



# Parent Handbook

**2017-2018 School Year**

Dear Parent(s),

We welcome you to our community at South Broward Montessori Charter School!

We pride ourselves in being an authentic Montessori school with a 21<sup>st</sup> century approach to education. Our school provides a quality learning environment focused on preparing children for their future by providing them with the necessary tools and resources to develop superior levels of academic and interpersonal achievement. It is our mission to offer an individualized child-centered curriculum that includes movement, manipulation, and discovery within a multi-aged classroom; utilizing the Montessori Methodology and Philosophy. Our goal is to instill a sense of wonder about the universe and the child's place within it, and to teach the importance of peace and how it affects the world around us. Our classrooms extend into the community, creating a web of exchange among community members, families, and teachers.

Some of the advantages of attending South Broward Montessori Charter School include a life-long love of learning through an enriched, hands-on Montessori curriculum; State and/or Montessori certified teachers; tuition-free education; lunch program options; opportunities for parent involvement; and a structured, safe, nurturing environment.

We invite you to visit our website at [www.sbmontessoricharter.com](http://www.sbmontessoricharter.com) and discover why we are the right choice for your child! If you have any questions or comments, please feel free to contact our office (954) 251-1443 or [info@sbmontessoricharter.com](mailto:info@sbmontessoricharter.com). We are available Monday-Friday from 8:00-3:30 to speak with you.

Sincerely,

Elaine Padron, Principal

## **General Information**

Please read this entire handbook very carefully as it contains important information regarding school procedures and policies on a variety of topics. As a parent, you will be signing a form indicating that you've read and understand everything contained in this packet and agree to abide by its terms. In addition to the Parent Handbook, you will also be required to read and sign the Broward County Code of Student Conduct. These signed forms will be placed in the student's school file.

*The Schools' Expectations of Parents:* The following are some of the basic expectations we have of our parents:

- Acceptance of the Montessori Philosophy and a commitment to continuing its teachings at home.
- Adherence to the expectations, policies and procedures described in this handbook.
- Attendance at parent functions, workshops, and parent-teacher conferences.
- Timely communication to the teacher(s) and/or administration about your child's needs or any concerns you may have.
- Partnership with the teacher(s) and/or administration to set and reinforce goals for your child.
- A positive attitude towards school.

*Families' Expectations of the School:* As an organization, we commit to provide the following:

- A loving, secure, and safe environment.
- Care and respect for your child.
- Faculty and staff who live by the philosophy of the school and follow this handbook.
- Teachers who set rigorous – yet realistic – goals for your child.
- Teachers who provide information about your child's progress.
- Professionalism and integrity.
- Appreciation of your point of view.

## **South Broward Montessori Board of Directors**

As a charter school, South Board Montessori is overseen by a Board of Directors. This board is comprised of the President, Vice President, Treasurer, Secretary, Teacher Liaison, and Parent Liaison. Monthly board meetings are open to anyone who would like to attend.

## **Administrative Team**

The Administration Team is comprised of the Principal, Curriculum Director, and the Administrative Services Coordinator, who work in conjunction with the Board of Directors to run the day-to-day operations of the organization.

## **Equal Opportunity**

South Broward Montessori Charter School provides every child with equal educational opportunities regardless of skin color, creed, sex, national origin, religion, age, economic status, or disability. No child

will be excluded on such basis from participating in, or having access to curriculum, athletics, counseling, extracurricular activities, or other school resources.

### **Free, Public Education**

As a charter school, SBMCS receives public funding through the Broward County Public School System for students in Kindergarten through Fifth Grade. This is a free program and requires no tuition.

### **Parents' Right to Know (No Child Left Behind)**

Parents have the right to know the qualifications of their child's teacher in a timely manner. In compliance with the requirements of the No Child Left Behind statute, parents may request information about the professional qualifications of their child's teacher(s). The following may be requested:

- Whether the teacher has met the Florida Professional Standards requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Florida qualifications or certification have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

### **Child Abuse and Mandated Reporting**

SBMCS does not tolerate any type of abuse of children. Staff members are educated on how to identify such abuse and are informed of their duty to report suspected abuse. Every staff member is mandated to report any suspected abuse. It is not within any person's discretion to decide whether abuse has or hasn't occurred; he/she is simply required by law to report if there is any suspicion. Staff members who neglect to report potential abuse are subject to lawful action and/or termination. Please understand that it is no one's wish to create an uncomfortable situation, but the needs and safety of the children and the requirements of the law take precedence.

