



MONTESSORI
ACADEMY OF CHAMBERSBURG

2019 – 2020
COMMUNITY
HANDBOOK

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Introduction

Message from the Head of School

Dear Families of Montessori,

Thank you for selecting Montessori Academy of Chambersburg as the school of choice for your child. I would like to welcome you to the 2019-2020 academic year. At Montessori Academy our students receive a solid, Montessori education which we know will provide an unshakable foundation needed in life. Our school has a rich history and our success is due to the partnership and dedication of our teachers, faculty, parents and community. We have “set the stage for learning” and our goal is to “activate the child’s own natural desire to learn.”

We are proud that you have decided to be part of this educational community. I encourage you to take advantage of the wide array of school programs and partake in activities. We are here to help your child attain the best education for the brightest future. This handbook is designed to help you and your child understand the importance of Montessori Academy. Be sure to fully read this handbook with your child. I am so delighted to serve as your Head of School, and I am committed to each student’s success. My staff and I look forward to working with you during the school year. Again, thank you for choosing Montessori Academy of Chambersburg!

All the best,

Dr. Michelle Wiley

School Leadership

Administration

Head of School: Dr. Michelle Wiley

The Head of School oversees all classroom and academic programs in the Academy. All policies and procedures, personnel issues, enrollment, staffing, programs, curriculum, teacher performance and student issues are the responsibility of the Head of School. The Head of School submits a written monthly report to the Board of Directors.

Faculty and Support Staff

Head teachers are licensed by the Commonwealth of Pennsylvania. In addition, all Primary and Elementary School Teachers are required to obtain Montessori training. In selecting new faculty members, Montessori Academy not only looks for academic and teaching competence, but also for the personal qualities and motivation necessary to be a successful Montessori teacher.

In addition to the classroom teachers, the Montessori Academy also employs part-time specialists for art, music, library, physical education and Spanish.

The Advancement and Supplemental Programs Manager supports our supplemental programs such as Excel, clubs, Extended Academy and our summer program. She also coordinates technology and carries out other duties as requested by the Head of School.

Faculty & Staff

Kristin Byers
Liz Cleary
Cathy Davidson
Sarah Durden
Diane Jones
Kim Kulla
Amanda Krantz
Pat McHenrick
Stephanie Miller
Carrie Mong
Shelly Novak

Joh Ricci
Eugenia Roche
Cindy Rodriguez
Maria Rodriguez
Alicia Runkle
Ann Marie Simonetti
Quaid Swiger
Kristin Valentine
Kim Walter
Stephanie Whitlock

Board of Directors

The Board of Directors oversees the growth and direction of the school. Additionally, Board members are expected to make commitments to fundraising and to be responsible for chairing committees in their areas of expertise and interest.

The Executive, Finance, Governance, Advancement, and Building and Grounds committees discuss topics within a committee structure and the committee, in turn, makes recommendations to the Board.

Parents can request to attend board meetings as non-active guests-at-large. Issues and concerns raised by parents should be submitted for consideration to the Board President.

President: Angelique Ridore
Vice President: Eric Walker
Treasurer: Chrystal Miracle
Secretary: Diane Chamberlin
Member at Large: Gail Reeder

Board Members

Rebecca Jablin	Wayne Ledinh
Lekha Patel	Miranda Ramsey
Adam Reeder	Sue Starr
Suzanne Trinh	Terry Tritle
John Tucker	Eric Walker

Montessori Academy

History

In 1988, the Montessori School was founded for preschool children. Based on the teachings and philosophy of Maria Montessori, the school offered unique educational and developmental experiences unlike anything else found in Franklin County. The school quickly grew to include children from 18 months through 6th grade.

In 1999, Montessori Academy, a nonprofit 501(c)(3) corporation, was formed to direct and oversee the elementary program for 1st through 6th grades. In response to the community's need for an alternative middle school program aimed at preparing students for a secondary/college preparatory education, the Academy was expanded to include 7th and 8th grades.

In 2007, the Montessori Academy and the Montessori School merged to form the non-profit Montessori Academy of Chambersburg. The Academy offers a comprehensive Montessori education for students age 12 months through 8th grade.

A Board of Trustees licensed by the Commonwealth of Pennsylvania and accredited by the Middle States Association of Colleges and Schools (MSACS), governs Montessori Academy.

Mission Statement

Montessori Academy, guided by the philosophy of Dr. Maria Montessori, immerses students in a diverse community that values creativity and nurtures each student's social, emotional, and academic growth.

Philosophy of Education

Montessori Academy aims for excellence in its programs, operations, and students by hiring qualified, dedicated, professionally competent staff; maintaining appropriately equipped facilities; being proactive in planning; making sound business and financial decisions; and responding to the needs of students, families and the institution. Guided by these statements of mission and philosophy, Montessori Academy strives to create a safe, caring, stable environment that is child-centered, family-oriented, and community-focused.

License & Affiliation

Montessori Academy is licensed by the Department of Education of the Commonwealth of Pennsylvania and the Department of Welfare; accredited by the Middle States Commission of Colleges and Schools; and a member of the American Montessori Society and the National Association of Independent Schools.

Statement of Non-Discrimination

Montessori Academy does not discriminate on the basis of race, religion, color, gender, or national or ethnic origin.

Admission Philosophy, Policies, and Procedures

Admissions Policy

Montessori Academy of Chambersburg's admission policy is based on the educational philosophy of Dr. Maria Montessori that children learn best when the environment supports their natural desire to acquire skills and knowledge independently. We strive to serve a broad range of students with varying cultural, socioeconomic, religious, racial backgrounds and abilities who we feel will contribute to and benefit from a Montessori learning environment. Education for all children, including those with special needs, will be done within the parameters of the Montessori philosophy and its implementation in the classroom.

The Montessori Academy of Chambersburg is committed to building long-term partnerships with families. This partnership works best when the parent beliefs and expectations are aligned with the Montessori philosophy.

Montessori Academy of Chambersburg is accredited by the Middle States and associated with the American Montessori Society.

Criteria For Eligibility

INFANT & TODDLER PROGRAM (12 MONTHS – 2.5 YEARS)

1. Children must be 12 months of age at the time of enrollment.
2. Children may not be enrolled into the Toddler program if their third birthday occurs prior to the first of December the year of enrollment.
3. Children must demonstrate the ability to separate from parents/caregivers after a reasonable period of adjustment and with consideration of the individual needs of the child.

CHILDREN'S HOUSE (3 YEARS – KINDERGARTEN)

1. Children must be three years of age prior to the first of December the year of enrollment.
2. Children must be toilet trained and wear cloth underpants. Toilet trained is defined as the ability to respond appropriately to the need for elimination, and ability to complete the toileting process independently. Occasional accidents are developmentally appropriate at this age, and staff will give reminders for toileting if necessary.
3. Although not required, Kindergarten parents who make a three-year commitment to the Lower Elementary program will be given priority enrollment for their children.

