



Parent Student Handbook

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GENERAL POLICIES & PROCEDURES

At the beginning of the school year and during new student orientation meetings, your classroom teacher will provide a framework of policies and procedures which are specific to your child's program: i.e., Toddler Community, Children's House, Elementary and Junior High Community. The policies and procedures detailed here are of a general nature and describe traditions/expectations for the whole school community.

It is the responsibility of parents to familiarize themselves and, as appropriate, their children with the policies and procedures outlined in the handbook along with any changes that are posted from year to year. You will be asked to sign an electronic acknowledgement at the beginning of each year notifying Oak Hill Montessori Community School that you have read the updated handbook.

ABSENCES

If your child is not attending school for any reason, please call the office before 8:30 a.m. Overnight messages are accessed each morning and will be passed along to classroom teachers. Attendance is taken in the classrooms by 9:00 a.m. If your child is not present at school and you haven't notified us, we are required to call you at home or at work.

Consistent attendance is important as children make important and regular connections with teachers, classmates, routines and the environment on a daily basis. The children who benefit most from their Montessori experience are those who attend regularly. There are several reasons for this. Consistent routine provides security for the young child and a sense of security enables a child to learn more readily. Secondly, a child's experiences are cumulative and build upon each other, and consistent attendance bolsters learning. Third, your own commitment to your child being present in school reinforces in the child's mind the importance of attending school as a responsibility and a gift to appreciate.

Please note that excessive absences are problematic for your child's learning. For our elementary and adolescent community (K – 8 students), Minnesota State law states that absences in excess of 15 days in a school year are problematic, and must be reported to the Department of Education.

We strongly request that family vacations and trips be scheduled to correspond with school holidays, as extended time away from the classroom disrupts your child's classroom learning and his/her sense of community. However, we realize that sometimes a special trip can offer the child a once-in-a-lifetime opportunity. On these rare occasions, please discuss any planned absences with your teacher well in advance of the trip.

ALLERGIES

Nut-Safe Policy

With the rising number of children who are severely allergic to nuts (tree or otherwise), our school has adopted a policy prohibiting nuts and nut spreads within certain areas of the facility. Some children with nut allergies are so sensitive that just the smell of peanut butter will cause a severe allergic reaction. The nut-safe policy includes nuts of any sort (whole, peanut butter, nut butter spreads, etc.) In order to provide the safest environment, we ask for your cooperation in keeping some of our environments free of peanuts, peanut products or other items that cause severe reactions to a particular child. You will be notified if someone in your child's classroom has such an allergy and we ask you to cooperate with whatever procedure is necessary to safeguard the children at our school. In the case of the elementary students who share a lunch space, we have set up a 'peanut-safe' table and there is a rotation list for

sharing that table. You will be notified when your child will sit at the allergy-free table so that his/her lunch can comply with the proper procedures.

Allergy Medications

For children with medications for allergies and emergency dispensation, an allergy action plan is required in writing to be kept within the child's primary school environment and also in the child's file. Such medication is kept in a locked cabinet and easily accessible to employees who have supervision of the child. Each faculty and staff member is responsible for being aware of children who have serious medical conditions and allergies. This information is posted in each classroom as well as in the office.

AFTER SCHOOL ELECTIVE PROGRAMS

Oak Hill Montessori Community School makes available after-school elective programs to our student community. These programs are optional and at the discretion of parents. Programs such as soccer, piano, art classes, and others may be offered by contracted specialists who are not necessarily on staff, and who provide these programs for an additional fee. The school provides information on these offerings to families throughout the year.

Scheduling of these programs follows our school calendar; so you can better plan your family's activities, there will be no elective classes held on days that the children are not in school.

If your child is registered in an elective program after school, parents are asked to make arrangements for after school care before and after the lesson.

Students who are in after-school electives are not allowed to leave the campus without parental permission. Once that permission is given the school is resolved from any liability.

If your child is ill and absent from school for the day, he or she will not be allowed to participate in after-school elective programs for that day as well.

ARRIVAL AND DISMISSAL

Promptness is very important to your child and to the classroom community as a whole.

Parents, please refrain from cell phone use during arrivals and dismissal.

OUR SCHOOL DAY BEGINS WITH ARRIVAL:

Regular arrival time begins at 8:35 a.m. and ends at 8:45 a.m. Staff members use the time between 8:00 and 8:35 a.m. to prepare the classroom, and cannot accommodate children who arrive before 8:35 a.m. **Children who arrive prior to that time will be sent to before school care and fees will be invoiced.**

Procedures for Children's House, Elementary and Junior High – Arrival at 8:35 a.m.

1. We encourage parents to support their children's independence by using the drop-off procedure. Our staff is outside to open doors if necessary and to greet your children. **Please remain in your cars** and we will assist children as needed to see them safely into the building.
2. Drivers should form a **single line along the sidewalk** to drop their children at the main entry courtyard. The Executive Director and classroom assistants will be outside from **8:35 to 8:45 a.m.** to help with drop off and supervise children safely into the building. To assist in keeping the line moving quickly, if your child cannot exit the car without parental assistance, we ask that you park and walk your child into the courtyard.

3. Parents are welcome to park in the parking lot in the spaces provided and walk their children to their classrooms. Please use crosswalks. We ask that parents support their children in entering the classroom independently, and we encourage brief separation rituals at the front door.
4. Buses will begin arriving at 8:45 a.m. and will need a clear path to the unloading zone along the sidewalk. Anyone arriving within the 8:45.-8:55 a.m. bus unloading window will need to park and walk their children into the courtyard - regardless of their child's age. .

For the safety of all families, please do not leave your car when in line, do not turn around in the parking lot (which is one-way) and do not pull out to pass cars in the drop-off lane. Exit the parking lot to your right.

OUR SCHOOL DAY ENDS WITH DISMISSAL:

School Security:

It is every employee's responsibility to ensure that children do not leave the school building for any reason without an authorized adult. It is also every employee's responsibility to ensure that only an authorized person picks up a child when it is time for the child to be dismissed. Persons not listed in a child's file as an authorized adult must have permission from a parent. The employee who dismisses the child must check that person's ID before releasing the child.

Procedures for Children's House, Elementary and JH Dismissal

- **Children's House Dismissal:**
 - At 11:45 a.m.:** (for half-day students), children are dismissed from the Main Office door. Parents park their cars and walk to the courtyard to pick up their child. You should wait outside the door and your child will be brought to you.
 - At 3:45 p.m.:** We dismiss the children from our main entrance. **Please remain in your car while we call your student outside.** Drivers are to form a one-way line around the circumference of our driveway. Driver must stay in the south drop off lane all the way through the process. Teachers are at curbside with walkie-talkies to help them to their car. Parents are also welcome to park and escort their children to their cars.
- **Elementary Dismissal at 3:45 p.m.:** Students are dismissed from the Commons door by elementary staff members, and the same procedures apply as for Children's House. **Please remain in your car while we call your student outside.** If you must park your car, please wait outside the door while our students are dismissed. If you need to enter the building, please do so through the main door during this very busy time. Students should not come back in once they have gone out the door. We strive for a smooth dismissal for our elementary students. Therefore, if you need to talk with a teacher, please wait until dismissal is over, as all the teachers are needed for this 10-minute dismissal time. We appreciate your cooperation.
- **JH Dismissal at 3:45 p.m.:** Students are dismissed from the Junior High classroom door, with the same procedures as above.
- **Bus Loading: 3:45-3:55 p.m.:** Buses have priority for loading when they arrive. Parents arriving within this bus loading window will need to park and walk into the courtyard to meet their children.

