



Parent Handbook 2025–2026

Welcome to LePort Montessori

Our Mission: A Joyous Child Today and a Successful Adult Tomorrow

At LePort Montessori, we help each child acquire the essential knowledge, thinking skills, and strength of character necessary to flourish as joyous children today, and as successful adults in the future.

At LePort Montessori, our goal is to impart the knowledge, skills, and love of learning that will ensure our students' success throughout their education—and their adult lives. We strive to nurture:

- Clear, independent thinkers and doers who possess the knowledge and skills to succeed
- Confident, articulate communicators who write and speak with ease
- Motivated, ambitious learners who eagerly embrace new challenges
- Benevolent, moral individuals who respect themselves and others

LePort Montessori is committed to providing a loving, safe, and secure environment in which the unfolding of your child's potential can be nurtured. Each child's efforts are encouraged and appreciated so that intellectual, moral, creative, physical, and social growth flourishes.

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About this Handbook

The purpose of this Parent/Student Handbook ("Handbook") is to serve as a general guide for the policies, procedures, and operations of our school ("School"). The Handbook highlights policies and guidelines necessary for the academic achievement, safety, welfare, and well-being of our students. Information specific to your School location or state may be separately communicated in the Addendum to this Handbook, School policy documents, or guidelines, which are extensions of this Handbook ("School Policies"). Please follow those School Policies, in addition to generally complying with the policies and procedures described in this Handbook.

It is important that parents understand the School's expectations and policies, and that parents know where they can direct their questions or concerns. For purposes of this Handbook, the term "Parents" or "you" means a student's parents, legal guardians, and/or caregivers identified in the student's registration documents. Parents should take the time to carefully review this Handbook, including with their child(ren). Where a "School Leader" is referenced, this could be a Head of School, Principal, Assistant Principal, or another similar title at the School.

Please understand that this Handbook is intended only to highlight the general policies, practices, and procedures, as of the date of this Handbook. The policies and procedures are intended as general guidelines. The School has sole discretion to implement a different or additional process to respond to specific situations, depending on the facts and circumstances. While it would be nearly impossible to review every element of every policy, or every possible scenario and outcome, this Handbook serves as a series of policy summaries to keep Parents and students better informed. This Handbook supersedes all prior policies (whether written or oral, expressed or implied) if there is a conflict. The policies in this Handbook set forth the general expectations regarding a student's enrollment at the School, but they do not form a contract between the School and the Parents or student.

From time to time, the School may need to update our policies. As such, we expressly reserve the right to revise or update any portions of our Handbook at any time, with or without notice, unless otherwise required by applicable law.

We have also made every reasonable effort to ensure the policies in this Handbook comply with all applicable state, federal, or local laws and regulations. In case of any ambiguities or conflicts, we will interpret and administer the policies in this Handbook in accordance with all applicable federal, state, and local laws and regulations.

Finally, this Handbook is a property of the School, shared with you to support you and your student this school year. To protect the privacy, safety, and business interests of the School community, we do not permit anyone within the School community to use this Handbook for any other purposes, nor do we distribute it to anyone for commercial purposes.

I. Welcome

Mission & Goals

Our mission is to support the development of students with active and creative minds, a sense of their place in the world, and a passion for lifelong learning and service. We focus on the development of each student - social, emotional, physical, and intellectual - in a nurturing, engaging, and respectful environment that supports high expectations and individual differences with an academically challenging curriculum.

Our pursuit of excellence as a school depends on rigorous academics, and a healthy balance of athletics, arts & humanities, technology, leadership and service/citizenship. We believe students should be given opportunities to explore their talents. Likewise, we must do our part as a school community to provide the most opportunities possible for each student's growth. We believe this is best accomplished when administrators have a clear vision, a committed faculty, supportive parents, and focused students all working together.

Non-Discrimination Statement

Our School does not discriminate on the basis of race, national or ethnic origin, sex, gender, color, disability, religion, or any other characteristic protected by applicable law in the administration of its educational programs and admissions policies.

We are committed to providing an excellent education to all of our students and are proud to serve a diverse community of individuals, including those with disabilities. As part of that commitment, our programs and services are available on a non-discriminatory basis, including to students with disabilities as defined under Title III of the Americans with Disabilities Act ("ADA"). In accordance with the ADA and as set forth in our Non-Discrimination policy, we will make reasonable modifications necessary to afford students access to our programs and services. Please contact your School Leader for more information on our Non-Discrimination policy.

II. School Communications

Communication Resources

When Parents and teachers work together as partners in a student's education, the learning experience is richer and more meaningful. Our goal is to keep Parents up-to-date on important School news and events using a variety of communications channels.

Publication Rights to Images and Recording

We are very proud of our students and their many academic and co-curricular accomplishments. Over the course of the school year, students and their schoolwork may be included in pictures, videos, or articles promoting the School. Parents grant the School permission to use photographic images (video or still), audiovisual recordings, verbal statements, and School-related work (e.g., art, written work) of students and parents in School publications (whether in print or online), the School website, social media, other marketing collateral, or other School-related materials. Parents wishing to opt out of this should contact the School's administration. Please see the enrollment agreement for more details.

Also, while we do our best to monitor media coverage of the School, please be aware that from time-to-time media companies and other individuals over whom we have no control may take photos or videos of the School, students, faculty, and parents while engaged in School-related activities, both on and off campus. Please be aware that should students participate in any School or public event in which other parents, the community, or media are present, the School has no control over photographs or videos taken.

Members of the School community (e.g., students, parents, related individuals) may not create and/or run social media accounts, websites and/or email addresses that refer to their enrollment in the School or any School activities, or that have the School's name in the title of the account, without the advance written consent of the School. Any member of the School community who is found to be operating an unauthorized social media account, website, and/or email address must immediately delete the account, website, and/or email address, and such actions may be considered a violation of the Handbook.

To respect the privacy of minor students and our staff, please do not post any recordings you take at the School or at School-related events.

III. Parent Involvement & Responsibilities

Parent Responsibilities & Expectations

The School recognizes that effective parent partnerships are essential in building a collaborative and shared School community. Our School and Parents share a joint responsibility to commit ourselves to open lines of communication, mutual respect, and a common vision. We encourage Parents to bring concerns or questions about their student's performance to the teacher and other staff members daily during our School's normal hours of operation, subject to any applicable security of classroom management procedures

We expect that Parents will treat all teachers and staff respectfully and professionally. In the event that Parent or other adult involved with the student fails to comply with policies or procedures of the School, engages in conduct that could undermine the authority of the School's administration, engages in behavior that disrupts the learning environment or school operations, or otherwise behaves in a manner that is unbecoming of a member of the School community, whether the conduct occurs on the School premises or at a School event, the School may exclude the Parent or other adult involved with the student from further access to the School. Furthermore, the School may immediately disenroll or refuse re-enrollment of a student if the School determines the actions of a Parent make a positive, constructive relationship impossible, or otherwise may interfere with the School's ability to accomplish its mission and/or educational goals.

Cooperation

In addition to using various Communication Resources (see II. School Communication), the School hopes to keep the dialogue open about any developmental strengths and progress, as well as any concerns on those fronts.

The health and safety of our School staff and students is paramount, and that includes promoting a School environment conducive to learning and teaching. The School holds certain expectations for our students and parents, to work towards the shared goal of educating the student according to our Curriculum. This equates to full participation and cooperation from the student and Parents as part of the School community. Some examples of a lack of full participation and cooperation include: (1) excessive absences, (2) distractions from the learning environment, or (3) lack of participation in the School. If the student is not fully participating in the program, the School will work with the parents to develop a timeline and a plan of action to correct the situation, and discuss consequences if the situation does not improve.

Enrollment Forms

Parents must complete and submit all required documentation for their student including the application form, enrollment agreement, emergency contact form, immunization record, and physician's form for their student. Additional forms may be required by your state or School. Please notify the School if there is any change to the information provided on these forms, so that the School has the most up-to-date information on file. School is not responsible if you fail to update information related to the student's enrollment and academic records. You are also required to submit the enrollment paperwork and related fees to continue the student's enrollment next school year, regardless of the date of the enrollment paperwork for the current school year. Please refer to this documentation for additional tuition and enrollment policies and expectations.

Emergency Contacts & Authorized Pick-Up/Drop-Off

Each student's emergency contacts must always be kept current. If you or any of the contacts have moved or have changed a home or work telephone number, please notify the School office immediately. We release a student only to those adults who have prior authorization. Please also review the list of emergency contacts for your student on the Application and update as needed. Please consider including an emergency contact who may be available pick up the student in the event of student illness or student behavioral incident during or after the school day, or in the event of late pickup.

If participating in extended care, you must sign each of your students out daily when departing from School at the front entrance. Additional persons authorized to pick up your student must also sign them in and out using the same system.