ELEMENTARY PROGRAM (6 YEARS – 12 YEARS)

1. Children must be six years of age by September 1st.
2. A signed authorization for the release of school records from previously attended schools must be provided to Montessori Academy of Chambersburg.

MIDDLE SCHOOL (12 YEARS - 14 YEARS)

1. Children must be twelve years of age by September 1st.
2. A signed authorization for the release of school records from previously attended schools must be provided to Montessori Academy of Chambersburg.

Additional Admission Information For Children Requiring Special Accommodations

All children are considered for admission to Montessori Academy of Chambersburg. Our admissions procedure takes into account our ability to accommodate particular students' needs. Students who have needs that fall within our ability to reasonably accommodate them may be accepted with additional stipulations. Montessori Academy of Chambersburg is committed to providing accommodations provided that no significant changes to the program are required and that the child does not pose a risk to themselves or others.

For school-age students, parents must present a recent diagnostic assessment by qualified professionals which identifies the child's needs within a mainstream environment. Periodic assessments may also be required during the school year and prior to re-enrollment. During this time, a holistic assessment will be made by all involved personnel to determine the following:

- The child's progress in adjusting to the Montessori curriculum and classroom.
- Whether the environment supports the developmental needs of the child within Montessori philosophy.

PROVISIONAL ENROLLMENT PERIOD

Enrollment at Montessori Academy is an ongoing process. As part of this process, Montessori Academy has an eight-week provisional enrollment period for students who are new to the school or transitioning to a new program. During this period, teachers continually gauge the ability of the school to meet the individual needs of the child. Teachers also observe and gather pertinent information to assess the child's progress.

If deemed necessary by the teachers and Head of School, a meeting will be requested with parents to discuss the student's progress and continuation in the program. Montessori Academy of Chambersburg expects that students will experience a normalization, or adjustment period as they begin a new routine with new teachers and classmates. If at any time during the provisional enrollment period it is determined that the child is not normalizing or progressing successfully, a meeting will be scheduled between the family, teacher, and Head of School. This meeting may result in a request for outside evaluation or assistance, placement in another program or dismissal of the child from the school. If necessary, the Head of School will work with the family to find a more appropriate educational placement for the child.

STEPS OF THE ADMISSION PROCEDURE

Step 1 - Parent Meeting and School Tour

The first step in our admission process is to make an appointment for a parent meeting and school tour. We request that children are not present for this initial meeting so that families are able to devote their attention to the facility and information provided during the tour. During the meeting and tour, you will converse about your child, Montessori methods, principles our school follows and enrollment possibilities and procedures. This will help provide an opportunity to determine whether Montessori Academy of Chambersburg is a school in which your child will thrive.

Step 2 - Classroom Observation

We request that at least one parent observe a class in session as they consider our school.

Observations are held between 9:00 a.m. and 10:00 a.m. on Monday, Wednesday, and Thursday. This 30-minute observation can be done in conjunction with the tour if scheduled during these time parameters. If the observation is not done the day of the tour, families may contact the office to schedule a different day.

Step 3 - Submit Application

Once the parent tour and observation are completed, an application and a signed authorization for the release of records (for school- age students only) may be submitted with a \$50 non-refundable fee.

Step 4 - Child Visit

Upon receipt of the application, a child interview will be scheduled. The process for the visit at each level is as follows:

- Toddler – A time will be scheduled for the family to visit the school and to observe the child in the Montessori environment. They will also discuss the child with the parents during this time. The visit will last approximately 30 - 60 minutes and will take place after school hours.
- Ages 3 - 5 (Primary Program) – The teacher will invite the child to independently visit a classroom. During the visit, the teacher will interact with the child, teach a lesson, and carefully observe the child for indications that the child is ready to learn, including the ability to follow simple verbal directions, express feelings effectively, and demonstrate self-control. Parents and caregivers will meet with the Head of School while the child is visiting the

classroom. The visit will last approximately 30 minutes and will take place after school hours.

- Elementary and Adolescent Students – The teacher will invite the child to visit a classroom for a day or two. The teachers will observe the child’s social interactions and their suitability for learning in a Montessori environment. Parents and caregivers will meet with the Head of School while the child is visiting the classroom.

Step 5 - Admission Decision

The Head of School and teachers will confer to determine the appropriateness of admission based on the child’s readiness, his or her potential for a positive interaction with the class and the family’s commitment to the program. The Head of School will communicate the admission decision to families in a timely manner following the visit/interview.

Step 6 - Enrollment Contract

Following a positive admission decision by the Head of School, an acceptance letter, enrollment contract, and request for a non-refundable deposit of \$500.00 will be sent by postal mail. Please return the completed contract and deposit within two weeks of receiving them. If the child is withdrawn from the Academy after July 1st, the parents are obligated to pay the full annual tuition for the school year.

Step 7 - Classroom Placement

Upon receipt of the signed contract, the Head of School will determine into which class the child will be enrolled. Class assignments are delivered via postal mail prior to July 30.

Information for students inquiring and applying in summer months:

Montessori Academy of Chambersburg accepts applications on an on-going basis contingent on current enrollments. For those students applying during summer months, the process will be slightly modified from that stated above. Families and students are still required to visit the school and meet with a teacher at the child’s instructional level prior to an admission decision.

Student Records

Handling of Student Records

Student records are confidential and accessible only by staff, or others approved by parents. Non-custodial parents who have retained educational rights can gain unrestricted access to student records, unless they are denied or restricted by court order. A copy must be filed with the Academy upon the child’s enrollment. A release must be signed by the parent or guardian, authorizing the school to share information with others. The Academy maintains student records for at least seven years after the child has left the school. Unless otherwise directed by parents, the Academy will forward health and immunization certificates, progress reports, evaluations, standardized test scores, and all incident reports and documentation leading to the withdrawal of the student. Official transcripts will be forwarded upon request when the account is paid in full.

Withdrawal

If, in the judgment of the administration of the school, it is not in the best interest of a child or the school for the child to continue attendance, withdrawal from school may be the only alternative. In this instance, some or all of the following procedures will be implemented:

- The Head of School will observe the child and assist the teacher in assessing and resolving the situation(s).
- The Teacher and Head of School will meet with the child's parents and discuss the situation.
- A full professional evaluation of the child may be required by the school within a specified period.
- In the case of a behavioral problem, the parents may be asked to keep the child at home for a period of time, extending from one school day to a full week.
- In the judgment of the teacher and Head of School, the child cannot be accommodated within the school and its philosophy, the parents will be counseled to remove the child from school.
- Documentation of the above steps will be placed in the student's record.

Financial Policies

Information & Responsibilities

The Academy is a private non-profit (501c3) corporation supported by tuition revenues and charitable contributions. We appreciate your prompt payment by the specified day of the month based on the payment plan you have chosen. A late fee is assessed each month to all past due accounts. Please contact the Montessori Academy office if you have any tuition questions.

