

# Meadow Montessori School

## Senior Class

Welcome to Senior (middle school) class for the 2008-2009 school year at Meadow Montessori. The following outline should give you the information you will need to make this school year successful.

If you have any questions throughout the school year, please do not hesitate to contact us. The best and most effective form of communication for both of us is through e-mail:

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### *I. Attendance*

- School begins at 8:00 a.m. each day with a community meeting during which time we share affirmations, news, and solve problems. Please drop your child off at least ten minutes early so that he/she can be ready for the start of the school day. If a student is not in the classroom at 8:00, he/she is marked tardy.
- If your child comes to school before 7:45 he/she must be "signed in."
- If your child is going to be absent, please call the school before 8:30 a.m. If you do not call us, the office will contact you.
- Please plan your family vacations around the school year. Students should not miss more than 10 days of school. This is a state law.

### *II. Dismissal*

- Extended-time Care (ETC) students will be sent to the ETC room every day at 3:30 in order to "sign in," but many of the middle school students return to the Senior Classroom to study. It is a privilege to return to the classroom, so students must behave responsibly; otherwise they will have to be under the supervision of the ETC staff. Please make contact with the ETC staff (or adult in the Senior room), when you pick up your son/daughter.
- All middle school students who are not ETC will be dismissed from the front door at 3:30. If you are picking your children, you do not need to leave your car. The classroom teachers will sign your children out. If your children are not picked up by 3:45, they will be signed into ETC.
- After 3:45 you must make contact with staff when your children are picked up.

### *III. Mailboxes and Communication*

- All families will have mailboxes located in the lobby of the school. Please check your family mailbox for communication from the school. If your child checks the mailbox, be sure to ask him/her for any information.
- All teachers have staff mailboxes. Please pass any notes or communications to teachers through the mailboxes. If you need to make an appointment to see a teacher, please feel free to pass that message through the mailbox, the office, your child's hand calendar, or email.
- If you need to communicate with your children during the day, please do so through the office. For example, you may drop off lunches or books with the office staff who will then pass them on to your children.
- Please do not come into your children's classrooms during the school day to communicate with your him/her or the teachers. However, parents or other family

members are more than welcome to come into the classrooms for the purpose of observing Montessori classrooms.

- The hand calendars and weekly reports provide regular communication between home and school. We take a great deal of time and thought in preparing the weekly reports, so it is essential for the parents to read, sign and return them to school every Monday.
- Please read the things that we send home and let us know if you have questions or concerns!

#### ***IV. Clothing***

- Please send your children to school in clothing that they can work in all day long.
- If he/she does not wear a pair of gym shoes to school, he/she will need to have a pair to change into for gym.
- Many field trips offer the chance for students to dress their best.
- Please do not send make-up, expensive jewelry, purses, money, toys or gadgets. This applies to the classroom and Extended Time Care.
- We have a policy at MMS that prohibits the wearing of any clothing that depicts violent images or words. The middle school community determines what is and is not offensive, along with the guidance of the teaching staff. If a student were told his/her clothing is inappropriate, we would appreciate your support.
- Our Farm Program requires special clothing as students work outside. Make sure your child has a warm coat, waterproof boots, hiking boots, rain gear, hats and glove, and a watch each and every Friday.

#### ***V. Schedules***

- All of the students at MMS have individualized schedules. Please try to plan doctor or other appointments around this schedule whenever possible. In general, all children have a very full morning schedule.
- Each student will write his/her into her/his hand calendar the first day of school.

#### ***VI. Homework***

- At the middle school level, we assign approximately 1.5-2 hours of homework each night. Research indicates that for academic progress to take place, students must spend time at home working.
- Homework is usually reading, history, or language arts. Your child has considerable reading assignments, so you should watch for reading books at home.
- Please be aware that the students have "open times" during the school day. We encourage the students who know they have a busy schedule at night to use this time to complete homework. These "open times" are an essential part of the Montessori classroom as they enable young students to make responsible decisions.
- Please let us know if your son/daughter is coming home with more than 2 hours of homework each night.
- All students must come to school prepared with their work each day. Students who come unprepared to class (without complete work and/or all of their materials) will be excused from the relevant lesson. Students who are incomplete may be asked to stay in ETC until 5:00 in order to complete their work. Should this happen, parents will be billed for this time. We suggest that you pass this expense on to your child. If the incomplete work persists, the student will be sent home and a conference arranged before he/she is allowed to return to school.

- Parents can assist their child in completing homework by setting up a consistent time and a consistent place to work each day.
- Family conversations that are positive about school contribute to a love of learning.
- All students should be spending time at home practicing their musical instruments.
- Remember that we believe that "homework" also includes helping with dinner, feeding pets, completing models or other projects, etc. We strongly encourage you to count family time as necessary homework for children of this age group.