If someone other than the previously authorized individuals will be picking up your student, we must have verifiable written permission from you. Photo identification is mandatory for anyone unknown to the staff. A student will NOT be released without confirming the identity and authorization of the person picking up.

Attendance

We expect students to be in School for the period of their enrollment. Parents are responsible for informing the School of any absences. Repeated absences, tardiness, or significant missing time may disrupt a student's instructional time and overall development and may warrant a conversation between the School and parents to discuss the Student's continued enrollment.

Please see School Policies for more information.

Early Pick-Up

Whenever possible, please ensure that extracurricular activities, doctor's appointments, etc. occur outside of the school day schedule. We ask your support and advance planning in minimizing these disruptions. If you wish to pick up your student early (before dismissal time), please provide the School with 24 hours' notice whenever possible. Please let us know immediately of any changes to your early pick-up plans.

The School may ask you to pick up your student early due to a variety of reasons, including severe weather, emergencies, sickness, injury, or behavior that endangers the learning environment (e.g., significant disruption or threat of harm to self or others). Parents or an authorized person for pick up is expected to arrive within 1 hour of the notification by the School. Parent's refusal to pick up or being late to pick up after being notified may result in consequences for the student's enrollment, including and up to disenrollment. Please see School Policies for further information.

Late Pick-Up

If your student has not been picked up within 15 minutes of School's closing time, the School Leader will attempt to contact all emergency contact persons listed for the student. The School will comply with local regulations for next steps. Fees may be charged for late pick-ups and afterschool care as described in the enrollment

agreement and fee schedule, or in the School Policies, and repeated late pick-ups may result in discontinuation of enrollment.

Multiple Households

To communicate most effectively with parents and support each student, Parents must inform the School of any court-ordered guidelines regarding primary households, visitations, picking up a student from School, parent involvement in field trips, or other such similar issues. Unless otherwise specified, each Parent for whom the School has current contact information will have access to the student's file as well as other informational mailings and electronic communications during the year. It is the parents' responsibility to inform the School of any living, custody, or financial arrangements that may affect the student's enrollment or experience at the School. The School may require additional documentation to better understand your educational and custody rights with respect to your student.

Also, in some instances, certain electronic platforms the School utilizes permit access by only one account holder; it is the parents' responsibility to communicate directly with one another about the information on the platform as the School is unable to create a secondary account.

Faculty and Staff Gift Policy

Being mindful of the importance of maintaining an equitable environment at the School and avoiding any conduct which could create a perception of favoritism or differential treatment, Parents seeking to give a gift to School employees are expected to employ the "less is really more" philosophy.

Our Parent community may initiate or inquire about group gifts. Although the School does not require or organize gifts of any kind, we remind everyone that the participation by Parents is entirely optional, and in no case should anyone feel pressure in their decision whether or not to contribute toward a group gift.

IV. Curriculum

Curriculum

Our School employs a proprietary curriculum ("Curriculum"). The Montessori Method is an approach to education that recognizes and attempts to develop the potential of the young child. Developed by Dr. Maria Montessori, an Italian physician and educator, the Montessori Method of education allows children to experience the joy of learning and self-discipline from an early age.

The Curriculum establish clear learning goals and provide teachers, students, parents, and administration a shared understanding about what **mastery and preparedness for the next level look like**. Teachers use standards to plan, communicate learning objectives, instruct, and assess. Teachers closely monitor students as they advance within the curriculum, and partner with students to ensure they understand their own progress towards their learning goals. A personalized approach, focus on learning how to learn, and student agency are important hallmarks of our classrooms.

Proprietary Curriculum

Parents and students understand that curriculum and related materials supplied to students at the School contain intellectual property which is the sole and exclusive property of the School. In some instances, certain information and materials provided or used by the School constitute or contain intellectual property owned by third parties, and that the School's use and distribution of such information and materials is pursuant to a license. Students, parents, and/or their family members are not permitted to use or distribute such information or materials other than for use in connection with their student's attendance and participation in the School classes and activities.

Homework

Please see School Policies.

Conferences, Progress Reports, & Grade Reports

Please see School Policies.

Academic Integrity

The principle of academic integrity is the cornerstone of a school community. The School encourages students to lead lives governed by the values of academic honesty and respect for the work of others.

The School expects all students to complete all work and assessments with academic integrity. Students should complete their work individually and, unless otherwise directed by the School for specific assignments, students are prohibited from utilizing artificial intelligence platforms to complete work and assessments. If a report is made of possible student academic misconduct (including but not limited to plagiarism, submitting work completed by a third party, cheating, undermining the integrity of an exam, utilizing generative artificial intelligence, or interfering with an academic misconduct investigation), the School will initiate an investigation. If

the report is substantiated, the student will face consequences at the discretion of the School Leader, including and up to expulsion.

Assessments

In line with the Montessori principles, we prioritize observation as the primary means of assessing student development. This approach allows educators to holistically evaluate each student's progress across academic, social-emotional, and learning experiences that cater to the unique needs of every student.

To complement our observation-based assessments, our educators may use a formative assessment protocol, i-Ready, for elementary and select Kindergarten students. This tool provides additional insights into students' academic growth, enabling educators to tailor instruction effectively. The i-Ready protocol will be implemented in a manner that aligns with Montessori values, ensuring minimal disruption to the classroom environment and maintaining the integrity of our educational philosophy.

V. Student Records

Student Records

Student records include the student's academic and enrollment records such as: enrollment documents, attendance records, disciplinary records, health and immunization records, progress and final reports, and transcripts. Parents may request a copy of the student's records by contacting the School directly.

All information in student records is confidential, and anyone not directly involved with the care of your student or affiliated with state licensing, protective services or other government agencies will not have access to your student's records without your prior written consent.

Medical & Immunization Records

Prior to enrollment, all students must have an updated medical form on file, including a current list of state-required vaccinations and screenings. All state-required immunizations must be completed unless parents produce the required documentation for applicable exemption. If a currently enrolled student or staff member has a medically compromised immune system, our School will evaluate whether a student who is not fully immunized may be newly enrolled. If a student is not fully immunized for a disease that occurs in the School, that student will be excluded from all activities until any danger of infection is past.

VI. Student Behavior & Support

We expect all students, regardless of age, to learn about our code of conduct. We encourage parents to take into account their child's age, developmental stage, and grade level in talking through this section.

Code of Conduct

The School upholds the fundamental principle that every individual should be treated with dignity, respect, and care. We affirm that a school should be a place where students learn not only about the world around them but about themselves—creating a strong social, emotional, and ethical foundation that will shape their experiences here and throughout their lives. Students must abide by the policies and processes outlined below.

Harassment, Bullying, and Other Hostile Acts

Acts of discrimination, hate, or hostility have no place in the School community. Please review this policy and speak with your child considering the student's age, developmental stage, and grade level. We do not seek to label any of our students, and ask that Parents are careful in their use of language regarding their children's peers.

The School does not tolerate or condone harassment in any form. The act of harassment against any individual or group of individuals, whether directly or indirectly, is strictly prohibited and subject to disciplinary action up to and including dismissal from the School. Furthermore, all members of our School community are expected to report acts of harassment to the School for immediate intervention and remediation.

Harassment specifically includes but is not limited to:

- Physical Abuse (assault, unwanted touching, intentionally blocking normal movement or pushing)
- Verbal Abuse (derogatory jokes, racial or ethnic slurs, lewd comments, sexual insults, spreading rumors about someone, demeaning labels based on gender or sexual orientation, comments on someone's disabilities or perceived disabilities, displaying speech designed to embarrass or intimidate others)
- Pressure for favors accompanied by implied or explicit threats, including blackmailing, hazing, and unwanted sexual advances

Acts of harassment could transpire directly but also through various communication methods, including phone calls, recorded messages, text messages, instant messages, social media posts, direct messages, video recordings, even through a third party. Such acts of harassment (including "sexting" and cyberbullying) can occur during or outside the school hours, on- or off-campus.

Drugs, Alcohol, Tobacco & Illegal Substances

Alcohol, tobacco, e-cigarettes, illegal substances, and using either prescription or over-the-counter medications in a manner other than their intended use is unhealthy and will not be tolerated.

Weapons & Other Dangerous Objects

Weapons and other such dangerous objects are not permitted on campus or at School-related activities even if the person has a proper license or permit to carry said weapon. Weapons and other dangerous objects include

but are not limited to firearms, explosives, pellet guns, knives, pepper spray, and other objects that might be considered dangerous or that could cause harm.

No Expectation of Privacy

The School reserves the right at any time and at its discretion to search all vehicles, packages, containers, backpacks, purses, lockers, desks, storage areas, electronic devices, personal belongings, and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Students who fail or refuse to promptly permit a search under this policy will be subject to discipline, up to and including dismissal from the School. Students are responsible for safeguarding their personal belongings, including electronic devices and other valuable personal property; the School is not liable for any lost, stolen, or damaged personal property.

