

Table of Contents

General Information.....	3
Mission Statement	
ASM History	
Affiliation	
Organization	
Montessori Philosophy	
The Prepared Environment	
Admission Information.....	6
Enrollment Procedure	
Reenrollment Procedure	
Wait List	
Tuition Payments	
Withdrawals and Refunds	
Program Information.....	8
Process for Student Placement	
Process for Classroom Placements	
New Student Orientation	
Provisional (Trial) Period	
Student Provisional Period	
Children’s Records	
Procedure for Obtaining Student Records	
Amending the Record	
Referral Services	
Arrivals/Dismissals	
Fees for Late Pick-Up	
School Closings and Emergency Information	
Carpools	
Communications	
Problem Solving Procedure	
Identifying and Reporting Child Abuse and Neglect	
Fire Drills/Evacuation in Emergencies	
Contingency plans for Emergency situations	
Health Procedures.....	14
Immunization Policies	
Medication Policies	
Mildly Ill Children	
Managing Infectious Disease	
Notification of Contagious Disease	
Return to School	
Allergies	
Hand Washing Procedures	

Toileting Procedures-Children's House
Sanitation Guidelines for Infection Control
Monitoring the Environment

Accidents and Emergencies.....19

Accident Report Form
Central Log of Injuries
First Aid Equipment
Use of First Aid and Supplies
Emergency Transportation/Notification of Parents

**Parent Involvement, Participation and
Community Service.....20**

Fundraising and Annual Fund
Classroom Observations
Conferences and Reports
Field Trips
Emergency Procedures for Field Trips
Snacks
Lunch
Birthdays
Celebrations/Holidays
Clothing and Personal Belongings
Mailboxes
Playground Safety
Notices and Advertising

Discipline Policy.....24

Student Dismissal Procedure
ASM Consequence Policy
Expectations from Parents
Tolerance and Harassment Policy
Principles
Responsibilities
Sexual Harassment Policy

Faculty and Staff.....34

General Information

Welcome to the Andover School of Montessori! We are pleased that you have made the decision to enroll your child in our Montessori environment. At ASM, parents, staff, and board members work together to provide the materials and environment that stimulate and enhance individual creativity, discovery and academic achievement. The school is committed to providing quality education that enables students to develop within themselves the basic habits, attitude, skills and ideas, which are essential for a lifetime of creative thinking and learning. We hope you will enjoy your involvement with the Andover School of Montessori community.

Mission Statement

Andover School of Montessori fosters the growth of joyous learners and responsible citizens. We encourage curiosity, deep thinking and respect for oneself and others.

In support of Maria Montessori's philosophy we:

Advocate learning through collaboration and communication

Provide learning in a climate of support and experimentation

Promote service to others

Instill a sense of community

Model integrity and civility

Embrace peace, challenge prejudice and respect difference

Recognize that many perspectives inform the human experience

Vision

ASM students will be learners for Life: confident, independent and always striving to enrich their lives by learning.

ASM History

Andover School of Montessori, Inc. is a non-profit corporation, established in February 1975 in a rented classroom at St. Augustine's School in Andover. ASM has grown from a one morning and one afternoon session preschool program to a full service program for children ages three years through eighth grade. In 1982, there were 54 students enrolled. After several moves, land was purchased on Main Street in Andover and in 1996, a new building was opened to serve the Children's House, Lower Elementary and Upper Elementary classes. During the 2000-2001 school year, an additional Lower Elementary class was added and construction of space for a Middle School was begun. In 2002, ASM opened its newly expanded facility that included five additional classrooms, a library, a science/math lab, a staff room and a 2,000 square foot multi-purpose room.

ASM's faculty and staff of 40 support approximately 200 students in 4 Children's House classrooms, 3 Lower Elementary, 2 Upper Elementary classrooms and 1 Middle School classroom. The school is accredited by both AMS and AISNE. Middle School classes graduate and consistently matriculate into the secondary schools of their choice where many have achieved academic honors, participated on varsity sports teams and achieved personal successes.

Management of the school is done through an administrative team consisting of the Head of School, Admissions Director, Children's House Director, Elementary/Middle School Director, Finance Director and Administrative Assistant.