### **Emergency Contact Form**

Before the start of the school year, each family **MUST** complete a new Emergency Contact Form. When completing this form, make sure to be specific in who is able to pick up your child in case of an emergency. This is the only information that we have in case of an emergency, and we will not release your child to anyone who is not on the form. At any time, you may change or add to this form by visiting the Office and speaking to an office staff member.

### **Allergies**

Please make sure to list on the Emergency Contact Form any allergies your child has. If your child has a severe allergy or needs the assistance of an EpiPen in an emergency situation, please make sure to discuss this with your child's teacher and the Administration so that we can all help ensure your child's safety.

### **Illnesses**

From time to time, students become sick at school. We reserve the right as a charter school to send your child home if he/she has a fever above 99.9 degrees, is vomiting, has diarrhea, has an undetermined rash, or has nits or head lice. Students who are sent home with a fever, vomiting, or diarrhea must not have these symptoms for a period of 24 hours before returning to school.

*A doctor's note is required for some illness before the child may return to school. Parents will be notified if this is the case.*

Please plan ahead regarding what you will do if your child has an illness at school. We expect parents to promptly pick-up (within an hour at the longest) their child, as sick children are uncomfortable and in need of your care. Remember that no one is able to pick up your child unless he/she is on your child's Emergency Contact Form under persons allowed to pick-up.

### **Lice Policy**

SBMCS follows the Broward County Schools policy regarding lice, which can be viewed at:

<http://www.browardhealthservices.com/communicable-diseases/head-lice/>

All students must be lice free (live louse) and nit free (eggs) to be admitted back to class, once it is determined they have lice. If your child is found to have any lice or eggs they will be sent home, even if they've already been treated at home. In addition to treating the child's hair, the child's living quarters and transportation vehicle must also be treated to avoid re-infestation.

### **Communication**

Communication with parents/guardians is an integral part of a student's success in school. A mutually beneficial rapport between home and school is important to us all. Our office number is (954) 251-1443. Feel free to call us with any questions, comments, or concerns you may have. ***Please note teachers are unable to speak with you during the school day regarding your child. This includes morning drop off and afternoon dismissal.*** If you would like to speak with them you can call the office and leave a message for them to return your call, send them an email, or schedule a parent/teacher conference.

Please be advised that occasionally you will receive information through a service called "Parent Link." The service sends an email, a voice call, and a text message to parents. The information will be coming from 1-888-457-2130. Please answer all calls from the number so you can be informed of the important information being sent out.

### **Volunteer Hours**

Each family is **required** to do 10 hours (from August-December) and 10 hours (from January-May) for a total of 20 hours for the school year. Parents can earn hours in a variety of ways including volunteering in the classroom, helping the teacher with washing rugs and preparing materials or donating supplies. Hours **MUST** be documented on the "Volunteer Hours Form." When submitting hours, parents should complete the form in its entirety (with receipts attached for items purchased) and give to the Office.

## **Visitors**

Parent involvement in your child's schooling/education is very important to us. At the same time, it is just as important to protect the child's right to work without disruption and distraction. Therefore in an attempt to avoid disruption to the educational process and protect the safety and welfare of the children and staff, we will limit visitation by parents during the school day.

**All visitors to the school, without exception, must sign in at the Office on every visit, regardless of the reason.** Any visitor to the classroom must understand that the classroom is a special place and certain rules are in place for all persons entering the classroom.

## **Attendance Policies**

Our school has developed the following attendance policy to comply with state legislation regarding the "Habitual Truancy Procedures (Section 232.19 F.S.) and the School Board of Broward County. South Broward Montessori will follow the Broward County School District's annual school calendar. We encourage all students to attend school on a regular basis. Each day that a student attends school he/she has the opportunity to develop academic, social, and interpersonal skills. It is the responsibility of the parents, staff, and students to formulate good attendance habits. Parents are responsible for bringing their child(ren) to school on time and to notify the school when they will be absent.