Responsible Technology Use Policy

The use of internet access and technology at the School is considered a privilege and responsibility. While the School uses all reasonable means to protect the security and confidentiality of electronic information sent and received, including the use of encryption and other industry-standard security technologies, it cannot guarantee the security and confidentiality of web-based communications, and will not be liable for inadvertent or improper disclosure of confidential information that is not caused by intentional misconduct or that is caused by failures of systems outside of the School's control. Students who fail to follow the Responsible Technology Use Policy may lose their access privileges and face disciplinary action.

Responsible Use

The School's network and connection to the internet is essential to supporting the School's educational objectives, research, and resources, and promote collaboration and communication among students, faculty, and staff. Students must use their School-related accounts, emails, file storage, and other related systems only as authorized under this Responsible Technology Use Policy. Students should follow good data practices and ensure that they routinely back up their information or data.

Etiquette and Online Safety

Students are expected to maintain good citizenship and character in their online presence, abiding by the generally accepted rules of computing, network etiquette, privacy, and online safety. These rules include (but are not limited to) the following:

- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not use language on social media, messaging platforms, or any other service that constitutes bullying or harassment of another student, faculty member, staff, or any other person.
- Do not reveal any private information, including address, phone number, other identifying information, or those of others.
- Do not use computers, networks, or other technology in such a way that would disrupt their use by others.

Personal Representation

Any electronic communication with individuals, groups, or institutions is done as an individual unless you have specific permission from a School leader to act as a representative of the School. Individuals are always identifiable as having an account at the School, and therefore, it must be clear that your views, ideas, questions, actions, and other communications represent you as an individual and not the School.

Unacceptable Uses

School-related accounts and systems should not be used for other activities that are unrelated to education at the School, such as creating accounts with other third-party services, including but not limited to Spotify, Apple Music, or social media sites.

The following actions are strictly prohibited under the Responsible Technology Use Policy:

- Transmission of any material in violation of any U.S. or state regulation: This includes, but is not limited to: threatening or obscene material or material protected by copyrights or trade secrets.
- Printing or downloading or other use of copyrighted materials such as music, motion pictures, magazines, newspapers, and other publications is prohibited unless authorized.
- School computers and/or the School network may not be used to bully, threaten, or intimidate others, to misrepresent yourself or others, or to cause harm to the network or others.
- Use of the School systems and network resources for commercial or business activities, other than those of the School's, is prohibited.
- Use of the network for solicitations unrelated to the School, product advertisements or promotions, and political lobbying or campaigns (other than for school and alumni) is prohibited.
- Distribution or sale of any School email addresses to merchandisers or other mass marketing operations that may generate unsolicited email messages (spam) is prohibited. For similar reasons, giving School email addresses to retailers and making online purchases through the network, except in connection with School business, is prohibited, unless approved by a School leader.
- The attempt to use or alter any system or create a program to interfere with, change, or interact with programs, security settings, systems, networks, or devices that are the property of School and are used for School-related purposes by students, their parents, and staff is prohibited.

The attempt to circumvent security settings and content filters, including but not limited to changing settings or using tools such as proxies or VPN (Virtual Private Network) clients to access websites blocked by School is prohibited.

This list is not exhaustive and does not intend to cover all prohibited actions under the Responsible Technology Use Policy. If you have any questions or concerns, please see School Leader for more information.

Security

Security on any School account is a high priority, especially when the system involves many users. Students can help the School maintain the security of the system by refraining from sharing their passwords, or attempting to log into the system using another student's account.

Supervision & Monitoring

The School may examine and monitor the use of the School-owned information technology (IT) resources, including, but not limited to, iPads, laptops, servers/network, files, and communications to maintain system integrity and ensure that the system is used responsibly. In addition, the School may inspect any personal devices which are brought to campus or School-related activities to ensure compliance with this policy. As mentioned in No Expectation of Privacy (VI. Student Behavior & Support), there is no expectation of privacy while using the School's network, devices, or systems. School leaders have access to email, file storage and all other systems in use, and may report suspicious or inappropriate activity and the School may, in its sole discretion, remove Student's access to technology (IT) resources when it has concerns around a Student's adherence to School technology policies. The School, in its sole discretion, may delete Student's School email accounts, cloud-files, and drives six months after Student either disenrolls or graduates.

The School endeavors to provide appropriate, supervised access to its network and to the internet based on the age of the student and on the classroom or lab situation. It is clear, however, that supervision can never be complete and individual users are expected to accept responsibility for their own actions. All students who access the internet agree to accept the responsibilities outlined in these guidelines.

Cell Phones & Other Electronic Devices

The School Policy requires students to keep their cell phones and other devices like smart watches turned off and in backpacks or lockers unless needed for emergency purposes. Please see the specific cell phone or electronic devices policies.

Social Media Policy

Social media offers valuable opportunities for students to connect with each other and with individuals outside the School community, share experiences and educational resources, and even create their own content. However, there is a time and place to engage in social media activities. There are age-appropriate policies regarding access to personal devices and social media. All students are expected to honor the minimum age policies of the social media sites which they use and are expected to abide by the policies of their grade level around device and social media use during the school day.

Uniform & Dress Code

Please see the School's specific uniform and dress code.

Clean Campus

Every member of the community is expected to play an active role in keeping the School clean and tidy. Everyone should participate in the recycling program by placing bottles, cans, and paper in the appropriate receptacles.

Care of School Property

Students must take reasonable steps to care for the school property. If a student damages or loses any School property, intentionally or through carelessness, Parents will be held responsible for the cost of repair or replacement. Additionally, students may be subject to discipline depending on the frequency or severity of damage. Damage or loss of School property includes, but is not limited to, graffiti on desks, walls, equipment, decks, or other School equipment (e.g., iPads, laptops).

Other Misconduct

The following actions constitute a violation of the School's code of conduct and are considered serious infractions.

- **Reckless Endangerment** (roof climbing or driving too fast on campus)
- **Dishonesty** (Lying, Plagiarism)
- **Off-Campus** (without permission or without having been excused by parents through the office ahead of time.
- **Repeated violations** of school policies or refusal to comply with reasonable requests made by faculty or staff

Guidance & Consequences for Behavior Incidents

Our behavioral guidance is constructive, age- and stage-appropriate, and redirects students to appropriate behavior and conflict resolution. We approach discipline with a positive attitude, based on the premise that children respect and care for themselves and others. Our goal is to solve behavioral concerns by using modeling, redirection of behavior, and positive reinforcement through attention and praise.

Positive classroom rules, structure, and reinforcement help students understand expectations of behavior. When necessary, staff will work with students and Parents to engage in strategy building and to create a plan for resolution. The plan will include positive behavior support, and parents will be kept informed of progress.

The School may, if necessary, remove a student from the program on a short-term or long-term basis for various reasons, including because the student's behavior is disruptive or jeopardizes the health, safety, or welfare of the student or other students or staff. These consequences are not meant to be punishment or penalization, but merely to keep the student and others around them safe until the School and parents can address the behavior.

Parents are expected to be open and forthcoming with relevant information regarding their students, cooperate with the School, and support the School, including with respect to seeking assistance from third-party external supports.

Should a student exhibit concerning behavior, the School will take the steps with the School Leader to address with a plan of resolution, unless the behavior warrants immediate intervention.

In rare circumstances, and only after all other possible interventions have been exhausted, suspension or expulsion is necessary. We reserve the right to suspend or dismiss a student for harmful or inappropriate behavior in our sole discretion: 1) If we do not have adequate expertise or resources for the student's

educational, medical or other needs; 2) for violations of our policies; or 3) for any reason we determine to be in the best interest of the safety of Students and the School. In these rare instances, we may offer Parents assistance in locating assistance and alternative placements. Please see School policies.

Forbidden Methods of Discipline

Students learn best when they are comfortable and feel safe. While all students need periodic redirection and behavioral guidance, actions which disrupt or undermine this positive environment are prohibited. Staff may never use physical punishment, psychological abuse, or coercion when disciplining a student. These methods of discipline are prohibited, and include examples such as yelling, using "time outs", shaming or isolating students, or use of restraint.

VII. Health & Safety

Our Commitment to Health & Safety

Providing a healthy and safe learning environment for our students is our highest priority. In addition to following our School's comprehensive health and safety practices, we regularly adjust our operations to meet or exceed the most current guidance from local and state health departments.

