ministry – a food pantry collection to provide for those that use the local food pantry to help feed their families (coordinated by Ken Bronsil).

Lydia House – provides a supportive and stable living environment for women and children in crisis. The Lab School organizes a collection of items needed for the Lydia House (clothing, gloves, etc.)

Youth Service League – A monthly meeting after school for the Upper Elementary and Middle School students. Some service projects were collecting bedding and pillows for Cincinnati Refugees and making blankets for children of Haiti.

PARENT TEACHER COLLABORATIVE

The Parent Teacher Collaborative is a vital group of parents/guardians and teachers that supports our students, teachers and families. It connects our parents/guardians through volunteer opportunities, fundraising and social events. It is our goal to help build a strong and active community of family support. Whether you are a new or returning parent, we look forward to working with you.

The goals of the Parent Teacher Collaborative are to:

1. Promote the spirit of friendship throughout XUMLS, which nurtures our whole community.
2. Strengthen our school community through fundraising events and school activities. Funds raised by the Parent Teacher Collaborative each year are used to support the classrooms and other school needs (Gala, Scholastic Book Club, Box Tops, and Amazon).
3. Provide practical assistance with a wide range of school activities and individual classroom needs.
4. Foster relationships with members of the community who have resources to offer the school.

Success of the Parent Teacher Collaborative is a combination of parental involvement, fresh ideas, and a wide range of diverse interests. Your involvement and collaborative spirit is necessary for us to achieve our goals and is an important part of maintaining a strong school community. We encourage parents/guardians to participate and thus invest in their children's education. We typically meet four times a year. Check the calendar for dates.

Signups for Parent Teacher Collaborative committees will be available at the mandatory September parent night.

CONCERNS / QUESTIONS

If a parent needs assistance with concerns relating to their child, a staff member, or the school at large, he or she is encouraged to:

1. Immediately contact the staff/faculty member most directly involved.
2. Meet with the staff/faculty member most directly involved.
3. If the issue is not resolved satisfactorily, notify the Head of School and a conference will be arranged with the parent(s) and staff member.
4. If the problem cannot be resolved with the assistance of the Head of School, the Director of Teacher Education Program, Leslie Roth, will be asked to meet with the parent(s), Head of School, and staff member to resolve the issue at hand.

In order to maintain and cultivate a positive learning environment for the children and families of the Lab School, all concerns or comments regarding the Lab School, its faculty, families, and children should remain confidential at all times. We take pride that our families and staff are advocates and caretakers of our school community.

The Lab School's foundation is based on respect. When addressing concerns or questions via email or phone, please do so with a positive attitude and use respectful language.

CONFERENCES / PROGRESS REPORTS

Parent/Teacher conferences are scheduled twice a year: fall and spring. All parents/guardians are expected to attend and engage in conversation about your child's development. A form will be sent home asking for specific questions or concerns regarding your child so they may be addressed during your child's conference.

You will receive a progress reports in the mail at the end of each semester (January and June). The Montessori curriculum is based on a three-year cycle and the progress report reflects the child's progress through the integrated curriculum.

Observation and record keeping are important criteria in the assessment of your child's learning. Teachers will share their records on your child's progress upon your request. Additional conferences can be scheduled any time the need arises. Please contact your child's head teacher to make an appointment.

To have a clearer understanding of your child's stages of development and his/her progress in the classroom, **parents/guardians are expected to observe at least one morning cycle (9:00-10:30) per semester. It is also preferable that an observation is made 1-2 weeks prior to the scheduled parent/teacher conferences.** Observations can be scheduled [online](#) for Lower and Upper Elementary and Middle School. The Early Childhood Observation room is usually open (Wednesday it is used for tours). Please call before you arrive.

PARENT/CHILD WORK DAYS

Twice a year, children are scheduled to come to school for one hour with their parents/guardians to share their knowledge by showing the parents/guardians materials they are working on in the classroom. It is important for you to see your child's work patterns and have a glimpse into their day before you attend parent conferences. Notice the independence of your child, the beautiful order of the environment, the sequence of steps in a material, the responsibility and joy that comes from manipulating materials successfully. We ask that you come and be present to your child (please leave siblings at home and turn cell phones off) and support and encourage them in their sharing.

In Elementary and Middle School, we ask that the parents/guardians be the students and the child be the teacher. They look forward to being the teacher and often parents/guardians are thrilled to learn something new.

Parent/Child Work Days Rules:

- There is no extended care for siblings. Only children signed up for extended care can be in extended care until their designated time.
- Siblings are not invited into the classroom because we feel this is a unique 1-hour opportunity for you to give your attention fully to your child for one hour.
- All parents/guardians are invited. Sometimes parents/guardians split the time between children while the other parent is with the sibling/s.
- Be on time. You only have 1 hour and there are so many works your child wants to share.
- Your child will immediately go to their cubby, hang up their jacket and change their shoes. You can hang up your jacket in their cubby as well. This is how they begin every day.
- Children come in and wash their hands, feel free to follow them since your child is a great teacher.
- Allow your child to pick a work and follow them to a rug or table. There are a few works in the classroom that are not available during this session like snack, food prep, easel, playground, etc.
- Notice their ability to concentrate and focus while being actively engaged in their work.
- Elementary children will expect you to be the student while they take on the role of the teacher, introducing the material to you and often expecting you to produce a product.
- Be in the moment for 1 hour with your child. All cell phones are off or on vibrate.
- Be careful not to ask too many questions during or after the workday especially with Early Childhood students - this can overwhelm them, breaking their rhythm and concentration.
- The teachers will sit and observe purposefully not taking an active part unless they observe that the child needs help. If a child is unsure what to do the teacher will offer two choices and allow the child to choose.
- Ten minutes before the session ends the teacher will ring the bell and ask the children to restore their work to the shelf and come to circle. Please join your child by sitting behind them for an ending to your session.
- If you are parking in the parking lot, please use your parking pass.

