



Family Handbook

SY: 2023-2024

Lee Montessori exists to create a more just, liberated world.



Welcome to Lee Montessori!

Dear Lee Montessori Families,

As Interim Executive Director of Lee Montessori Public Charter Schools, it is my pleasure to welcome new and returning families for the 2023-2024 school year. I know that every single member of our staff is eager and excited to see your children in our classrooms and witness their growth, energy, creativity, and joy.

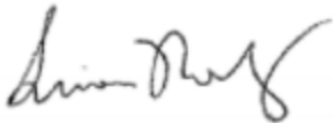
Here at Lee Montessori, we are on a mission to foster a lifetime love of learning and cultivate independence among students, using the student-centered Montessori method. We also combine Montessori with a focus on social-emotional, anti-bias, and anti-racist learning (SEAL), ensuring that children develop the knowledge and grace to honor the humanity of everyone with whom they interact.

The past few school years have been far from normal - and I know that we have challenges ahead. However, I am confident that our staff, students, and families will rise to every challenge as one Lee Montessori community. I encourage you all to get involved with our community and participate in our programming. A few ways you can do so include:

- Attend our in-person or virtual family events at Brookland or East End such as Family University Sessions, Chat & Chews, Family Picnics, or Field Day!
- Join our Family-Teacher Associations (FTAs) at the Brookland or East End Campus.
- Make sure you have created a ParentSquare account and have notifications enabled on your mobile device.
- Visit our social media regularly for news and updates (*@leemontessori on Instagram, "Lee Montessori Public Charter Schools" on Facebook*)

It is my great honor to serve your students alongside our incredible teachers, administrators, and support staff. In the words of Maria Montessori, "Within the child lies the fate of the future". Thank you for entrusting us with the future, and thank you in advance for a great school year ahead.

Sincerely,

A handwritten signature in black ink, appearing to read "Simon Rodberg".

Simon Rodberg
Interim Executive Director
Lee Montessori Public Charter Schools

Lee Montessori exists to create a more just, liberated world

Lee Montessori is a diverse, interconnected community that redefines high-quality education by pairing Montessori with Anti-Bias / Anti-Racist practices. We create a joyful learning environment where children and families flourish, and can show up as their authentic selves.



Table of Contents

- 1. About Lee Montessori**
 - a. Our Mission, Core Values, and Theory of Change
 - b. Campus Information
 - c. Board of Directors
 - d. Key Staff
 - e. Calendar & Schedule
 - f. Non-Discrimination Statement
- 2. Admissions**
 - a. Lottery
 - b. Preferences
 - c. Returning Students
- 3. Arrival, Dismissal, and Attendance Policies**
 - a. Student Arrival Policy
 - b. Student Drop-off
 - c. Early Dismissal & Afternoon Dismissal
 - d. Attendance Policy
 - i. Excused & unexcused absences
 - ii. In-seat attendance & Tardiness
 - iii. Late pick-up
 - e. School closures & delays
- 4. Lunch, Recess, and Napping**
 - a. School Meal Program
 - b. Bringing Lunch from Home
 - c. Lunch in the Classroom
 - d. Snack and Food Preparation Items
 - e. Nap and Rest Time
 - f. Extra Clothing at School (for all grades)
- 5. Health and Wellness**
 - a. Toilet Learning
 - b. Medication
 - c. Illness
 - d. First Aid
 - e. Insurance
 - f. Mandated Reporting
- 6. Additional Policies**
 - a. Clothing Guidelines
 - b. Birthday Celebrations

- c. Cell Phone/Technology Policy

7. Extended Day Programming

- a. Before and Aftercare
- b. Expectations and Policies

8. Academic Curriculum

- a. The Montessori Curriculum
- b. Social-Emotional Equity Learning (SEEL) Curriculum
- c. Homework
- d. Going Outs and Upper Elementary End of Year Trip
- e. Common Core Standards
- f. Assessments & Accountability
- g. Student Promotion Policy

9. Student Support Services

- a. Child Find Policy
- b. Intervention Support
- c. Identification for Student Support
- d. Child Study Team
- e. Special Education
- f. Related Service Providers

10. Behavior Discipline Policy

- a. Discipline policy & procedures
- b. Due process for students with special needs
- c. Restorative Justice
- d. Responses to Behavior
- e. Emergency Procedures for Physical Intervention
- f. Recess and Playground Policies
- g. Suspensions
- h. Physical Contact/Safe Touch Policy

11. Family Engagement

- a. Family Core Values Commitment
- b. Family Grievances
- c. Family Engagement
 - i. Family Teacher Association (FTA)
 - ii. Family Education
 - iii. Service to school
 - iv. Classroom Observations
- d. Family Educational Rights and Privacy Act (FERPA)
- e. Notification of Rights Under PPRA

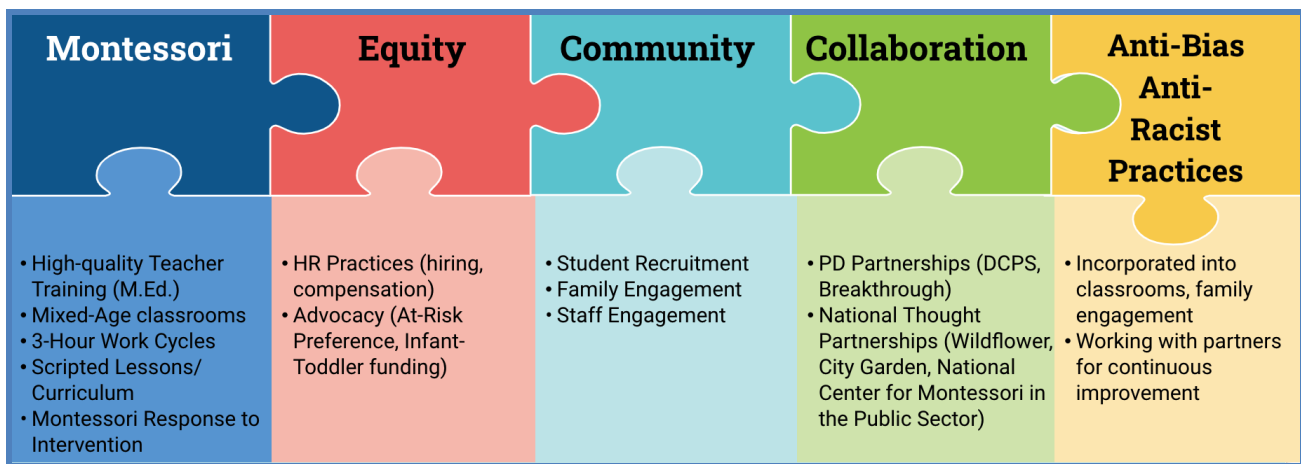
About Lee Montessori PCS

Lee Montessori exists to create a more just, liberated world. We are a diverse and interconnected community that redefines high-quality education by pairing Montessori with Anti-Bias/Anti-Racist practices. We create a joyful learning environment where children and families flourish, and can show up authentically as their true selves.

Lee Montessori successfully redefines a high-quality education through our collective commitment to the following community values: Equity, Grace, Bravery, Growth, and Joy.

Taking this mission into account, we implement a highly personalized, AML-accredited public education that blends best practices and progressive Montessori principles and focuses on the development of the whole child. Our highly-skilled staff provides the academic, social, and emotional support all children need to succeed in school and life.

Beyond our work to serve *all* children, our theory of action is that, if we implement high-fidelity Montessori in a community that is racially and socioeconomically diverse, then each child we serve will be empowered to transform society. To do this, we work to continuously improve our practices by focusing on:



In August 2014, our founding campus opened in the Brookland neighborhood. This year, we will serve approximately 280 students in Grades PK3-6. This campus received full recognition by the Association Montessori Internationale – USA, Tier 1 status from the DC Public Charter School Board, and four (4) stars from the Office of the State Superintendent of Education.

In 2019, we opened Lee Montessori’s East End campus, which will serve 220 students in grades PK3-3. Like Brookland, the school will eventually grow to serve students in grades PK3 - 6th.

Campuses

Lee Montessori - Brookland

3025 4th Street NE
Washington, DC 20017
Phone: 202-779-9740

Lee Montessori - East End

2345 R St SE
Washington, DC 20020
Phone: 202-996-6700

Email: info@LeeMontessori.org

Daily School Hours

Before Care

7:00 am - 8:20am (fee-based)

Academic Day

Monday - Thursday 8:20am - 3:45pm
Friday: 8:20am - 1:00pm

After Care

3:45pm - 6pm (fee-based)

Board of Directors

Lorraine Madala, Chair, boardchair@leemontessori.org

Kimani Little, Treasurer & Parent
Katie Wendel, Secretary & Parent
Ashley N. Southerland, Parent

Jessica Milton, Vice-Chair
Selma Woldenmichael
Akela Dogbe

Emily Silberstein
Simon Rodberg, Ex-Officio

Lee Montessori's Board of Directors is responsible for setting and ensuring our overall vision and holding staff accountable for ensuring that our schools are effectively serving our students. Board members listed are as of July 2023.