### ***Absences***

As a parent, if your child is absent due to illness or some unforeseen circumstance, you **MUST** contact the office by **10:00am** on the morning of the occurrence to inform the school of the reason for the absence.

All absences **require** a note to the child's teacher/office notifying the school of the reason for the absence.

### ***Excused Absences***

The following situations qualify as excused absences: illness of student or member of immediate family, death in the family, court subpoena, religious holiday (faith of the student); student sent home with a contagious disease, participation in school or district-sponsored activity, doctor/dentist appointment, or an unforeseen emergency (house fire, flood, car accident, etc.)

### ***Unexcused Absences***

The following situations qualify as unexcused absences: vacations, bus suspension, alarm clock failures, a missed bus, "parents fault," and inclement weather (*unless it is an official school closing*). If the student rides a city bus and arrives late to school, he/she must present a valid us ticket indicating the student's pick up time.

### ***Tardiness***

Tardiness is very disruptive to a child's routine and the overall schedule of the classroom. Please make every effort to have your child in school on time. We understand that periodically

situations may arise which cause tardiness; however, excessive tardiness is not acceptable. **If your child arrives at school after 8:05am, they will be marked tardy.** Tardy students must be signed in at the Office before going to class.

### ***Early Dismissal***

We understand that, at times, you may need to pick your child up early for a variety of reasons. This is acceptable as long as it does not become excessive. When a child leaves school early, he/she is missing vital end of the day lessons/information. Please avoid picking your child up early whenever possible. **Be aware that children CANNOT be dismissed from class between 2:30 and 3:00pm.** If you need to pick up early it must be before 2:30 (NO EXCEPTIONS).

**\*\*\*NOTE:** *Parents of children who are frequently tardy and/or absent from school will be referred to the Broward Truancy Intervention Program (BTIP) and will be contacted by an Attendance Officer. Excessive absences and/or tardiness can affect your child's promotion to the next grade.*

### **Morning Drop off**

Drop off begins at **7:45am** for all students. We **highly encourage** you to use the car lines for drop off and pick up of your child. If you choose not to use the car line, you **MUST** park and walk your child to the school gate. CHILDREN ARE NOT ALLOWED TO WALK ACROSS THE STREET BY THEMSELVES.

### **Afternoon Dismissal**

Afternoon dismissal will begin at 2:55pm. Parents will have until 3:15pm to pick up their child. Parents should remain in their car/outside the gate. Students remain in their classrooms and will be called when their parent arrives.

### **Before Care/Aftercare**

Parents have the option of enrolling their child in before care which will begin at 7:15am. Students in before care will be escorted to their classrooms before 8:00am. The cost for before care is \$80 per month per child.

Parents have the option of enrolling their child in aftercare which will begin at 3:15 for all students. The cost for aftercare is \$160 per month per child.

Please note there is a yearly registration fee of \$25 per family for the above services.

**\*\*Please contact the Front Office if you are interested in enrolling for before care/aftercare services.**

### **Recess**

Recess is an important part of the daily schedule, so unless the weather prevents it, students will go outside every day for recess (except on P.E. days).

## **Nutrition Policy**

Creating healthy eating habits begins at a very young age. With obesity on the rise in the United States, it is imperative that we educate our children about proper nutrition and model it through our teachings. Our school highly regards healthy eating both in and out of the classroom. The curriculum will emphasize and teach the benefits of healthy eating and food choice. We encourage parents to do the same. Assist your child in choosing healthy snacks/making healthy lunches by purchasing healthy food items at the store. Remember they can't put in their lunchbox what you don't buy them!

*Do not send the following foods to school:*

- Chocolate/Candy
- Pudding or Jell-o
- Carbonated beverages
- Potato or Corn chips
- Cookies
- Fast food
- Processed meats
- Lunchables or any quick-packaged lunch

## **School Lunch**

Students are required to show good manners, courtesy, and consideration of others while eating lunch. Children have the option of either bringing their lunch or participating in the school lunch program. This program will be offered by an approved vendor, which will be designated by the start of the school year. The cost for the school lunch program will also be determined at that time.

If you choose for your child to bring their lunch, please keep in mind there are no refrigeration facilities for student lunches. Therefore, please send hot lunch in a thermos and cold lunches with ice packs. Non-perishable/non-refrigerated items are recommended.