Procedures for Toddler Arrival and Dismissal

Parents are asked to park and walk children to the classroom each day and say a brief goodbye at the top of the stairs for Toddler 1 and at the classroom door for Toddler 2. A staff member will greet each child, help with hanging backpacks/coats, and escort the child into the Toddler environment to begin the day.

At dismissal at 3:45 p.m., parents should come to the main door (Door #1) and a staff member will escort the child out of the building to meet you. Car seats are mandatory, and should be left at school if another driver will be picking up. These procedures will be explained in greater detail at the start of school and they may be revised to fit the needs of the program.

In all cases of arrival and dismissal, the staff reserves the right to revise procedures during the school year. If procedures are revised, details will be sent via email and shared in News and Notes.

If your child needs to be picked up early, please call or send a note to school so that your child can be ready for early dismissal.

Late Pick-Up

This policy applies to all dismissal times (3:45 p.m. and 5:30 p.m.) and is described in detail in the Late Pick-Up Policy section of this handbook.

BEFORE AND AFTER SCHOOL

Toddler Community: (program hours: 8:45 a.m. – 3:45 p.m.)

Before School Care: (7:45 – 8:45 a.m.)

Registration is required for children who need care before 8:45 a.m. Children must be signed in before the parent leaves for their day. We ask that parents observe the 7:45 a.m. start time, as we cannot accommodate children who arrive before 7:45 a.m.

After School Care: (3:45 – 5:30 p.m.)

Children registered in after school care will be dismissed as follows: parents should park, enter the building using the security access code, sign out and pick up children in the classrooms.

Children's House: (program hours: 8:45 a.m. – 3:45 p.m.)

Before School Care: (7:45 – 8:45 a.m.)

Before care is offered on a first reserved, first served basis. Registration forms for the coming school year are available on the family portal. Those who request contracted registration are given priority enrollment. Children who are registered for before school care must be accompanied by parents and be signed in to the program. Do not leave your child unattended. Let a staff member know you are present before leaving your child. We also ask that parents observe the 7:45 a.m. start time, as we cannot accommodate children who arrive before 7:45 a.m.

After School Care: (3:45 – 5:30 p.m.)

Contract registration is required for our Children's House children. Drop-in care is available, only if space allows and *with a phone call from a parent at least 24 hours in advance.*

Children registered in our **Children's House** After-School program will be dismissed as follows: parents should park, enter the building using the security access code, sign out and pick up children upstairs in the All-Day Montessori space.

Elementary/Junior High: (program hours 8:45 a.m. – 3:45 p.m.)

Before School Care: (7:45 – 8:45 a.m.)

Before care is offered on a first reserved, first served basis. Registration forms for the coming school year are sent in the summer. Those who request permanent registration are given priority enrollment. Children who are registered for before school care must be accompanied by parents and be signed in to the program. Do not leave your child unattended. Let a staff member know you are present before leaving your child. We also ask that parents observe the 7:45 a.m. start time, as we cannot accommodate children who arrive before 7:45 a.m.

After School Care: We have contracted registration for elementary and Junior High after school care. Drop-in care is available, only if space allows and *with a phone call from a parent at least 24 hours in advance*.

Students in our Elementary and Junior High After-School program can be picked up in the Activity Room. Please be sure to follow the signing out procedures of each program prior to leaving with your child.

Any child who misses the regular school day program due to illness, may not use the after-care or elective programs that day.

BEHAVIOR GUIDANCE

As a school, our priority is to ensure that every child feels safe and secure in the school environment. Nevertheless, sometimes problems occur. Beyond basic physical protection, we feel that consequences for inappropriate behavior should be related to the problem behavior. We approach the issue through logical consequences, recognizing the importance of the child's responsibility in conflict resolution.

The consequences are dealt with as positively as the situation allows. Any altercation should be a learning experience for the children involved. We make sure that our comments are positive and consistent, and that they make clear what type of behavior is expected. We do not leave children alone during the discipline process, but try to help them learn from their mistakes and then get back into the learning process.

See expanded procedures under student conduct.

CALENDAR

The school calendar is updated regularly and is available online. Changes are announced in the weekly e-newsletter.

CAR SAFETY

We expect parents and caregivers to observe vehicle safety regulations when transporting children to and from school. This includes the use of car seats, seatbelts, and not transporting children in the front seat of the vehicle if they do not meet the age and weight requirement under Minnesota law. Please also observe the no parking signs when buses are loading/unloading.

CARPOOLING

We encourage parents to form carpools. If you are in a carpool, please observe the school's arrival and dismissal procedures, and always use a seat belt or car seat for passengers. Please make sure to update the driver information on your student information card in the front office.

CELL PHONES AT SCHOOL

Students are not allowed to use cell phones during school hours at Oak Hill Montessori Community School. Cell phones that ring or appear during school hours will be taken and returned to the student's parent(s).

Lastly, we ask that all visitors please silence their cell phones while at Oak Hill Montessori Community School.

CHILDCARE FOR NON-SCHOOL DAYS

We provide childcare on a pre-register/pre-pay basis for some non-school days. You must register for these days online through the Family Portal of the website. Registration will close two weeks prior for these non-school days.

CLASSROOM PLACEMENT

How Does Oak Hill Montessori Community School Make Placement Decisions?

The many stages of the placement process for students new to the school and for those transitioning from one level of the school to another are one of the most important procedures we have developed. We make placement decisions with a specific focus on blended and balanced classrooms, striving to ensure that each learning community is enriched by a mix of gifts and talents that strengthen everyone in the community.

Placement decisions are based on information from all staff members who have worked with the child, from other sources (such as the need for learning support) and from looking at the needs of each environment into which the child may enter. Oak Hill Montessori Community School is not a teacher-centered system; it is child-centered. Each student's assets, strengths and needs are analyzed and matched with the skills and needs of the next learning community.

Children are grouped in mixed-age learning communities for a three-year period, providing a number of advantages in the learning process. Because the composition of a learning community is selected very carefully, children are not transferred from one class to another during the three-year period.

Transitions between levels of the school are significant, particularly in regard to relationships with new teachers, new classmates and new responsibilities. Siblings are not placed together when there is more than one classroom at a particular level, knowing there is much to be gained from developing new friendships with others. Building community requires individuals to extend themselves beyond their immediate circle of comfortable relationships.

Because of the complexity of the placement process and the logistics within each classroom, we do not accept parent requests for placement with particular teachers or with particular friends. However, we welcome any information about students that parents feel is important for us to consider and that has not been previously shared with staff.

Transitions are an exciting and joyful time in each child's development and we do everything to ensure a smooth transition. It is our hope that you will partner with us in trusting the wisdom of the placement process as it has been successfully carried out each year.

Parents will be notified via email of placement decisions.

CLOTHING

Clearly mark your child's name on all removable clothing (especially outerwear—jackets, mittens, hats and boots). As a general guideline, we ask that children be dressed in comfortable clothes that allow for sitting on the floor and ease of movement. For Toddler Community and Children's House, clothes that are difficult to remove for self-care in toileting and dressing are not recommended. An extra set of clothing (including socks and underwear) should be sent to school, clearly labeled, for emergency use, and should be replaced as the seasons change.

Please send a pair of inside shoes or slippers that your child can keep at school for indoor use.

Make sure your child wears shoes that are safe and appropriate for outdoor play. Children do a lot of climbing, running and skipping on the playground. Flip-flop styled shoes, crocs and clogs don't allow the kind of balance and protection children need for outdoor play on climbing equipment or uneven terrain.

All children should dress for the seasonal weather outdoors. Snow pants, mittens/gloves, boots and a hat are necessary for outdoor play during winter.

If you are missing an article of clothing, stop by the Lost and Found bin (located by our family rest room in the main entry or in the Activity Room).