Board Meetings

Lee Montessori Bylaws call for at least six (6) meetings per year, all of which are open to the public. Board Meetings are posted on our [portal, Board on Track](#).¹

Key Staff

Network Leadership		
<p>Simon Rodberg Interim Executive Director simon@</p>	<p>Eboni Akingbe Director of Special Education eboni@</p>	<p>Erin Hart Managing Director of Talent & Operations erin@</p>

Network Operations Staff		
<p>Joshua McComas Director of Operations joshua@</p>	<p>Herb Whren Data, Compliance, & Assessment Manager herbert@</p>	<p>Kathleen White Out of School Time Programs Manager kathleen@</p>
	<p>Tijuana Beale Operations Manager tbeale@</p>	<p>Wendy Hernandez Human Resources Generalist wendy@</p>

¹ <https://app2.boardontrack.com/public/qBRqrN/home>

Key Dates for School Year 2023-2024²

September 2023

Tuesday, September 5, 2023:

First Day of School for returning students

Monday, September 11 - September 22: Phase-in window for new PK3s

October 2023

Monday, October 9: School Closed (Holiday)

November 2023

Friday, November 3: School Closed (Professional Development)

Friday, November 10 - School Closed (Holiday)

Monday, November 20 - Tuesday, November 21: School Closed (Family/Teacher Conferences)

Wednesday, November 22 - Friday, November 24: School Closed (Holiday)

December 2023

Thursday, December 21 - **Half Day for students**

Friday, December 22 - Tuesday, January 2, 2024:
School Closed (Holiday)

January 2024

Wednesday, January 3: Return to School

Monday, January 15: School Closed (Holiday)

February 2024

Friday, February 16: School Closed
(Professional Development)

Monday, February 19: School Closed (Holiday)

March 2024

Monday, March 14 - No school for students (Professional Development)

Thursday, March 14 - Friday, March 15: School Closed
(Family/Teacher Conferences)

April 2024

Monday, April 15 - Friday, April 19:
School Closed (Spring Break)

May 2024

Monday, May 27: School Closed (Holiday)

June 2024

Wednesday, June 19: School Closed (Holiday)

Friday, June 21: **Last Day of School (Half Day)**

Daily Schedule

7:00-8:20am	Before Care (fee-based)
8:20-8:30am	Curbside Drop-off
8:30-3:45pm	Regular School Day
1:00pm	Optional Pickup for PK3/PK4
3:45 - 4:00pm	Curbside Pickup
4:00 - 5:00pm	After School Clubs (fee-based)
4:00 - 6:00pm	Extended Day Programming (fee-based)
6:00pm	Final Aftercare Pickup

² Full-Year calendar can be accessed via ParentSquare and on our website at www.leemontessori.org.

Nondiscrimination Policy

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990 and the D.C. Human Rights Act of 1977, as amended, District of Columbia Official Code Section 2-1401.01 et seq. (Act), Lee Montessori Public Charter School does not discriminate (including employment therein and admission thereto) on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited. Discrimination in violation of the aforementioned laws will not be tolerated. Violators will be subject to disciplinary action.

Admissions

Enrollment

Lee Montessori PCS is open to all students in the District of Columbia.

Age Requirements for PreK3 and PreK4

In order to be eligible for PreK3, children must turn 3 years old by September 30 of the school year. In order to be eligible for PreK4, children must turn 4 years old by September 30 of the school year or have completed PreK3.

Exceptions to these dates are made only when the prerequisites of the DC Public Charter School Board are met.

Lottery

Lee Montessori participates in the common lottery through MySchoolDC. If a student applies to Lee Montessori after the lottery and there is still space available in the grade in which the student has applied, he or she will be accepted on a first-come, first-served basis. If there are no spaces available, then the student will be placed on the waiting list for that grade.

Preferences

Lee Montessori provides preferences for enrollment to the following, in order of preference:

1. Children of staff members
2. Siblings of currently-enrolled students
3. Siblings of newly enrolled students
4. Inter-campus transfer students

Lee Montessori also participates in My School DC's "Equitable Access Preference." Qualifying families are placed on a separate waitlist in order to have more selective preference. Qualifying families are able to opt-in to this program when they complete their application through My School DC.

Transfers are possible between Lee Montessori campuses in limited situations, usually involving a physical move of the family to a location closer to another campus. Transfers are not guaranteed, and depend on the availability of seats at the receiving campus. Please contact a member of the Admissions Team if you believe you may be eligible for a campus transfer.

Returning Students

Lee Montessori permits students, who were previously enrolled at Lee Montessori for at least one calendar year, to return in limited circumstances, as outlined in this Policy. Within this Policy, "previously enrolled students" are defined as students who were enrolled and officially withdrew because the family relocated out of Washington, DC. Moreover, to be considered a previously enrolled student within this Policy, prior to the leave of absence, the student, via custodial guardian, must notify school administration. This places the student under the definition, and therefore policy, of previously enrolled students, and thus permitted back at Lee Montessori.

Previously enrolled students must also meet the following conditions, which should be stipulated in the letter:

- The family no longer lives in the DC metro area (including Northern Virginia and Maryland)
- Students are not leaving to attend other schools in the DC Metro area.
- The previously enrolled student, via custodial guardian, should provide the following paperwork to the Head of School by the February preceding the start of the new school year in which the student wishes to return:
 - Letter requesting re-enrollment including verification that all conditions stipulated at the time of the leave of absence, was maintained throughout the year(s) of absence. The letter should stipulate the grade level upon which the student requests to enter
 - Re-enrollment paperwork, including the residency verification, meeting all deadlines established for that school year.

Previously enrolled students will rejoin the school on the first day of the new academic year, or as otherwise approved by the Executive Director.

Arrival, Dismissal, and Attendance

Student Arrival Policy

Class instruction begins at 8:30 am for all students. Children not attending before care should arrive at the drop-off area between 8:20am and 8:30am.

The school reserves the right to implement policies to prohibit students from entering the school at/after 9:00am, without proper notice or excuse.

Lee Montessori PCS implements a morning drop off protocol. Please know that school parking lots are not designed to handle the number of vehicles that come to campus at the beginning and end of each school day.³ Lee Montessori PCS staff will do everything we can to encourage families to follow the parking lot rules and maximize the flow of traffic. The staff knows that your time is precious, but the safety of every student is our priority.

Please follow the law: do not park illegally (red curbs, handicapped parking without a place card, etc).

Student Drop Off in the Mornings

- Student drop off begins at 8:20 for children not enrolled in before care.
- Please say your goodbyes before unloading students. This will help keep cars moving orderly.
- Follow the directions of the staff members on duty.
- Students are to exit their vehicle only on the passenger side and they must be able to get themselves out of the car without any help from their caregiver/s.
- Caregivers are to remain inside their cars – do not leave your car unattended.
- Do not pull into the parking lot to drop off/pick up your child. Children are not to walk across/through the staff parking lot. Children are to always walk on the sidewalks.
- Please dress your child(ren) appropriately, prior to pulling up to the curb, as they will be unloading and loading in the outdoor elements curbside.
- Caregivers dropping their children off after 9:00am should check-in at the front desk - Children should not be left unattended to enter the building.

Early Dismissal

Students are not permitted to leave the school during the school day unless picked up by a parent, guardian, or designated adult. Students leaving before the end of the school day must be picked up by a parent, guardian, or designated adult. Students leaving before the end of the school day must be signed at the front office. Please note that frequent early dismissals have a negative impact on student academic achievement. Thus, unexcused early dismissals are counted in the same way as tardies and are reported as such.

If your child has five (5) or more unexcused early dismissals, a family conference will be held to discuss concerns and possible consequences.

³ Note: Parking in the lot during the school day is intended for school purposes only - violation may result in your vehicle being towed. Please be sure to follow all relevant parking laws and be respectful of neighbors.

Students may only leave with an authorized person who is listed on the student's pickup list or for which we have other specific authorization (i.e. call to the front desk from an authorized individual, letter sent with the student, etc.).

Please note that dismissals are not permitted between 3:20 pm and 3:45 pm.