*All students will eat lunch with their class. Children **may not** leave campus for lunch.*

## **Daily Snacks**

Your child will be eating a healthy, morning snack every day. The teachers will send home a calendar indicating your child's assigned week for snack. Parents must provide enough snacks for all the students in the classroom. Snacks must be chosen from the list provided by the school.

## **Uniform Policy**

The designated uniform for each level is as follows:

### ***Shoes***

Students must wear dark colored shoes (sneakers and/or Mary Jane style). Shoes that have roller skate wheels, lights, or characters are not permitted.

### ***Shirts***

All shirts must be tucked in every day. The following are the designated colors by level: SBMCS Royal blue shirt (*Kindergarten*), SBMCS Navy blue shirt (*1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> grade*), SBMCS Aqua shirt (*4<sup>th</sup> and 5<sup>th</sup> grade*).

### ***Shorts/Pants/Skorts***

All shorts/pants/skorts worn by the students are tan in color and must be purchased from the designated uniform provider. All students must also wear the khaki belt that is available from the uniform store.

In general, earrings are acceptable; however, only small post earrings are allowed. On Dress Down Days, students must dress appropriately for school. No tank tops, short shorts, sandals, clothing with offensive language/images, etc. It is unacceptable for students to alter the school uniform in any way (cut, tear, sew, write-on).

### **Dress Code**

A higher standard of dress encourages respect for individual students and others, and results in a higher standard of behavior. Students are required to wear their South Broward Montessori Charter School uniform EVERYDAY under normal circumstances. The only exceptions are:

- P.E. Day (P.E. uniforms must be worn on the child's designated P.E. days)
- Dress Down Day (Every Friday if they participate by paying \$1.00)
- Special School Event (Parents/students are notified in advance)

### **Dress Code Violations**

If a child comes to school without wearing the proper uniform/clothing for the day, the following procedures will occur:

*First Violation:* Written Notice

*Second Violation:* Written Notice and Phone call to parent(s) to discuss the issue

*Third Violation:* Written Notice and phone call to parent(s) to bring the correct uniform or pick up child

*Further Violation:* Conference with the principal

### **Dress Down Day**

For a fee of \$1.00 students can choose to participate in Dress Down Day on the assigned day for their class. Monies are collected by the teacher. The Dress Down Day fund is used to purchase school items.

### **Special Events**

Throughout the school year, various special events will be scheduled either by Administration or the PTO. Events scheduled by Administration are free to all children. Events scheduled by the PTO usually have a cost, and the funds raised are used for school improvement. These events will be announced on

the School Calendar. Occasionally, students will be allowed to “Dress Down” for the special event. This will ALWAYS be announced in advance.

### **Lost & Found**

All articles of clothing and/or personal items should be labeled with your child’s first and last name. Items found that are not marked will be placed in the Lost & Found box in the Office. At the end of every month, unclaimed items will be donated to charity.

### **Field Trips**

Students will periodically attend educational field trips which serve to enhance the Montessori curriculum and provide the students with “going-out” experiences. Parents will need to complete/sign the field trip form and send in the monies by the assigned due date in order for the child to attend.

At the discretion of Administration, students with an excessive number of absences and/or disciplinary issues may not have the opportunity to attend a field trip. If this is the case, parents will be notified ahead of time.

*Students are required to wear their South Broward Montessori Charter School uniform on field trip days.*

### **PTO/Room Parents**

The Parent/Teacher Organization (PTO) was instituted as a way to help the school raise funds for various school improvement projects and to provide fun activities for the children to participate in. Meetings are scheduled monthly. We encourage all parents to attend, so you can voice your opinion and offer ideas for fundraising events.

Each class will have a designated Room Parent. If you are interested in being considered for this position, please sign up on the designated form (at the Parent Orientation). Once selected, the teacher will provide the room parent with a list of duties/responsibilities.