Affiliations

ASM has been fully affiliated with the American Montessori Society since 1985. ASM has attained accreditation from the Association of Independent Schools of New England (AISNE) and the American Montessori Society. ASM is also approved by the Andover School Committee for elementary and middle school programs. ASM is affiliated with the New England League of Middle Schools, the Association of Supervision and Curriculum Development, the North American Montessori Teachers Association (NAMTA), Montessori Schools of Massachusetts (MSM), Parent-to-Parent, and Parents of Independent Schools (PIN). Lead teachers are Montessori trained; many hold advanced degrees and maintain professional memberships in the American Montessori Society (AMS).

Organization

Every parent or guardian of an enrolled child is automatically a member of the corporation and enjoys full voting rights. All currently employed teachers are associate members of the corporation. ASM is governed by a Board of Directors that is responsible for upholding the mission of the school, hiring and evaluating the Head of School, approving and executing policies and ensuring that ASM is financially sound. The Board of Directors consists of parents of currently enrolled students and members from the community. The Head of School attends all board meetings but is not a voting member.

The by-laws of the corporation are available in the school office. At the annual business meeting held in the spring, the Treasurer presents a statement of the financial affairs of the school and Board members are elected. Board officers are elected by the Board of Directors at the Board meeting following the annual meeting.

Parents play a very important role in the functioning of the school and are expected to be involved through participation in PACE (parent association), committee work (ad hoc or sub-committees to the Board), fundraising, Head of School selection, maintenance, long-range planning, assisting with classroom activities, etc.

Montessori Philosophy

An idea fundamental to Montessori philosophy is that the child has an innate desire to develop her human potential in all its dimensions. Equally intrinsic to Montessori philosophy is the belief that the young child has an "absorbent mind". Maria Montessori believed that just as a baby learns to walk and talk spontaneously and without the direction of an adult, so is the child able to absorb and process all sorts of information from her environment, and in effect, to teach herself. Thus, Maria Montessori believed that the primary job of childhood is for the child to "create" the person he or she is to become.

Maria Montessori was the first woman accepted by the University of Rome Medical School. She graduated with honors in 1896. She did a great deal of her early work in children's wards of the local hospitals, went on to work with mentally challenged children, and studied the works of Itard and Seguin, innovative scientists of the time. Using their methods and didactic materials, she worked extensively with the education of these children. At the end of her work with them, many of the children passed the state tests on a level with children, who did not have learning challenges. Montessori then concluded that there was something wrong with the regular education program and devoted the remainder of her life to studying and improving that education. Many of her recommendations such as movable tables and chairs, the need for special nutrition, and time out of doors came from her background as a physician.

In 1903, Montessori was asked to start a special program which she named “Casa de Bambini” or “Children’s House” for the children of working parents in a new public housing area in the San Lorenzo district of Rome. The developers hoped that with organized activities, the children would not mark the walls and be otherwise destructive to the new buildings. By observing these children and their teachers (whom she called Directresses) Montessori further developed her philosophy of education.

Through these undertakings, Dr. Montessori became aware of the value of a prepared environment, which meets the child’s needs and fosters the inherent joy in learning. This philosophical framework led to the Montessori environment: an environment that is carefully planned to include materials that meet the cognitive and developmental needs of the child, and enable the child to learn through her personal interactions with the environment. Because the child has been prepared for each new material, she is able to proceed at her own rate. The self-correcting characteristics of each exercise, combined with the fact that the child has been prepared for each new step, lead to successful experiences that lead to further successful experiences and independence.

The Prepared Environment

Montessori wanted the school environment to be open-ended, not a fixed system. She believed the classroom should be innovative, full of constant experimentation based upon the teacher’s observation of the child. The classroom is a nourishing place of self-construction, which reveals personality and growth patterns. Not only must it meet the needs of all the children, but also safeguard against any obstacles.

Although Maria Montessori placed emphasis on the environment, it is important to keep in mind several key ideas:

1. She regarded the environment secondary to life itself. In the Montessori Method she states:

"It can modify, it can help or hinder, but it cannot create. The origins of species and individuals lie within. The child doesn't grow because the environment is nourishing. She grows because the potential life within her grows, making itself visible."