PARENT/GUARDIAN COMMUNITY GATHERINGS/COFFEE TALKS

XUMLS offers many opportunities for parent information/discussion sessions. Evening parent community gatherings and coffee talks are scheduled throughout the year and posted on the school calendar. Parent participation is strongly encouraged. Please make every effort to attend these informative parent nights (one parent per family). Meetings will vary and are designed to help all adults (teachers and parents/guardians) with our joint effort to assist children in their holistic development. Topics vary and often include presentations of the Montessori philosophy and curriculum; strength-based parenting techniques, parent-child communication skills, nutrition, and other pertinent subjects.

PARENT/GUARDIAN VOLUNTEERS

As a growing school, we rely deeply on parents/guardians to serve as volunteers for student enrichment activities such as library, cooking, gardening, Create Newspaper, reading with children, making support materials, special art projects, driving to field trips, etc. There will be Sign-Up Genius links made available early fall. **All volunteers who work with children are required to show evidence of a recent BCI and FBI passing background check (every 3 years) as well as have a current, signed Statement of Non-Guilty/Conviction on file at the school office. The BCI and FBI background check results should be sent to the Xavier University Montessori Lab School Office at 3800 Victory Parkway Cincinnati, Ohio 45207-6631. All background checks must be on file at the school office before volunteering. If driving to a field trip, your driver's license and proof of car insurance will be required.**

VISITATION POLICY AND OBSERVATION ROOM GUIDELINES

One of the best and most delightful ways of learning about the Montessori approach to education is to observe a class in session. The Xavier Montessori Lab School invites you to observe your child and his/her class throughout the school year.

The **Early Childhood Observation Room** is open and available to parents/guardians from 9-11:00 a.m. (M-T-Th-Fr). Please visit the [XUMLS Calendar](#) to reserve a day. Due to restricted space (the Observation Room is used as a childcare setting during the afternoon hours), parents/guardians wishing to observe at other times are requested to make arrangements with the school office to ensure no field trips or other outside activities are taking place.

Observations for the **Elementary and Middle School classrooms** will take place within the classrooms. Due to space considerations, these observations need to be scheduled ahead of time on the observation calendar on the [XUMLS Calendar](#). Observations are offered on M-T-Th, 9am-10:30 a.m.

You will need to communicate with the head teacher should you want to schedule a more formalized time for your visit: i.e. special events, birthdays, etc.

In observing your child, it is important to remember that no single observation contains the complete picture of your child's progress. Periodic observations and regular communication between home and school in conjunction with Parent-Teacher Conferences/ Reports and attendance of parent education meetings help you to gain a full picture and to interpret what you are hearing and observing.

The following observation guidelines must be strictly adhered to at all times.

OBSERVATION GUIDELINES FOR EARLY CHILDHOOD PARENTS/GUARDIANS IN THE OBSERVATION ROOM

1. Observations may take place October through May.
2. Parents/guardians must sign in at the Lab School office and receive a visitor's badge. After receiving a visitor's badge, the school administrative assistant will walk you to the observation room where you can observe your child's classroom.
3. Sign-in on the Observation Room Parent Visitor Log.
4. While observing, do not move furniture or materials.
5. Each classroom has speakers that can be turned on.
6. For safety reasons, only children under the age of 12 months may accompany an adult in the observation room. The child must be next to the adult at all times.
7. Food and beverages are **not permitted** in the observation room.
8. Any information you gain from your observation is STRICTLY CONFIDENTIAL.

9. **Do not discuss children or teachers either during or after the observation. If you have questions or concerns, please call one of the teachers. For confidentiality reasons as well as respect for the children, the teachers will only discuss your child's activities.**
10. Observe quietly with NO TALKING (including telephone conversations). We prefer that this space be **PHONE FREE**. Voices carry through the observation glass and are distracting to other observers.
11. Remain at least one foot from the glass. Children in the classes can see you if you get too close.
12. The light in the room must remain off, and the door to the room closed when observers are in the observation room.
13. If you are the last person to leave the observation room, please turn off the speakers, close the door and sign out at the school office.
14. Sign out at the observation room and the school office upon leaving.
15. If you have any questions after your observation, please call or email the Head Teacher and they will be happy to follow up with you.