CLOTHING GUIDELINES

We ask that students be neat, well-groomed and dressed in good taste and that their attire not be a distraction to the learning environment. Clothing that communicates violence, is provocative, or gives inappropriate messages should not be worn to school.

Below are some examples of inappropriate clothing:

- Shirts or tops that expose the midriff
- Purposely exposed undergarments
- Low-cut tops and tops with spaghetti straps. Straps should be at least 1-inch wide
- Short shorts/skirts – make sure the hem of the shorts is at finger-tip length when your child's arms are hanging at his/her side.

If you have questions, please talk to your child's teacher or the Executive Director.

COMMUNICATIONS

Open and healthy communications are the very foundation of our school's partnership with families. We communicate in many ways: from an all-school perspective, to classroom communications, to our personal day-to-day visits and exchanges.

All School Communications

- Our **Parent and Student Handbook** is consistently updated on the website. The purpose of the handbook is to provide parents with general information about the school's organization, programs, policies and procedures.
- From time to time information and/or forms will be sent home in your child's backpack. Watch the **weekly e-newsletter** for these announcements. *Please also use the backpack to send notes, RSVP's etc. back to school. Toddler and Children's House staff will check backpacks every day to see if there are communications from home.*

- **The weekly e-newsletter** is to keep parents informed about school events and news. **Please advise the office if your email address changes and update your contact information in the Family Portal of the website.**
- Our **website** provides a wonderful source of information about all school news for current and prospective families.
- We cannot emphasize enough the importance of **parent education evenings**, as we wish to share our Montessori program and open our classrooms so that you can experience for yourself what your child is learning. Much effort and preparation go into each topic, and the staff appreciates and encourages your attendance. The dates are detailed on the school calendar and announcements about topics are sent home before each workshop in the **weekly e-newsletter**.

Classroom Communication

Communication with your child's teacher is the primary vehicle for questions that may arise concerning your child. Please never hesitate to call or send an email/note to your child's teacher, who will contact you within 24 hours. **At the start of the school year, teachers will let you know their preferred method of communication.**

Conferences

Please see the section Parent/Teacher Conferences.

Communicating Concerns

We understand that a positive and constructive working relationship between the School and the student's parent (or guardian) is essential to the fulfillment of the school's mission.

If you have a concern about any aspect of our Montessori programs or your child's classroom or instruction, we ask that you communicate personally with your child's teacher.

If your concern is of an administrative nature or relates to a school policy issue, please call or arrange a meeting with the Executive Director to discuss your concern. The Executive Director office hours are generally Monday through Friday, 8:00 a.m. to 4:00 p.m., and by appointment before or after these hours. Please email or call to make an appointment.

COMMUNITY EXPECTATIONS

Each member of the school community -- students, staff, parents/guardians -- is expected to act in ways that show consideration and respect for others and that enhance an open atmosphere of trust. Trust, respect and support are essential in order to uphold the meaning and value of community. Every action that affirms consideration, respect, integrity and inclusion builds the kind of community we seek at Oak Hill Montessori Community School.

Additionally, a positive and constructive working relationship between the School and a student's parents (or guardian) is essential to the fulfillment of the school's mission.

DRUG POLICY

Under no circumstance is the use or possession of illegal substances allowed on the Oak Hill Montessori Community School campus or on any field trip or event sponsored by the school. Possession or use of illegal substances is grounds for immediate dismissal of any student who participates in such activity.

EMERGENCIES

PLEASE BE SURE TO KEEP YOUR CHILD'S EMERGENCY INFORMATION CURRENT. If your child has an emergency at school, we will immediately call you at work, cell or at home. The information is kept in the school database as well as two sets of Emergency Information Cards; one in the main office and one in the child's classroom.

If you experience an emergency at home or work and need to get in touch with your child, please call the office. If you reach the school voicemail, please call the emergency line at **651-484-3807**.

Please refer to the Health Services section in this Handbook for additional important information.

FAMILY ISSUES

A child's home environment very much affects her experience in the classroom. Please share information about births, adoptions, divorce, behavior changes, death, chronic illness, etc. with your classroom teacher. The teacher can provide vital support and understanding that might help your child cope during stressful times.

HEARING AND VISION SCREENING

Oak Hill Montessori Community School provides important vision and hearing screening to its students once a year. We will notify you in the weekly e-newsletter when these dates are finalized. Results will be sent home only if follow up is needed. Children under the age of three years are not eligible for screening as they are generally too young to successfully follow the directions of the screeners.

HEALTH SERVICES

Policies and Procedures related to COVID-19 can be found on the school's website at www.ohmcs.org.

Health Records

The State of Minnesota requires each enrolled child to have a **health care summary** and **immunization record**, which has been completed and signed by your child's physician. These records must be returned to the school office by the first day of school. The forms are sent to you along with other enrollment forms. In addition, please notify the staff of any allergies, impairments, etc., unique to your child.

Immunizations

Your child's vaccinations must be current under State law for school attendance. If you have a conscientious objection to your child(ren) receiving vaccinations, a signed, notarized statement must be filed with the school office. If there is a medical reason for a child(ren) not receiving vaccinations, we must have a physician's written explanation on file in the office.

If your child is not vaccinated, DHS requires that, in the case of an outbreak of a reportable disease, your child is excluded from school during the incubation period. The length of the incubation period varies for different diseases, e.g. the incubation period for chickenpox is 21 days.

There is no release from tuition obligations for these exclusions from school for non-vaccinated students in the lower school.

Illness

Parents should not send children to school if they are not well enough to work in the classroom.

When is my child too sick to come to school?

According to the Department of Human Services (DHS), our licensing program, your child should rest at home if he/she has:

- A fever within 24 hours (a temp of 100 or more when measured under the arm)
- Vomiting or diarrhea (within 24 hours)
- Undiagnosed rash or draining sores
- Stomach ache or headache that lasts or returns
- Earache, or discharge from the ear
- Redness, swelling, or drainage of eye (possible pink eye)
- Untreated head lice
- Visible signs of a cold; sore throat with coughing
- 24 hour wait for report of throat culture (if positive for strep throat; student must be treated at least 24 hours prior to return)

Please call the school to report the absence and if leaving a message, please give the reason for absence. In this way, we can notify other families whose children may have been exposed to a contagious or communicable illness. In all cases, the school must be notified **within 24 hours** if your child contracts a communicable illness.

If your child becomes sick during the school day, we will contact you to make arrangements for him/her to go home.

It is essential that emergency information be kept current and that persons listed are individuals who can pick up your child from school if you are not available.

Emergency Medical Treatment

Our staff is trained in CPR and First Aid. Children will be given first aid care for minor injuries that occur at school. You will be notified of any treatment, and all first aid procedures will be documented and maintained in a log in the school office.

In case of a major emergency requiring immediate medical attention, staff will administer first aid and 911 will be called for emergency services. At the same time, staff will notify parents as well as your family physician or dentist. Staff cannot transport children to the hospital; students will be transported by ambulance. The medical release form you sign as part of enrollment forms gives your permission for immediate medical attention.

Medications Policy

Before dispensing any medication, including but not limited to, nonprescription medications such as diapering products, pain relievers, and cough medication/drops to a child, a medical authorization form and written parental permission are required to be on file. These medications must be used according to instructions. Written instructions from a licensed physician or dentist are required for prescription medication. All prescription medicines must be in their original container, labeled with the child's name and may only be given to that child. A record must be kept when medication is given, including the child's name, name of medicine, date, time of dosage, and name and signature of the person giving the medicine. This record will be kept in the child's file.