### **Birthday Celebrations**

The traditional Montessori Birthday Celebration is the “Walk Around the Sun.” Children enjoy this special ceremony and look forward to it every year. If your child chooses to participate in this special celebration, you **MUST** notify the teacher at least one (1) week on advance. It will begin at 2:00pm and will end at 2:45. As part of the celebration, your child can choose to share a special snack with his/her classmates. The following are the **ONLY** five (5) choices available for birthday celebration snacks:

- Fruit Platter
- Veggie Platter
- 100% Frozen Fruit Pops
- Cheese & Crackers
- Granola & Yogurt Mix

**Please note: Balloons, banners, hats, goodie bags, etc. are NOT appropriate for this school celebration and will not be allowed.**

### **Communication Folders**

All students will receive a School Communication Folder at the beginning of the year. This folder will travel between home and school and will facilitate communication between parents and teachers. Please be sure to check its contents and ensure it is returned to school every day! Teachers will also be checking its contents every day.

### **Messenger Bags/School Agendas**

Students will **NOT** be permitted to bring backpacks to school. Instead, all students will need the SBMCS Messenger bag. In addition, students are required to have the SBMCS Agenda. Kindergarten/1<sup>st</sup> grade classes will use it as a communication tool between parents and teachers. Grades 2-5 will use it as an in-class work plan to track their learning and completion of assignments.

### **I-Ready Assignments/Assessments**

South Broward Montessori Charter School uses the I-Ready Computer Diagnostic Assessment Program to monitor the progress of students. Students will be working on Reading and Math assignments throughout the year both in class as well as at home as part of our Homework Program. It is important that parents designate time for their children to access the program and work independently through the assignments.

### **Homework Policy**

Homework will be assigned Monday-Thursday for all students. Homework is a practical life activity for children and gives them an opportunity to practice what they are learning/have learned in class. Parents can find the daily homework assignments listed in the student's SBMCS Planner. Homework assignments are factored into a child's performance when assigning a final grade/mark on the report card.

In general, the following assignments will be required by all students:

**Reading:** Students are encouraged to read daily. The following shows the recommended minutes per day:

- Kindergarten: 10 minutes
- 1<sup>st</sup> -3<sup>rd</sup> grade: 20 minutes
- 4<sup>th</sup> grade and up: 30 minutes

**I-Ready Assignments:** Students will be required to complete 30 minutes of I-Ready assignments according to the following schedule:

**Reading:** Mondays and Wednesdays

**Math:** Tuesdays and Thursdays

**Supplementary Assignment:** Students will complete a variety of assignments to reinforce concepts learned in class or to continue practicing skills they've already mastered. These

assignments could cover any subject area presented in class and will be assigned by the classroom teachers.

### **Progress Reports**

Report cards will be issued quarterly (4 times per year) according to the Broward County School District calendar.

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Report cards will be issued quarterly (4 times per year) according to the Broward County School District calendar.

### **Parent/Teacher Conferences**

Teachers will conduct two (2) parent/teacher conferences per year per student, one in the fall and one in the spring.

In addition to these conferences, parents and/or teachers may request a conference at any time to discuss the child's academic progression, behavioral tendencies, social relationships, or any other pertinent matter. Conferences are scheduled through your child's classroom teacher; either before/after school or during the teacher's designated planning time.

### **Discipline Policy**

Discipline in a Montessori environment is based on the premise of "freedom within limits." Expectations are clearly stated through the establishment of ground rules and are consistently enforced in the daily interactions between the teacher and the students. Respect is the underlying theme with everything we do in the classroom. Teachers model the appropriate behavior expected from children and the children in turn learn how to interact in a respectful way. In establishing a peaceful, prepared Montessori environment, teachers are creating an environment based on respect, love, trust, and consistency.

#### **Classroom Ground Rules**

- Show respect for yourself, for others and for the environment.
- Walk slowly and speak softly.
- Use two hands to carry any materials.
- Push in your chair when leaving a table.
- Clean up after yourself.
- You may only talk with a person if you interrupt him/her by placing a quiet hand on her/his shoulder and wait for him/her to give you his/her attention.
- You must invite yourself to join someone in their work and he/she has the option to say, "No."
- You must stop, look and listen immediately when you hear the sound of the bell/chime.

Conflict resolution is also an integral part of a Montessori environment. Because children have the freedom to move about the room, naturally situations arise where students have to solve issues and

resolve their differences. Children will learn appropriate techniques and strategies for dealing with conflict peacefully through modeling, role playing, and community meetings.