2. The environment is carefully prepared for the child by a knowledgeable and sensitive, qualified Montessori teacher.
3. The adult is a participant in the child’s life, living and growing within it. The eventual outcome of the class depends upon the teacher’s ability to participate with the children in a life of becoming.

The Montessori Children's House environment has four major areas. There are also many activities in the areas of Art, Music, Spanish and the social and natural Sciences that enrich the child's development as well as her understanding of the world around her.

1. The **Practical Life** area aids in the development of the child's concentration, coordination, independence and order.
2. Each material in the **Sensorial** area provides a means for the child to focus on a particular sensory perception, thereby enhancing the child's ability to perceive similarities and differences, to grade and match, etc.
3. The **Math** area aids in development of the mathematical mind. Working with the concrete materials gives the child a solid impression of the concept and enables her to gradually comprehend abstract mathematical concepts.
4. The materials in the **Language** area lay the ground work for reading and writing.

The Montessori Elementary and Middle School environments are prepared so that individualized learning establishes an intimate contact between child, teacher, and work. Instruction deals in the concrete and concerns itself with the basics as compatible with the development of the child. All subjects are interconnected: Language Arts, Mathematics, Science, Spanish, Technology, and Cultural Studies. In addition, all the faculty and students know each other; it is like a family. Work is shared and learning is vitalized by social life. Adding to the community spirit is parent involvement. Because of the open-ended Montessori environment, there is no limit to what the child can do. In collaboration with the teacher, all kinds and levels of learning take place, thereby maximizing the individual potential of each child.

Admission Information

Andover School of Montessori does not discriminate on the basis of race, color, religion, national or ethnic origin, political beliefs, disabilities, marital status or sexual orientation in the administration of its educational, admission or hiring policies, and other school administered programs.

- A child must be three years of age by September 15th (children are expected to be toilet trained, or at least attempting).
- The ideal student is a good citizen, who is respectful. ASM seeks to create and maintain a student body consisting of students with varying capabilities that will flourish and add to the Montessori environment and community.
- Elementary and Middle School-aged children will have equal weight given to academic and behavioral qualifications, as well as prior school and school-related experiences. Candidates will be screened in reading, writing and mathematics. The teachers will observe and evaluate the child's behavior during his/her visit to the school. Included in required documentation are current school records.
- For younger applicants, the perceived ability to adapt to Montessori methods, as well as behavior, is critical to a student's admission.
- Factors in acceptance:
 - Suitability of the program for the student
 - Age and gender distribution in the classroom
 - Family Commitment (as outlined in application letter)
 - Consideration is given to applicants with prior Montessori experience, siblings of currently enrolled students (including the length of time a family has been associated with ASM)
- During the re-enrollment period (mid January-mid February) spaces are held for currently enrolled students and their siblings.
- If the school has full enrollment, applicants' names are placed on a waiting list. As space becomes available, the Admissions Director notifies parents and proceeds with the next step of the enrollment process.
- No new students will be accepted after January 1st for the current school year, except for transfers from other Montessori schools.

Enrollment Procedure

1. Complete the application and return it to the school office with the non-refundable application fee. The application includes a letter from the parents explaining their goals for their child, how they hope ASM will meet those expectations, and how the families plan to be involved with the ASM community.
2. Visit ASM during an Open House or by appointment with the Director of Admissions (which can be scheduled once the application form has been received). You will have the opportunity to view a video on Montessori education, speak with an administrator and observe classes through our one-way mirrors.

3. Elementary and Middle School candidates must return a teacher reference form (two for Middle School applicants) as well as copies of their transcripts from previous schooling, before the child visits ASM.
4. School visits are required for all student applicants. Children's House applicants are screened on a Saturday in March, at which time they work with a teacher and choose other work as well. Elementary applicants visit the classroom for an entire morning session, and Middle School applicants visit for the entire day.
5. If ASM has an opening for your child, you will receive an acceptance packet, including an enrollment form, a tuition contract and a bond agreement. These forms must be returned within two weeks.
6. Once the School has received the non-refundable 10% deposit, enrollment form, bond, and the signed tuition agreement, a space is reserved for your child.