Dismissal

Students are dismissed at 3:40 pm daily, with an optional 1:00pm dismissal every Friday, and should be picked up from the designated area. Please ensure that you supervise your child(ren) at all times once you have picked up your children. Students should be picked up promptly if they are not participating in the aftercare program. Student Pick Up in the Afternoons

- Place the provided sign on your car passenger visor with the name of your child(ren).
- Caregivers are to remain in their vehicles - do not leave vehicles unattended in the parking lot.
- Do not pull into staff parking spots to drop off/pick up your child. Children are not to walk through the staff parking lot. Children are to always walk on the sidewalks.
- If you arrive before 3:45pm please wait in your car.
- Follow the directions of staff members on duty.
- Car line students will wait in the designated area for their caregivers car.
- Backpacks must go inside the passenger area of the car, not in the trunk. If you need to use your trunk space, then you will be directed to a designated loading area away from the car line.

Absences

Lee Montessori PCS believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students and establishes regular habits of dependability. The purpose of this policy is to encourage regular school attendance. It is intended to be positive, not punitive.

This Policy also recognizes that class attendance is a joint responsibility to be shared by the student, caregiver or guardian, teachers, and administrators.

Caregiver/Parent/Guardian's Responsibility

It is the responsibility of the student's caregiver(s)/parents/guardians to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school to solve any attendance problems that may arise.

Absences are recorded and reported to the Office of the State Superintendent of Education and the DC Public Charter School Board because attendance is a vital factor in a student's performance. **Vacations are not considered an excused absence.** Caregivers, parents and/or guardians are responsible for sending their children to school and those that fail to do so may be subject to court action under the **Compulsory Attendance Law of the District of Columbia 8-247.**

What are Excused Absences?

- Illness or medical reason (A doctor's note is required for an absence greater than 5 days)
- Doctor's appointments or other medical reason
- Death in the student's immediate family
- Observance of a religious holiday

The school will excuse a temporary absence if proper documentation is provided. Proper documentation includes: a note from a health care provider and/or a signed letter from a caregiver/parent/guardian for family emergencies and/or observance of religious holidays.

If your child has five or more unexcused absences, a family conference will be held to discuss concerns and possible consequences.

In-Seat Attendance

Lee Montessori is held accountable by the DC Public Charter School Board by, in part, our performance on a [Performance Management Framework](#). Part of this is the rate at which students are present at school. This

includes both excused and unexcused absences. In other words, **absences for sickness, vacations, and other reasons are still counted against us.**

Tardiness

Students are considered late after 8:40am and caregivers must sign in late students at the front office. Students will not be allowed in the classroom without a tardy pass. After 1:30pm, only children with a valid excuse may be admitted to the building. No children will be admitted after 2:00pm.

Tardiness is recorded and reported to the Office of the State Superintendent of Education and the District of Columbia Public Charter School Board as it can adversely impact student performance.

In accordance with DC law, if a student accumulates ten (10) unexcused absences from school, they must be referred to Washington, D.C.'s Child and Family Services Agency as a chronically absent student. At the same time, the school must report the student as truant to the Office of the State Superintendent for Education for follow up. The school will notify the family of these truancy reporting measures in collaboration with the Metropolitan Police Department.

Late Pick-up

Students who are not picked up by 4:05 pm will be escorted to the aftercare program. Caregiver is responsible for any fees incurred.

If your child has not been picked up by the designated time and we are unable to reach you or an emergency contact, we are required to notify Child and Family Services. Your child will be picked up by a Metropolitan Police Department officer and taken to the Child and Family Services Agency. Please make sure that you call the front office in the event of an emergency.

School Closures & Delays

Lee Montessori PCS takes the safety of our students, staff, families, and community extremely seriously. Lee Montessori staff strives to make decisions in the best interest of the entire community.

In general, Lee Montessori PCS will follow any school delay or closure decisions made by the District of Columbia Public Schools. Lee Montessori PCS will also notify all major television news stations, once a decision has been made. Information will be immediately posted on the Lee Montessori social media and main website home page.

Lunch, Recess, and Napping

School Meal Program

Lee Montessori PCS offers standard, dairy-free and vegetarian lunches each day through Genuine Foods. The cost for lunch in the 2023-2024 school year will be \$4.75 per day. All families are asked to complete the Free and Reduced-priced Meals (FARM) application to determine eligibility for free or reduced priced meals. You can always complete a new application if your income situation changes during the year by contacting your campus Food Service Manager. Dietary restrictions such as vegetarian and dairy-free will be accommodated. Dietary restrictions can be indicated during meal sign-up at the beginning of the school year, or by contacting your campus Food Manager.

Breakfast is offered free of charge to all students each day. It is available on arrival in a "grab and go" style. No sign up is necessary to participate in school breakfast.

Lee's Meal Charge Policy is available on our website [here](#).

Bringing Lunch from Home

Families also have the option of bringing lunch from home. We all know that our children learn better when they eat healthy, whole foods. Growing minds and bodies need plenty of fresh fruits and vegetables, healthy fats and proteins, and properly prepared whole grains. Many of our families and staff members are passionate about healthy eating habits, and Lee Montessori is committed to providing children with access to healthy snacks throughout the day. When preparing your child's lunch, please support our efforts to promote healthy lifestyles and sustainable living by packing healthy, whole foods (see suggestions below).

Remember that Lee Montessori schools are peanut-free and tree nut-free. Please balance your child's midday meal with foods from a variety of different food groups and help us to minimize waste by using reusable containers. Whenever possible, enlist your child's participation in lunch preparation, and eventually, have your child pack their own lunch with these guidelines in mind.

- Students will not be able to keep their lunches refrigerated and they will not have access to a microwave oven.
- Please mark your student's lunch containers with their name.
- To protect other children with allergies, we may ask families to help us keep a safe environment by refraining from bringing items that may trigger an allergic reaction.

Lunch in the Classroom

Lee Montessori upholds Maria Montessori's belief that mealtimes are an extremely valuable learning opportunity for children. Thus, all of our students will eat lunch in their classroom with their classroom teacher. Children learn grace of movement by setting the table with breakable, child-sized dishes and glasses. They practice courtesy by using please and thank you, chewing with their mouths closed, serving others first, and through conversation.

Snack and Food Preparation Items

Families will have the opportunity to sign up to provide snacks or needed food preparation items for their child's classroom based on a rotating schedule that will be posted by the teachers. **Remember that Lee Montessori is a peanut- and tree nut-free school.**

Nap and Rest Time

Younger primary students will have the opportunity to rest and/or nap according to the biological needs of the child. It is important that you send a small blanket, crib size sheet, and optional pillow (all clearly labeled) in a bag that your child can carry independently. These items will be sent home weekly for washing.

Extra Clothing at School (for All Grades)

Young children's clothes can become dirty or soiled in the course of the school day and a change of clothes may be necessary for the comfort of the child. Caregivers are required to leave an extra set of clothes at school for all children and at least two sets for any child who naps at school or is still working on toilet independence. The extra clothing should meet the standards of the clothing policy and each article **must be labeled** with the student's name. An extra set of clothes includes: **Underwear; pair of socks; bottoms; and tops.**

Teachers will bag up the dirty clothes so that they go home with the child that day. If a child uses their change of clothes, caregivers must send a new set of clothes the following day. We have a limited number of extra clothes kept at the school. If you borrow clothes from the school, please wash and return the next day.

If a child needs to change and there are no changes available, their family will be contacted and expected to bring a set within an hour.

Caregivers should frequently check to ensure that their child's change of clothes fits, particularly as the seasons change.

Lee Montessori is not responsible for lost or stolen children's items.

Health and Wellness

Toilet Learning

Children learn to use the toilet independently at different ages. In order to support children, families, and teachers with toilet learning, Lee Montessori PCS implements the following processes and procedures to support all parties and help children achieve age and developmentally-appropriate self-help skills. In order to achieve success in this process, it is crucial that all parties maintain open, honest, and supportive communication so that children feel comfortable and can be successful. Please remember that toilet learning has to be reinforced at home as well as at school.

Our primary classrooms have bathrooms within the classroom and children who are in the process of toilet learning will be encouraged to use the bathroom on a regular schedule. In addition, children have the freedom to use the bathroom whenever they need to.

We recognize that as part of the toilet learning process, children may have accidents. In order to ensure we can support your child's toilet needs at school, Lee Montessori will provide the following to ensure proper, sanitary care of your child when they have accidents:

- Latex Gloves
- Toilet Paper
- Bags for soiled clothing
- Trash cans with lids for appropriate disposal
- Training for staff on proper procedures for managing accidents

For children who are not proficient, families are required to bring the following to school to support the process:⁴

- Wipes
- Two changes of clothing (in addition to the standard set of extra clothes)
- Extra socks
- An extra pair of shoes, if possible

Protocol for Toileting Accidents:

When a child has soiled him/herself, a staff member will assist the child with changing clothes and provide directions on wiping with toilet paper and/or baby wipes. If a child is not able to sufficiently clean him/herself, parents will be called to come assist the child or to take them home, if deemed necessary.