Allergies

Parents are expected to inform the School about their child's allergies. Each student with food allergies should have a Food Allergy & Anaphylaxis Emergency Care Plan ("FARE Plan") or similar Emergency Care Plan (e.g., for FPIES) listing their allergies, recommended treatment in case of an allergic reaction, prepared by parents and the child's physician. Parents and the School will work together to ensure understanding about the allergies, emergency plan, and supporting medical documentation provided by the child's physician. Students with complex or life-threatening allergies may be referred to our ADA process for creation of a modification plan. Please contact your School leader for more information on our ADA policy.

Illness

Parents assist us in maintaining a safe and healthy environment for all our students by keeping sick Students at home. The purpose of our sick Student policy is to:

- Reduce the spread of illness from a sick Student to other children and members of School staff.
- Promote complete recuperation of the sick child.
- Prevent the constant spread of cold, flu, diarrhea, and other communicable diseases, including COVID-19, that are common among small children.

We reserve the right to refuse admittance to any student who shows a sign of illness. Students who become ill at School will be made comfortable and parents will be notified to pick them up within one hour. Parents must keep sick children at home until they have been symptom-free for at least 24 hours* if they display any of the following:

Fever of 100.4 degrees or more. (Students must be free of fever for at least 24 hours, unassisted by fever-reducing medication before returning to school.)

- Vomiting
- Diarrhea
- Sore Throat
- Skin Rash
- Head Lice
- Heavy nasal discharge requiring frequent wiping every 3-5 minutes
- Persistent, non-productive, or "barking" cough
- Fussy, cranky behavior unlike the child's normal demeanor
- Symptoms of communicable disease such as pink eye, measles, chicken pox, mumps, or strep throat

*The length of time students should stay out of our School depends on whether they have COVID-19 or another illness. Please see your School Leader for updated guidance.

Medication Administration

Whenever possible, prescription or over the counter medication should be administered at home or by a parent who comes to the School for that purpose. We encourage parents to ask their child's physician to prescribe or recommend medications in such a way that they do not need to be administered during the school day. If the physician determines that the medication should be administered during the school day, we will consider such requests in accordance with state and local regulations.

When we agree to administer prescription or nonprescription medications, parents must provide a note from a physician requesting us to administer the medication, with detailed dosage information, circumstances, or schedule of medication administration, and any adverse reactions that could occur.

The medication must be in a new sealed container. Prescriptions must be in the original pharmacy container or box, with the official pharmacy prescription label securely attached. The prescription indicated on the label must be current. **Parents cannot premix medication into food or liquid before bringing it to school.** Parents must turn in medication to the School's front office.

School administrative staff must keep the medication and a copy of the physician's note stored in the locked medicine location, unless otherwise indicated. School administrative staff complete the dispensing log after each dosage, recording the name of the student, the medication and dosage given, the time and date, and signature of the person dispensing. Epi-pens and other emergency medications may be stored in either the normal locked medication cabinet or a secure location, unless otherwise indicated by applicable law. See *Allergies* section for additional information.

If the medication request is for any medication that requires specific skills or prior medical training to administer, parents may be asked to follow our ADA process, requiring approval and development of a modification plan. Parents must first make a written request for their student and provide it to the School with the physician's note including the requirements referenced above. In some instances, we may require additional information or documentation, and we will work together with parents to prepare a modification plan. Please contact your School leader for more information on our ADA policy.

Accidents & Injuries

The health and safety of both students and staff in our School are of paramount importance. All employees are expected to assist in the prevention and control of injuries, illnesses, and hazards and to ensure compliance with all applicable laws and regulations. Staff members inspect their classrooms and outdoor play areas daily for potential hazards.

If a student experiences an accident, injury, or possible injury, staff will report it to School administration and a written incident report will be completed. Parents will also be immediately contacted if the injury needs medical attention. For any serious accident or incident, we will attempt to notify parents by a telephone call as soon as possible.

If a student requires medical attention, parents will be notified. In the event of a serious emergency, the School will secure immediate medical attention as described in the "authorization for medical treatment" section of the Enrollment Agreement. Every effort will be made to contact parents or authorized emergency contacts during such emergencies.

Clothing & Personal Belongings

Students' personal belongings should be labeled with their name. Parents are also asked not to bring personal belongings to School or to School activities that would be considered dangerous to a student or inappropriate for our School (e.g. dangerous objects, weapons, drugs, alcohol, etc.).

Sunscreen

Parents must provide written permission for School staff to apply sunscreen on their child, and typically documentation from a medical professional or state licensing forms are required. All bottles must be in the original container, labeled with the student's name.

Abuse & Neglect Reporting

All staff members are mandated by law to comply with the child abuse and neglect reporting requirement. The law requires our staff to immediately report to the applicable state child protective agency if they have knowledge of or reasonably suspect a case of child abuse or neglect, whether within or outside the School. Those who in good faith report neglect or abuse by a family member or co-worker are immune from discharge, retaliation, or other disciplinary actions for having made the report.

Teachers and staff are required to participate in training and are responsible for monitoring their own behavior and the behavior of other staff members and must immediately report to the School Leadership any observations of an employee violating either licensing regulations or company policies.

Once the allegation is reported, we will cooperate fully with any investigation by law enforcement or regulatory agencies. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep confidential the identities of the alleged victims.

Building Access

Access to our building is limited to enrolled families, staff, and registered visitors. Access may be through a buzzer or keypad. **Where there is a keypad lock on the front door, parents of enrolled students and School staff are the only ones given the code.** Do not share your code with anyone else, and do not allow people to enter behind you without permission of the management team. The keypad code is changed on a regular basis.

Visitors cannot enter our School unless approved and escorted by a staff member. School staff, enrolled students and parents, and approved emergency contacts for students are not considered visitors. All visitors, including vendors, applicants, and other family members are required to do the following:

- Wait in the lobby/reception area until escorted by a staff member.
- Present a government issued ID.

- Sign-in to visitor log, matching their government issued ID.
- Wear a badge, issued by the School, that is clearly visible for the duration of their visit.
- Completely fill out the visitor log with: date of the visit, visitor's full name and affiliation, purpose of visit, badge number, sign-in time, and sign-out time.

Fire & Other Safety Drills

As required by law, our School holds regular fire and safety drills. It is expected that all students on the campus at the time of such drills participate fully. If a drill must take place in inclement weather, all attempts will be made to ensure that students are properly attired. Should you find yourself at the School while a drill is taking place, please participate with your child, and take the time to review and discuss the importance of such drills with your student.

Lockdown or Other Emergency Action

If an emergency requires lockdown or evacuation, we will notify parents as soon as possible. All entrances to the School will be secured and the School will take emergency action, as needed, to keep School staff and students safe.

Weather Emergencies

In case of severe or hazardous weather, we may have to delay School opening hours, dismiss the students early, or close the School for the day. We will notify Parents via Application, email and text with the special instructions regarding drop off and pick up. Where applicable, bus/van services will make independent decisions regarding inclement weather procedures. Parents will be informed of these decisions.

In an emergency, immediate decisions may be made. We will attempt to contact you, authorized family members, or specified friends. If you are going to be out of town, please notify your emergency contacts and let us know who is the preferred emergency contact.

Vehicles on School Grounds

Because the safety of our students is of paramount concern to us, we require all parents to adhere to the following rules of the road while on School property:

- All vehicles must obey the 5 miles per hour speed limit.
- Pedestrians always have the right of way.
- Parked vehicles MUST have ignitions turned off and the keys removed.
- Students may NOT be left unattended in a vehicle at any time or for any reason.
- Parents should NOT leave their vehicles parked at School overnight.

Violations of these rules may result in a warning. If a violation is serious, or violations continue, School personnel are authorized to take a tag number to report to local police. The School is not responsible for Parent vehicles or property vandalized on School grounds during or after school hours.

VIII. Handbook Acknowledgement Form

Student's Name (please print)

This Parent/Student Handbook was created to promote an understanding of the School's policies and procedures.

The information in this Handbook applies to all activities occurring on School grounds, School buses, and during any School-related activity. It is important that parents and students are familiar with these expectations.

This signed page will be added to your student's permanent file. Your signature means that you have received this Parent/Student Handbook and understand the policies and procedures of our School, and agree to abide by them, as will your child(ren).

Full Name

Relationship to Student

Parent Signature

Date

Full Name

Relationship to Student

Parent Signature

Date

IX. Appendix A: Responsible Use Agreement

This Responsible Use Agreement (RUA) is intended to help support that our students will be responsible users and stay safe while using the internet and other communications technologies for educational, personal, and recreational use. The School is committed to providing students technological learning opportunities and access to Information and Communication Technologies (ICT), as this is their future. In return, the School expects the students to agree to be responsible users.

Parents are asked to review the following with their children. By signing this Handbook, you are acknowledging that you have reviewed the RUA with your child and received their acknowledgment of understanding.

Student understands that they must use School ICT systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the ICT systems and other users.