OBSERVATION GUIDELINES FOR ELEMENTARY/MIDDLE SCHOOL PARENTS/GUARDIANS

1. Observations take place October through May.
2. Parents/guardians must sign in at the Lab School office and receive a visitor's badge. After receiving a visitor's badge, the school administrative assistant will walk you to the respective classroom for observation.
3. Since you are observing in the classroom, you will be asked to sit quietly in a specific chair and remain in that chair during your observation.
4. Please turn cell phones off or on vibrate and if you must answer a call, you will have to step out of the classroom into the lobby to talk.
5. Please allow your child to engage in their normal morning routine without any interruptions.
6. On your chair is a guideline to help guide your observation. Please read and make notes or questions on the page to ask the Head teacher at the end of your observation. If the teacher is not available, please email the teacher your questions and he/she will get back to you.
7. After observing for one hour, you will be invited to work one-on-one with your child for ½ hour.
8. After 1½ hours your observation will be finished.
9. Siblings may not accompany adults during observations.
10. Food and beverages are **not permitted** while observing.
11. Any information you gain from your observation is STRICTLY CONFIDENTIAL.
12. **Do not discuss children or teachers either during or after the observation. If you have questions or concerns, please call the Head Teacher. For confidentiality reasons as well as respect for the children, the teachers will only discuss your child's activities.**
13. Please sign out at the school office upon leaving.
14. If you have any questions after your observation, please call or email the head teacher and they will be happy to follow up with you.

A.M. - SAMPLE EARLY CHILDHOOD CLASS DAILY SCHEDULE

8:15-8:30 a.m.	Morning arrival
8:30 a.m.	Attendance
8:30-10:30 a.m.	Morning work cycle for children
10:30 a.m.	Group meeting
10:45 – 11:15 a.m.	Recess
11:15 a.m.	Morning dismissal & transition to Extended Care
11:15 – 11:30 a.m.	Car line dismissal for 3 and 4-year-olds
11:15-11:30 p.m.	Kindergarten children do chores and get ready for lunch
11:30 – 12:15 p.m.	Kindergarten lunch
12:15 – 12:30 p.m.	Kindergarten community circle
12:30 – 2:15 p.m.	Kindergarten work cycle/enrichment
2:15 – 2:45 p.m.	Outdoor time and preparation for dismissal
2:50 - 3:00 p.m.	Dismissal

P.M. - SAMPLE EARLY CHILDHOOD CLASS DAILY SCHEDULE

11:50 – Noon	Morning arrival
Noon	Attendance
Noon – 2:00	Morning work cycle for children
2:00 – 2:15 p.m.	Group meeting
2:15 – 2:45	Recess
2:45 – 3:00	Dismissal

SAMPLE LOWER ELEMENTARY DAILY SCHEDULE

8:15 – 8:30 a.m.	Students arrive, bathroom, wash hands and begin work cycle
8:30 a.m.	Attendance
8:30 – 11:30 p.m.	Work cycle, lessons, independent work time, snack
11:30 a.m. - noon	Journal, Community gathering time or Group Lesson
Noon - 1:00 p.m.	Lunch and Recess
1:00-2:40 p.m.	Afternoon work cycle
2:40-2:55 p.m.	Daily chores, end circle, ready to go home
3:00-3:15 p.m.	Car line
Throughout the week: PE / Swimming, Art	

SAMPLE UPPER ELEMENTARY DAILY SCHEDULE

8:40 a.m.	Students arrive, bathroom, wash hands and begin work cycle
9:00 a.m.	Car line ends
9:00 a.m.	Attendance
9:00-12:00 p.m.	Work cycle, lessons, snack
12:00-1:15 p.m.	Recess, Lunch and Community gathering time
1:15-2:40 p.m.	Afternoon work cycle or specials (Art, Music, Physical Education)
2:40-2:55 p.m.	Daily chores, end circle, ready to go home
3:00-3:15 p.m.	Car line
Throughout the week: PE / Swimming, Art	

SAMPLE MIDDLE SCHOOL DAILY SCHEDULE

8:15 – 8:30 a.m.	Students arrive, bathroom, wash hands and begin work cycle
8:30 a.m.	Attendance, Morning meeting
9:00 – Noon	Work cycle, lessons, independent work time, snack
Noon - 1:00 p.m.	Lunch and Recess
1:00-2:40 p.m.	Afternoon work cycle or specials (Art, Music, Physical Education)
2:45-2:55 p.m.	Daily chores, end circle, ready to go home
3:00-3:15 p.m.	Car line

Throughout the week: PE / Swimming, Art

HEALTH AND SAFETY MEDICAL EXAMS

The State of Ohio and the City of Cincinnati require an annual medical exam for each enrolled Early Childhood student. Elementary level students, 1st grade through 6th and 8th grade do not have to have a yearly physical. The Ohio Department of Health requires immunization for kindergarten, 7th and 12th grades and any new students in grades 1-12. Please provide us with updated immunization records by October 15.

A physician signed Child Medical Statement form must be given to the Lab School office prior to the start of school for new students. **State law requires that no student between the ages of 3 through 5) be admitted until these records are on file.** Additionally, as yearly exams expire throughout the course of the year, all Early Childhood students (Pre-K-K) are required to present up to date records when the new exam occurs.

SAFETY

The safety of each student is of primary concern to the Xavier Montessori Lab School faculty and staff. A teacher (or qualified adult) will be with the student at all times in a supervisory capacity. Students are greeted at the car door and supervised by staff into the classrooms. At dismissal, the student is escorted to the car by school staff. The staff has immediate access to a telephone should an emergency arise. Monthly fire, tornado and lock-down drills are held. A plan for safe evacuation of children is posted in the classrooms and school office. Records of the drills are maintained in the school office.