Medication

Being physically healthy allows children to learn more effectively. For this reason, and to ensure the health and safety of all children in our school, regular medical and dental checkups are essential for your child. All Lee Montessori students must have a complete immunization record and physical exam form on file in the front office, per existing DC Health regulations.

Lee Montessori receives nursing support from Children's School Services, and cannot guarantee the services of a full-time nurse. We will have staff certified to administer medicine to your child. If your child requires medication during school hours, please check with the administration as soon as possible to see if it can be administered by a staff person. Otherwise, students should take all required medications at home or, if the child requires medication during school hours, the caregiver must come to school to administer it. Students are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school.

Lee Montessori PCS strongly encourages families to dispense both temporary and maintenance medications outside of school hours. Ask your physician for a medication schedule that will accomplish this. In those few cases where this is not possible, please bring in the medication to the front office. The medication needs to be in the original container with the appropriate prescription label and the appropriate Student Health Authorization for Administration of Medication Form. We store the medicine in a secure location. We will administer the medication

⁴ Families are responsible for ensuring that all of these items are in the child's cubby. If families fail to have these items on hand and the child has an accident, the parent will be required to bring these items to the school within an hour.

from the health suite. Please be aware the medication cannot travel back and forth to school – once it's given to us for your child's use, it must remain with us until it needs to be refilled. Therefore, we strongly encourage you to ask for two separate prescriptions when at the doctor's office with your child.

Illness

In order to maintain a healthy school, families' must not send their children to school with any contagious diseases such as the flu, strep throat, chicken pox, measles, conjunctivitis (pink eye), ringworm, scabies, or lice. Students with any of these conditions will be sent home from school until they are no longer contagious. A family member must pick up their student within two hours of being notified that their child is sick with a contagious illness. Lee Montessori may request that the family provide a doctor's note showing that their child is no longer contagious, depending on the illness and at the recommendation of the School Nurse. Please notify the front office if you discover that your child may have been exposed to a contagious disease.

If a contagious illness is discovered within a classroom community, the school will follow guidelines provided by DC Health. If advised by DC Health, the school will alert affected families and staff and provide resources on how to handle exposure. Extra sanitation measures may be taken. Classes will not be closed for an outbreak, unless at the recommendation of DC Health.

Families must not send their children to school within 24 hours of displaying symptoms, including vomiting, diarrhea, or fever in excess of 100.4 degrees. For example, if a student throws up in class at 11am, they cannot return to school the next day until at least 11am, provided they remained symptom free the entire 24 hours they were home. If symptoms return, families must count a new 24 hours from the new symptoms.

If an illness requires a student to go on antibiotics, students cannot return to school until 24 hours after their first dose of antibiotics, in order to allow the medication to begin effectively working.

First Aid

Lee Montessori is able to provide limited first-aid care during the school day. If a child is hurt or complains of an illness, the teacher or administrator will treat simple cuts or bruises by applying a bandage or ice. The front office or school nurse will call the caregiver in the event of a more serious injury or illness and the student will be kept in the office until the caregiver arrives to get the child. In the event of an emergency, 911 will be called and a school staff member will accompany the child to the hospital and stay until their caregivers arrive.

Note: While Lee Montessori is supposed to be allocated a School Nurse by School Health Services, this is dependent on availability. Further, the School Nurse at the Brookland campus is also responsible for students at Washington Leadership Academy.

Insurance

Students' medical needs, including those that may arise on school grounds, must be covered by caregivers' insurance. Caregivers should notify the office if they do not have insurance for their child or have any questions about their child's insurance coverage. The school may be able to provide information to caregivers interested in obtaining health insurance.

Mandated Reporting

The safety and well-being of our students is our first priority at Lee Montessori. Because school personnel are mandated reporters of child abuse and neglect, we will call the Child and Family Services Child Abuse and Neglect Hotline if:

- A student tells a staff member that they are being abused at home, there is drug use in the home, have been sexually abused, are engaging in child pornography or prostitution, have witnessed domestic abuse, are being threatened at home, or do not want to go home because they are afraid.
- A student threatens suicide or threatens to kill or seriously harm another person
- A staff member sees physical signs of abuse such as bruises, burns, fractures, etc.
- A staff member notices signs of neglect, including lack of basic food and clothing, inappropriate hygiene, lack of appropriate supervision, lack of medical treatment, or the child is residing in an inappropriate or dangerous environment.
- A student is engaging in risky behavior (including sexual behavior, drug use, etc.) and the caregivers/parents/guardian are not able to or unwilling to intervene.

- A student has 10 or more unexcused absences or an extreme tardy problem.
- A student is being kept from school to care for family members or to do chores or work around the house.
- A student is not attending school because they are holding a job.
- Caregivers/Parents/Guardians are repeatedly not returning phone calls, responding to notes or letters home, or are not coming to school for requested meetings.
- Caregivers/Parents/Guardians have withdrawn a student and fail to provide documentation of enrollment in another education institution within 10 days.

Additional Policies

Clothing Guidelines

Children learn best when their clothing is clean and comfortable, encourages freedom of movement, and does not present any elements that could be distracting to themselves or others. Lee Montessori PCS has a dress code of Navy Blue, Kelly Green, or White collared shirt with solid colored pants, skirts, jumpers, or jeans. Shirts with the logo can be purchased online from our partner, [DMV Tees](#). Logo shirts are not required, and families may purchase shirts from a store of their choice.

All children wear indoor shoes in their classrooms. The indoor shoes should fit securely and have closed backs and toes, and rubber soles. Families may send plain colored indoor shoes (no cartoons or other characters please) of their choice to school.

When getting dressed for school, we ask caregivers/parents/guardians and children to be mindful of the following:

- Clothing should be clean, appropriately sized, and suitable for work and play.
- Children, particularly those in the primary classrooms, should come to school in clothing that is easy for them to put on and fasten themselves.
- Children work and play in a variety of settings. We recommend comfortable, supportive shoes and weather-appropriate clothing (sun hats, rain gear, boots, gloves).

Birthday Celebrations

Within the Montessori method, a beautiful tradition for celebrating birthdays has evolved: The story of each child's life is told as they walk around a ceremonial sun. Each turn around the sun represents a year of the child's life. Your child's teacher will ask you for help in preparing this special event. If you wish, please feel free to send in a special snack in celebration of your child's special day, but please make sure this snack is not excessively sweet. Please consider sending food items from the suggested snack instead (ex. fruit kabobs are a fun treat to make and eat.) All birthday celebrations at school must be arranged and approved by your child's teacher.

If you are hosting a celebration outside the class and inviting some families from school, please be mindful of the impact of such celebrations on class life. Please do not send birthday invitations to school to be sent out. Please send the invitations through the regular mail or other means, out of sensitivity to children not included in the celebration, and to avoid confusion with school-sponsored events. Joyful celebrations should be part of every childhood, and we thank you for your cooperation in ensuring these celebrations complement our program.

Cell Phone/Technology Policy

We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction to the learning environment and without proper supervision, smartphones can put your child at risk for exposure to inappropriate content. We ask that you allow your child to carry a cell phone only if absolutely necessary.

Students are allowed to carry cell phones to school, however they must be turned off and turned in to the front desk upon arrival to school. Cell phones will be returned to students at the end of their school day. Once a child receives their cell phone at the end of their school day, they cannot come back into the building without checking their phone back in.

If a student violates the cell phone policy, they will have the following consequences:

- First Infraction - Students will have their cell phone taken and locked up in the office until a caregiver/parent/guardian can come to school to retrieve it.

- Second Infraction - Students will no longer be allowed to bring a cell phone to school for an amount of time determined by the Principal.

This policy applies to both student time inside the school building as well as when on school sponsored trips outside of the building. It also applies to other devices such as smart watches that have Internet, text, and/or telephone capabilities.

Lee Montessori PCS is not responsible for lost, damaged or stolen phones in any circumstance.

Extended Day Programming

Lee Montessori PCS offers before- and after-school services intended to provide caregivers/parents/guardians with an affordable care option while providing additional enrichment activities for children, especially in after-school.

Before Care: Before care runs daily from 7:00am to 8:30am. Children attending before care will be provided breakfast, free of charge.

After Care: After Care runs daily from 3:45pm to 6pm and includes a variety of enrichment and academic activities for Lee Montessori students including art, music, outdoor play, reading and more.