For their own personal safety:

- Student will seek permission from a teacher before using technology (cell phone, computer, tablet, etc.) at school.
- Student understands that the School has the right to monitor their use of the ICT systems, email, and other digital communications.
- Student will protect their username and password information and keep it private, and will not access others' accounts.
- Student will be aware of "stranger danger" when communicating online.
- Student will not disclose or share personal information about themselves or others when online.
- Student will immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it online.
- Student will not steal someone's identity or create a fake online identity.

Student understands that everyone has equal rights to use technology as a resource and:

- Student understands that the School ICT systems are intended for educational use and that Student will not use the systems for personal or recreational use unless they have permission to do so.
- Student understands that if they damage any of the technology equipment intentionally or by failing to follow classroom rules and guidelines when using the equipment, Student will be expected to pay the cost of repairs or full replacement costs if the equipment is damaged beyond repair.
- Student understands that they are responsible for returning all technology equipment provided to them by the School, or Student will be responsible for the replacement cost of the technology equipment.

Student will act as they expect others to act toward them:

- Student will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

- Student will be polite and responsible when they communicate with others through texting, instant messaging, email, chat, blogs, social media, etc. Student will not use strong, aggressive, or inappropriate language, and they appreciate that others may have different opinions.
- Student will not participate in cyber-bullying (to harass, threaten, embarrass, target, or exclude another person using various communication technologies).
- Student will not take or distribute images of anyone without their permission.
- Student will follow the Code of Conduct when it comes to use of technology.

Student recognizes that the School has a responsibility to maintain the security and integrity of the technology it offers them and to ensure the smooth running of the School. As a responsible user:

- Student understands the risks and will not try to upload, download, or access any materials which are inappropriate or may cause harm or distress to others, nor will they try to use any programs or software that might allow them to bypass the filtering/security systems in place to prevent access to such materials.
- Student understands that Student will not enter chat rooms at any time.

When using the internet for research or recreation, Student recognizes that:

- Student should ensure that they have permission to use the original work of others in their own work.
- Where work is protected by copyright, Student will not try to download copies (including music and videos).
- When using the internet to find information, Student should take care to check that the information that they access is accurate, as Student understands that the work of others may not be truthful and may be a deliberate attempt to mislead them.

Student understands that they are responsible for their actions, both in and out of school:

- Student understands that the School also has the right to take action against them if they are involved in incidents of inappropriate behavior, that are covered in this agreement, when they are out of school, and where they involve their membership of the School.
- Student understands that if they fail to comply with this Responsible Use Agreement, Student will be subject to the loss of ICT privileges.

X. Additional School Policies

Calendar

LePort Montessori offers both academic and year-round options. Below are descriptions of these schedules as well as other items that are listed on the calendar:

- **Academic Year Program (Late August/early September through early to mid-June)** Students can begin the Academic Year Program any month throughout the academic year, space permitting. Holiday care is *not* included with this program.
- **Summer Program (Mid-June through early to mid-August)** Families enrolled in the academic year program may enroll for parts of the summer, on a space-available basis. If you know you need summer care, we recommend enrolling in the year-round program to ensure availability.
- **Year-round (Academic Year Program + Summer Program)** Students can begin the Year-round Program any month throughout the year, space permitting. This program includes all Holiday Care days.
- **Holiday Care Days** – Please refer to the School calendar for Holiday Care days. Holiday Care is offered all day (generally from 7:30 am - 5:30 pm) for students in our extended day programs. All other students must follow their regular daily schedule. For families who are not enrolled in the year-round program, care may be available (space permitting) with advanced reservation and payment of a flat daily fee of \$100 per child, per day.
- **Closure Days** – There are days the school is fully closed for students. Please refer to the calendar for closure dates.

School Communications

Monitoring Your Child's Progress Elementary and Middle School

The academic year is divided into two semesters of approximately 90 instructional days each. The first semester spans from the end of August through December, the second from January through the beginning of June. You will receive communications from your child's teachers during each semester, sharing information about your child's experience or the class as a whole. To ensure that parents and teachers have a regular opportunity to discuss each child's needs, academic progress, and social development, parent-teacher conferences are held in the Fall & Spring. Please review the school calendar and plan to attend on the scheduled conference date(s), if at all possible, as it can be difficult for teachers to schedule make-up conferences. Written progress reports are distributed to parents twice a year.

Transparent Classroom

Please refer to the Family Handbook, **II. School Communications**, [Communication Resources](#). All of our classrooms utilize Transparent Classroom, an Application designed specifically for Montessori schools for record-keeping and parent communication. Parents are able to receive email or text notifications with pictures and/or notes on what their child is working on. Parents also have access to a database of lesson descriptions and a classroom directory.

Please note that being with the children and ensuring their health, safety, and learning is our first priority. Your child's teacher will strive to provide you with photos and anecdotes via Transparent Classroom 2-4 times per month but may not always be able to do so.

Special Circumstances

If a situation arises in your family that may place your son or daughter under stress, please advise the school at once. When teachers are aware of special circumstances, such as a family illness, birth of a sibling, a move,

divorce, or bereavement, they will be especially sensitive to your child at school and can offer extra support where necessary.

Calls for Students

Barring emergencies, we do not interrupt classes to deliver personal phone messages to students. Outgoing calls by students are limited to emergency situations and can only be made through the school office.

Text Messaging

In the event of an emergency at your child's school, we will utilize our school-wide text messaging system to inform you of all relevant information. This system is periodically tested throughout the school year to ensure its functionality and to confirm accurate contact information for all of our parents.

Parent Involvement & Responsibilities

Administrative Requirements

All registration, medical forms (including immunizations), and payments must be completed before your child enters school, as a condition of enrollment.

Attendance

*Program Hours: Elementary and Middle School	
8:00 am - 8:15 am	Arrival time; 8:25 am Roll Call
8:30 am - 12:00 pm	Morning Session
12:00 pm – 12:45 pm	Lunch
1:00 pm – 2:55 pm	Afternoon Session
3:00 pm	Dismissal
3:00 pm – 6:00 pm	Afternoon Extended Care & After-School Programs <i>(registration required)</i>
6:00 pm	School Closed

*School Programs and School operating hours may vary due to unforeseen circumstances.

Absences

If your child will be absent from school, please **call the school office number or email the administrative staff and/or your child's teacher** any time **before 8:00 am**, or as soon as possible. Please note that, for safety reasons, we cannot accept verbal messages regarding absences from siblings.

If you find it necessary to remove your child from school for an extended length of time, please inform your child's teacher and administrative staff as much in advance as possible, so that your child's teacher may adjust lesson planning accordingly. Remember that regular tuition payments are due regardless of absences, including absences caused by illness, vacation, or any other extended length of time your child is absent.

Optional Extended Care and After-School Programs

Extended Care

Children may be enrolled in our daily Extended Care program. This program includes outside playtime and indoor activities.

After-School Programs

Parents will have the option of enrolling their children in a variety of fun or educational after-school programs appropriate to various ages, such as dance, soccer or art. Program offerings vary by year and by school.

Arrivals

Students are required to be at school by 8:25 am. In order to minimize the disruption caused by late arrivals, if you must arrive at school after the scheduled start of class time, after signing your child in, one of our office staff will take your child to his or her classroom. If late arrivals become a persistent issue, the School may contact Parents to develop an action plan.

Students may be dropped off in their classroom at any time between 8:00 – 8:15 am. Roll call is taken *promptly* at 8:25 am.

Pick-up

Please remember that we organize staff supervision based on the schedule that you have pre-arranged for your child. **Please pick up your student promptly at the end of his or her scheduled program.** Parents will be responsible for an additional fee of \$25 per student, for every 15 minutes or portion thereof that the student remains at the School past their pick-up time. **Please note that calling the school to inform the School that you will arrive late does not release you from the responsibility to pay for the care provided past the pick-up time.**

To accommodate the traffic flow, Parents and students should depart the school building and grounds after the pick-up. Please have any extended conversations with other parents outside the School premises and closely supervise your child/ren at all times. Please do not allow your student or any other child you supervise to play on the school playground or in the parking lot.

Elementary and Middle School Pick-up

Dismissal time for the regular day schedule is at 3:00 pm.

Students must be picked up promptly at dismissal time, unless they are enrolled in extended care of after-school program. Students who are enrolled in an after-school program must be picked up promptly at the end of the after-school program. Students registered for the extended care must be picked up by the end of the school day.

In accordance with their age and accompanying a greater level of responsibility, students in 4th – 8th grade are dismissed from their classrooms and may locate their own parent or pick-up person outside the building.