An incident report is completed when an accident or injury occurs that necessitates the use of first-aid procedures. One copy is given to the parents/guardians, and one copy is filed in the Lab School office.

FIELD TRIPS

Field trips offer an opportunity for children to enrich and extend their classroom knowledge to other out of school experiences. Students who are eligible for field trips are required to have parental permission to leave the school for field trips. **Permission slips are required to be signed and returned prior to any trip (EMAILS are not considered signed consent).** A first aid kit, emergency contact information, and necessary medications will accompany a first aid trained staff member on each field trip. Each child will wear a nametag with the school's name, school address and school phone number on it.

Only Middle School, Elementary and Kindergarten children will participate in offsite field trips. Parents/guardians are asked to drive for some field trips. All students may participate in on-campus walks and department visits (library). The school also provides onsite presentations that are deemed age appropriate and developmentally suited. The Middle School and Upper Elementary students will have an end-of-year trip also. **See Addendum**

“Going Out” experiences are individual trips arranged by the Upper Elementary and Middle School students to enrich and continue the learning process outside of the classroom. Parents/guardians who participate in a “Going Out” experience are required to show evidence of a three-year recent BCI and FBI passing background check as well as have a signed Non-Guilty/Conviction statement on file in the school office.

EMERGENCIES, ACCIDENTS OR ILLNESS

In the event of an emergency, accident, or illness, the parents/guardians will be immediately notified. If either cannot be contacted, the alternate contact person (s), provided by the parent/guardian will be contacted.

If an accident seems severe or life threatening, emergency medical care will be called first and the parents/guardians notified immediately thereafter. The staff will follow the statement signed by the parent/guardian concerning hospitalization or notification of the physician. All of the above information is on file in the school office.

NUTRITION

The culture of the Lab School is to promote the physical, emotional, and spiritual well-being of the students we teach. In an effort to care for students physically, we offer nutritious, healthy snacks and food for in class preparation and consumption.

Parents/guardians of Early Childhood, Elementary and Middle School children are asked to provide the class with requested, healthy snacks on a rotating basis. Each family is assigned a snack and laundry week, and will receive a detailed list of desired items on the Friday preceding their week. In food preparation and snack activities, we emphasize use of natural ingredients, **free from peanut or nut traces**. These items may include fresh fruits and vegetables, whole grain items, milk varieties, etc. Students are involved daily in simple preparation of wholesome snacks. There are also opportunities to cook and bake periodically with their peers and teachers. The purpose is to help them practice elements of good nutrition and healthy choices as well as developing skills of practical life.

Middle School, Elementary, Extended Care, and Kindergarten students bring their own lunches. The lunches should be nutritious and manageable by the student without assistance. Please pack an ice pack in the lunchbox because there is no refrigeration available. Water is provided daily; **please do not send juice boxes or soda**. You need only send a protein food, fruit and/or vegetable. We suggest items such as eggs, cheese, and chicken or other cooked meats, yogurt, raw vegetables with a dip, orange segments, applesauce, whole grain bread or crackers, bread sticks, soup in a thermos, etc. We encourage you to pack (or your child pack) a balanced healthy lunch. **Please avoid junk food, high sugar foods, drinks, and candy**. Please send your child's lunch in reusable containers. Microwaves are not available to children. **We ask that fast food not be delivered to your child for his/her lunch.**

Please notify the school, **in writing**, if your child is allergic to any food. With respect to children with allergies, the Xavier Montessori Lab School is a peanut free and nut free environment. For the safety of the children, **NO PEANUT BUTTER OR ITEMS CONTAINING NUT TRACES** are allowed in the school.

MEDICATION POLICY

The Xavier University Montessori Lab School agrees to administer medication, if the following procedures are implemented:

1. Prescription medication must be in the **original container**, labeled with the child's name, a date, directions, and physician's name.
2. Parent, legal guardian, or physician must fill out the proper form prepared by the Ohio Department of Human Services. This can be obtained from the Lab School office, Head of School, or Head Teacher.
3. No medication will be administered after the expiration date, or without explicit, written instructions.
4. Nonprescription medication must be labeled with the child's name and the date. It must be left in the original container, and the teacher must administer it according to label directions. A parent and a physician must fill out the proper form, prepared by the Ohio Department of Human Services.

MANAGEMENT OF COMMUNICABLE DISEASE

Ohio Department of Education
Management of Communicable Disease 3301-37-11

A staff member, trained to recognize the common signs of communicable diseases, observes each child daily as she/he arrives at school.

Management of communicable disease policy – the following precautions shall be taken for children suspected of having a communicable disease:

- (1) The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
- (2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

- (a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);
 - (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - (c) Difficult or rapid breathing;
 - (d) Yellowish skin or eyes;
 - (e) Conjunctivitis;
 - (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
 - (g) Untreated infected skin patch (es);
 - (h) Unusually dark urine and/or grey or white stool; or
 - (i) Stiff neck; or
 - (j) Evidence of lice, scabies, or other parasitic infestation.
- (3) A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. The director and the parent or guardian shall determine decisions regarding whether the child should be discharged immediately or at some other time during the day. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B) (2) of this rule as well as the following:
- (a) Unusual spots or rashes;
 - (b) Sore throat or difficulty in swallowing;
 - (c) Elevated temperature
 - (d) Vomiting.
- (4) Programs shall follow the Ohio department of health "communicable disease chart" (September 2009, odjfs.state.oh.us/forms) for appropriate management of suspected illnesses.
- (5) A child isolated due to suspected communicable disease shall be:
- (a) Cared for in a room or portion of a room not being used in the preschool program;
 - (b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
 - (c) Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
 - (d) Observed carefully for worsening condition; and
 - (e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.
- (C) Each program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum:
- (1) The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;
 - (2) Procedures for isolating and discharging an ill child and policy for readmitting such child;
 - (3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and
 - (4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule.
 - (5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