Re-enrollment Procedure

1. No application fee is required for re-enrolling students.
2. Re-enrollment of current students takes place between mid January and mid February.
3. The tuition contract and enrollment fee of 10% is due by mid February.
4. After the re-enrollment period ends, no space will be reserved for a returning student until the current year's tuition has been paid in full.

Wait List

1. Families of students offered Wait List positions will be notified as space becomes available.
2. Tuition will be prorated and a tuition schedule will be set up to assure full payment by February 1st.
3. Standard school policies regarding withdrawals, dismissal and refunds apply.

Tuition

1. The process for setting tuition is to conservatively estimate the number of students that will be attending ASM during the coming year, develop a draft budget, survey other area Montessori schools to compare tuitions and use that information to set preliminary tuition figures.
2. Activity Fees - To simplify collection of camp fees for UE and MS students and field trip fees for LE, UE and MS students, the cost for all activities is calculated at each level and included in the tuition contract as an Activity Fee.
3. PACE Dues – PACE is the parents association at ASM. PACE dues are used to support events for ASM students and adult events as well and are submitted with the tuition down payment.
4. There is a 10% reduction in tuition for the third (youngest) child in any family that attends ASM.
5. Tuition is prorated for enrollments that occur after the first month of school.
6. Tuition Payments – ASM offers a variety of ways to pay for tuition.
 - a. New and returning families make an initial, non-refundable deposit of 10% of the tuition upon enrollment/re-enrollment. Tuition deposits are sent directly to ASM.
 - b. Payment of the entire tuition, all activity fees and PACE membership dues at the time of enrollment entitles a family to a 1.5% discount on tuition. These payments are made directly to ASM.
 - c. Families may also pay half the tuition at the time of enrollment and half on or before August 1st with no service charge. These payments are made to ASM.
 - d. Tuition Management Systems (TMS) - Families that prefer to set up a payment plan, pay a small annual fee to TMS to open and maintain an account, and make tuition payments directly to the company instead of to ASM. Anyone who

indicates a preference to pay over time on their Tuition Contract receives a TMS packet in February.

7. For extremely delinquent payments (two payments behind), parents are contacted first by the Finance Director, then the Head of School. Final notification is from the Treasurer. If payment is not arranged within two weeks of the notification date, the child is not allowed to attend class in excess of the paid tuition.

Withdrawals and Refunds

The Head of School must be notified in writing of any withdrawals. For students withdrawing from any ASM program, refunds will be made in accordance with the following policy:

1. The Application and the Enrollment fees are not refundable;
2. Withdrawal/Refund policy:
 - a. *Withdrawal before July 1* - Parents are responsible for 20% of the tuition.
 - b. *Withdrawals on or after July 1* - Parents are responsible for 100% of the tuition.

Program Information

The Andover School of Montessori offers a variety of programs as outlined below:

1. **Children's House Half Day Program** - For children age 3 to 6 in a multi-age classroom. The children enrolled in the AM session attend five mornings a week from 8:30-11:30 (dismissal is from 11:15-11:30). Children enrolled in the PM session attend five afternoons a week from 12:30- 3:30(d dismissal is from 3:15-3:30).

This program provides opportunities for social interaction, and problem solving. The younger children are able to observe the older children engaged in more advanced lessons and the older children are able to share their knowledge with the younger children. The three year cycle develops a strong educational community.

2. **Children's House Full Day Program** - For Children age 4 or 5 (by September 15) in a multi-age classroom. The children enrolled in the full day program attend five days a week from 8:30-3:30 (dismissal is from 3:15-3:30). There is a one hour break between the AM and PM sessions for lunch and recess. Full day students bring their lunch.

All Children's House programs include weekly Spanish and Music instruction.

3. **Extended Day (Kindergarten) Program** - For children who are age 5 (by September 15). This program is an extension of the multi-age program therefore enrollment in a multi age classroom is required to participate. Children enrolled in the Extended Day program spend half of their day in a multi-age classroom and the other half of their day in the Extended day classroom five days a week from 8:30 – 3:30.

This program allows children the opportunity to explore extensions of the materials used in the multi-age classroom and more advanced Montessori materials. The children in this program also delve deeply into various units of study throughout the year. In contrast to the multi age classroom this program is for Extended Day students only. The children further develop socially while interacting with peers of like age.