Independent Dismissal

Students are prohibited from leaving the school premises unsupervised after school and during school hours, including recess and lunchtime. To give permission for your upper elementary or middle school-aged child to leave the school alone or with a peer to catch a bus, walk, or bike home without an adult, please complete an Independent Dismissal Form. **This opportunity is only afforded to students in upper elementary and middle school (Grades 4th - 8th).**

Personal Relationships with Staff Members

In order to ensure the professionalism of our staff and avoid any conflicts of interest, staff members are prohibited from babysitting or working for parents of children enrolled in our school and from any form of social interaction (including via social media) with children or parents of children previously or presently enrolled in our schools, outside of the official LePort Montessori Facebook pages or social events. Please approach your Head of School to discuss if there are exceptional circumstances.

Parent Class Observation

LePort Montessori has an open-door policy. Teachers and administration will work with you to find a time after your child has settled in, which is best for the children in the classroom.

School Trips and Parent Volunteers

School Trips Elementary and Middle School

We seek to enrich our students' education by taking them out to explore beyond the classroom. Our students attend field trips several times per year. All students are expected to attend field trips, since they are a component of the curriculum and provide an important learning experience.

A school bus is usually used to transport students on field trips. To facilitate ease of movement to and from a park, public library, museums, plays, etc., please be sure to sign the blanket Field Trip, Transportation & Medical Release Form enclosed in your Step Two Enrollment paperwork. You will be informed of scheduled trips by email or by forms included in your child's Tuesday folder. **Field trip fees are paid separately.** Information about overnight field trips is sent home in your child's Tuesday folder.

On occasion, there are opportunities for parents to accompany the school on field trips. In such cases, there may be a separate fee for parent participation, and there may or may not be room on the bus for the parent.

For some field trips, personal electronic items (e.g., cell-phones, iPod's, other electronics with gaming/music capabilities) may be allowed on the bus ride to a destination. You will be notified in advance if such items are allowed. To prevent students from becoming distracted, personal items will be left on the bus once the students have arrived at field trip destinations. Please note that the School is not responsible for any lost, stolen, or damaged personal items brought to school or on field trips. Additionally, students are expected to be fully responsible for any money brought on field trips (e.g. for souvenirs).

Parent Volunteers

We welcome parent participation to support the teachers in preparing for and organizing special events. Please see your child's teacher for specific details.

Curriculum

Please refer to **IV. Curriculum** in the Parent/Student Handbook ("Handbook").

LePort Montessori offers the following educational programs, along with optional after-school classes and activities, and in-house tutoring for older students. Please refer to our website for detailed information regarding any of our programs.

Every LePort Montessori classroom focuses on inspiring children to learn, reinforcing intrinsic motivation, individualizing to identify the right level of challenge for each child, and emphasizing the wonder of the real world and the understanding and accomplishments of human beings.

Elementary and Middle School: Grades 1–8

Children ages six to fourteen continue their Montessori education in our upper school programs. Our carefully-prepared, engaging mixed-age Montessori environments—Lower Elementary (1st-3rd grade), Upper Elementary (4th-6th grade) and Middle School (7th and 8th grade) are tailored to older children, children who are able to engage their imagination, who think more abstractly, who are interested in the "why" of everything, and who thrive in an environment that supports learning not just from their passionate, knowledgeable teachers, but also from and with their peers. The individualized Montessori approach allows each child to progress through academic knowledge and skills at their own pace, building on their strong Montessori Primary foundation as they cover the core subjects of language arts and literature, math, science, history and geography, and as they explore other topics of their own choosing inside the classroom (e.g., art and music) or outside (such as through Montessori "Going Out" experiences). Our students have autonomy (we call it "freedom within limits"), can persist in their work to mastery, engage with other students, and learn to plan, organize and manage their time. Thus, they also acquire critical life skills, in addition to a solid academic foundation. Whether students move on to another school after 6th or after 8th grade, they are well prepared to flourish not just in school, but for life.

Our Classroom Experiences

LePort Montessori's pedagogy is designed to respond directly to how children learn and to address the whole child, beyond academics. Our pedagogy authentically follows the work of Dr. Maria Montessori from infancy through 8th grade. Our authentic approach to Montessori includes:

- Mixed-age classrooms, such as Primary (Ages 3 to 6, including Kindergarten) and mixed-age Elementary rooms (typically, Grades 1st to 3rd and 4th to 6th)
- Extended, unstructured time for students to explore activities deeply, without pull-out classes or other interruptions that disrupt a child's focus and flow
- An investment in high-quality Montessori materials for each age group, with traditional toys offered primarily during aftercare hours, not during class time
- Retention and training of the classroom teachers, most of whom have undergone the demanding, year-long training courses offered by the Association Montessori Internationale (AMI), the American Montessori Society (AMS), as well as other training courses approved by the Montessori Accreditation Council for Teacher Education (MACTE).

Homework

Homework at LePort Montessori helps support children in accepting full responsibility for their own learning—and provides a concrete understanding that their responsibility spans their time outside of school as well as in.

When your child is given homework, he or she should have all the information and supplies he or she needs and

should understand all the concepts necessary to complete homework independently. If your child brings home homework that he or she is not prepared to do independently, please be sure to let your child's teacher know.

Grades 1–3

Academic learning for lower elementary children happens largely through using and exploring through the scientifically designed Montessori materials in the classroom. Since children of this age have a strong drive to interact with others, a critical part of their learning includes participating in family life. Elementary children want and need to participate, actively, in all areas of family life and living. They are physically hardy, interested in the world around them, and capable of taking on responsibility. It is important that children have continued opportunities in the home to assume responsibility, manage time, and choose activities wisely. The child needs a "prepared environment", with interesting and inspiring tools, games, and activities at home as well as at school.

The Lower Elementary is a **low to no homework program**, so that you can spend the majority of your time at home connecting with your child through meal preparation, caring for the home, spending time outside, or engaging in activities such as crafts, games, or projects that spark your child's interest. Your child's teacher may occasionally suggest homework to support your child's learning. In that case, homework should be a pleasant way for you to share in your child's education as you help your child transfer skills from school to home. Please contact your child's teacher if you need help planning homework time with your child. Students may also choose to bring work home or do research at home when they are particularly enthusiastic about a project. You can support your child at home by providing a quiet, well-lit space where focused work is possible, as well as some basic stationery supplies.

Reading is the most important homework activity for lower elementary students. Please be sure to set aside time to read to or with your child daily. Reading together and discussing books you've shared cultivates a love of reading in your elementary-aged child, and research has shown that these are critical factors in improving reading and comprehension skills. We encourage you to help your child obtain a library card and to take regular trips to the library. Choose books you both enjoy and allow the stories and characters to provide lead-ins for spontaneous conversations between you and your child.

The amount of time that children spend involved in cognitively passive and instant-gratification activities (e.g. video games, some forms of iPad use, and television viewing) has an impact on their ability to focus and engage in demanding mental tasks. We strongly recommend that such activities be limited to a few hours on the weekends. In contrast, such activities as playing with friends, conversing, playing board games, reading, building models, and participating in sports build skills in a variety of areas—social, intellectual, and physical.

Grades 4–8

The productive nature of our school day results in less homework at night, but homework still plays an important role in the education of your older child. Homework gives students extra time to complete work that does not require teacher involvement (e.g. reading, practicing previously learned math skills, completing longer writing assignments, studying for tests or quizzes).

The amount of homework your child receives depends upon his or her grade level, learning style, and the speed with which he or she masters in-class work. Parent involvement should be limited to such situations as quizzing your child to support their regular review process, working with him or her to schedule homework time during evenings and weekends, and occasional guidance. If your child is struggling to complete his or her homework due to quantity or level of difficulty, please contact your child's teacher, rather than becoming overly involved in your child's work process. Teachers will work with each student, re-teaching material and/or adjusting workload where necessary.

On a given night, if your child cannot complete his or her homework due to extenuating circumstances, please send a signed note to the teacher the next day. Teachers will keep parents informed about incomplete or rushed homework.

If completing homework becomes an ongoing issue for your child, we may ask your student to complete homework during recess time, contact you to let you know of the situation, and then set a meeting with parents, student, teacher, and the head of school to develop a plan to support your child.

To encourage personal responsibility, we do not permit students to make phone calls home to request that forgotten homework be brought to the school.

The amount of time that children spend involved in cognitively passive and instant-gratification activities (e.g. video games, some forms of iPad use, and television viewing) has an impact on their ability to focus and engage in demanding mental tasks. We strongly recommend that such activities be limited to a few hours on the weekends. In contrast, such activities as playing with friends, conversing, playing board games, reading, building models, and participating in sports build skills in a variety of areas—social, intellectual, and physical. Unstructured time for play, relaxation, and pursuing activities of the child's own choosing is an important part of daily life.

To prepare our 7th and 8th grade students for high school expectations, tardy work that is not accompanied by a doctor's note could be penalized with a specific percentage deduction for each day it is late. This policy applies to late homework and assignments, as well as to missed tests, quizzes, and presentations. Please speak to the Head of School and/or your child's subject teacher for further details.