Behavior in Before and After Care

Students are expected to abide by the same policies and expectations in before- and after-care programs as policies for the regular day. Student suspensions apply to both normal school day and before/after care.

Before / After Care Expectations and Policies

- Applications to enroll in before- and after-school programs must be filled in a timely manner by all families.
- Club Fees are charged per club session.
- Payments are due per the established Extended Day Policy prior to the start of the month. Nonpayment may result in prohibition from participation in before- and or after care services.
- A \$1/minute late fee is charged each minute after 6:00pm if you have not yet picked up your child. Excessive late pickups will result in referral to CFSA, per the Late Pickup Policy.
- Caregiver/Parent/Guardian must review and sign the Extended Day Policy before a child can start Extended care.
- Caregiver/Parent/ Guardian must sign their children into Before Care if they are dropped off before 8:20am.
- Children will be signed into After Care if picked up from after 4:05pm.
- Any person picking up a student must be listed on the student's PowerSchool profile, per the Dismissal policy.

Academic Curriculum

The Montessori Curriculum

Over a century ago, Dr. Maria Montessori developed this comprehensive educational approach based on her observations of children's needs and her understanding of children's natural learning tendencies. The Montessori approach offers a broad vision of education as an aid to life. It is designed to help children with their task of inner construction as they grow from childhood to maturity. It succeeds because it draws its principles from the natural development of the child. The child's innate passion for learning is encouraged by giving him/her opportunities to engage in spontaneous, purposeful activities with the guidance of a trained adult. Through their work, children develop concentration and joyful self-discipline. Within a framework of order, the children progress at their own pace and rhythm, according to their individual capabilities.

Mixed Age Groups

One of the hallmarks of the Montessori method is that children of mixed ages work together in the same class. Age groupings are based on developmental planes. Children from 3-6 years of age are together in Primary classes, 6-12 year olds share the elementary classes, often grouped as Lower Elementary for 6-9-year-old children and Upper Elementary for children ages 9-12 years. Because the work is individual, children progress at their own pace; there is cooperation rather than competition between the ages. Younger children learn from the older children and older children naturally become classroom leaders.

The Prepared Environment

The "prepared environment" is Maria Montessori's concept that the classroom environment should be designed by the adult to facilitate maximum independent learning and exploration by the child. Attributes of a prepared environment include order, reality, beauty, and simplicity. Everything is child-sized to enhance the children's independent functioning. Children learn through their guided and independent interactions with the environment.

In the Montessori classroom, learning materials are arranged invitingly on low, open shelves. Children may choose any materials they would like to use and may work for as long as the material holds their interest after they have been given a lesson on the material. When they are finished with each material, they return it to the shelf from which it came.

Anti-Bias / Anti-Racist (ABAR) Programming

We at Lee Montessori acknowledge that we must do our part as educators and members of our community to dismantle and disrupt racism – beginning within ourselves. We are committed to our students, families, and staff and we will do whatever it takes to ensure that they feel heard, seen, and loved. We recognize that our actions have not always served to improve the situation and are committed to being part of a collective responsibility to confront White supremacy culture, institutional and systemic racism past and present.

We strive to center all our decisions and practices through an equity lens (social justice). We recognize that focusing on good intentions is insufficient, so we commit to refocusing our work on the impact that our actions have in our school community. This theory of change will help us continue to hold ourselves accountable and committed. An equitable education requires equity in treatment, access, advancement, and opportunity for all of our students. We strive to identify and eliminate barriers that prevent full participation. Promoting equity requires an understanding of the causes of outcome disparities within our society.

Homework

A growing [body of research](#) suggests that giving homework as a matter of course does not necessarily benefit children. Homework can also be a source of stress and conflict for families. Montessori students work very hard during their work periods and at the end of a long day are ready for a rest. At times, a guide or special education teacher may work with the family and student to practice specific skills at home. For ways to support your child and the work they do in the Montessori classroom, consider using out of school time to do the following activities instead.

- Making a game with a deck of cards to practice math facts
- Play board games
- Research a topic of interest
- Keep a journal
- Spend time with family and friends.
- Regardless of how old your children are, set aside time for reading aloud every day.
- When schedules permit, eat meals together, and encourage your children to help with meal planning and preparation
- Visit the library, parks, and local museums and galleries, even if it's just for a short time
- Try to spend time enjoying the outdoors.
- Encourage your children to share by asking your children questions like, "What was the best thing that happened to you today?" or "Did anything funny (or sad, or unusual...) happen at school today?"

Going Outs and Upper Elementary End of Year Trip

"Going Out" by Maria Montessori, is an essential aspect of the Montessori Elementary program and is very different from the traditional class field trip. The children "go out" in small groups (with adults) as an extension of their research and to gain experiences in the world outside the classroom. The children develop independence, resourcefulness, and self-confidence through functioning capably in the larger world without adult intervention.

Going Outs are planned in full by the students who are going. Students plan these trips when they need to find more information on a topic of interest. Students might plan to go to the library to find books on a specific topic; they might go to an art exhibit that is showcasing pieces by an artist they are studying; there may be a local specialist that they can interview to obtain more information on a topic. The students involved are responsible for planning the entire trip, which includes (but is not limited to): contacting the destination of the going out, scheduling the time

and date, collecting any money necessary for the going out, coordinating a chaperone, mapping out the route from the school to the destination, etc.

In an ideal world, children doing these going outs would be going on their own by walking or taking public transportation to their destination. However, in our time and place, safety dictates the adaptation of adult accompaniment. The adult's role is to remain focused and observant while refraining from participating or interfering. The adult only intervenes on three occasions:

- to ensure the children's safety by preventing inappropriate adult interaction,
- to interrupt unsafe or inappropriate behavior and return the children to school immediately, and
- to observe, record, and transmit the experience to the guide.

In order to set up each member of the researching group for success in practicing independence and in order to empower the group as a whole, it is strongly suggested that students schedule the Going Out with a chaperone that is not one of their own parents.

The full Going Out Policy is available [here](#).

Additionally, a core part of our Upper Elementary curriculum includes an end-of-year overnight trip. This is typically multi-night, and takes place at a camp or location within several hours of Washington, D.C. Students in Upper Elementary plan for this trip for the full school year, and may periodically have fundraisers or other awareness-raising events or activities in order to build support for their trip. It is expected that our Upper Elementary families support their students and participate in the preparations for the trip through financial contributions and/or or time contributions (volunteering). More information on the End of Year Trip is provided during Back to School Nights at the beginning of the year, when Guides meet with families.

Assessments & Accountability

Lee Montessori is an independent non-profit 501(c)3 accredited through the American Montessori Internationale of the USA (AMI-USA) school recognition program and authorized by the DC Public Charter School Board (PCSB), the sole authorizer within the charter sector of Washington DC. Lee Montessori PCS is required to submit documents and make periodic reports (governance, finance, operations, etc.) to the PCSB. To meet the requirements of AMI-USA and the PCSB, as well as to better inform our instruction and practice, Lee Montessori utilizes various methods of assessing our organizational performance and student outcomes.

Assessments of Organizational Performance:

- [PCSB Assessments](#)
 - Performance Management Framework (Annual)
 - Financial Analysis Report (Annual)
 - Equity Reports (Annual)
 - Charter Renewal (Every five years)
 - Qualitative Site Review (Every five years)
- AMI-USA Recognition (Triennially)

Assessments of Student/Classroom Performance

The teachers and administrators at Lee Montessori use a computerized record keeping system, Transparent Classroom, in order to monitor each student's academic growth and to record their observations. Students are assessed throughout the year using various assessment methods including formative and summative assessment, both formal and informal. Formative assessments are those that provide teachers with information needed to adjust individual and group lessons while they are happening. Summative assessments are used to determine a student's knowledge base. Standardized assessments are required by the District of Columbia and the Public Charter School Board's Performance Management Framework.

Students at Lee Montessori PCS participate in the following assessments:

Domain(s)	Assessment	Grade(s)	Frequency
Literacy, Math, Social-Emotional	TS Gold	PK3 & PK4	Fall, Winter, Spring
Social-Emotional	DESSA-Mini	K-6	Fall, Winter, Spring

Domain(s)	Assessment	Grade(s)	Frequency
Literacy	DIBELS	K-3	Fall, Winter, Spring
Math & Literacy	NWEA MAP	K-6 for Math	Fall, Winter, Spring
		1-6 for Literacy	Fall, Winter, Spring
Math & Literacy	PARCC	3-6	Spring
Classroom Environment	DERS	PK3-6	Fall, Winter, Spring
	CLASS	PK3-K	Spring

Student Promotion Policy

Student promotion will be viewed from a holistic approach, and will be mindful of social and emotional as well as cognitive development. The classroom teacher will make a recommendation for each child's promotion, based upon many factors that include:

- Prior retentions
- Mastery-based checklists
- Observations
- Classroom and district approved assessments
- Narrative-based report cards
- Reading comprehension and decoding skills

The child's teacher will have the responsibility of assessing each child's proficiency and ability to be successful in the next age grouping.