Over-the-Counter Medications (OTC)

Over-the-counter (OTC) medication (e.g. cough/cold remedies, antihistamines, pain relievers) may be administered with written parent/guardian permission and instructions. Over-the-counter (OTC) medication must be supplied by the parent/guardian in the original container with an intact manufacturer label. There is no school supply of any medication.

Medications Changes

Medication changes will be made when written authorization from the licensed prescriber and parent/guardian is received.

Discontinued Medication

Discontinued medication will be returned to the parent/guardian upon request or destroyed.

End of School Year

Unused medication will be returned to the parent/guardian upon request or destroyed.

HIRING PARENTS FOR CONTRACT WORK

We are so grateful for our parents and the wonderful hours of volunteer time they put in to support the school. At times, the school has a project that requires a professional to do the work. Parents in our community may be interested in bidding a project due to the type of work required is something the parent does professionally. When this happens, the school must go through the regular bidding process, which will include three bids from different companies for larger capital projects and at least one other bid from another company for smaller projects.

The bid must include the scope of work, the estimate of cost and also a guarantee that the work will be done to the satisfaction of the school. The parent's bid will be considered along with the other bids presented to the school. The school will withhold a portion of the amount due until the project is completed satisfactorily.

Because of our non-profit status, the school is not allowed to barter tuition or any other fees for work done at the school. If the bid is successful, the parent must present the school with an invoice of work completed and the school will pay from the invoice based on successful completion of the work.

INCLEMENT WEATHER

Children go outside in all types of weather except for low temperatures (see below) and except when there is dangerous weather. Children who stay all day are outside for approximately 30 minutes of unstructured play every day.

Minimum safe temperatures for children to go outside:

- Elementary and Extended Day 0 degrees or -10 degrees wind-chill
- Children's House 10 degrees or 0 degrees wind-chill
- Toddler 20 degrees or 0 degrees wind-chill

Curbside Drop-off

When temperatures and wind chill are predicted to be below zero or thunder/lightning are present our staff is not at the curbside. Children's House families should park your car in a parking space and walk your child to the door. A staff member will be at the door to greet children. No unattended vehicles are allowed at the curb in front of the school.

LATE PICK UP POLICY

This policy applies to all dismissal times.

If your child is not taking the bus, it is the parents' responsibility to ensure that children are picked up from school promptly at dismissal time. Staff appreciate your punctuality, as after school time is designated specifically for classroom clean-up, planning, staff meetings, and preparation of the environment for the next day's activities. We as staff recognize that there are sometimes unavoidable challenges that arise causing a driver to be late. Students whose parents are late picking them up will be sent to the after-school program, and a \$5.00 fee (per child) will be assessed at 15-minute intervals beginning at 12:00 and 4:00 p.m. respectively. Late pick up for the after-school program will be assessed beginning at 5:30 p.m.

LEARNING SUPPORT

At times children may require additional support outside of the regular classroom environment. This support may be needed in areas such as reading, math, attentional difficulties, developmental delays or other specific learning challenges.

We look at each student as a unique learner who comes to us with his/her own individual learning style. While progressing at their own pace, students are supported by the depth and breadth of the Montessori learning environment. However, there may be areas in which a student may struggle with specific learning challenges. The collaboration between parents and teachers and learning support personnel can create an environment that may help students with specific learning needs develop to their full potential within a Montessori setting.

Upon teacher recommendation and the consent of the parent, we provide aid in academic areas such as increased repetition in math and language work and more intensive work with the Montessori materials at no additional charge. Some of these interventions may take place within the classroom setting.

If, through the support and interventions we provide at the school, the student does not show adequate progress, parents and teachers will meet with the Executive Director to assist in planning for further evaluation to identify student needs.

In the case of more serious behavioral, emotional, social and physical challenges, outside professional referrals may be requested.

Process

The learning support process may be initiated when a teacher has academic, behavioral, emotional, social, or physical concerns about a child. The initial steps in the process include observing the child in daily activities, sharing observations with parents and/or other teachers, gathering more information and/or implementing classroom interventions to support the child's independence and development within a Montessori environment. Within the learning support process, adults share various roles:

Teacher

- Observes child in daily activities and attempts interventions at the classroom level
- Consults with Executive Director who may observe the child
- Reviews student file for information
- Shares observations with parents
- Gathers information from other sources; ie: previous teachers, learning support personnel and other professionals
- Collaborates with learning support personnel on possible interventions

- Document implementation and evaluation of interventions
- Continue communication with parents

Learning Support Personnel

- Consults with classroom teacher
- Gathers information from other sources
 - Observation
 - Parents
 - Other teachers and other professionals
 - Review of student file
 - Preliminary assessment
- Suggests and supports classroom interventions or determines need for outside professional referral
- Creates on-site intervention plan including goals and methods for progress
- Continually consults with parents and teacher to update on progress

Parent

- Consults with classroom teacher
- Gathers and shares information from other sources
- Continues communication with classroom teacher and if appropriate the learning specialist

Confidential, ongoing, and clear communication is essential in assuring that the learning support process moves forward in serving the best interests of each child.

LOST AND FOUND

Sometimes articles of clothing or possessions are lost or left unclaimed, especially if items are not clearly labeled. When found, they are placed in Lost and Found bins located in the main entry (by the coat area) or in the Activity Room. Please check these bins for missing items. All unclaimed items are displayed on tables at conference times; unclaimed items are then donated to a local charity.

LOCKERS

All elementary children are assigned a locker. Everything that children bring to school (backpack, extra clothing, winter clothing, lunch box, etc.) must fit into their locker. Make sure that all items are labeled with your child's name. Nothing can be left outside the locker, on the floor, or in front of the locker, and materials on top of the locker will be limited. Lockers are meant to store personal belongings that are used throughout the school day. Due to distractions and unnecessary commotion, limit sending locker accessories.

LUNCH

Children have the option to order school lunch or bring a packed lunch every day, with their lunch box clearly labeled with their names. Oak Hill Montessori Community School serves milk and water to the children each lunch period. Refrigeration is not available to store lunches, so be sure to pack non-perishable items or pack hot/cold items in appropriate containers.

Please do your part to ensure that the lunch your child brings to school is healthy and appealing. Our goal is for the children to eat nutritious, well-balanced lunches, excluding candy and other highly sugared foods. You might discuss the lunches with your child and come to a mutual agreement about what food should be included.

Please give your family time in the morning to assure that school lunches are packed, and include your child when appropriate.

Please refer to Oak Hill Montessori Community School's Nutrition Policy below for more details.

MANDATED REPORTING

Child Abuse Reporting

Minnesota Law mandates that a "person responsible for the child's care" (which now includes even those with no direct child care duties at a school) make an oral report of actual or suspected neglect, sexual abuse, or physical abuse of a child immediately (within twenty-four hours) and prepare a written report within 72 hours. Reports should be made to the Executive Director and the Minnesota Department of Education. Reports should identify the child, suspected person responsible for the abuse, nature and extent of the abuse or neglect, and name and address of reporter. The school and staff are required by law to report any suspected cases of child abuse or neglect. Our licensing authorities require the following reporting procedures:

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect. All Oak Hill Montessori Community School staff are mandated reporters.

If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600. Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency (651) 266-4500 or local law enforcement (651) 266-9333.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556).
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

A copy of Oak Hill Montessori Community School policies & procedures is available on the Oak Hill Montessori Community School website under parent resources.

Other Reporting

Oak Hill Montessori Community School is required to notify the Department of Human Services **within 24 hours** of the death of a child enrolled at Oak Hill Montessori Community School and of any injury to a child enrolled that required treatment by a physician or emergency medical service. We are required to notify the Department of Human Services **within 48 hours** of a fire requiring the services of the fire department. In addition, staff will notify the Public Health Department, parents, and the Department of Human Services if a child is bitten by an animal at Oak Hill Montessori Community School.