Student Behavior & Support

Please refer to the Family Handbook, **VI. Student Behavior & Support**.

Prohibited Items

In addition to the items mentioned in **VI. Student Behavior & Support**, Drugs, Alcohol, Tobacco & Illegal Substances and Weapons & Other Dangerous Objects, the following items are not allowed at school: skateboards, hard baseballs, rollerblades, water toys, laser pointers, Frisbees. All riding gears brought to school for use during recess must be approved by a LePort Montessori staff member. Students must wear their helmets while using their approved riding gears.

Money, candy, gum, toys, electronics for entertainment purposes, and other personal belongings not intended for educational purpose are distracting. These items are to be left at home.

Cell Phones & Other Electronic Devices

The use of electronic items (cellular phones, pagers, iPods, etc.) is not permitted during the school day, during after-school programs or on school property, except with pre-approval from a LePort Montessori teacher or administrative staff member.

Upper elementary and middle school students may bring personal laptops and e-readers to school, with usage limited to certain activities and times during the day, once a parent has signed and returned the applicable waiver, which will be sent home at the beginning of the school year.

Dress Code

LePort Montessori students are expected to be clean, well-groomed, and dressed in a manner that allows for

focused work, freedom of movement, and active play. Our goal is for students to be able to make the primary decisions about their attire as part of their preparation for participation in adult life as they navigate societal norms about situationally appropriate attire.

Given these goals, some general guidance around attire that best facilitate learning includes the following:

- Clothing should be comfortable and seasonally appropriate. Because the primary aim of the school day is productive work, student attire should reflect that intent.
- Clothing should be appropriate for an academic community and should support and respect the learning environment, inclusive of all members of that community. Students wearing unsuitable clothing will be asked to change or wear a t-shirt provided by the school.
- Any hats, head coverings, or hoods must be worn in a manner that does not prevent a teacher from being able to make eye contact with the student.
- Footwear should be supportive and not inhibit freedom of movement. Students must wear sturdy, closed-toe shoes to school or bring them to school to change before engaging in certain school activities (physical education, recess, science experiments). If a student does not have footwear that is safe and appropriate for the activity, they may not be allowed to participate in that activity.

Care of School Property

We are proud to have the finest quality Montessori materials available in every classroom and we expect our students to use them with care and respect. From time to time, a student might damage the School property or may even become attached to a small piece of classroom materials and take it home—e.g. small cubes, cylinders, triangles, beads, pegs, etc. We would appreciate it if you would check your student's belongings from time to time and send such items back to school.

Per **VI. Student Behavior & Support**, Care of School Property in the Family Handbook, if your student loses, breaks, or damages Montessori equipment or other school property, you are responsible for the cost of replacement or repair.

Health & Safety

Food & Allergies

Lower Elementary

Our Lower Elementary program is **nut-free**. **Please do not send nut products**, including peanut butter, to school. This policy helps to protect not only the students with known allergies but also those with unidentified anaphylactic allergies to nuts, in our open Montessori classroom environment. Seeds, such as sunflower seeds and sesame seeds, and legumes, such as soy, are permitted. If a student in a particular classroom has a severe allergy to another allergen besides nuts, **other restrictions may apply in your student's class**.

Upper Elementary & Middle School

Nuts are allowed in upper elementary and middle school. When nuts are included in your child's lunch or snack, please remind your child to be particularly aware of keeping their food to themselves, and to clean their eating space and hands afterward. Teachers and administrative staff will work with families on an individual basis to help older children manage allergies. Children are not permitted to share food from their personal lunches or snacks at school.

Breakfast

Please note that breakfast is not provided by the School.

Lunches and Snacks

Students must bring nutritious lunches and snacks to school. Please label lunch boxes, containers, and water bottles with your student's name.

Information about the school hot lunch program will be sent home at the beginning of the year (please see your school administration regarding program availability at your school). If you order hot lunch for your child, please send snacks for morning and afternoon, as well as a water bottle. **Do not send gum, candy, or soda to school;** these will be sent back home with your child.

Students are not permitted to share food from their personal lunches at school.

We are **unable to refrigerate** lunches; if necessary, please include an ice pack to keep your child's lunch cool. Due to **limited microwave access for students**, we strongly recommend that you send lunches that do NOT require heating. All snack foods should be ready-to-eat and not require microwaving or preparation time.

Lunch bags must be taken home daily to be cleaned. To prevent pests, lost lunch bags will be emptied of their contents (including containers) and kept for one week in the Lost and Found before being discarded.

Forgotten and Late Delivery of Lunches

If your student arrives at school without lunch, we will call you to request that you drop off an appropriate lunch for your child within 30 minutes. In the event that you are unable to provide a lunch, the School will provide a simple lunch and add a \$5 convenience fee to your account. If you need to drop off lunch later in the morning, please leave it with the administrative personnel so that you do not disrupt the class.

Special Snacks

To celebrate your student's birthday or other special occasions, you may send a special snack for the class along with napkins, cups, and utensils (if necessary). Please choose healthy treats such as cut fruits or berries with yogurt or muffins. **Candy, chips, cake, cookies, donuts, twinkie-like desserts, non-100% fruit roll-ups/fruit snacks, gum, and soda are not allowed.** Before you select the date or the snack items, please coordinate with your student's teacher in advance to accommodate the classroom schedule and any students and staff with severe allergies. If your child has an allergy or other food restriction, please send non-perishable alternative treats for your child to store in the classroom for special occasions.

All special snacks must be labeled with all ingredients and must be dropped off with the School's administrative personnel for approval.

Vaccination Policy

Updated immunization records must be kept on file throughout the school year, in accordance with applicable state requirements. All students must be up to date with their vaccinations at the time of and throughout their enrollment at LePort Montessori.

In the state of California, schools are not legally permitted to enroll students who are not vaccinated according to the state vaccination schedule, unless the child has a medical exemption on file with the governing state authority. Medical exemptions are only valid when it is documented by the child's physician that receiving immunizations would pose a serious health risk to the child.

All families seeking a medical exemption must submit all required documentation to the campus administration

prior to the child attending school and must acknowledge and agree to this vaccination policy. All exemption documentation must then be kept on-site as part of the student's file.

Non-Immunized Student Policy

Should a non-vaccinated child display symptoms consistent with a communicable illness typically considered preventable by vaccination, the child's parents will be notified as soon as possible and will be required to pick up the child within one hour. We will also make every effort to inform all parents as soon as possible. If your child does not have immunizations to protect him/her, you will be required to pick up your child within one hour of notification and your child will need to remain home from school during an outbreak of, or exposure to any communicable disease that they have not been immunized for.

Where we conclude there is a risk of exposure to a communicable disease in the community at large, we will require a child who is not up-to-date on vaccinations for that disease to remain home from school for an extended period, even if he or she is not showing any signs of illness, based upon recommendations from the Centers for Disease Control.

Families are responsible to pay the child's full tuition in the case of absences due to exemptions or incomplete vaccination schedules, including cases in which LePort Montessori requires a child to remain at home.

Parking Safety

Please observe the following rules and guidelines:

1. Do not allow your child to run ahead of you (or to run around unsupervised) at any time inside or outside the school building.
2. You must hold your child's hand when exiting the school grounds.
3. Close all doors and gates behind you.
4. Please park only in the designated parking spots and observe the strict time limit. Never park in any area prohibited by law (e.g. along the red curb or in front of driveways).
5. The law prohibits you from leaving any child in your car unattended for any amount of time.

Emergency Preparedness

In California, the possibility of a major earthquake or other disaster is continually present. At LePort Montessori, we take the following precautions and approach in the event of a major earthquake or other natural disasters:

- LePort Montessori is prepared to house and care for enrolled children for a period of up to two days. Each school is equipped with first aid, water, food, and other emergency supplies.
- Any school that includes infants maintains an emergency supply of powdered infant formula and other emergency supplies specific to infants. Parents of infants may provide alternative powdered formula if there is a preference for brand or formula type. If a different powdered formula is brought to school for emergency use, please clearly label the *unopened* container with your child's first and last name and give the container to your child's teacher on the first day of school.
- We hold regular fire, earthquake, and lockdown drills, where applicable, so that children and staff know how to respond to a disaster correctly, quickly, and safely. We follow Red Cross recommendations for disaster response.
- Our employees who open and close the school are trained and certified in CPR and first aid, as are several other key personnel.
- Where applicable, all appliances and large bookshelves are secured for earthquake safety.
- We maintain emergency contact information for each student. In the event of an emergency,

LePort Montessori will contact you, **via text message**, to provide you with the necessary information including where to pick up your child in the event of an evacuation. ***We need your help to ensure all emergency contact information is accurate and up to date. Please notify us immediately if there are any changes in your contact information!***

- Teachers are trained to expect that they will need to care for students emotionally as well as physically, in the event of a disaster. Their goal is to keep the children calm and constructively occupied.