Discipline in our Montessori environment can be summed up with this quote from Maria Montessori as stated in The Montessori Method,

"We call an individual disciplined when he is the master of himself, and can, therefore regulate his own conduct when it shall be necessary to follow some rule of life... The first dawning of real discipline comes through work. At a given moment it happens that a child becomes keenly interested in a piece of work, showing it by the expression of his face, by his intense attention, by his perseverance in the same exercise. That child has set foot upon the road leading to discipline ... The end is obtained, not by attacking the mistake and fighting it, but by developing activity in spontaneous work."

### **Student Conduct**

#### Policy 5.8: Code of Student Conduct

Broward County Public Schools firmly believes a positive school culture promotes equal educational opportunity and establishes the framework for a safe learning environment. The Code of Student Conduct is comprised of a set of policies, rules, and laws by which order is established and maintained for the benefit of all. Discipline within a school must have the qualities of objectivity, consistency and equity. It is the responsibility of all school personnel, students, parents, external stakeholders and the greater community to ensure the school environment encourages a climate conducive to learning. The Code of Student Conduct is intended to be an instructive policy based on interventions and supports for students. However, when consequences are warranted, they shall be implemented based on a system of progressive discipline. Minor infractions and first offenses have less serious consequences than major infractions and repeat offenses. Factors such as age, grade level, social, emotional and intellectual development, and overall student rights and responsibilities shall also be considered. Disciplinary issues will be resolved by every means possible prior to exclusion from school. Equitable and reasonable procedures will be followed to assure students of their rights. Broward County Public Schools expects all stakeholders to demonstrate mutual respect for the rights of others. It is expected that all involved in teaching and learning fully accept their responsibilities to model and practice the Character Traits - Responsibility, Citizenship, Kindness, Honesty, Self-Control, Tolerance, Respect and Cooperation. Stakeholders' responsibilities are outlined below

#### ***Responsibility of Students***

- Attend school daily, be prepared for class and complete assignments to the best of their abilities
- Follow the Code of Student Conduct and school-based rules
- Model and practice the expected behaviors and character traits
- Notify school staff about any dangerous behavior, bullying or activity that occurs on school grounds, or off school grounds when it may result in disruption to the educational setting
- Accept and respect individual differences and people
- Bring only those materials to school that are allowed
- Keep parents informed of school-related issues and ensure communications are brought home

### ***Responsibility of Parents/Guardians***

- Read the Code of Student Conduct
- Make sure your child attends school regularly and on time
- Notify the school of absences or tardiness in a timely manner
- Monitor your child's academic and behavioral progress
- Talk with your child about school and behavioral expectations
- Visit your child's school, as necessary
- Play an active role and support your child's educational experience
- Be a positive role model and practice the expected behaviors and character traits
- Teach your child to respect the rights and property of others

### ***Responsibility of Teachers***

- Use well-planned, creative and engaging instructional plans daily
- Teach and review the Code of Student Conduct, as necessary
- Set expectations, teach, model and reinforce positive behavior
- Provide students with meaningful and relevant feedback on their behavioral and academic progress
- Use appropriate classroom management strategies to maintain the learning environment
- Maintain a safe and orderly classroom by using prevention and intervention strategies
- Provide corrective feedback and re-teach appropriate behaviors when a student demonstrates misconduct
- Use professional judgment to prevent minor incidents from escalating
- Keep parents informed of student academic progress and behavior through regular communication
- Support and cooperate in implementing opportunities for parents to participate in their child's education
- Request additional training and staff development as needed
- Refer students in need of additional support to the Collaborative Problem Solving Team

### ***Responsibility of Administrators***

- Distribute the Code of Student Conduct to students, parents and school personnel
- Maintain a safe and orderly school by using prevention and intervention strategies
- Monitor, support and sustain the effective implementation and maintenance of a positive school culture and learning environment
- Define, teach, model, reinforce and support appropriate student behaviors to maintain a positive school environments
- Provide students with meaningful and relevant positive feedback on their behavioral and academic progress
- Implement the Code of Student Conduct in a fair, equitable and consistent manner

- Expand the adoption and implementation of alternatives to suspension at the school
- Communicate policies, expectations and concerns and respond to complaints or concerns from students and parents in a timely manner
- Use professional judgment to prevent minor incidents from escalating
- Identify appropriate training and resources as needed to implement positive behavior interventions and supports
- Provide meaningful opportunities for parent participation and involvement.