MONTESSORI MATERIALS

Sometimes a piece of Montessori material makes its way home in a child's pocket or backpack. If you happen upon something, please return it to school with our thanks. A lost map piece or a bead can cause an entire piece of equipment to be rendered useless.

NAP / REST TIME FOR YOUNGER STUDENTS

If your child naps or rests please bring one blanket, one small pillow, and if your child desires, he/she may also bring one small stuffed animal that doesn't make noise. Please bring these items in a tote/reusable bag labeled with your child's name. It is also helpful to have items your children can pack up themselves. If you need a tote/reusable bag, please let the school know. Besides using the tote to bring the items to school, we will also send nap items home at the end of every week (or sooner if needed) for laundering to bring back for the following school day.

Naps are offered for children in the all day programs in our Lower School. Naps take place in a quiet area, and each child will be given a cot on which to rest. A child who has rested quietly for 30 minutes without falling asleep will be allowed to choose quiet work until the remaining children are awake. The child's developmental needs are taken into consideration, in partnership with the child's parent or guardian, before making changes to any child's nap schedule.

NUTRITION POLICY

At Oak Hill Montessori Community School, we strive to create an optimal learning environment for all students. Good nutrition directly affects a child's health, concentration, and behavior. Our Montessori guiding philosophy is that we are creating life-long learners, and healthy eating habits and patterns will remain with our students for a long time, hopefully for life. Please provide a nutritious breakfast each morning to offer your child a good start.

As lunch and snacks are eaten here at school, we provide guidelines for their nutrition, as per the requirements of all Minnesota child care providers, by the Minnesota Department of Human Services.

Lunch

Please ensure that lunches contain selections from each food group. Healthy selections include sandwiches rich in fiber with protein such as cheese or meat or tuna fish. Fresh fruits and vegetables are excellent healthy choices, and are easily packed for lunch. If your child comes without the required food groups, the school must supply any omitted items and will notify you via a note placed in your child's lunchbox.

Dishes, glasses and utensils are used each day as part of our community lunch. Milk and water are available for all children.

Children will bring home any uneaten lunch, rather than throwing it away. Throwing away uneaten food sends the message to parents that children are eating everything that is packed for them. This is often not the case. We ask the children to bring home uneaten portions of their lunch as it is important for parents to know what their children prefer to eat.

Please encourage your Elementary and Junior High student to pack his or her own lunch. As a result, food waste will be kept to a minimum because s/he can select appropriate portions. Some adult assistance is helpful, but the child should have a voice in what is purchased for lunches and should be given reasonable options from each food group.

Due to unique dietary concerns, we ask children not to trade food but to eat what they brought for lunch.

Lunch boxes should be clearly labeled with your child's name and will be stored on the shelf above his/her coat hook or in lockers for elementary and junior high.

Snack

Oak Hill Montessori Community School provides a snack each morning and during after-school to students in our Toddler Community and Children's House.

Toddler Community:

The morning snack is provided with at least 3 of these food groups, as well as whole milk.

Fruit:	Avocados	Crackers
Apples	Tomato sauce (on pizza or	Rice Cakes
Oranges	pasta)	Pancakes/Waffles
Bananas	Basil and Spinach Pesto (on	Pretzels
Melon	pasta)	Biscuits
Grapes (sliced)	Corn	*Most are whole grain
Berries	Potatoes	
Plums		Protein:
Peaches	Grain*:	Cheese
Applesauce	Bagels	Greek Yogurt
Raisins/dried fruit	Sandwich Thins	Cream Cheese(on bagels)
Mangoes	Tortillas	Black Beans
Pineapple	Cereal	Cottage Cheese
	Oatmeal	Hummus
Vegetables:	Muffins	Eggs
Carrots	Brown Rice	Peanut Butter/Sun Butter
Pea pods	Pasta	

Children's House

The morning snack is provided with at least 2 of the following food groups, as well as 1% milk.

Roll ups:	Combination of: cheerios,	Granola balls:
Tortilla & sunbutter	chex, kix, raisins, raisins,	Apple sauce
	chocolate chips, pretzels,	Honey
Trail mix:	dried fruit	

Oatmeal
Raisins/Craisins

Fruits:

Strawberries
Pineapple
Apples
Bananas
Clementines
Cranberries
Blueberries
Cantaloupe
Dried Mangos
Raisins
Craisins
Dried pineapple
Dried banana

Condiments:

Jelly
Homemade dip
Salsa

Vegetables:

Carrots
Celery
Pea pods
Sweet peppers
Bell peppers
Edamame
Pickles
Cauliflower
Broccoli
Avocado
Beans
Cherry/grape tomatoes
Jicama

Protein:

Cream cheese
Block cheese
Greek yogurt
Hummus
Sunbutter

Grains:

Crackers
Sandwich thins
English muffins
Pretzels
Cereal
Oatmeal
Popcorn
Rice
Bagels

Elementary and Junior High

Each student may bring a healthy snack to have during the morning. No candy or sweets may be eaten during snack time. Some examples of nutritious snacks include: fresh fruits, vegetables, crackers and cheese, trail mix, or dried fruit.

OBSERVATION – the key to understanding Montessori and your child’s activity

You are encouraged to observe your child’s class, and are welcome to observe a classroom at any other level throughout the year. Observations for parents and the general public can be scheduled beginning in October, when classrooms are settled, and at a time of day that won’t disturb the children’s workflow. Please call the office to arrange an observation visit.

OFFICE HOURS

School office hours are generally from Monday through Friday, from 7:45 a.m. through 4:15 p.m. Our school voicemail can accept messages after hours at 651-484-8242. Please refer to the website for specific hours and ways to reach staff. If you need to reach a staff member after 4:15 p.m., please use the dial by name directory.

OVERNIGHT TRIPS

The Montessori pedagogy strives to assist all children in reaching their full potential. One wonderful way that we nurture this development, support independence and build community for the elementary and junior high students is by scheduling overnight trips. For the elementary student these trips are taken within Minnesota to wilderness locations. For the junior high students, the trips are scheduled within Minnesota and beyond. Most trips include camping, hiking and other outdoor activities.

Your child’s success at Oak Hill Montessori Community School requires full participation in all aspects of our programming. These mandatory trips provide valuable time to bond with staff and peers in a different way and are integrated into our Montessori curriculum as much for the community aspect as for the important academic elements.

Students enjoy learning about the Minnesota outdoors, playing games and bonding with each other. The separation from the home environment with the assistance of loving friends in a safe environment is a wonderful way to support your child’s blossoming independence.

Most students feel both a bit nervous and quite excited about these rites of passage – both really normal feelings. We encourage you to talk about the trips with your children and their classmates, as well as your child’s teacher, far in advance to ensure a successful trip for everyone.

PARENT EDUCATION OPPORTUNITIES

You have entered into an important collaboration with Oak Hill Montessori Community School and with your classroom teacher to foster your child’s learning and development. We want to support your commitment to your child by providing as much information as we can about the school, the classroom, and the Montessori approach to education.

Many of the foundations of the Montessori approach—freedom of movement, inner discipline, order--can be applied in the home environment with great success. We encourage you to attend all parent orientation and workshop meetings. Parent education meetings are detailed on our calendar throughout

the school year. We will also inform you of Montessori workshops in the Twin Cities that may be of interest to you as parents.

Oak Hill Montessori Community School's lending library of books by Dr. Montessori herself, about Montessori education, or simply books on parenting and child development, is located in the reception area. If you would like to borrow a book, please check it out from our main office.

PARENT AND TEACHER CONFERENCES

Scheduled parent and teacher conferences for toddler through junior high are held twice yearly (in late October/early November and February/March). Scheduling is done online. You will receive electronic communications regarding this prior to conferences.