Re-enrollment & School Records

If scheduled payments are more than 30 days past due, the school will not release academic records, transcripts to other schools, or may not permit the child to attend classes, re-enroll or move to a different level within Montessori Academy.

Academic Programs

Montessori Philosophy

The primary goal of a Montessori program is to help children reach their full potential in all areas of life. Activities promote the development of social skills, emotional growth, and physical coordination as well as academic preparation. The Montessori philosophy is based on tailoring the environment to the specific developmental needs of each individual child and fosters intrinsic motivation for learning. Each Montessori classroom operates on the principle of freedom with limits. Guided by individual work plans, children work either alone or with others, using a wide array of multi-sensory materials, textbooks and resources. The aim is to encourage active, self-directed learning and to strike a balance of individual mastery within small group collaboration.

Montessori children are adaptable. They learn to work independently and in groups. Since they have been encouraged to make decisions from an early age, these children are problem-solvers who can make choices and manage their time well. They have also been encouraged to exchange ideas and to discuss their work freely with others. Montessori programs help children develop the confidence to face challenges, overcome difficulty and take responsibility as an active participant in their educational experience.

Academic & Enrichment Programs

Students are divided into multi-age classrooms with an average student to teacher ratio of 10:1. Our programs include the Primary Program, which includes the Toddler Room (ages 12 months-3 years) and the Children's Houses (ages 3-6); the Elementary Program, which includes Lower Elementary I (grades 1 – 3) and Upper Elementary (grades 4 - 6); and the Middle School Program (grades 7 & 8).

Based on the prepared environment and respect for the child, the Toddler Community nurtures the innate curiosity and independent spirit of the child. Materials and activities are tailored to skills that are valuable to toddler development and help enable children to care for themselves, the environment, and each other. Students in the Toddler Community attend Montessori Academy a minimum of five half days per week.

The goal of the Children's House is to foster a love of learning and gain an understanding of global citizenship. Students engage in opportunities to develop self-regulation, social awareness, peer relationships, and leadership. At the kindergarten level, students attend five full days.

Lower Elementary students build on their emerging understanding of concrete concepts and skills. They independently explore mathematics, physical science, biology, geography, and history, to form a greater understanding of the world in which they live. They work in a collaborative environment to discover their unique interests through the use of daily work plans. As students' progress through Lower Elementary they will build upon previous knowledge by revisiting concepts with wider scope and greater detail.

Students in the Upper Elementary program follow a comprehensive and rigorous curriculum structured around a three-year continuum. Each subject is supported by integrated research activities and independent study designed to promote curiosity and self-motivation. At the culmination of the program students design and present a project that showcases both the skills and content encompassed by the Upper Elementary curriculum.

Based on a two-year continuum, the Middle School program is designed to prepare students for the demands of public and private high schools. The Middle School curriculum is designed with an interdisciplinary approach that promotes inquiry-based learning opportunities. Students refine their critical thinking skills and engage in opportunities to hone problem solving skills through both creative thinking and deductive reasoning.

In addition to the core academic subjects, Montessori Academy provides Spanish, physical education, art, and music instruction in Children's House through 8th grade.

Community Outreach Programs

In keeping with our Montessori mission, community involvement is a key aspect in nurturing the discovery of the joys of living in a diverse global community for our students.

Students have performed services in soup kitchens, clean-up activities in various parks and recreational areas, helped out at animal shelters, and collected and distributed toys for the Salvation Army Toys-for-Tots campaign. They have created food baskets; planted shrubs, trees and flowers at various community and retirement centers; and held a variety of performances for retirement villages, including singing performances.

Programs such as visiting elderly care facilities, offering invitations to student hosted events, and becoming involved in community activities enhance our students' clear sense of personal and civic responsibility and respect for others.

Honor Code

Because Montessori Academy believes that education includes the development of integrity and honor, in addition to expecting honesty in all of our day-to-day interactions, we have an honor system in place which applies to all academic work and behavior while enrolled at our school. As an educational community, we are bound to establish, maintain, and uphold a principle of honor and to keep our conduct consistent with it. We ask all students to uphold the following pledge: "As a member of the Montessori Academy community I hereby agree to honor its standards of respect, integrity and truth. On my honor, I pledge that I will not lie, cheat, or steal. In all my endeavors, I will work toward building trust by upholding, in spirit and in letter, these standards." Violations are regarded as serious offenses for which a student calls into question his or her place in school.

It is the expectation of the faculty that all assignments, classroom assignments, classroom activities and projects submitted by each student represent his or her own work. The submission of any project reaffirms full acceptance of the pledge: "Upon my honor I have not plagiarized this work." When using books or articles in the preparation of papers, a student must give proper credit to the sources used for passages, words or ideas. Failure to do so is plagiarism and therefore an honor offense.

Homework, Grading & Testing

Montessori Academy students work diligently throughout the school day. We believe that students learn through play as well as through academic work. Homework is assigned to all students as needed, increasing incrementally in frequency and extensiveness, to help in the transition to high school. Homework may also be assigned when class work and projects are not completed in the time provided during class.

Students are assessed in a variety of ways at the Academy. For children in the Primary Program, Lower Elementary and Upper Elementary, work is assessed using a developmentally appropriate

grading system. For children in the Middle School, in-class assignments, projects, presentations, homework, and tests are numerically graded using the following scale: 90-100 = A; 80-89 = B; 70-79 = C; below 70 = N (Needs Improvement). Report Cards for all students are issued quarterly. In addition, the Terra Nova Standardized Test is given every year to students in third through eighth grades. Results are used in the continued evaluation of our academic program and are available to parents upon request.

Attendance

Regular attendance fosters essential work habits that promote higher levels of learning. Please try to schedule vacations, doctor and dentist visits when school is not in session. Please notify the Academy by 9:00am if your child is going to be absent. All absences must be accompanied by a written excuse upon the student's return to school. The written excuse can be a note or e-mail (info@montacad.org) from a parent or guardian stating the reason for the absence. Notes not received within three days of absence will be coded unexcused.

Excused Absences

- Personal Illness: A doctor's note may be required if deemed advisable by the school administration.
- Illness in the Family: Absence shall not apply to children under fourteen years of age.
- Quarantine of the Home: Absence of a child from school is limited to the length of quarantine as fixed by proper health officials.
- Death of a Relative: Absence is limited to a period of three (3) days unless a reasonable cause may be shown by the parent or guardian for a longer absence.
- Emergency or set of circumstances which, in the judgment of the Head of School, constitutes a good and sufficient cause for absence from school.
- Students may be excused for family trips of an educational nature. Such absences are excused if a written request (Education Trip Request Form) is received in advance and approved by the Head of School.

Unexcused Absences

Montessori Academy of Chambersburg requires that enrolled students attend school regularly in accordance with the laws of the State of Pennsylvania. Continuity in the learning process is seriously disrupted by excessive absence.