Elementary & Middle School Student Policies and Procedures Addendum

The Elementary and Middle School Student Handbook is intended to answer many of the commonly asked questions specific to the Elementary and Middle School programs that students and parents may have during the school year. Because this Handbook Addendum contains information about student procedures and responsibilities, each student is responsible for knowing its contents. This Addendum supersedes all prior handbooks and other written material on the same subjects.

Please take time to become familiar with the information contained in this Handbook Addendum and keep it available for future reference. It can be a valuable tool during the school year, and can be a means to avoid confusion and misunderstanding if questions arise. Should you have any questions that are not addressed in this Handbook, contact your child's teacher or the Head of School.

GENERAL POLICIES AND PROCEDURES

Independence and Responsibility

One of the key objectives in a Montessori education is to create independent and resourceful children who are capable of critical thinking and problem solving. The Elementary and Middle School students needs a balance of challenge and support within the home and school environment to become independent and responsible. We support the students by having specific times during the day to plan out goals and objectives, having frequent one-on-one conferences, conducting group discussions on social issues, and being available for guidance just to name a few. Some of the ways we challenge the students are by having them take the lead in goal setting, allowing them to resolve conflicts independently first, and facing the natural consequences for their actions. The students have an extra benefit when home and school can remain as consistent as possible in our efforts to challenge and support. We encourage a school and family partnership that has the best interest of the students in mind.

Absences and Tardiness

If a student is absent, parents/guardians are expected to notify the school office at 513.745.3404 by 9:00 a.m. Please provide your child's full name, parent's name and classroom. If you are emailing information about an absence, tardy or early dismissal, please email montessorilabschool@xavier.edu or call the front office at 745-3404 AND also email the head teacher's email. If the school does not receive notification, an XUMLS staff member will call to confirm the absence. If there is a physician's verification that your child has a communicable disease (e.g., chicken pox, strep throat), the school is to be informed immediately so that other parents/guardians can be notified.

Excessive Absences: Ohio Revised Code defines excessive absences as a child of compulsory **school age (Kindergarten through Eighth Grade)** who "is absent with or without a legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in one school year." Ohio Law defines truancy as an absence from school without excuse. A habitual truant is absent from school without a legitimate excuse for:

- 30 consecutive hours without a legitimate excuse (formerly 5 days)
- 42 hours in one month without a legitimate excuse (formerly 7 days)
- 72 hours in one school year without a legitimate excuse (formerly 12 days)
- 38 hours in one month **regardless of excuse** (approx. 6 days)
- 65 hours in one school year **regardless of excuses** (approx. 10 days)

Excuses from School Attendance: Ohio Revised Code Section 3321.04 and Ohio Administrative Code 3301-69-02 set forth the situations in which an absence can be excused, including the following:

Absences due to a student's placement in foster care or change in foster care placement of any court proceedings related to the student's foster care status

Illness of the child

Illness in the family necessitating the presence of the child

Quarantine of the home; homeless

Death of a relative

Medical or dental appointment
Observance of religious holidays
College visitation

Students who miss school find it difficult to keep up with their assignments and class work and also interrupt the class in session. Often children develop anxiety when chronically late for school. Teachers cannot be responsible for keeping students up-to-date due to absences for reasons other than illness.

Being late for school is disruptive to the school community. Gates close at 8:30 am. Any time after the gates closing, a student is considered tardy. The number of student absences and tardiness will be recorded and documented on conference reports and transcripts. Please note that excessive absences may impact your child's ability to successfully complete the curriculum and/or moving onto the next program level the following year.

Thank you for your support of the Lab School and working together to ensure our children are successful learners.

Appointments

Parents whose child needs routine orthodontic or other similar appointments should schedule them after 4:00 PM on weekdays, on Saturdays, or on days the school is closed. If your child has an appointment once a month, and is absent from the same class, it is possible that he/she will miss 10 days of instruction. When a student leaves school for an appointment, the school expect that he/she will return after the appointment and attend the remaining classes of the day.

Assessment and Student Performance

At XUMLS, assessment of student performance serves to support students in their learning and to inform instruction. Assessment is not the end of the learning process; it is an integral part of it.

Formative assessment, which takes place while learning is ongoing, may take a variety of forms, including, any combination of observation, presentations, student reflection, peer and/or teacher feedback, student teaching student, traditional tests, etc. As a result of formative assessment, students can identify areas in which they need work, and teachers can help students reach their potential by, for example, changing instruction. Students are challenged to continue working on skills and material until they have shown mastery. A student who has not met that expectation will work with a teacher to identify and practice skills and/or material that need more practice and will take another formative assessment. Students are assessed individually, not in comparison to their peers. Upper Elementary and Middle School students also learn test-taking and study skills.