Conferences last 20 minutes (30 minutes for JH) and are scheduled tightly throughout the day. We ask parents to please respect the time of other parents and staff and arrive at your conference on time.

Please use the pre-conference form that has been designed to make the most effective use of your conference time. If you have an immediate concern that cannot wait for conferences, we encourage you to schedule a meeting with your classroom teacher at any time during the school year. Similarly, if there is an issue meriting an early conference, the teacher will contact you immediately.

Parent conferences for our Toddler Community and Children's House will include a written assessment of your child's intellectual, physical, social, and emotional development.

The purpose of these scheduled conferences is for parents and teachers to check in with each other regarding your child's progress. If the teacher or parent has further concerns about the child, a conference will be scheduled at another time so that the discussion is not constrained by the twenty-minute period.

The school provides free childcare during the 20-minute conference time.

Missing A Conference

Conferences are scheduled as part of our school calendar as important exchanges between parents and teachers. Teachers set aside this time and prepare extensively to review your child's work and progress. Missed conferences are missed opportunities. **Please do not schedule vacation over conference times, as these conferences will not be rescheduled.**

PETS DURING DISMISSAL

In order to ensure that our end-of-day and dismissal process goes as smoothly as possible, please refrain from allowing your pets out of the car at 3:45 p.m. dismissal. It is a safety concern as pets out in the courtyard during dismissal cause a distraction and can make some younger students uneasy when exiting the building.

PETS IN THE MONTESSORI CLASSROOM

Our classrooms are alive with a variety of pets ranging from hamsters, gerbils, rabbits, birds and fish to frogs and snakes. The children are taught responsible care of animals as part of their daily life in the Montessori classroom. They learn how to feed them and how to maintain their cages. If these animals or any others create a health problem for your child, please notify your child's teacher immediately.

Our pets need care during extended holidays and summer months, and we rely on our families to help out by taking a pet home. Your classroom teacher will send a note requesting a “home” for pets at these times.

PHOTOS/PRIVACY

We continually take photos and videos of our classrooms and students for a variety of reasons - including, but not limited to: sharing with parents via weekly e-newsletter, marketing, posting on social media, etc. If you prefer your child’s photo not be shared, please indicate this on your re-enrollment forms.

PLAYGROUND/RECESS

When children are outdoors the staff will adequately supervise them. Children are not permitted to harm themselves, others, or the environment. The staff report any observed safety hazards to the Executive Director.

RESPECTFUL BEHAVIOR

At the core of our Oak Hill Montessori Community School community is a spirit of mutual respect and support, giving attention to the integrity and worth of every individual. Each member of the Oak Hill Montessori Community School community – students, staff, parents/guardians – is expected to act in ways that show consideration and respect for others and that enhance an open atmosphere of trust. Every action that affirms consideration, respect, integrity and inclusion builds the kind of community we seek at Oak Hill Montessori Community School. We expect that all members of our community:

- Feel physically, intellectually and psychologically safe when at school or at school functions.
- Are respectful at all times to each other, to visitors and to school property. This expectation includes all communications - including electronic - that community members have with each other.
- Have a responsibility to communicate instances of disrespect/harassment to the appropriate person(s), e.g., teachers, other staff members, the Executive Director.

STUDENTS

- Issues of disrespect/harassment involving students will be handled by the teacher and the Executive Director. Consequences will depend on the age of the student(s) involved, the severity of the occurrence, and the number of related offenses. The consequences may include, but are not limited to, one or more of the following: a parent conference, counseling, loss of privileges, restitution, or in very extreme cases, suspension or expulsion. See student conduct for further details.

PARENTS

- We further understand that a positive and constructive working relationship between the School and a student’s parent/guardian is essential to the fulfillment of the school’s mission, and agree that the School may terminate enrollment, or decline to re-enroll a student, if the School, in its sole discretion concludes that the actions or inactions of a parent/guardian make a positive and constructive working relationship impossible, or interferes with the School’s accomplishment of its mission.
- Issues of disrespect/harassment involving adults will be handled by the Executive Director.

SAFETY AND BUILDING SECURITY

Staff members supervise children at all times during the course of the school day.

The main outdoor entrance to the building is unlocked throughout the day from 7:45 a.m. until 5:30 p.m., yet the inside door and all other doors remain locked for security purposes. At the beginning of the school year, parents are issued a 5-digit code (specific to each individual) along with instructions for its use to gain entry into our school. This code is operational during the hours noted above and should be kept confidential.

Please stop by the office if you cannot remember your code or have questions regarding its use. Visitors to the school will be admitted by the office staff. See Visitors Policy for additional information on entering the building.

SAFETY HELMET POLICY

Students engaging in sports at Oak Hill Montessori Community School or on trips sponsored by Oak Hill Montessori Community School will be required to wear helmets for the following activities: Ice skating, skiing, snowboarding, biking and broomball. (Bike helmets are permitted for broomball).

SCHOOL CLOSINGS

There are times (especially in our Minnesota winters) when school is closed due to weather conditions. The Executive Director makes the final decision on school closings. Because many of our families and staff members commute from long distances and from other school districts, Oak Hill Montessori Community School reserves the right to close school when weather conditions merit, as they may affect the safety of our community members.

Parents will be notified in the following ways:

1. Announce the school closing via automated calls, email and ParentAlert (text).
2. Announce the closing on television: WCCO-4, KSTP-5, FOX-9 and KARE-11

We will do our best to notify parents as early as possible so that alternate childcare arrangements can be made. If closures during any school year total beyond the number of days recommended by the state of Minnesota, days will be added to the school calendar.

It sometimes happens that inclement weather causes the school to be closed early. All parents will be notified through automated calling, email and text to pick up children or make arrangements for their safe transport home, or that buses will be running early.

SCHOOL PICTURES

Each year we schedule both individual school photos and classroom group pictures. The dates for school photos and retakes are on the school calendar. Order forms are provided by the photographer before the scheduled dates and will be sent home with your child.

SHARING ITEMS

We encourage children to share with the classroom personally meaningful items from trips or other special events in their lives -- in particular items that are clearly of educational interest, and present a realistic model. Objects from trips such as artifacts, things found in nature, such as flowers, leaves, and stones are also welcome additions to the classroom. We ask that children not bring toys, trinkets, candy or gum, cartoon figures, etc.

SMOKE-FREE ENVIRONMENT

Oak Hill Montessori Community School is a smoke-free facility, which includes both our indoor and outdoor environments. We ask that families and guests of Oak Hill Montessori Community School abide by this policy.

SOLICITATION POLICY

Each year we electronically publish our Student and Family Directory. This is a confidential directory including names, addresses, phone numbers and email and is accessible only to Oak Hill Montessori Community School staff and families. Under no circumstances may it be used for solicitation of goods or services (mass mailings, selling of products or services). This directory can be found in the Family Portal of the website at www.ohmcs.org

STANDARDIZED TESTING

Our Elementary and Junior High students (grades 3 – 8) participate in standardized testing each academic year. The results of the testing are shared with parents at conferences. The dates for the administration of these tests are published on the school calendar and in weekly e-newsletter. We expect students to be present on these testing days, unless they are too ill to come to school and are under a doctor's care.

STUDENT CONDUCT

Oak Hill Montessori Community School does not tolerate aggressive or inappropriate behavior by its students and will attend to such behaviors immediately. Below is an outline of expectations of student conduct at Oak Hill Montessori Community School that will define our approach to any behavior issue that may occur. The school expects full parental cooperation in all aspects of the student's life at Oak Hill Montessori Community School.

All rules apply before, during and after school and at all times on school-sponsored outings.