#### ***VII. Material Fees and Expenses***

- Each Middle School student is charged \$270 for the material he/she uses throughout the year. This fee should be considered a material "rental." It does not give permission for students to destroy or lose school materials. In the event that a student destroys materials, he/she will be charged for them.
- We will distribute reading books to the students as we move through the curriculum. The charge for these reading books will appear on your ledger statement, approximately one each month.
- Some textbooks may be charged to the students, but the school will happily buy them back (provided they are in good condition) at the end of the year.

##### **The fee covers:**

- Workbooks
- Hand calendars
- Paper
- Pencils
- Composition books
- Geography textbooks
- Folders
- Art materials
- Music

##### **The fee does not cover:**

- Reading books
- Asian history books
- Textbooks
- Materials for special projects
- Extra binders
- Price of certain physical education classes
- Any other extra materials
- Journals
- Field trip expenses

##### **Each Middle School student must purchase or bring:**

- Highlighters
- Small pencil case
- Small set of colored pencils
- Compass
- Protractor
- Calculator

### *VIII. Field Trips*

- Field trips are an important part of our curriculum. Field trips that are scheduled during the day are not optional. They are an essential teaching tool at the elementary level in terms of curriculum and practical life lessons. Students are “tested” on these field trips whether or not they travel with the group.
- We send home permission slips in advance of each trip, which must be returned to the classroom in a timely manner.
- Parents are welcome and needed on field trips as chaperones. Whenever possible, the school tries to cover the cost of the chaperone’s trip, but cannot cover for all parents who may want to join the group. The price for the field trips will appear on your ledger statement or you may pay in cash.
- Seniors take two big trips each year. In the fall we do an outdoor trip, and in the spring we will travel to an urban area. The students share the expense of these trips by raising approximately 50% of the costs by working in the Hot Lunch Program. We encourage all Seniors to “save” for their trip by subscribing to hot lunch. For students who choose to pack their lunches, a slightly higher fee for these trips may be charged.
- The third-year Seniors they will spend a some time outside the continental United States during the year. We are currently seeking outside funding to help underwrite the expense of this travel.

### *IX. Special Classes*

- Please treat all of the "special classes" at MMS--art, music, gym, and foreign language--as seriously as math or history. Although we often refer to these classes as enrichment, we feel that part of being an educated human being is being well versed in all areas.
- From time to time, students treat the “specials teachers” with less respect than their regular classroom teachers. Disrespect to any member of the staff or the school community cannot and will not be tolerated.
- One of the most special of all the specials at the Senior level is the Farm Program. Again this year, the Farm Program will be held at the Calder-Piedmonte Farm. Because the farm is a working farm, each student and their parents will be required to sign a waiver form in order to participate. Please be sure to read this form over carefully.

### *X. Special Activities*

- The History Fair and Science Fair are important aspects of the curriculum here at MMS. All middle school students participate in both. We will discuss these events further as they approach, but it is not too soon to be thinking of project ideas!
- Opera week is already scheduled for February 16-20, 2009. We’ll need volunteers!
- We have special clubs after school for anyone who wants to join. These include chess club, 4-H, Scouting, sports teams and others. Please check your newsletters for details of these after school activities once the year begins. In addition, we would love to have any parents interested in sharing their gifts with us to sign up for directing an activity.

### *XII. Reports*

- Each student has a calendar in which to write all lesson assignments. This calendar is another form of teacher/parent communication. Please write any questions or concerns in this calendar and we will do the same.

- To keep track of what your son/daughter is doing in school, please note the red folder that will come home every Friday. In it are tests and other written work from the week as well as a Weekly Report. Please go over this work with your child, sign the report, and send it all back to school in the red folder on Monday. At that point the tests will be filed at school for further use.
- Written reports are sent home at the end of every quarter. In addition, there will be conferences scheduled for the end of each quarter – November, January, April, and June, as well as the Senior Orientation prior to the start of the new school year. Of course you should please feel free to contact us any time during the year.

#### *XIII. Newsletters*

- Please read your newsletters! The newsletters will keep you up-to-date on the school calendar and also on our activities in the classroom.
- The MMS web site is another source of valuable information. Calendars, newsletters and other newsworthy information may be found there.

#### *XIV. Responsibility*

- At this age level, personal responsibility is a very big issue. If we strive to teach anything, above all else it is that each individual is responsible for his/her own actions, words, work, etc. If we allow young people to live out consequences of their choices, we are helping them develop the mental and moral independence that they long for at this age. Please help your son/daughter by allowing him/her the dignity of accepting personal responsibility for all situations.

We look forward to another terrific year!

Pat and Kevin

## **Meadow Montessori School** High School

Created and recorded written by the high school students in September 2004:

### *Statement of Mission*

- We will study a rigorous academic high school curriculum supplemented by a life curriculum, in the Montessori tradition. Our goal is to encourage the development of a well-rounded individual with critical thinking and logic skills, a worldview, and an appreciation for the fine arts.