Summative assessment is usually at the end of a unit, and is intended to assess what a student knows and can do with that knowledge. Summative assessments may take different forms, but are often “performance assessments” that ask a student to apply skills and knowledge to a new, authentic task.

Backpacks

Students may bring a backpack to school for belongings that travel from home to school. These backpacks are not in their classrooms and hang outside the classroom. Many backpacks are hung on hooks so the smaller the backpack the better.

Bullying

The tenets of Montessori include direct instruction in conflict resolution. Xavier University Montessori Lab School is committed to an environment free of any form of bullying. A pattern of behavior that results in the humiliation, discomfort, embarrassment or intimidation of another person through verbal, nonverbal or physical means is considered bullying. Individual differences in gender, ethnic origin, race, color, creed, size, sexual orientation and personal capabilities constitute the uniqueness of the school community.

Any behaviors that are unwanted, unreasonable, inappropriate, disrespectful, excessive, weaken community and inhibit learning are prohibited. Examples may include:

- • Name calling, inappropriate or hurtful jokes or rumors
- • Physical or verbal threats or intimidation (may be nonverbal)
- • Inappropriate or hurtful written words, phrases, notes
- • Unwelcome or inappropriate touching of a person

Any student who believes he or she is being or has been bullied should report the behavior to their teacher or any other teacher he/she chooses to tell. The teachers will discuss the situation and help the victim as well as the person who is bullying his/her peers, as well as inform the Head of School.

Conferences/Progress Reports

The school provides two opportunities for Conferencing: October and March. Sometimes a student may be asked to join a conference or have a student-lead conference. At the end of the semester in January and May you will receive a progress report which provides a snapshot of your child's academic skills as well as their social and self-development skills.

Discipline

Self-discipline is the realization of one's own choices, the responsibility that imparts on the classroom/school and the ability to change for the betterment of the whole community. Our goal in our work with children is to help each child attain the independence and self-confidence needed to become self-disciplined, respectful and peaceful learners with a community of students. To accomplish this goal, we provide a structured, ordered environment that is child oriented.

A few ground rules are necessary to assure the safety and rights of each child:

1. The right of each child to work in a classroom setting that encourages independence, concentration, cooperation and movement supported by the Montessori philosophy and methodology.
2. The right of each child to be treated respectfully by other children and adults.
3. The right of each child to work in an environment that is carefully prepared, secure, safe and nurturing.

When a student's behavior is inappropriate, it is discussed with the student and a teacher, documented by classroom teachers and natural and logical consequences are determined by the teachers and if necessary the Head of School. Suspensions or dismissal from school are reserved for severe or repeated behavior infractions. See chart on next page.

POSITIVE BEHAVIOR SUPPORT Elementary through Middle School

Level 1	Behaviors may include:	Possible Consequences:
Behaviors that: Primarily impact the student Do not require administration Do not interfere with educational environment Do not appear chronic	Not prepared Not following directions Off task Not doing required class work Damaging materials	Timeout in room Note Home Moving seats Closer adult supervision Loss of privileges Problem solving discussion Reteach/practice expectation
Level 2	Behaviors may include:	Possible Consequences:
Behaviors that: Interfere with the educational environment Put others at risk or harm Bullying behavior that continues after intervention May require administration Are chronic level 1 behaviors	Disrespect to adults or peers Leaving classroom area without checking in with teacher Using physical aggression Inappropriate/aggressive language Destruction of materials or environment Cheating/Lying Uncooperative Attitude	Parent communication through phone call/in person Sent home or In-School suspension Loss of privileges Time Out away from class Reteach/practice expectation Suspension from school if repeated or severe <i>(Physical aggression will always result in being sent home for the day and may result in additional days suspension)</i>
Level 3	Behaviors may include:	Possible Consequences:
Behaviors that: Are chronic Level 2 Behaviors Required administration involvement	Behaviors that: Actions that cause physical or emotional harm Having or using weapons Having or using drugs Major theft/vandalism Inappropriate abusive or discriminatory language Leaving the building without permission Verbal/non-verbal intimidation or threat Unsafe/illegal behaviors	Out of school suspension Dismissal

Field Trips

Teachers select field trips to enhance the school curriculum and student experiences. Students participate in several field trips during the year. These trips may be for one day or overnight. Parental permission is required for students to go on field trips, as well as certain medical releases. Notification by email will be given to parents prior to the field trip. Upper Elementary takes a 3- or 4-day trip focused around the history curriculum and will require additional fees. Middle School goes on a 2-night 3-day camping trip in the fall at Camp Joy and a 4 night/5 day field trip in the spring. Additional fees are required.

Appropriate behavior, language and respect for one's self, classmates, teachers and parents is expected of each student. Any violation of these standards by a student, or the probability of a student's conduct or behavior putting the group at risk, is cause for a student to be prevented from participating in a field trip activity. The Head of School, in consultation with the teachers, has the right to deny a student permission to attend a field trip activity. Middle School students are expected to wear a watch for field trips.

Going Home with a Friend

When a student goes to a friend's house after school, he or she must have written permission or email from their parent. It is the student's responsibility to give the teacher a note from the parent in the morning of the day the change occurs.

Homework

The purpose in giving homework is to develop study habits, develop time management skills, share curriculum with the parents and further enhance classroom learning. Doing an age-appropriate amount of homework on a consistent basis in a fitting environment at home builds life-long skills and inner discipline. If homework needs to be modified or individualized, the head teacher will notify the parent and the student. Any concerns about homework should be directed to the student's head teacher.