Excessive Absences

Absences totaling more than 9 days during an academic year are considered to be excessive. A letter will be sent to parents, as a reminder of good attendance, when students miss more than 9 days. Students who miss 15 days of school may be required to submit a medical excuse for further absences. When a medical excuse is required, the doctor must confirm the date for each missed day of school.

Any student who misses a significant number of days in a semester may have difficulty meeting the academic expectations of the classroom, and parents will be required to meet with the Head of School.

Parent Communication

Communication

The Academy encourages open, supportive communication. We welcome questions and comments. Appointments with the Head of School are available during and after school hours.

Correspondence from school is often put in your child's backpack or homework folder on Thursdays. Please send folders back to school the next day. Our newsletter also serves as a valuable source of communication from the Academy. In addition, our Academy website and Facebook pages contain a wealth of information regarding upcoming events and current happenings.

Child custody decrees must be on file in the office. Most school information (newsletters, conference forms, etc.) is sent only to the parent whose address appears to the right of the child's name in our Directory. The other parent may request to be on our mailing list for such information by contacting the office. The Academy will share appropriate information requested by the non-custodial parent unless there is a court order to the contrary on file at the office.

Parent-Teacher Conferences

Formal conferences are held twice a year, in fall and spring. Student dismissal and pick up on conference days will be at 12:00 p.m. Report cards will be distributed at the fall conference. Teachers are available for other conferences at the request of parents.

Parental Concerns

The Academy desires to work with families in gaining mutual understanding and support to benefit each child within the Montessori environment. Inappropriate behaviors demonstrated at school are best handled and resolved at school, although parents may be notified and called on for support (see Policies & Procedures). Parents having concerns with classroom instruction and procedures should first contact the teacher for clarification. If more information is needed, or if the question is in regard to the management of the school, the parent should contact the Head of School. Teachers and administrators are available by email or phone.

Observation

Classrooms are open to parents and visitors by appointment. Although the Academy welcomes parents to visit the school at any time, freely walking in and out of classrooms unannounced is not permitted. Parents present for other meetings, or early for school dismissal, should wait in the lobby. Observers should complete the Classroom Visitation Request form at least 24 hours in advance of the visit. In addition, one observer is permitted at each classroom, in order to decrease the amount of distractions. Throughout the year there may be specific dates set aside for special observations. Tours for the general public by appointment begin in late September and continue throughout the year.

Opportunities for Parent Involvement

Expectations

It is our expectation that parents will support Montessori Academy in every respect. Continuity between home and school is probably the greatest support that parents can offer children in this school experience. Since families choosing Montessori Academy generally share values, goals and attitudes compatible with the Montessori philosophy, families and the school can build a growing relationship to enhance the child's development. Mutual education and communication are the primary components of such progress.

Through educational programs and opportunities for communication, the Academy hopes families will create a consistency furthering the child's intellectual, emotional and spiritual growth.

Volunteer Support

Participation in fundraising efforts and sharing of your time, materials and/or skills help reduce expenses, enrich our resources, and benefit our Annual Fund and Capital Fund. Committee Chairpersons or Board Members may contact you for help.

In addition, our parent organization is an active and engaged part of our Montessori community. Volunteers are an integral part of the many activities that Montessori Academy Parent Organization (MAPO) orchestrates to enhance the community and learning environment for our families and students. A list of all events is given to parents at the beginning of each year, and volunteers may sign up to be contacted for those events and activities of personal interest. These can also be found on the Montessori Academy Facebook page and the App calendar.

We encourage family members with a talent, career, hobby, or special interest they would like to share with the children to schedule information sharing times with the teacher.

You need not wait to be contacted to volunteer; you can initiate involvement in these ways:

- Calling your child's teacher or the office and letting us know how you are interested in helping.
- Watching the newsletter, email, blog, and web for requests for assistance.

Your time, talent, support and example of service are vital to so much of what makes the Academy strong. Our desire is to provide your child with the best education possible and the highest quality environment available. Simultaneously, we hope to instill in our students a commitment to service by modeling this spirit in our own lives. With your support, our shared philosophy and work will enrich the lives of the children.

Policies & Procedures

Standards of Conduct

Montessori Academy assumes that students are trustworthy and will conduct themselves with good judgment at all times and in all places. As stated in the enrollment contract, “When students enter Montessori Academy, it is understood that both they and their parents agree to support all rules of the institution as outlined in the student handbook while the student is enrolled in the school. In situations involving violation of a major school rule or serious academic problems, or if at any time a student’s influence is considered harmful, or his/her presence in the school is regarded as undesirable, the school reserves the right to require immediate withdrawal.”

Disciplinary procedures will be taken for the following:

- Purchase, use, possession, transport or sale of alcoholic beverages or other drugs or drug paraphernalia, except as prescribed by a physician (see Drugs, Alcohol & Tobacco policy)
- Possession or use of firearms or other weapons, or explosives (see Weapons on School Grounds policy)
- Honor Offenses and Plagiarism (see Honor policy)
- Harassment (see Bullying & Harassment policy)
- Inappropriate use of the Internet and computer resources (see Internet & Computer Resources)
- Inappropriate behavior on the school bus (see School Bus Rules)
- Inappropriate clothing (see Dress Code)
- Inappropriate behavior on Academy sponsored field trips
- Stealing or vandalism of school property
- Other behaviors deemed unacceptable by the faculty and administration

Discipline

The Academy believes discipline is a process in which students are supported in developing self-control, making responsible choices, and developing respect, citizenship and scholarship. Basic class rules are explained to students during orientation, and rules are based upon respect for each other and the school.

Modeling and group discussions help children see and understand acceptable behavior. Positive redirection and purposeful activity may help avoid many behavioral problems. The amount of external control imposed may vary according to the child’s age and abilities. Self-disciplined children who act responsibly have greater freedom of choice in the classroom. With consistency and fairness in mind, teachers remind children of the appropriate behavior expected. Positive redirection or application of natural or logical consequences follows if students do not comply. If the teacher indicates that additional resources may be required to support the child in adhering to Academy expectations, an outside evaluation may be requested. The Head of School will schedule a conference to discuss evaluative resources with the family.

Whether a problem involves two people or the whole class, problem solving is taught to students. We try to resolve problems in the context of the setting and people involved. However, if staff efforts at redirecting inappropriate behavior are not meeting with success, or behavior is extreme, parents will be notified. Staff will document repeated disruptive behavior or physical aggression. A student may be asked to leave the school if the Head of School deems the behavior unacceptable or detrimental to other

students or incompatible with the school's standards. In addition, if a family declines the school's requests for additional evaluation or support to assist the student's success or continued placement, the student may be required to withdraw from the Academy.

Discipline Procedures:

First Offense: The teacher explains or reviews class or school expectations. The teacher determines appropriate in-class consequences for the behavior (e.g. apologies, loss of playground privileges for one day, etc.)

Second Offense: The teacher personally communicates the problem to the Head of School and the child's parent and applies the appropriate in-class consequences. A written report is sent home and a copy sent to the Head of School's office.