The School aims:

- To balance the freedom and responsibility of the individual with the need for cooperation, order, restraint and goodwill within the group.
- To provide an environment where the young person will experience encouragement, affirmation and community.
- To ensure for each student physical and psychological safety.
- To enable each student to develop a high standard of moral integrity gained through growth in self-discipline.
- To help students grow into mature, responsible adults.
- To maintain a high standard for student behavior that reflects positively on self, family, school and community.
- To nurture each student with loving firmness, respect, and fairness.

The School expects each student:

- To treat others with dignity and respect.
- To treat himself/herself with that same respect.
- To respect both work and property of others and to bring only necessary materials to school.
- To have consistent attendance and punctual arrival.

Misbehavior:

In the event that a student fails to observe the above expectations, the following notes describe the usual approach and procedures for working with the student. The school reserves the right to modify these procedures as it sees fit:

1. In the event of minor misbehavior, the student and teacher discuss and work cooperatively to resolve the problem. At times an individual's minor misbehavior may be considered by the classroom community because of its impact on the life of the class.
2. Chronic misbehavior is reported to parents by the teacher with copies of any reports sent to the Executive Director.
3. **Major misbehavior**, outlined below, is taken to the Executive Director. The Executive Director and parents, along with teacher(s) and student, as appropriate, meet to resolve.

Major misbehavior:

The school considers the following to be **major misbehavior**:

- Interference with the rights of others, including physical abuse (such as hitting, punching, kicking, or biting), verbal abuse (such as teasing, taunting, threats or intimidation), bullying (such as physical aggression, social alienation, verbal aggression and intimidation.)
- Inappropriate touch or injury to self or others.
- Damage to, abuse of, or stealing any school or personal property.
- Possession, use or sale of drugs listed in the current Federal Controlled Substance Act.
- Possession, use or sale of alcohol, tobacco substances, or inhalants.
- Possession, use or sale of weapons or explosives.
- Use of obscene, profane, suggestive, or intimidating written or verbal language.
- Repeated disruptive or uncooperative behavior.
- Conduct committed off-campus and outside school hours that is illegal or reflects negatively on the school.
- Misuse of computer/internet/email privileges.

STUDENT AND FAMILY DIRECTORY

Each year, we publish the Student & Family Directory. The directory is compiled from information provided by parents. The directory is continually updated with the latest information and posted in the Family Portal of the website . Please refer to it during the year to call friends, arrange carpools, etc.

Please be sure to notify the office if your family contact information changes.

This confidential directory includes names, addresses, phone numbers and email addresses and is accessible only to Oak Hill Montessori Community School staff and families. Under no circumstances may it be used for solicitation of goods or services (mass mailings, selling of products or services).

VISITOR POLICY

All visitors, parents and caregivers who enter the building are required to register in the main office and wear a visitor's badge that is clearly visible. The badge should be returned and the departing time logged in the Visitor's Book prior to departure.

VISITS TO THE CLASSROOM

Montessori classroom environments are safe, healthy and secure areas for the children and are protected from disruptions. Appointments to visit classroom environments, including observations,

must be made through the office and approved by the teachers. Parents of children in the Toddler Community and Children's House may visit the center any time during the hours of operation per Minnesota Statutes, 245A.14, subdivision 15; please notify the front office at your arrival and departure.

VOLUNTEER OPPORTUNITIES AND PARENT INVOLVEMENT

Your involvement is a vital feature of Oak Hill Montessori Community School. We rely on the strong volunteer commitment of each of our families. The investment of your time and talent is a direct benefit to the children and is essential to the efficient operation, maintenance, and growth of our school.

The Oak Hill Montessori Community School Parent Association will organize social and educational activities throughout the year, as well as provide a variety of volunteer opportunities. All parents are encouraged to attend the Parent Association meetings, with dates/times on the all school calendar and announced in the weekly e-newsletter.

Simply put, we rely on your volunteer time, talents and energies to sustain and enrich our school. Please consider volunteering in one or more ways.

Water Bottle Policies for Toddler Community and Children's House

OHMCS will provide drinking water to a child in a reusable cup or water bottle

- Each day that the cup is used, OHMCS will clean and sanitize the cup using the procedures that comply with the Food Code under Minnesota Rules, chapter 4626.
- A cup will be assigned to each child and labeled with the child's first and last name.
- Cups will be stored in a manner that reduces the risk of a child using the wrong cup. Each child has an assigned place for their cup.
- Cups will only be used for water.

WEAPONS POLICY

Our Montessori philosophy and school's mission center around mutual respect and peaceful stewardship of the earth. From the earliest ages, children are encouraged to seek peaceful solutions to conflicts, and to respect and value each other. Our staff is diligent in our efforts to protect and ensure everyone's safety and well-being.

Oak Hill Montessori Community School has a zero-tolerance policy on the possession and/or use of weapons (whether real or look-alike i.e., toys) on or around Oak Hill Montessori Community School or grounds, or any school sponsored trips or events. A "weapon" includes guns, knives (including Swiss army knives and small pen knives), clubs, swords—any instrument that is capable of causing bodily harm. Should a weapon be found on a student, whether real or pretend, it will be confiscated and parents will be notified immediately. Appropriate action (including suspension, notification of police) may be taken if deemed necessary by the Executive Director.

Visitors to Oak Hill Montessori Community School are required to observe our zero-tolerance policy. No weapons are permitted on school property, which includes the facility, play areas, and parking lot.

WEBSITE

Please visit our website www.ohmcs.org for updates on school programs, our calendar, classroom pages and our events.

Maltreatment of Minors Mandated Reporting

This form may be used by any provider licensed by the Minnesota Department of Human Services, except family child care. The form for family child care providers can be found in eDocs #7634C.

What to report

- Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to [Minnesota Statutes, section 260E.03](#), and pages 3-6 of this document. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

Who must report

- If you work in a licensed facility, you are a “mandated reporter” and are legally required (mandated) to report maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility.
- In addition, people who are not mandated reporters may voluntarily report maltreatment.

Where to report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities licensed by the Minnesota Department of Human Services, should be made to the Licensing Division’s Central Intake line at 651-431-6600.
- Incidents of suspected maltreatment of children occurring within a family, in the community, at a family child care program, or in a child foster care home, should be reported to the local county social services agency at or local law enforcement at

When to report

- Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours).

Information to report

- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

Failure to report

- A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.
- In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a background study by the Department of Human Services as listed in Minnesota Statutes, section 245C.03.

Retaliation prohibited

- An employer of any mandated reporter is prohibited from retaliating against (getting back at):
 - an employee for making a report in good faith; or
 - a child who is the subject of the report.
- If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.

Staff training

The license holder must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the licensed program. The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

Provide policy to parents

For licensed child care centers, the mandated reporting policy must be provided to parents of all children at the time of enrollment and must be available upon request. The definitions section (p. 3-6) is optional to provide to parents.

The following sections only apply to license holders that serve children. This does not include family child foster care per Minnesota Statutes 245A.66, subd. 1.

Internal review

- When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.
- The internal review must include an evaluation of whether:
 - related policies and procedures were followed;
 - the policies and procedures were adequate;
 - there is a need for additional staff training;
 - the reported event is similar to past events with the children or the services involved; and
 - there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and secondary person or position to ensure reviews completed

The internal review will be completed by _____ . If this individual is involved in the alleged or suspected maltreatment, _____ will be responsible for completing the internal review.

Documentation of internal review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective action plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan to correct any current lapses and prevent future lapses in performance by individuals or the license holder.

Definitions

Found in Minnesota Statutes, section 260E.03

Egregious harm (Minnesota Statutes, section 260E.03, subd. 5)

"Egregious harm" means harm under section 260C.007, subdivision 14, or a similar law of another jurisdiction.