It is anticipated that children will show mastery of the Montessori curriculum within the three-year cycle. Children will need to demonstrate proficiency in the areas of language and math, as well as in the area of social and emotional development to be promoted. Children enrolled at Lee Montessori will be promoted to the next level /grouping when the following skills and content have been mastered by the end of each three-year cycle (primary, lower elementary, upper elementary).

Student Support Services

Lee Montessori's Child Find Policy can be accessed at [this link](#).⁵

Intervention Support at Lee

Lee Montessori PCS implements a Response to Intervention (RTI) model that includes science and research-based instruction, universal screening, progress monitoring, and where necessary, remediation strategies and testing for exceptionality based on a tiered system of intensifying support.

We use a Montessori RTI program called Child Study that was developed by the National Center for Montessori in the Public Sector (NCMPS) in addition to universal screening, progress monitoring, data-based decision making, and prevention techniques through effectively identifying and managing behavioral and learning challenges for all individual students.

All students entering the school are considered Tier Zero. Based on data collection regarding student progress with respect to response to instruction it may be deemed that additional student support is needed. These students will be referred to Tier 2 status of RTI, a classification that will determine the continuum of services necessary. A student entering Tier 2 will have a Child Study Team (CST); this is the second part of our identification system. The CST will always include the family and may include additional administrators, teachers, and support staff members if necessary. This team meets in order to identify the student's strengths and needs and provide an action plan for intensified intervention and support and further monitoring. In the event that data still does not indicate success in a specified time period, students will progress to Tier 3 of Child Study. At this tier additional out of classroom resources may be deemed necessary, which may include further testing for exceptionalities.

Identification for Student Support

Lee Montessori PCS is committed to meeting the needs of all children in the least restrictive environment possible. Any child will be considered for specialized instruction and/or supports through one of the following processes:

- Any student identified at Tier 2 or Tier 3 of the RTI model;

⁵ https://docs.google.com/document/d/1MXM171I6N_VyicWAXjaKUGEBtoiIfcnzu29eGpXOFEs/edit#heading=h.gidgxs

- A student referred by caregiver/families (If families wish to receive the services of the SST, they should contact the principal or their child's teacher for a referral form); and/or
- A student referred by teachers (a teacher should contact the principal for a referral form).

Child Study Team

The Child Study Team (CST) at Lee Montessori is composed of the Principal and/or Assistant Principal, academic coaches, guide(s), support staff, and the individual student's family members. The CST will meet regularly to review referrals and to schedule and execute observations of students in question.

The CST will determine if and when a student will be evaluated for special education and other related services such as speech and occupational therapy. It is important to note that students may also be referred directly by family in writing.

At the point that a student is deemed eligible for special education and/or related services, an Individualized Education Plan (IEP) meeting will be held with the families, teachers, and the special education coordinator to discuss the student's needs and the plan to support them. This meeting will result in the writing of an IEP plan that contains the specific services the child will receive from instructors and the annual goals set for progress. The student's progress will be monitored throughout the year, and the IEP team will reconvene yearly to evaluate progress and to update the goals and services laid out in the IEP. After three years, the student will be reevaluated to determine what, if any, services are still required.

Special Education

Pursuant to the Individuals with Disabilities Education Act (IDEA), students with disabilities will receive special education in the least restrictive environment. These students will be educated with their neurotypical peers to the maximum extent possible. As the three-hour work cycle is integral to the success of the Montessori method, we will work to preserve that time period for the student with disabilities to stay in the classroom with his nondisabled peers and target special education pullout time from the classroom will occur during other periods of the day. Lee Montessori PCS will provide a continuum of services consistent with the Montessori model to include support in the general education classroom, modification of the general education curriculum, and pullout of special education services if appropriate as deemed in the IEP.

Related Service Providers

When necessary, Lee Montessori PCS will use the services of outside agencies to provide qualified staffing for necessary services outlined in a student's IEP. These related service providers may include, but are not limited to: counselors, behavior specialists, speech/language therapists, and occupational therapists.

Behavior and Discipline Policy

Discipline Policy

Our approach to discipline at Lee Montessori is based on a mutual respect between adults and children and the belief that Lee Montessori must be a safe place, both physically and emotionally, for children to explore the limits of their current capacities and knowledge and stretch to new abilities, while refining their social and emotional skills. The purpose of our Student Behavior Policy is to aid children in developing self-awareness, regulation, and social responsibility. The Montessori Method supports children in identifying behaviors that support the development of the community and their own positive contribution to that. Children and teachers work together to build, teach, and practice the schoolwide expectations, as well as unique expectations for given spaces.. Students learn that they must be part of building the positive and inclusive community at Lee Montessori and that their behavior has a direct impact on that growth.

Children will be given time to share concerns and manage conflicts with peers through proactive and restorative circles. Abuse of any kind will not be tolerated. Appropriate use of non-violent communication and frustration tolerance skills are taught and modeled by all staff. When a student is unable to self-regulate, staff will support them in de-escalating and repairing any harm they may have caused.

In alignment with Montessori's constructivist approach to learning, Lee strives to take a constructivist approach to behavior. Interventions are designed to teach students the skills necessary to cope with challenging situations and to be an engaged, positive member of the Lee Community.

Bullying: Lee Montessori requires all employees, and encourages families, to report any known incidents of bullying or willful or deliberate violence to their child's Teacher and/or the Principal within 24 hours of witnessing or observation. When such an incident is observed, employees are required to complete an Incident Report and to send a copy to the Principal. Families of the children involved in bullying or willful violence will be notified. Incidents of Normal Peer Conflict may or may not be reported, depending on the details and events.

See Lee Montessori's [bullying prevention plan](#).

Discipline Procedures

Staff are trained in the Positive Discipline Model. Positive Discipline is a program designed to teach young people to become responsible, respectful and resourceful members of their communities. Children who feel a sense of connection to their community, family, and school are less likely to exhibit challenging behaviors. Just as students must learn to read and write, to be successful, contributing members of their community, children must learn necessary social and life skills. Staff will follow a necessary set of steps to help each student recognize their emotions and regulate their response to a given situation. Removal from the environment would be the most restrictive and last step taken. The child will return once regulated and prepared to restore any harm that has occurred. The priority for Lee in maintaining an emotionally and physically safe environment for all members of the community. Lee Montessori uses a Restorative Practices Manual for interventions and consequences.

The Lee Montessori community assists children in developing the skills necessary to control their own actions and develop self-discipline. Natural or logical consequences are used as a means of helping the child to develop inner limits.

Due Process Procedures for Students with Special Needs

Students with disabilities have the same rights and responsibilities as other students and may be disciplined for the same behavioral offenses listed above. A multidisciplinary team will hold a manifestation meeting to determine if the incident was a manifestation of their disability.

This meeting will not determine the consequences issued by the school for the recent infraction, though it may inform that decision. Discipline is handled by the school administration, who will hold a separate meeting. This meeting is to determine whether recent behavior was a manifestation of the disability and to review the appropriateness of the school plan.

Restorative Justice

What is Restorative Justice/Restorative Practice?

Above all, Restorative Practices and the Restorative Justice methods outlined below are meant to repair and restore the community, and the individual's role in the community. 80% of practices at a school should be proactive, making only 20% restorative.

Restorative Justice and its Influence on School Policies/Practices at Lee

Inclusion in the disciplinary process is a basic tenet of restorative justice. Students, Guides, and staff are all included. A restorative school culture is one that supports:

- Creating caring climates to support healthy communities
- Understanding the harm and practicing empathy for the harmer and the harmed
- Listening and responding to the needs of the harmer and the harmed
- Encouraging accountability through personal reflection in a collaborative space
- Reintegrating the harmer into the community as a valuable, contributing member of society
- Changing the system when it contributes to harm

At Lee Montessori, Positive Discipline is being used in Community Meetings in classrooms. These Community Meetings are being used to strengthen the community and create time for all members to spend time together.