Time Management

An important skill that students learn is time management. This skill takes several years to develop. Each program level has increased expectations for the student's time management skills and responsibilities.

The beginning of Lower Elementary is an appropriate age for children to wear a watch to school with hands. Success at time management is one of the main areas of focus. UE and Middle School students are also asked to keep a school planner and/or calendar for recording assignments that we give them the first day of school. The teacher's guide the students in using their planner, prioritizing their work and completing their assignments on time. The teachers refer to these planners throughout the week to encourage student progress and independence.

Responsibility for one's personal materials and work schedule are expected.

Hygiene

Students must come to school with clean hair, nails and body. This means bathing or showering, cleaning and clipping nails, brushing hair daily, and keeping long hair pulled out of eyes. At the Middle School age, deodorant is appropriate and necessary.

Medication

Our intent is that students become aware of what their bodies needs to stay healthy. Students having allergies or who take long-term medication should be aware of the details regarding these conditions and be able to communicate to the teacher when medical attention is required. Necessary forms must be on file for any student to receive medication at school.

Nutrition

In order for a child's brain to do all of the work that is entailed in a typical school day, it requires proper fuel. Packing a lunch is an excellent Montessori practical life opportunity for students. Besides encouraging students to develop independence, we hope that this exercise will also stimulate family discussions about what belongs in a nutritious and planet friendly meal. Because healthy diet is of the utmost importance to the development of children, we strongly encourage each family to follow the guidelines below:

Lunches should include:

- a. One protein source (examples: meat, poultry, fish, eggs, beans, cheese)
- b. One or two vegetables (fresh are best!)
- c. One or two fruits
- d. Whole grain selections

Candy, soda and caffeinated drinks may not be brought to school for lunch. Please avoid processed and “snack” type food.

Lunch ideas:

- All natural apple sauce (no added sugar)
 - Yogurts – staying away from candy toppings and high sugar content (read the label for protein and sugar content)
- Sandwiches: turkey, ham, cheese etc...
- Fresh fruit and/or veggies with humus: apples, oranges, bananas, mango, carrots, peppers, etc..
 - Bagel and cream cheese or string cheese
 - Left-overs brought in a thermos to keep it warm
 - Soup in a thermos
 - Some children do not like sandwiches and prefer to have their meat, cheese, etc., separate

Remember we are a nut-free/peanut free environment.

Personal Belongings

As part of practical life education, students learn to take increased responsibility for managing their own time and organizing their belongings. All students have chores at school and take responsibility of caring for their classroom and their school as a whole. We encourage them to have chores at home also.

School Visits for Middle School Students

In Middle School the 8th grade students begin to visit high schools each Fall as part of the high school selection process. The beginning of the school year is the time to schedule visitations. Please review our school’s schedule and make these visits on the days the school is closed or on Saturdays when possible. When you schedule your visit, please inform the classroom teacher prior to your visit so you know if it is a good day to visit the new school.

Search of Personal Belongings

If there is a reasonable suspicion that the student is in violation of school rules regarding personal possessions, a search may be conducted to protect the safety of others. Anything that is found in the course of a search that is evidence of a violation of School rules may be taken and held or turned over to the student’s parents.

Specials

Elementary and Middle School students have Physical Education, Art and Music once a week. Specialists provide students with various projects that are integrated with other curriculum areas whenever possible. Please refer the weekly calendar you will receive at Orientation to see which days specialties occur.

TECHNOLOGY POLICIES

Computers are used throughout the school in ways that are developmentally appropriate to the children’s stages of development. The use of school information resources, including Internet access, is a privilege, not a right. Use of these resources must be in keeping with the educational objectives of the School.

Students in Elementary and Middle School work with computers in the classroom as a tool for learning. Word processing and keyboarding skills are developmentally appropriate for children at the Upper Elementary and Middle School levels. Upper Elementary and Middle School students participate in technology instruction, including basic uses of software, applications, as well as safe media usage and the practice of being ethical digital citizens.

Some assignments must be done on the computer. Students who do not have access to a computer are requested to inform the teacher so that they can make plans for meeting this requirement.

Camera and Video Usage

Students may not video or take pictures during the school day of other students or faculty without the School's permission. If students have permission for a class event or project to take photos or record video, they may not then be used for any personal purposes or shared through any digital medium.

Cell Phones / Electronic Devices

It is important that parents and students understand the School's policy regarding the use of cell phones on the school premises. Cell phones are a common part of daily living. However, they can be highly distracting in a school environment. It is difficult for students to avoid the distractions of telephoning and/or texting friends and family at any given moment. Students are discouraged from bringing cell phones to school. If a student does bring a cell phone to school it must be turned off and turned in to a teacher or administrator at the time of arrival. The device may be picked up at the end of the day at dismissal time. Repeated infractions may result in the loss of privileges and further consequences.

Students have access to use the school phones with permission and supervision from their teacher. Students may not use personal cell phones to call out from school. Students are not to bring cell phones on field trips.

Students should not bring electronic devices to school, including cell phones, smart phones, MP3 players, tablets, cameras, digital recorders or electronic readers. Most of these devices are capable of Internet access and are a distraction to our school community. If a student brings one of these devices for a specific purpose for a designated school activity, the device must be turned over to a teacher or administrator until the end of the school day. Repeated infractions may result in the loss of privileges and further consequences.