Third Offense: The teacher again communicates the problem to the child's parents and applies the appropriate in-class consequences. A written referral is submitted, and parent conference is scheduled.

Fourth Offense: The teacher sends the child to the Head of School with a written report. The Head of School asks for a conference with the parents and applies the appropriate consequences. These consequences may include, but are not limited to, loss of school privileges to attend a field trip or special event, loss of bus privileges, suspension or expulsion.

Weapons on School Grounds

Weapons and replicas of weapons are strictly forbidden on school property. For purposes of this policy, school property means the school, school ground, school buses, or any property, grounds, or vehicles used for official school purposes.

Weapons shall include but are not limited to firearms; bullets; knives; metal knuckles; straight razors; explosives; noxious, irritating or poisonous gases; poisons; drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members or parents. "Dangerous Weapon" means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

The Head of School will report all weapon offenses to parents. Students or adults possessing weapons on school property may be reported to the police. Appropriate disciplinary and/or legal action will be taken regarding anyone who possesses weapons or assists possession in any way. Disciplinary action follows the discipline policy discussed above, although the Head of School reserves the right to immediately implement any consequence deemed appropriate, including immediate suspension or expulsion.

Drugs, Alcohol & Tobacco

Drugs & Alcohol: It is the responsibility of Montessori Academy to safeguard the health and safety of all students. Since the abuse of substances constitutes a health hazard, Montessori Academy strictly prohibits the use, possession, sale or distribution of any drug (prescription, patent, or controlled substance), alcohol, misbranded substance ("look-a-like" drugs), volatile chemicals, or drug paraphernalia on school property, on school buses, or at any school event or field trip.

Any student found possessing any of the above will be sent to the Head of School and the following consequences will be applied as appropriate: parents will be notified and parent conference will be held; student possessions will be searched, and State Police may be notified. Further, the student may be referred to an approved drug counseling agency, suspended for 3 to 10 days, or expelled from school.

If there is evidence that a student is functioning under the influence of alcohol or a controlled substance, immediate medical attention will be sought, and parents will be notified.

Tobacco: Smoking or possession of tobacco (including smokeless tobacco) in any form is prohibited before, during, or after school in the building, on the grounds, on the bus, or on field trips. If a student is caught smoking or in possession of tobacco, the Head of School will be notified, and the following consequences may be applied: the parents will be notified, and the student may lose school privileges, or be suspended or expelled.

Bullying & Harassment

Bullying and harassment are unacceptable behaviors at the Academy. For the purposes of student behavior the following definition shall be used:

A person is bullied when he or she has expressed dissatisfaction verbally or demonstrated his or her discomfort with a situation and is still repeatedly exposed to negative actions on the part of one or more other persons over a period of time. It is unacceptable when a person intentionally inflicts injury or discomfort upon another person, through physical contact, through written or verbal expressions, or other emotional or psychological methods. Harassment is verbal or physical conduct that has the intent or effect of unreasonably interfering with an individual's school performance or that creates an intimidating, hostile, or offensive school environment. The basis for harassment includes, but is not limited to age, color, disability, national origin, race, religion, or sex.

Bullying and harassment shall include but are not limited to face-to-face or cyber malicious teasing, or teasing which is repeated, name calling, mocking, spreading rumors, threatening statements, taking someone's possessions through intimidation, ethnic or racial slurs, pushing, hitting, kicking, spitting on or at someone, or slurs regarding one's age, color, disability, religion, or gender.

Consequences of bullying and harassment require strict adherence to the Discipline Policy and shall include, but are not limited to written and verbal apologies, loss of privileges (e.g. riding the bus, playground, field trips), parent conference, suspension, or expulsion from the Academy.

Internet & Computer Resources

The purpose of providing Internet and computer resources to the students of Montessori Academy is to support research and educational activities. The use of these resources is a privilege, not a right, and inappropriate use will result in disciplinary action. Inappropriate use includes but is not limited to deliberately abusing or altering the network or computer hardware or software; viewing or downloading unacceptable material; unauthorized access into another's account; using abusive, vulgar, or inappropriate language via computer resources; and entering any chat room.

If a student accidentally views unacceptable material, he should immediately close the window and report the incident to a teacher or administrator. Students are obligated to report violations of the policy. No distinction will be made between a student who violates the policy and a student who does not report

a witnessed violation. Students and parents must agree in writing to our policy before computer resources are made available. A violation of this policy will result in the following disciplinary actions:

First offense:	Internet access will be terminated
Second offense:	Use of all computer resources will be withheld
Third offense:	Suspension

School Bus Rules

All students riding buses are expected to observe the following:

- Bus riders are to remain in their seats until the destination has been reached and the bus has stopped.
- Seats are assigned by the driver. The assigned seats must be occupied until permission is given to make any changes.
- No person will be permitted out of his/her seat while the bus is in motion.
- Talking is permitted in a low conversational voice to those in the same seat, but loud talking or calling to people in other sections of the bus is forbidden.
- Obscene or vulgar language and teasing, bullying or harassing other students are absolutely forbidden.
- For the safety of all concerned, students are not permitted to have hands or heads out of the windows at any time.
- Throwing objects of any kind from the bus or on the bus is dangerous and will not be permitted.
- Students may not get off the bus at any stop other than their own unless they have a signed note from the parents or guardians requesting such a stop. Only students who are assigned to the bus may ride that bus.
- Bus notes from parents are to be brought to the office and a bus pass will be issued for the student to give to the bus driver.
- The driver of any school bus shall be held responsible for the orderly conduct of the pupils being transported.
- No live animals or pets are permitted on the school bus.

Dress Code

Students are expected to dress within acceptable standards of cleanliness and modesty. Clogs, flip-flops, backless shoes, bare feet, and high heels are not permitted in school or on the playground for reasons of safety. Shoes and sneakers should be tied securely. Pants shall be worn at the natural waist. Bare midriffs, tank tops, or excessively tight or fitted clothes are not permitted. Inappropriate language and logos (alcohol, cigarettes, sexual themes, weapons, etc.) are forbidden. Students shall not wear hats inside the building, “short” shorts or skirts, or clothing with holes. The Head of School reserves the right to decide the appropriateness of a student’s clothing and to call parents to bring in an appropriate change of clothing.

Students will not be allowed to participate in outdoor recess without appropriate clothing. Children should wear seasonal, playground appropriate shoes. Athletic shoes should be worn on the day your child receives physical education.

Students in the Toddler Program and the Lower Elementary need a complete set of extra clothing. All clothing should be labeled with the child’s name. Please also send in a change of clothing that is appropriate for the season.

Field Trips

Field trips are an important part of our curriculum. These experiences enhance the education of your child and participation is mandatory. Parents will be informed in advance of all field trips. The Permission Form must be signed and returned for the child to participate.

A buddy system is used on field trips. Each child will be paired with a partner. The buddy system will also be used for bathroom visits. No child shall be alone in a public bathroom.