Minnesota Statutes, section 260C.007, Subd. 14:

"Egregious harm" means the infliction of bodily harm to a child or neglect of a child which demonstrates a grossly inadequate ability to provide minimally adequate parental care. The egregious harm need not have occurred in the state or in the county where a termination of parental rights action is otherwise properly venued. Egregious harm includes, but is not limited to:

1. conduct towards a child that constitutes a violation of sections 609.185 to 609.2114, 609.222, subdivision 2, 609.223, or any other similar law of any other state;
2. the infliction of "substantial bodily harm" to a child, as defined in section 609.02, subdivision 7a;
3. conduct towards a child that constitutes felony malicious punishment of a child under section 609.377;
4. conduct towards a child that constitutes felony unreasonable restraint of a child under section 609.255, subdivision 3;
5. conduct towards a child that constitutes felony neglect or endangerment of a child under section 609.378;
6. conduct towards a child that constitutes assault under section 609.221, 609.222, or 609.223;
7. conduct towards a child that constitutes solicitation, inducement, or promotion of, or receiving profit derived from prostitution under section 609.322;
8. conduct towards a child that constitutes murder or voluntary manslaughter as defined by United States Code, title 18, section 1111(a) or 1112(a);
9. conduct towards a child that constitutes aiding or abetting, attempting, conspiring, or soliciting to commit a murder or voluntary manslaughter that constitutes a violation of United States Code, title 18, section 1111(a) or 1112(a); or
10. conduct toward a child that constitutes criminal sexual conduct under sections 609.342 to 609.345.

Maltreatment (Minnesota Statutes, section 260E.03, subd. 12)

"Maltreatment" means any of the following acts or omissions:

1. egregious harm under subdivision 5;
2. neglect under subdivision 15;
3. physical abuse under subdivision 18;
4. sexual abuse under subdivision 20;
5. substantial child endangerment under subdivision 22;
6. threatened injury under subdivision 23;
7. mental injury under subdivision 13; and
8. maltreatment of a child in a facility.

Mental injury (Minnesota Statutes, section 260E.03, subd. 13)

"Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

Neglect (Minnesota Statutes, section 260E.03, subd. 15)

- A. "Neglect" means the commission or omission of any of the acts specified under clauses (1) to (8), other than by accidental means:
1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so;
 2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in their care;
 4. failure to ensure that the child is educated as defined in sections [120A.22](#) and [260C.163, subdivision 11](#), which does not include a parent's refusal to provide the parent's child with sympathomimetic medications, consistent with section [125A.091, subdivision 5](#);
 5. prenatal exposure to a controlled substance, as defined in section [253B.02, subdivision 2](#), used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child at birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect, as defined in section [260C.007, subdivision 6, clause \(5\)](#);
 7. chronic and severe use of alcohol or a controlled substance by a person responsible for the child's care that adversely affects the child's basic needs and safety; or
 8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.
- B. Nothing in this chapter shall be construed to mean that a child is neglected solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.
- C. This chapter does not impose upon persons not otherwise legally responsible for providing a child with necessary food, clothing, shelter, education, or medical care a duty to provide that care.

Physical abuse (Minnesota Statutes, section 260E.03, subd. 18)

- A. "Physical abuse" means any physical injury, mental injury under subdivision 13, or threatened injury under subdivision 23, inflicted by a person responsible for the child's care on a child other than by accidental means, or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized under section [125A.0942](#) or [245.825](#).
- B. Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by section [121A.582](#).
- C. For the purposes of this subdivision, actions that are not reasonable and moderate include, but are not limited to, any of the following:
1. throwing, kicking, burning, biting, or cutting a child;
 2. striking a child with a closed fist;
 3. shaking a child under age three;
 4. striking or other actions that result in any nonaccidental injury to a child under 18 months of age;
 5. unreasonable interference with a child's breathing;
 6. threatening a child with a weapon, as defined in [section 609.02, subdivision 6](#);

7. striking a child under age one on the face or head;
8. striking a child who is at least age one but under age four on the face or head, which results in an injury;
9. purposely giving a child:
 - i. poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner in order to control or punish the child; or
 - ii. other substances that substantially affect the child's behavior, motor coordination, or judgment; that result in sickness or internal injury; or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances;
10. unreasonable physical confinement or restraint not permitted under [section 609.379](#), including but not limited to tying, caging, or chaining; or
11. in a school facility or school zone, an act by a person responsible for the child's care that is a violation under [section 121A.58](#).

Sexual abuse (Minnesota Statutes, section 260E.03, subd. 20)

"Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child, or by a person in a current or recent position of authority, to any act that constitutes a violation of [section 609.342](#) (criminal sexual conduct in the first degree), [609.343](#) (criminal sexual conduct in the second degree), [609.344](#) (criminal sexual conduct in the third degree), [609.345](#) (criminal sexual conduct in the fourth degree), [609.3451](#) (criminal sexual conduct in the fifth degree), or [609.352](#) (solicitation of children to engage in sexual conduct; communication of sexually explicit materials to children).

Sexual abuse also includes any act involving a child that constitutes a violation of prostitution offenses under [sections 609.321 to 609.324](#) or [617.246](#). Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes child sex trafficking as defined in [section 609.321](#), subdivisions 7a and 7b.

Sexual abuse includes threatened sexual abuse, which includes the status of a parent or household member who has committed a violation that requires registration as an offender under [section 243.166, subdivision 1b](#), paragraph (a) or (b), or required registration under [section 243.166, subdivision 1b](#), paragraph (a) or (b).

Substantial child endangerment (Minnesota Statutes, section 260E.03, subd. 22)

"Substantial child endangerment" means that a person responsible for a child's care, by act or omission, commits or attempts to commit an act against a child under their care that constitutes any of the following:

1. egregious harm under subdivision 5;
2. abandonment under [section 260C.301, subdivision 2](#);
3. neglect under subdivision 15, paragraph (a), clause (2), that substantially endangers the child's physical or mental health, including a growth delay, which may be referred to as failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
4. murder in the first, second, or third degree under [section 609.185](#), [609.19](#), or [609.195](#);
5. manslaughter in the first or second degree under [section 609.20](#) or [609.205](#);
6. assault in the first, second, or third degree under [section 609.221](#), [609.222](#), or [609.223](#);
7. solicitation, inducement, and promotion of prostitution under [section 609.322](#);
8. criminal sexual conduct under [sections 609.342 to 609.3451](#);
9. solicitation of children to engage in sexual conduct under [section 609.352](#);
10. malicious punishment or neglect or endangerment of a child under [section 609.377](#) or [609.378](#);
11. use of a minor in sexual performance under [section 617.246](#); or
12. parental behavior, status, or condition that mandates that the county attorney file a termination of parental rights petition under [section 260C.503, subdivision 2](#).

Threatened injury (Minnesota Statutes, section 260E.03, subd. 23)

- A. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury.
- B. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care, as defined in subdivision 17, who has:
 - 1. subjected a child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under subdivision 5 or a similar law of another jurisdiction;
 - 2. been found to be palpably unfit under section 260C.301, subdivision 1, paragraph (b), clause (4), or a similar law of another jurisdiction;
 - 3. committed an act that resulted in an involuntary termination of parental rights under section 260C.301, or a similar law of another jurisdiction; or
 - 4. committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative under Minnesota Statutes 2010, section 260C.201, subdivision 11, paragraph (d), clause (1), section 260C.515, subdivision 4, or a similar law of another jurisdiction.
- C. A child is the subject of a report of threatened injury when the local welfare agency receives birth match data under section 260E.14, subdivision 4, from the Department of Human Services.