### *Driving/transportation*

- Once attained, maintaining a license to drive is integral to the high school program so responsible driving outside of school is not only a personal responsibility but also a school requirement.
- We recognize that parents may have concerns about the safety of a newly licensed driver. Signed parental permission is required before a student may ride in a vehicle driven by another student.
- The high school program integrates many off-campus experiences. Students are required to submit a permission slip for all trips outside of school driven by staff member, signed by a parent.

### *Dress code*

- Students are expected to use their own judgment to dress appropriately for school and trips off campus. Please remember that when you are at a college class or on an off-campus trip, you represent Meadow Montessori. Under no circumstances is clothing that displays profanity (actual or implied) or drug/alcohol references acceptable. Please come to school dressed appropriately for the weather.

### *Communication*

- One way that students, teachers, and parents will maintain communication is through the use of an email group. Students are required to subscribe and check their email regularly.
- You are free to communicate with teachers in any way necessary—face to face, email, or phone – but if an immediate answer is not required, an email is often the best way to contact us.

### *Respect*

- Showing respect to all shows our maturity and consideration for others.
- Respect can be shown through: not talking out of turn, holding a door open, helping without being asked, using an appropriate tone of voice, completing assignments on time, etc.
- We recognize that we are in close proximity to the administrative staff of MMS and we will respect their working environment by keeping the noise level low, keeping our environment clean, and using the large common hallway when possible.

### *Statement of Nondiscrimination*

- Meadow Montessori High School does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, appearance, sexual orientation or group affiliation.

### *Academic Honesty, citations*

- Some project work will be collaborative. When a project is done collaboratively, it is the responsibility of every student to contribute his share and also to not “cover” for students who are not contributing their share.
- Testing, unless otherwise indicated, is individual. Sharing answers in any form (either giving or receiving answers) is cheating and will have academic (grade) consequences and disciplinary consequences. Points lost because of academic dishonesty may not be made up.
- References must be cited in written work, both in class and on live journal. Intentional failure to cite reference/source material is a violation of the academic honesty guideline and will result in academic and disciplinary action.

### *Privacy & Personal Property*

- Computers are valuable personal property and contain potentially confidential or sensitive information. A computer may be shared at the discretion of its owner. A teacher’s computer is absolutely off-limits unless permission is explicitly granted. If you are given permission to use a teacher’s computer, you may only use it for the task at hand – you may NOT look at other applications or browse the files!
- Unless otherwise requested by the student, examples of student work may be shared with staff of MMS or other teaching facilities (MCCC or MHS for example).
- Information shared in class discussions may be of a personal or private nature. Please ask for permission before you share any personal stories with people who were not part of the original discussion.
- MMHS respects the right to privacy. Bags, backpacks, coat pockets, etc will not be opened without explicit permission. To maintain your own privacy, please place items/work of a sensitive or private nature in a folder or backpack rather than leaving them out in plain sight on the shelf or on the work table.
- Please be considerate of others’ space and personal belongings, and if you are able to do so, be generous in sharing your time, space, abilities, belongings, etc. We are a sharing community and our generosity benefits everyone.

### *Conferences*

- Conferences will be student led, where goals, grades, strong/weak points, and ideas to help in problem areas will be discussed, at least four times each year. Student, parents, and teachers will all participate.

### *Beverages/Snacks*

- Students may have healthy snacks and beverages (without caffeine) during school hours provided it does not interfere with the work of the classroom. This privilege may be revoked if students fail to clean up after themselves or if other problems arise. Special care will be taken around personal computers and other technology. Snack will be provided on a rotating basis by students and staff. Please do not rely on the class snack stash as a substitute for lunch.

### *Attendance*

- School attendance is critical to individual and class success. The small class size makes any absence strongly felt. The high school attendance policy allows a maximum of five absences per semester. Class work due to absence must be made up, and excessive absence may require after school arrangements to make up progress.

- Tardiness is not acceptable. Accumulation of excessive tardies will require a parent, student, and teacher conference to resolve the problem.

#### *Cell Phone*

- Students are expected to adhere to the Meadow Montessori School policy on cell phone use (cell phones must be turned off while on school grounds).
- Students with cell phones may choose to keep them available (but turned off and put away in a backpack) when they are off campus in case it is necessary to contact the school.

#### *Whereabouts*

- The “school without walls” concept requires that students make frequent trips off-campus. Some students may have the use of a car. With this freedom comes the responsibility of returning to school at the conclusion of any trips off campus. If a student is delayed, he or she will phone MMS to explain the delay and give the time he will return. Students are also responsible for signing themselves in and out whenever they enter or leave the Meadow Montessori campus. Students may choose to read outside during their SSR time, but must communicate their whereabouts to the teacher. It is not excusable to arrive late for a lesson – if you choose to take your work outside of the high school room, make sure you return on time for the next lesson.

#### *Handbook*

- The students will create their own working handbook the first week of school. In doing so, they will take ownership of the rules by which they will live.