Buses may be used for student transportation on trips. Parents may also be asked to provide transportation for groups of children. All parents must show proof of insurance, have proper safety restraints in the car, and have a cell phone. Cell phones will not be used for social calls while transporting children on field trips. A first aid kit and emergency health binder will also be taken on each field trip.

Revisions or Additions to Policies and Procedures

The Board of Directors and the administration of Montessori Academy reserve the right to develop and implement policies and procedures on an on-going and as-needed basis. New policies and procedures will be included in the annual update of the Community Handbook and will be available to parents and staff in the Head of School's office as they are written and approved by the Board of Directors.

Health and Wellness

Health

If your child becomes ill at school, you will be contacted to take our student home. Because children may have accidents or become ill while at school, it is essential that the school have on file the names of at least two persons who can be contacted in a parent's absence to care for a sick child. This information should be included on the Emergency Information Form. Please contact the office immediately when there are changes in emergency information.

Allergies

If your child has any allergies, either food or environmental, the Academy must be notified. This information, including the manifestation of the allergic reaction and actions to be taken, will be on file in the student's record book to be used in case of an emergency.

Parents must inform the office, school nurse, and appropriate teachers about their child's food allergies. Since it is impossible for parents to inspect everything eaten by their children at school, these children with allergies must be taught about foods which are safe, and foods which must be avoided.

Symptoms Guide

Following is a list of symptoms to guide you in deciding whether or not your child should be sent to school. Please DO NOT send your child to school on days when any of the following symptoms are present: Fever (over 100 degrees), rash, consistent cough, discharge of discolored or profuse amounts

of nasal mucus, diarrhea, vomiting, or sore throat. If you think your child might be contagious (such as pinkeye or the flu), do not send our student to school until you know the child is no longer contagious.

Please use your best judgement when deciding if your child is well enough to attend school. Some symptoms such as diarrhea, vomiting, sore throat, rash, etc. may be signs of allergies or something more serious. Your child's health and the health of other children in the classroom are very important to us.

If a child is sent to school with an illness, Montessori Academy reserves the right to send the child home. After a long or contagious illness, a physician's note is required for readmission to school.

Common Childhood Diseases

Following are a few facts about the common communicable diseases of childhood for your information from the Department of Health and Mental Hygiene.

- Chicken Pox: Incubation period 14 to 21 days. Symptoms include slight fever, pimples, blisters and/or crusts in different stages. Excluded from school until lesions are scabbed over. Period of communicability: not more than 1 day before or 6 days after appearance of rash.
- Head Lice: Symptoms: persistent itching in the scalp. The insect about 1/8" long in the hair around the ears and the back of the neck. The lice, which multiply fast, are almost always found in layers of hair underneath the top layer. White round nits (eggs) firmly attach to the hair shaft in the same area. A nit is about the size of a head on a straight pin, perfectly round and very hard. Children must be nit-free before returning to school or they will be sent home.
- Fifth Disease: Incubation period is 4 to 14 days. Symptoms are "slapped cheek" appearance with red, raised area on face - may have sore rash elsewhere. Excluded from school until seen and diagnosed by a physician.
- Pinkeye: Very contagious condition with redness and watering of eyes; pus may be present. Student is excluded until the eye is clear or until released by a physician to return to school.

Emergencies

At the beginning of each school year, parents must complete the Emergency Information and Authorization Form which requests telephone numbers where parents can be reached during the day. Please be certain to update the office if there are any changes in contact information throughout the year.

In case of an accident or sudden onset of illness, the Academy will not hesitate to seek proper care for your child. The child's individual emergency instructions on file in the office are consulted immediately and the parents are called. If necessary, the child will be transported to the Chambersburg Hospital either by staff vehicle or ambulance. Parents assume any resulting expense and hold harmless staff and volunteers assisting in such an instance.

The medical authorization that the parent signs will be taken with the child so that treatment can be given immediately in the absence of the parents.

With permission of the parents, we treat minor injuries with soap, water, antiseptics (i.e. Bactine) and bandages.

Immunization

All students must have a current Physical Examination Form (completed by the child's physician) on file in the office. A record of the student's last physical exam as well as the student's immunization history should be included on the examination form.

Students entering school need the following vaccines:

- 4 doses of tetanus.
- 4 doses of diphtheria.
- 3 doses of polio.
- 2 doses of measles.
- 2 doses of mumps.
- 1 dose of rubella.
- 3 doses of hepatitis B.
 - 2 doses of varicella (chickenpox) vaccine or history of the disease.

Students attending 7th grade need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate vaccine (MCV)

Physical examinations are required prior to entry for all children and again when children are entering kindergarten and sixth grade. A waiver can be signed if your personal beliefs prohibit immunization.

Medications

No prescriptions or over-the-counter medicine will be given without written notice from you. The first dose of medication should not be given at school. Medication must be brought to school in its original container. The container must be labeled with the child's name, the name of the drug, dosage and frequency. The pharmacist who fills the prescription will provide an additional container if requested. Do not put medicine in lunch boxes. We will not administer medications put in a child's lunch box. We will not administer medication found in an envelope, tissue, etc. We will not allow a child to take any medication - even a cough drop - without the proper forms.

Montessori Academy will have available, through the school health room, antiseptics and other mild nonprescription medications, which include Tylenol, Tums, and cough drops. Permission to administer these nonprescription drugs must be given on the Authorization to Administer Form. For certain nonprescription medications, a doctor's note may be necessary. Please contact the office if you have any questions.

Child Abuse Policy

Any staff of the Academy who are acting in their official or professional capacity and become aware or suspect that a student has suffered, or faces a threat of suffering, any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the child, shall immediately notify the Head of School with a written documentation of the suspected abuse. In cases where child abuse or neglect is suspected, school administrators are required by law to file a report immediately with Pennsylvania State Child Line and Abuse Registry.

Changes in Home Situation

Parents should inform the school if there is a change in the home situation such as a new baby, a severely ill family member, or a change in the child's daily routine. A change at home will likely be reflected in school behavior. Communication from parents will enable the staff to attune themselves to and cope with a child's temporary difficulties.

In the event of a change in custody, Montessori Academy requires a legal document stating the terms of the custodial agreement to be placed on file within 30 days.

Change of Address

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please contact the school office with this change information.

Daily Guidelines

Campus Hours: Arrival and Dismissal

The school office is open during the school year from 8:30 am to 3:00 pm, Monday through Friday. When coming to the school for any reason, please come to the office first. Do not go directly to the classroom. The school office phone number is 717-261-1110.

Arrival:	8:30 to 8:45 a.m.
Dismissal for AM-only students:	12:00 to 12:10 p.m.
Dismissal for full-day students:	3:00 to 3:10 p.m.

Students are not permitted to enter the building prior to 8:30 a.m. Our ExCEL before and after care program is available from 7:00 to 8:30 a.m. and 3:30 to 5:30 p.m.