Responses to Behavior, Levels of Behavior, and School Consequences

Levels of Behavior and Adult Response

Behavior Type		Adult Response	Possible Consequence(s)
Type	High Five Label		
I: Minor Issues:			
<ul style="list-style-type: none"> Minor disruption Verbal disrespect (unkind words) Inappropriate use of technology 	<ul style="list-style-type: none"> Inappropriate Language Aggravating Others Behavior that interrupts instruction Inappropriate use of technology 	<ul style="list-style-type: none"> Manage the Environment Prompting Caring Gesture Proximity Redirection Positive Pause Name the consequence 	<ul style="list-style-type: none"> Loss of privilege/time Assigned work area in the classroom Apology/making amends/Restorative conversations
II: Learning Environment Interrupted			
<ul style="list-style-type: none"> Disrupting learning environment Interpersonal conflict Inappropriate use of materials that is disruptive Repeated Level I behaviors in a work period (2 or more) 	<ul style="list-style-type: none"> Interpersonal Conflict Physical Horseplaying Repeated Level 1 behaviors (2 or more) Classroom disruption 	All of the above and: <ul style="list-style-type: none"> Time Away Follow through with consequences. 	<ul style="list-style-type: none"> Loss of privilege/time Assigned work area Apology/making amends/Restorative conversation Phone call home* Practice the lagging skill
III: Safety of the Environment is Interrupted:			
<ul style="list-style-type: none"> Physical aggression Targeted throwing of objects/breaking materials Harassment/Bullying Verbal aggression/threats Repeated Level II behaviors in a work period (3 or more) Elopement from space 	<ul style="list-style-type: none"> Repeated Level II behaviors (3 or more) Elopement Targeted throwing/breaking materials Bullying Aggression-Physical Aggression-Verbal 	All of the above and: <ul style="list-style-type: none"> Call for support Isolate the child (if escalated) Follow Crisis Protocol, if necessary 	<ul style="list-style-type: none"> Loss of privilege/time Assigned work area Apology/making amends/Restorative conversation or circle Phone call home* On-going practice the lagging skill (on child's time) Behavior chain analysis* Removal from future activity/suspension (by admin only)
Level IV: Real Imminent Threat to Students/Staff			
<ul style="list-style-type: none"> Extreme physical aggression Weapons possession Elopement from school property Threats made against school community 	<ul style="list-style-type: none"> Elopement from school property Extreme physical aggression Threats made against the school community Weapons 	All of the above and: Emergency services notified (as necessary)	<ul style="list-style-type: none"> Family notified within 1 hour and meeting scheduled* Alternate location chosen until the family can arrive at school Removal from future activity Suspension Expulsion Restorative conversations/circles Behavior chain analysis* On-going practice of lagging skills (on child's time)

* required

Emergency Procedures for Physical Intervention

Lee Montessori provides all staff with non-violent crisis intervention training through the Mandt System. This training provides the safest means of holding a child in a crisis situation. Selected staff members have completed additional Physical Restraint Training through Mandt and are permitted to use Gentle Safe Holding in the following situations:

- If a child is hurting themselves or others, or is likely to hurt themselves or others
- If a child is damaging property
- If a child is physically/verbally out of control, so that all verbal attempts to engage him/her have failed

Physical restraint may be used only when:

1. Non-physical interventions have been implemented and demonstrated proven ineffectiveness; and
2. The student's behavior poses a threat of imminent, serious, physical harm to self and/or others.

Instances when restraint is **not** to be used:

1. Physical restraint is not to be used as a means of punishment;
2. Physical restraint is not to be used as a response to the destruction of property, school disruption, eloping to a familiar or safe area, refusal of the student to comply with school rules or staff directive, or verbal threats that do not constitute a threat of imminent serious physical harm; or
3. Physical restraint should not be used as an intervention, if the student has known health or physical problems which would knowingly exacerbate their condition.

Such necessary interventions are fully in line with guidelines set out in the government document “New Guidance on the Use of Reasonable Force in School” (DfEE 1998). Without this intervention, the child can be left at risk of actual physical or psychological harm.

Recess and Playground Policies

Recess/Playground Rules for Primary Students

Each child must inform a Teacher or an adult on recess duty if there is an emergency, an injury, find anything on the grounds that can pose harm, or a need to leave the playground for any reason.

1. **Respect others' bodies.** No physical contact involving hitting, kicking, punching, pushing, or shoving will be tolerated. Children may not play fighting games; adults may intervene and help children come up with a new game. Positive and safe forms of physical contact are permitted with permission of both children. This may include: hugging, holding hands, linking arms, playing tag, etc.
2. **Throwing:** Only balls may be thrown (no wood chips, sand, rocks, sticks, etc.). Balls must be returned to the basket/bin when finished, only then are they available to play with. Children may walk with sticks.
3. **Respect the playground equipment and school materials.** Chalk is only for the ground/cement.

Recess/Playground Rules for Elementary Students

The expectation is that children will play kindly and safely. When friends are hurt, intentionally or otherwise, it's the perpetrator's responsibility to ensure that the injured is okay and get them the attention they need (first from a recess adult and then the nurse, if need be). Adults facilitate a fair number of guided dispute resolutions and will suggest that the child sit out from play to calm down or reflect on what their next steps are or remember what behavior is expected.

1. Children may leave the playground only with permission (and customarily with a second child or an adult).
2. We play safely:
 - a. No gun or weapons play, real or imagined.
 - b. No tackle or hard contact game and a three-second limit for games with holding.
 - c. We respect our environment.
 - d. Outerwear:⁶
 - 50 degrees or warmer - coats are optional
 - 40-49 degrees - must bring coat outside, may choose to take it off
 - 39 degrees or less - Must have and wear a coat

In-School Suspension, School Suspension, and Expulsion

Lee Montessori is committed to resolving situations peacefully and following the principles of restorative practices. With this in mind, our core belief is that maximizing the time that students with behavioral challenges spend outside of the classroom environment is detrimental in their development, both academically and in their ability to thrive socially and behaviorally in our school, community, and society. With that in mind, we will endeavor to never suspend or expel a child, and will use this policy only during extreme circumstances. With that in mind, students who willfully cause, attempt to cause, or threaten to cause bodily injury or emotional distress to another person, or who consistently deprive others of the right to a safe learning environment by repeated disruptive behavior will be subject to disciplinary action, including in-school suspension, out of school suspension, and/or expulsion.

In-school suspension is a disciplinary response to student misconduct. The student will be excluded from participating in regular school activities but will remain in the school environment. He or she will be required to do assignments developed by their teachers.

⁶ If a child doesn't have the gear, they should go to the lost and found to borrow what they need.

No student shall be suspended or expelled unless the conduct for which they are to be disciplined is related to school activities and/or attendance. Disciplinary actions will have no bearing on the student's academic standing.

The decision to suspend or expel a student shall be made by the Executive Director with the recommendation of the student's teacher or other staff. The Executive Director will determine the number of days for suspension based on the severity of the infraction, the age of the student, and previous infractions. The suspension or expulsion shall become effective immediately unless otherwise stated by the Executive Director.

Lee Montessori requires that a caregiver/parent/guardian attend a meeting with the Principal and the student's teacher prior to a suspended student's return to school, although the return of a student is not contingent on this meeting. The decision to suspend or expel a student shall be made in writing and given to the caregiver/parent/guardian. The student's caregivers/parents/guardians have five school days to challenge the decision. After three suspensions from school within the same school year for the same or different infractions, expulsion shall be considered.

A recommendation for suspension shall be made by the Principal to the Executive Director for approval, with a notification to the Board of Directors. A recommendation for expulsion shall be made by the Executive Director to the Board of Directors for approval.

Any caregiver/parent/guardian that would like to appeal a suspension or expulsion should follow the steps outlined in the Family Grievance Policy.

Physical Contact/Safe Touch Policy

Lee Montessori is committed to providing a safe and supportive environment to children in our care. The staff of Lee Montessori will provide guidance and adhere to the Safe Touch Policy. Our policy rests on the belief that each staff member and student must appreciate the difference between safe and unsafe touch and will need to demonstrate a clear understanding of the difference. All staff will annually attend a session on safe and unsafe touch in order to best implement appropriate education and response into the classroom.

It is often appropriate for children to be given some physical contact and comfort by a staff member and/or a peer they know and trust. For children within the primary and elementary developmental stages, appropriate social relationships are still being established. There is a greater need for a nurturing environment where it may be more appropriate for closer physical contact during some activities.

Definition of Safe Touch

Touching that creates a positive emotional and/or social growth in the person touched and/or properly affects the safety and well-being of the person such as hand shakes, shoulder hugs, linked arms, or holding hands.

Definition of Unsafe Touch

Touching that creates improper or negative social or emotional effects on the child. Unsafe touching usually involves coercion or other forms of exploitation of the child, satisfaction of needs at the expense of the child, and physical force.