Consequences for Technology Misuse

Behavior for using computing resources is governed by the same rules and consequences as any other area at XUMLS. Any inappropriate use of computing, networking or information resources can lead to consequences issued by the School. This may include technology usage that has occurred off of school premises, but that directly affects the harmony of the classroom community. These consequences may include: 1. losing some or all computer privileges, 2. being restricted to teacher-supervised use and/or, 3. other disciplinary action deemed appropriate by faculty

Gaming Policy

Internet games are not allowed on any devices at school. Students may not bring printouts to school pertaining to violent computer games. References to game terminology used, characters or weapons used in these games are not permitted at school. Students violating the School Video and Game Policy will have appropriate consequences

Internet Use

The following are expectations of all students using computers and the Internet:

- ● Use appropriate language in all communication
- ● Not to disrupt or degrade others' use of the Internet
- ● Not to introduce a virus to the system
- ● Not to use abusive, obscene, inappropriate or illegal language
- ● Avoid unnecessarily prolonged use of computers, e-mail systems or other resources — system resources are limited, therefore cooperation and sharing are necessary

Internet Access

Internet access is available to students and teachers at XUMLS. Students may not access email during the school day unless they have specific permission. The use of Internet services at the Lab School is consistent with the educational and institutional objectives of the school. Use of the computer network falls under the same ethics, principles and rules that apply to all functions of school life.

XUMLS takes precautions to restrict access to inappropriate material. However, in an ever-changing global network, it is impossible to entirely control all access. The School cannot fully protect individuals from information, images and recordings that may be offensive, disturbing or controversial while accessing the internet. Faculty or staff of XUMLS may monitor and review the contents of students' computer without warning, to ensure appropriate use of computer resources. It is primarily the student's responsibility to make his/her use of resources in a self-controlled, ethical, and appropriate manner.

Social Media

Social media is a serious concern of the School community. Unsupervised usage by students can be dangerous for users. Participation in such networks is not advised for Lab School students. Social networking sites, such as Facebook, may not be accessed by students during school hours. Most sites are not developmentally or age appropriate for our students.

Safety and Privacy

XUMLS respects all individuals and appreciates diversity. As such, emotional safety is as important to us as physical safety. We strive to create an inclusive and diverse community of learners. Respect is a cornerstone of Montessori and the following policies are designed to support that value.

Using or accessing someone else's computer accounts or files is not allowed. Any action to subvert or alter individual or network computers is strictly forbidden. This includes downloading data or software, other than e-mail, without a teacher's permission, as well as a virus check.

Students may not store files (including game sessions) on the computers' hard disks. Students may not make changes to hard drive software or data on the school's server. A designated folder will be issued to students for storing their individual files.

For individual security, personal information and images (pictures/photographs) must not be transmitted by e-mail or over the Internet in any way. This includes using your own or another student's last name, address or telephone number, credit card numbers, identification numbers, pictures and images (such as photographs).

Uploading Photos or Videos of Students

Please be advised that parents or students may not upload pictures or video that contain any other students from XUMLS onto the Internet for public access, (e.g. public social media sites or profiles).

MIDDLE SCHOOL-ONLY POLICIES

Academic Honesty

At XUMLS we support students in valuing, seeking, and recognizing fairness, honesty, justice, and a respect for the rights of other people. Academic honesty means that when a student submits work, it is authentic. In an authentic piece of work, all of the ideas in the work are the student's own, and any ideas taken from others are fully and properly acknowledged. In middle school, students will be taught about MLA and/or APA citations.

Teachers are happy to assist with any questions about what constitutes an authentic piece of work and how to acknowledge others' work.

While there are laws protecting some forms of work, a principled learner acknowledges all others' work, even if it is not protected by law. This includes ideas or work of a classmate, images that are marked as "free" on the internet, songs found on the internet, etcetera. **Intellectual Property** is the original work of creators and is often protected by law through trademarks, patents, and copyrights. The use of someone's intellectual property **must be** accompanied by citation giving the author credit for the work.

It is expected that learners avoid these forms of academic misconduct:

Plagiarism = the representation, intentionally or not, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. Summarizing another's ideas or words also requires acknowledgement.

Other examples of plagiarism:

- turning in someone else's work as your own (for example, having a parent, sibling, or friend do your work for you or using someone else's paper from another year)
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Inclusion/Special Educational Needs Policy

The Montessori approach lends itself to meeting many different individual learning needs including gifted as well as learning challenges. We strive to meet each child's needs and if we cannot, we contact the parents to come together and discuss a plan to meet their child's needs. By the Middle School level, because of the level of abstraction, increased academic demands, and sensitivity of the student to peers, we are limited in our ability to meet all learning differences.

We share observations early and often with parents so that if testing is needed parents are encouraged at as early a stage as possible. The head teachers work to implement any accommodations or additional instruction time needed and resource experts, as needed. Your child's teacher is the first point of contact for any requests around child-specific modifications to the program.



**Xavier University Montessori Lab School Parent Handbook
Signature Page
Academic Year 2019-2020**

I have read the XUMLS 2019-2020 handbook and will abide by the rules and guidelines established for the Xavier University Montessori Lab School.

Parent/Guardian Signatures:

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____