Financial Policies

Tuition and Tuition Deposit

Tuition is calculated on an annual basis and split into monthly payments for your convenience. Monthly payments are due in full, regardless the number of instruction days within any month, for the Academic year (late August-early/mid-June, 9 payments due September - May) or the Year-round program (late August - mid-August, 12 payments due September - August). The monthly payments are lower for the Year-Round program, which also includes holiday care days as we count on year-round families to attend school during the summer when our enrollment is typically lower.

A \$2,000 deposit is required for the first child and \$1,000 for each additional child attending concurrently. Deposits are due at the time of application and will be held on account for the duration of your child's enrollment at LePort. When you re-enroll for another year (typically in February-March), your deposit is used to secure your spot for the next school year. No additional deposit is needed; however, upon re-enrollment, if you withdraw your child, the first billing period a deposit can be applied to is September of the following school year.

The minimum deposit of \$2,000 shall remain on the family's account at all times while a child is enrolled and will be applied toward tuition when the final child is withdrawn. **The deposit is non-refundable.**

Absences, Illnesses, and Vacations

LePort Montessori engages staff, purchases supplies, and equipment, and plans its operational budget on the assumption that children are enrolled for a complete Academic Year or Full Year program. We commit to reserving a space for your child for the entire term of your child's registration, and we continue to reserve this space during the time your child is away. **Because of this, tuition rates reserve your child's space and are not related to your child's actual attendance.** There is no reduction in fees for absences, illnesses, vacations or shorter academic months due to holidays. **Regular tuition is, therefore, due regardless of any absences.**

What is Covered by Tuition

Our goal is to make parents' lives easier: our tuition covers many items other schools charge for separately - such as daily snacks, school materials (such as binders, books, arts & crafts supplies for elementary and sheets and blankets for infants), and registration fees. Not covered are lunches (some schools offer an optional lunch program provided by an outside vendor billed separately) and field trips. LePort Montessori engages staff, purchases supplies, and equipment, and plans its operational budget on the assumption that children are enrolled for a complete program, so there is no reduction in fees for absences, vacations, or shorter academic months.

Change of Program

Any request to change your child's program must be made in writing and approved by an administrative staff member. No program changes are allowed in December, or in the months of April through June. No more than

one program change is permitted per academic year (i.e. September through June). To make a change, please complete and sign the appropriate form provided by our administrative staff. You will be advised within 2 business days if we are able to accommodate your request.

Tuition Payment Options and Late Fees

Tuition must be paid automatically on the 1st of each month using our ACH (automatic payment) system. There is a \$25 charge per month for payments made with any method other than ACH. If you choose to pay tuition with a personal check, cashier's check, money order, or through your bank's automatic payment system, please add an additional \$25 to each tuition installment.

Tuition is due on or before the 1st day of each month, beginning on September 1st, whether or not the first day of the month falls on a Saturday, Sunday, or holiday. No bills or statements are sent. If the payment is received after the 1st and before the 7th day of the month, a late fee of \$25 will be assessed. Payments received on or after the 7th of the month are charged an additional late fee of \$50, for a total of \$75 in late fees. Additional late fees may be assessed if the account is not paid in full by the 8th of the month. A fee of \$45 will be charged on all checks returned by the bank. ***We do not accept tuition payments by credit card.***

If your tuition payment is consistently late, your child's enrollment may be discontinued, or we may require that you pay the balance of the school term tuition in full (at LePort Montessori's discretion).

Kindergarten and Elementary Discount

LePort offers a credit toward kindergarten and elementary tuition for continuing families: we value the benefit of a consistent Montessori experience and want to make it easier for you to decide to continue your child's Montessori education into the elementary years. LePort Montessori created this program because of the tremendous value to students of remaining in the Montessori environment beyond preschool and into the elementary years.

The final year of the Montessori Primary program is the "Kindergarten" year. The year he/she would be eligible for public school kindergarten, typically, the year he/she turns five by September 1st is your child's leadership year, the culmination of the learning they have experienced during the first two years in Primary. As such, LePort Montessori offers a special credit to make this and subsequent years more affordable. If your child has been with us consecutively for two or more years prior to the start of a given school year, you will receive \$250 off, per month for Kindergarten (the year your child turns 5 by September 1st) through Elementary.

Sibling Discounts

When two or more siblings are enrolled concurrently at LePort Montessori, a fixed discount of \$100 is applied monthly to each child's tuition.

Tuition Changes

Tuition typically increases every year, to allow us to invest in program quality and give pay raises to our staff. Enrolled families will receive written notice of tuition increases at least thirty days prior to such increases taking effect. Families receive current pricing when touring and adding their child to the waitlist. Enrollment offers will be made at the tuition rate then in effect.

Financial Aid

Our financial aid program helps qualifying LePort Montessori families bridge the gap between what they can afford and our regular tuition. If you qualify, your monthly installment is reduced by the financial aid amount. It is

not a loan you need to pay back. LePort Montessori's financial aid program application process is administered by an external, third-party evaluation system called the Independent School Management Financial Aid for School Tuition Program (or FAST). We use FAST because it's a simple, objective method to determine qualification for financial aid. FAST adheres to nationally established standards and has safeguards to ensure that applicant information is kept confidential. Our financial aid program is not government assistance or a government-sponsored/funded program.

In addition to the analysis we receive from FAST, LePort Montessori also takes into consideration various other factors, including the capacity of the school the family is applying to and overall financial aid dollars available. For information about financial aid and to find out how to apply for financial aid please visit www.leportschools.com/enroll/financial-aid/. We encourage all interested families to apply.

Enrollment After August 1st

When enrolling after August 1st, the tuition deposit and all enrollment paperwork is due upon registration.

Enrollment Beginning Part Way Through the Month

Your tuition, whether annual payments or installment payments for the first month of attendance is due the 1st day of the month in which your child's enrollment commences. For children who enroll after the 1st day of the month, the annual payment or first installment is prorated.

Probationary Period

The first four weeks of enrollment at LePort Montessori are a probationary period. During this period, LePort Montessori may, at its own discretion, decide to discontinue the enrollment of a child, in which case the tuition will be prorated, and an appropriate refund issued.

Withdrawal

Children benefit from consistency, especially in Montessori. We encourage families to make a commitment to the Montessori program for its full cycle—through age six/kindergarten for Montessori Primary, through 6th grade for Montessori Elementary, and through 8th grade for Middle School. Mid-year withdrawals at all program levels are disruptive and sad for the children leaving, as well as for their peers and teachers.

If you do need to leave, the more notice you can provide us, the better we can work with you to ensure a smooth transition for your child, their classmates, and the teachers.

When you withdraw your child with proper notice, the deposit will be applied toward tuition for the final billing period. If the deposit is insufficient to cover tuition for the final billing period, payment for the balance will be required. You must provide notice by the 20th of the month, for the deposit to be applied to the next month's tuition. If you give notice after the 20th of the month, your deposit will be applied to the second following month. For example (1) Notice is provided on January 20th. Your deposit is applied toward the February tuition. (2) Notice is given on January 21st, your deposit is applied to March tuition, and you still owe February tuition.

Tuition deposits can only be applied toward tuition due by giving proper notice as outlined above. All tuition deposits are non-refundable and non-transferrable.

Year-round Enrollment

The lower monthly payment for year-round enrollment includes holiday care days. We count on year-round families to attend school during the summer when our enrollment is typically lower. If enrolling year-round, you may not switch to the academic year. Also, your deposit cannot be applied to the April, May or June billing

periods.

If you are on the Year-Round contract and withdraw prior to the Summer Program start but plan to return in the Fall, you would lose all of your discounts upon re-enrolling in the Fall. You would be enrolled as a new family on the current tuition rates.

General Operational Policies

Non-Discrimination Policy

LePort Montessori ("LePort") does not discriminate on the basis of race, sex, national origin, disability, religion, or any other protected status. We make our best effort to accommodate the needs of every child who wishes to attend a LePort Montessori school. To properly meet the needs of your child, LePort Montessori requires written documentation if the student has any medical issue or special needs (for instance, an allergy, a diagnosed or suspected psychological or developmental difference, learning difficulties, etc.). **Disclosure of this information is a required condition of your child's enrollment in our program.** If your child does have a known or suspected medical issue or special need or disability, we will do a fully individualized assessment of your child in order to determine whether (a) LePort Montessori possesses the necessary expertise and resources to provide for the best interests of your child, (b) the child may pose a health or safety threat to him/herself or others in our environment, or (c) admitting the child requires a fundamental alteration of our program.

We also encourage parents to review the content on our website: www.leport.com.