For the benefit of all students and teachers, we ask that arrival and dismissal times be strictly observed. If an emergency arises causing you to be late, please call the school to make arrangements for your child. Prompt arrival aids success for students and offers special time/greetings with teachers and classmates. Late entries to class can create disruption for students and staff. If a child arrives after the appointed times for arrival, please bring the child to the office to sign in. Promptness at dismissal times reduces student anxiety and frees staff for other scheduled responsibilities. Chronic tardiness will require a conference with the Head of School.

During morning arrival, two lanes of traffic will form in front of the building. The right lane is for Elementary and Middle School student drop off and buses. Your child will be greeted at the door. Students will walk to their respective classrooms by themselves. The left lane is for Toddler and Primary student drop-off located at the side entrance of the building. Park in one of the spaces along the curb. A staff member will assist your child in exiting the vehicle and entering the school. Please wait for vehicles in front of you to pull away; please do not go around or pass other vehicles.

At dismissal, bus students will be picked up at the front entrance of the building. All other students will be picked up at the side entrance, and traffic should form in the left lane. Teachers or assistants will help students into their vehicles.

If you need to park and enter the school during arrival or dismissal periods, please park in an area away from the drop-off/pick-up traffic flow. Please do not leave your car unattended in the drop-off/pick-up lanes. When you enter the building, please do not leave your car running or younger siblings in the vehicle unattended.

General items

- Please keep your child seat belted until drop-off and have him/her ready to exit.
- There is a 5 mph speed limit in the parking lot at all times. Please use extreme care during arrival and dismissal times.
- Please do NOT park in the Fire Lane or handicapped spaces.
- Please do not impede traffic flow by trying to talk to your child's teacher during drop-off or pick-up. Speak with staff after arrival/dismissal or make an appointment.
- You must notify the office in writing if your child is to go home with someone who is not on your transportation permission list.

- If you pick up your child prior to regular dismissal time, please stop in the office to sign your child out.
- If you will be changing your child's method of pick up for the afternoon, please inform the office before 1:00 p.m. in order to ensure the student is dismissed properly.
- Parents may take students other than their own home with them under the following conditions:
 - the child's parent calls the office about the arrangement and a record is made of the phone call;
 - the child's parent writes a note with his/her signature and the note is filed in the school office;
 - the adult is listed on the child's transportation permission list.
- Students may NOT go to a friend's house via the school bus due to capacity and insurance limits.

Transportation

Car-pooling reduces traffic, conserves energy, and aids socialization. The Academy directories should be helpful in identifying families in your area with which you might share rides. We ask that you give a list of car pool participants (and schedule, if appropriate) to the office as soon as possible.

Busing is available for students in grades K-8 living in Chambersburg and most of the surrounding school districts. The Director of Transportation for each school district determines schedules for each area. Questions or concerns about busing should be directed to the Director of Transportation in the school district in which you live.

Birthdays & Holidays

If your child wishes to acknowledge a birthday or special holiday at school, please contact your child's teacher in advance to make arrangements. If you are planning to share a special snack with the class, please provide healthy snacks and be considerate of any food allergies in the classroom. We cannot distribute gifts, party invitations, or goody bags at school. Class lists are provided for parent correspondence.

Lunch & Snacks

Children must bring their own lunches every day. The Academy encourages healthy eating habits and asks that your child's lunch include healthy foods. We encourage the use of recyclable containers for food and beverages. Please label lunch boxes, thermoses, etc. with your child's name. Please avoid lunch boxes or containers with violent, armament, alcohol, drug or tobacco related motifs. Refrigerators and microwaves are available for student use. Students at the primary level complete food preparation activities as part of their daily practical life activities. Because of this, students at the primary level do not need to bring an additional snack.

If your child has any food restrictions or allergies, please notify the office and the teacher.

Toys & Personal Belongings

Please encourage students to leave personal belongings at home, as they may become lost or broken. Explain to your child that toys and electronic devices (including electronic games, cell phones, tablets, and cameras) cannot be used during school, recess or break time unless approved for a specific activity with approval and supervision of a staff member.

Any electronic devices brought to school must be turned in to a teacher when entering the classroom and will be locked in a closet until dismissal. These devices may be used at the teacher's discretion for school-related activities. A violation of the above procedure will result in the device being taken and kept in the office for the remainder of the day. A second violation will result in the device being retained until it can be handed over to a parent. Children are welcome to bring books or other educational materials as they relate to class activities and sharing time.

Kindly check pockets for unfamiliar objects when your child returns home. These may be part of school equipment and are often very costly to replace or render the material unusable by other students. Label all items sent to school. The Academy cannot be responsible for loss or damage. If a child deliberately damages material or the environment, the parents may be asked to repair or replace the damage or provide appropriate restitution.

School Ground Rules

All students are expected to honor the following school ground rules:

- All students must remain in the sight of a supervising adult unless they have specific permission otherwise. An adult must supervise all play structures.
- All students must respect the requests of supervising adults.
- All students must use respectful language and actions at all times.
- All objects and materials must be used appropriately (not aggressively); the use of sticks, rocks, dirt clods, sand, and snow as objects to throw or poke is unacceptable.
- Tackle and wrestling games are not acceptable.
- Games with "pretend" weapons and/or killing are not permitted.
- Sleds and snowboards are not permitted.
- Bicycles, skateboards, rollerblades and skates may not be ridden in the parking lot or on the school campus, unless permission is granted by the Head of School.

Classroom Rules

All students are expected to honor the following classroom rules:

- We speak quietly, walk carefully and handle things gently.
- We wait our turn, and we are polite to each other.
- We allow others to work.
- We put things back where they belong.
- We keep things neatly on a mat or table.
- When we make a mess, we clean it up each time.
- We are gentle with others and with ourselves.

Playground Rules

All students are expected to honor the following guidelines while on the playground:

- Play within designated play areas. Get permission from a teacher or assistant before leaving the playground.
- Enjoy activities and equipment safely and respectfully.
- To use play structures, children should be able to reach them without assistance.
- Sand stays in the sandbox; it is not thrown.
- Students using balls and other playground equipment are responsible for returning them to the storage area.
- Adults will retrieve balls that go out of the playground area.
- Clothing is to be worn, not swung overhead or grabbed; appropriate shoes must be worn.
- Litter belongs in the trash can.

Inclement Weather Closings & Delays

The Academy follows the Chambersburg Area School District school closings and late openings in the event of inclement weather. Please download the Montessori Academy App for iPhone and Android for push notifications when conditions warrant. Closings are also posted on the Chambersburg Area School District website and area TV stations (WGAL and wgal.com) in addition to the Montessori Academy website and Facebook pages.

If schools are delayed two hours, classes will begin at 10:45 a.m. for all full day students. School doors will not open for students until 10:30 a.m. Classes will be canceled for AM-only students and the morning ExCEL program will be closed. If school is dismissed early, please pick up your child as soon as possible. The afternoon ExCEL program will be closed if there is an early dismissal. Please consider your individual commute to school and feel free to pick up your child if the weather conditions warrant it.