Understanding Touch

Adults must always be aware that all children interpret and react to touch in different ways. Some children might be over-demonstrative and try to demand a great deal of affection and physical contact. Other children may shy away from or have a dislike of physical contact. Lee Montessori staff will always approach each child's individual needs and respond in the best interest of the child.

Bathroom Protocol

In classroom bathrooms with two stalls, two children may be in the bathroom at a time but each child must be in their individual stall or at the sink. In the hallway bathrooms, students must follow the same protocol. If a child has difficulty following these procedures, they may lose the right to go to the bathroom at the same time as another student.

We understand that children may require help with changing or going to the bathroom and it is always done so with the dignity of the child being maintained at all times. An adult will always be closely monitoring the bathrooms to determine if children need assistance and are following bathroom protocol.

Family Engagement

Family Core Values Commitment

The purpose of the Family Core Values Commitment is to provide a mutual understanding to all families, staff, and visitors to our school about expectations while on school property or interacting with school staff. These expectations align to our Mission and represent our Core Values. It is through living these values that we all are safe to be our authentic selves in community together.

Lee's Mission: Lee Montessori exists to create a more just, liberated world. We are a diverse and interconnected community that redefines high-quality education by pairing Montessori with Anti-Bias/Anti-Racist practices. We create a joyful learning environment where children and families flourish, and can show up authentically as their true selves.

General Propositions:

We expect all families and visitors to have a fundamental understanding and commitment to the following propositions:

- **Grace** is at the forefront of all communication. We assume good intent and bring concerns from an inquiring perspective.
 - Lee should be provided an opportunity to resolve issues of concern before public criticism
 - Families who feel the action of another child has infringed on the rights of their child should approach school staff to resolve the issue, not directly confronting the other family or child. Lee will mediate any disputes remaining
- We demonstrate **Bravery** by initially addressing our concern with the person directly involved in a calm and confidential manner.
 - These concerns should be addressed in a private space
 - Concerns should be addressed in meetings and not in public spaces in or outside of the school
- **Equity** is evident when we protect the good name and reputation of others involved
 - School staff should have the opportunity to verify the factual basis of a story should there be a concern. Clarifying questions will prevent false information or rumors from being spread
- We demonstrate our commitment to **Growth**, by allowing school staff the opportunity to resolve any issue or concern and make an appropriate changes
 - Just as we work with children to make mistakes and grow, we offer our staff the same opportunity when appropriate
- Our children need to see a **Joyful** and peaceful community. We must demonstrate appropriate ways to resolve conflicts or address concerns.

Family Grievances

Lee Montessori is committed to creating the strong family-school relationships essential to the success of each Lee Montessori student and to our school as a whole. On the occasion that a family wishes to make a complaint, we have established the following grievance protocol to solve disputes or complaints in a fair and prompt manner. Notably, the formal procedures described below may be implemented only after the parties have engaged in an earnest attempt to resolve the matter(s) informally.

Family Complaints

Family complaints are taken seriously by Lee Montessori and should proceed as follows:

1. Families should first schedule a conference with the immediately-involved teacher or administrator to discuss the issue. The school reserves the right to redirect families to the appropriate personnel if this step has not been followed.
2. If families conclude that the initial response/course of action was insufficient, a meeting may then be scheduled with the Head of School. Prior to the scheduling of any such meeting, families must first provide the Head of School with a Grievance Letter that identifies: (a) the issue/ concern/ complaint; (b) what steps have been taken to resolve the situation; and (c) proposed solutions. The Head of School will attempt to respond to all Grievance Letters within 10 days of their receipt.

3. If families conclude that the initial response/course of action was insufficient, a meeting may then be scheduled with the Executive Director, following the same steps outlined in Step 4.
4. If a resolution cannot be reached through a discussion with the Head of School, families may submit a formal Family Grievance Packet to the Lee Montessori Board of Directors (boardchair@leemontessori.org). This packet must include the information and materials discussed below.

Information on the DC Public Charter School Board's procedures for receiving complaints and/or concerns can be found [here](#).⁷

Process for Board Review of Family Grievances

The Lee Montessori Board of Trustees shall annually appoint a Grievance Committee composed of two (2) Trustees and the Executive Director. The Executive Director shall not participate in any grievance proceeding in which they are the subject of an original grievance. A Family Grievance Packet should be submitted in writing to the Board of Trustees within 30 days of the conduct that triggered the grievance and must specify:

- The nature and date of the grievance and any related or supporting documents;
- The results of previous discussions to resolve the conflict, including any correspondence;
- The reason for the caregivers/parents/guardians dissatisfaction with the decisions previously rendered; and
- A description of the relief sought.

Within 30 days of the submission of a complete Family Grievance Packet, the Grievance Committee shall:

- Research the nature of the complaint;
- Interview the concerned parties; and
- Recommend a course of action to the full Lee Montessori Board of Trustees through communications by the Board Member serving as Family Grievance Committee Chair to the Board Chair.

The Board shall render a final ruling on the grievance at its next regularly scheduled meeting following its receipt of the recommendation of the Grievance Committee.

Family Engagement

Lee Montessori is a community school working to provide a high equality experience for all of its members. As the adult members of our community, caregiver/parents/guardians have the responsibility of protecting and nurturing the children. To this end, there are several ways by which caregivers/parents/guardians are asked to participate in their child's education at Lee Montessori and we expect families to participate in all activities.

- Participation in the Family Teacher Association (FTA)
- Family education sessions and informational meetings (including family-teacher conferences)
- Volunteer service to the school
- Classroom Observations

Family Teacher Associations (FTA)

At each campus there is a Family Teacher Association to enhance and support the educational experience at Lee Montessori PCS, to promote a closer connection between school and home by encouraging family engagement and strong family-school communications, and to foster a sense of community among families, teachers and administrators at Lee Montessori PCS through family engagement, volunteerism and financial support. Membership is open to any caregiver/parent/guardian, or other adult regularly serving in a caregiver/parent/guardian role for a student at the school and any teachers or staff employed at the school.

Information on each FTA can be found on the campus website.

Family Education

We are aware that the Montessori curriculum may be new to many families who will be placing their children at Lee Montessori PCS. The teachers and staff will hold regular family education nights in the evenings where teachers, staff, and family members will come together to discuss Montessori theory, the work your children are doing in the classroom, and strategies for continuing this work at home. These events will provide a great opportunity for families to get to know one another and gain additional insight into Montessori teaching methods.

⁷ https://www.dcpsb.org/sites/default/files/report/2017-5-5%20Community%20Complaint%20Policy_0.pdf

Service to the School

Service to the community is another aspect of the children’s curriculum that can be modeled by its adult members. Lee Montessori gratefully acknowledges all of its members who have offered to volunteer time, energy, and skills to initially organize and create it! Lee Montessori will thrive through the years as each family adds its own energy to its growth. By participating in service to the school, families become a part of the school’s structure and a practical piece of their child’s education. It is expected that most families will enthusiastically want to help the school in whatever way they can. Volunteer opportunities that arise throughout the year will be communicated to all families. These may include classroom cleaning, grounds and building maintenance, field trip assistance, fundraisers, and promotional activities.

Classroom Observations

Families are welcome to visit the school and observe their child at work in the classroom. Observation windows are in October, February, and April, with enough slots to ensure that all families can observe at least once.

Notification of Rights Under FERPA⁸

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Lee Montessori, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Lee Montessori may disclose appropriately designated “directory information” without written consent, unless you have advised us to the contrary in accordance with Lee Montessori procedures. The primary purpose of directory information is to allow us to include information from your child’s education records in certain school publications. Examples include an annual yearbook or Graduation programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a caregiver/parent/guardian prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless families have advised the LEA that they do not want their student’s information disclosed without their prior written consent.⁹

If you do not want Lee Montessori to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify us in writing. Lee Montessori has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a caregiver/parent/guardian or

⁸ Note: This policy is a modified version of the U.S. Department of Education’s Model Notice for Directory Information. ([Link](#))

⁹ Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Notification of Rights Under PPRA

The Protection of Pupil Rights Amendment (PPRA) affords families certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole, or in part, by a program of the U.S. Department of Education (ED).

1. Political affiliations or beliefs of the student or student’s family;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or family; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the family to a student who is 18 years old or an emancipated minor under State law.

Lee Montessori PCS has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Lee Montessori PCS will directly notify the family of these policies at least annually at the start of each school year and after any substantive changes. Lee Montessori PCS will also directly notify, such as through U.S. Mail or email, the family of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the family to opt his or her child out of participation in the specific activity or survey. Lee Montessori PCS will make this notification to families at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, families will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. families will also be provided an opportunity to

review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Families who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901