### **Emergency Procedures/Severe Weather**

South Broward Montessori Charter School will follow the recommendations of the Broward County School Board for all emergencies and/or closings. Each family **MUST** complete the “Emergency Contact Form” at the beginning of every school year indicating who can pick up the student/be contacted in the event of an emergency. ***\*\*It is important that this information is kept up-to-date in the office at all times.***

In case of severe weather, all parents will be informed of weather-related concerns. Parents will be contacted via email, phone message, voice call, and/or the school website when the school is affected by severe weather. Parents will need to make arrangements for immediate pick up of their child in these situations. *No aftercare and/or after school specials will be available.*

### **Lock Down**

When notified by the authorities, SBMCS will participate in “lock down” procedures to ensure the safety of all staff and students. During these events, the school gates are closed and the buildings are locked. Parents are not permitted on campus and students are not permitted to leave campus. The school will remain locked down until given permission by the proper authorities to suspend it and resume normal operation.

### **Medications**

In order for us to administer prescription medication to your child during the school day, the required “Authorization for Medication Form” MUST be completed. This form must be signed by the child’s doctor (who is prescribing the medication) and the parent/guardian.

For over the counter medications, parents must also complete and sign the required form.

All medications must be properly labeled in the original container from the pharmacy. The Office must be notified immediately of any changes in administration of medication.

### **Electronic Devices**

It is our school policy that students are not to bring non-academic electronic communication devices to school. This includes I-pods, cell phones, radios, hand-held video games, MP3/CD players, tablets, laptops, etc. Such devices often generate conflict and create unnecessary distractions in the classroom. If it comes to our attention that a student possesses one of these devices, it will be confiscated and kept in the Office. Parents will be notified to come by the Office to pick it up.

### **Personal Property**

Toys, electronics, computer games, large sums of money or any other non-educational item should not be brought to school. If they are, and are subsequently lost or stolen, the school is not responsible for the loss. If items of this nature are discovered in the child's backpack or in their immediate possession, school staff will confiscate the item and give to Administration. Parents will be notified to discuss the return of the items.

### **Search of Student/Property**

If a student is suspected of possessing items considered illegal, stolen, harmful, or dangerous, he/she will be given the opportunity to surrender them voluntarily. If this does not occur, then he/she will be searched by an administrator.

### **Special Situations**

Special situations which are sensitive in nature and require extra precaution by school staff for the overall safety and well-being of an individual student **MUST** be clearly stated in writing and given to the Business Office for placement in the student's file.

Examples include custody rulings, medical procedures which require special accommodations, or other potentially critical conditions.

### **Telephone Use**

Students are **NOT** permitted to use the office telephones for any reason. If a student becomes ill or needs parental assistance, the Office will contact the parent directly. If a parent calls the Office to give information to the student, school staff will take a message and relay the information to the student.

### **Study Habits**

Dedication, drive and effort are important factors for academic success. Here are a few tips for students to attain high academic achievement:

- Come to school prepared to learn and bring all necessary supplies.
- Ensure all homework is complete and ready to turn in.
- Ask for help/assistance if you don't understand the lesson or assignment given.
- Study/work in a quiet place at home away from distractions such as TV, radios, videos games, etc.
- Use the Broward County Library or other online resources to read regularly.
- Get enough sleep by going to bed at a reasonable time.
- Wake up at an appropriate time to allow for a calm, smooth transition to school.
- Be proud of yourself by putting forth your best effort and always trying your best!

**PLEASE SIGN, DETACH, and RETURN THE FOLLOWING PAGE  
TO THE OFFICE BY August 25, 2017.**



## PARENT HANDBOOK ACKNOWLEDGEMENT FORM

I \_\_\_\_\_ (*parent/guardian's name*) have read and understand all the policies and procedures as outlined in this parent handbook. I agree to fulfill my duties as a parent at SBMCS and abide by all the terms contained herein.

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

**\*\*\* PLEASE SIGN and RETURN THE FOLLOWING PAGE  
TO THE OFFICE BY August 25, 2017.**