School Calendar

The School Calendar is found on our website (www.chambersburgmontessori.org).

Giving at Montessori Academy of Chambersburg

Montessori Academy is a non-sectarian, 501(c)(3) non-profit educational organization. Donations to Montessori Academy are eligible for tax deductions.

Montessori Academy of Chambersburg has two sources of revenue: tuition and philanthropic support. The school relies on gifts of all sizes from teachers, staff, board members, parents, grandparents, alumni, and local businesses to help cover the expenses not covered by tuition alone and to broaden the educational experience of our students.

We ask every family to participate in annual fundraising efforts at whatever level is meaningful and comfortable for their family. We appreciate all efforts – each one makes a difference for the children who walk through our doors.

The Gift of Time & Talent

We invite you to volunteer for the many ongoing initiatives throughout the school year. Serving as a parent volunteer is so vital to enriching your child's education at Montessori Academy of Chambersburg. You will get the opportunity to meet other dedicated parents and volunteers. There are many opportunities to get involved, consider joining the parent organization, volunteering to help with the silent auction, or serving on the advancement committee and pitching in with fundraising.

As you think about your strategic philanthropic giving this year, we are asking every family to consider including your child's school in your plans.

Annual Giving – THE MONTESSORI FUND

Annual gifts make up the difference between what tuition covers and the actual cost of running the school. Such gifts are usually unrestricted (meaning that donors allow the school to spend them on whatever it deems necessary) and almost never are spent on items outside the operating budget.

The participation of all parents and board members in this fundraising effort ensures the stability and success of Montessori Academy. These funds are an integral part of allowing the school to accomplish its daily work. These funds supplement tuition income by helping pay for teacher salaries and benefits, teaching tools, educational technology and equipment, and continuing education for staff. Because operating costs go up, the annual fund must help balance the budget.

Since the debt for the building, (which opened in September 2004, was in excess of \$2 million, a portion of the contributions made to the Annual Fund may be applied to reduce this debt.

Capital Giving

Often major gifts are needed to meet building needs that cannot be met out of tuition funds. This usually includes brick-and-mortar building projects and major renovations. For 2019 – 2020, needed renovations include replacement of the carpeting in the Great Room and in the Big Room, as well as blinds for the windows in the Great Room. We are excited that the first phase of this project; the lobby renovation was sponsored by our board members. We ask that you join in this effort that will benefit students of all ages and enhance the indoor Montessori environment of our school.

The Silent Auction

The Silent Auction is the Academy's primary fundraiser. It is held annually in November and consists of a reception, formal dinner and silent and live auctions. All parents, friends, faculty, board members, administration and business sponsors are encouraged to attend. Donations to the silent and live auctions are solicited from local businesses and gladly accepted from anyone. Each year we look forward to the Silent Auction. It is a fun and lively event; proceeds are used for educational programs, supplies and field trips.

Race for Education

The Race for Education is our spring, student-participation fundraiser. Students request sponsorships from family members and friends then run as many laps as they can in an hour. All students participate in the Race and have a fabulous time. Funds raised through these donations are restricted funds which are used for previously identified purposes, such as new technology and new playground equipment.

Special Events

Special events not only raise budgeted revenue for the Academy, they also provide entertainment and opportunities to socialize with other Montessori families. All fund-raising activities are supported by volunteers who dedicate countless hours of work enthusiastically planning, staffing and participating at events to further the quality of education for our children.

Gifts in Kind

Our school accepts donations of needed goods and services. Corporations and local businesses can make donations to sponsor specific programs already in existence or for new programs or initiatives created per the donor's request.

These programs can range from, but are not limited to, our library, physical education programs, field trips, community involvement activities, financial aid, computer platforms, school furniture and/or school materials. Please contact the Head of School for more information regarding specific needs.

Matching Gifts

As an employee benefit, hundreds of companies worldwide match their staffs' philanthropic contributions. Matching gifts allow you to double or even triple your gift to our school. After confirming that your employer is a matching gift corporation, get a matching gift form, fill it out, and send it to the school with your gift. The school then submits the form to the company's matching gift department, which sends the money directly to the school. Also ask if your employer will match volunteer hours with a donation to your school, as some corporations do.

Other Opportunities for Giving

Contributions to Montessori Academy may be made in a variety of ways. The easiest and most expedient way to make a contribution is a cash gift which can be made online or via our website. However, gifts of appreciated securities, insurance and real estate may offer additional tax advantages.

Programs Supporting the Montessori Academy of Chambersburg

We are thankful for the support of local and national programs that support Montessori Academy of Chambersburg.

AmazonSmile – Amazon will donate 0.5 percent of the price of your eligible purchases to Montessori Academy of Chambersburg whenever you shop on AmazonSmile.

Box Tops for Education – The Box Tops for Education program is changing the way we can earn cash for our school. Instead of clipping from packages and checking expiration dates, all Box Tops credit will be earned digitally by scanning your receipt. Download the new app so you can participate in this easy way to add to our school's earnings. This initiative is coordinated through our parent organization, MAPO. Contact one of the officers for further assistance.

Giant A+ School Rewards – Do you use a Giant Card? If so, a percentage of your sales can be donated to Montessori Academy every time you shop. Sign into your account or register for an account to link your Giant Card to our school.

Business Opportunities for Giving

Business contributions can be made to Montessori Academy in any form or to any fund. Our local business community is a vital part of the success of our school. We encourage businesses to make such contributions to improve the quality of education offered, expand upon courses and offer new programs; contribute to student financial aid programs, and support building expansion and beautification.

Donations are tax-deductible and there are no preset minimums.

CORPORATE EDUCATIONAL IMPROVEMENT TAX CREDIT FINANCIAL AID SPONSOR (EITC)

Financial Aid for Montessori Academy is funded by Corporate/Business Sponsors through the Commonwealth of Pennsylvania's Educational Improvement Tax Credit Program. Businesses receive substantial tax breaks for their contributions up to \$200,000 per year. Please contact the office for more information about this fabulous program that benefits both the donating business and helps to create a diversified community at Montessori Academy.

Financial Aid is available to qualifying students and is determined through an application process, which is submitted to an independent agency to determine need.

Community Handbook Acknowledgement Form

The 2019-2020 Montessori Academy of Chambersburg Community Handbook contains policies with regard to attendance, dress code, technology and cell phones, student conduct expectations and discipline management, grading/reporting/testing, information, and more.

PARENT AND STUDENT ACKNOWLEDGEMENT:

I, the parent of (student name)_____ hereby confirm that:

I have access to or have received a copy of the 2019-2020 Montessori Academy Community Handbook, and further understand the responsibilities expected of Montessori parents and students; the policies, procedures, rules, regulations and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the handbook.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the 2019-2020 Montessori Academy Community Handbook.

Student Printed Name: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____

Disclaimer: Montessori Academy reserves the right to make changes to this document at any given time. You will be notified of any changes that are made.