In addition to weekly Spanish and Music instruction, Extended Day students participate in weekly Art and Physical Education instruction.

4. **Elementary** - Children aged 6 to 9 years (Grades 1-3) or 9-12 years (Grades 4 -6) attend elementary classes. Individual academic excellence is encouraged in this cooperative environment. At the same time, we recognize that each human is a uniquely endowed individual, living a whole life in a whole world. Within our

environments, fine and gross motor skills are refined, independence is nurtured, organizational skills are developed and a love of learning is instilled. The curriculum includes Language Arts, Mathematics, Geography, History and Cultural Studies, the Sciences, Spanish, Music, Art and Physical Education. Classes are held from 8:30 a.m. to 3:00 p.m. each day.

5. **Middle School** - The ASM Middle School is a two year adolescent program for students aged 12 to 14. The curriculum (Language Arts, Science and Cultural Studies) is presented in thematic units, with the exclusion of Mathematics, which is taught individually so students can work and learn at their own pace. Students are also involved in community service, both within the school community and beyond. The goal of the Middle School is to provide a safe and comfortable environment in which students grow, mature and maintain the love of learning that they have acquired during their years in the ASM community. Classes are held from 8:30 a.m. to 3:00 p.m. each day.
6. **Seven-thirty Drop Off** is available to a limited number of ASM students. Advance reservations are required and priority is given to those needing this early service daily. You and your child should proceed directly to Mr. Mici's classroom. The cost is billed monthly or may be contracted yearly with the tuition.
7. **After School Care** is available at ASM for children until 6:00 p.m. This program is run by the Andover YMCA. All arrangements regarding the program, billing, etc. are directed to their attention.
8. **In-A-Pinch Programs** - ASM offers In-a-Pinch Early Drop Off services (between 7:30-8:30 am). **The YMCA will not be able to provide In-a-Pinch services for After School Care, due to licensing regulations.**
9. **Fun Days** are offered for In-Service, Conference and most Vacation Days for children of all ages and can be contracted through the YMCA program.

Process for Student Placement

Classes are assigned by the Head of School with input from the Children's House Director, Elementary/Middle School Director, Admissions Director and staff. Class assignments are made with consideration given to balancing the classrooms for age, sex, time at ASM and special learning needs.

Process for Classroom Placements

1. **Late April - Early May** – Students, who will be transitioning to the next level in the fall, begin classroom visits on a scheduled basis. Teachers work with and observe these students at work.
2. **Mid May to June** - Teaching Staff, Head of School, Admissions Director and Level Directors meet to begin the process of placing students in each of the classes.
3. **Considerations:**
 - a. Individual student learning styles, temperament, maturity, independence and ability to make work choices and complete work
 - b. Classroom profiles (number of returning 2nd and 3rd year students, number of boys and girls, number of special needs)
 - c. Friends and siblings* already in the classrooms (or in the group of transitioning students)

*As a general rule, siblings ARE NOT placed in the same classroom

New Student Orientation

1. Children's House

The first few days of the Children's House program are designed to help the new children get accustomed to their new environments. The schedule is as follows:

- The first day of school for new Children's House students and their parents is from 8:30 to 9:30 a.m. or 12:30 to 1:30 p.m.
- The second day is also for new students with or without parents. The session is from 8:30 to 10:15 a.m. or 12:30 to 2:15 p.m.
- On the third day, sessions are from 8:30 to 10:15 a.m. or 12:30 to 2:15 p.m. **This is without parents in the room (if possible).**
- On the fourth day ALL Children's House students (new and returning) attend from 8:30-11:30 a.m. and/or from 12:30 - 3:30 p.m. **This is also without parents in the room (if possible).** Full day Children's House sessions begin on this day.

2. Elementary and Middle School

ALL Elementary students attend school from 8:30 am-3:00 pm. Middle School students attend from 8:30 am - 3:00 pm as well.

Student Provisional Period

All students enrolling in any program for the first time are given a six week trial period. The child may be removed from the program if ASM decides that the program is not meeting the child's needs. A meeting will be held with the teacher and parents (and possibly the Head of School and/or Children's House Director or Elementary/Middle School Director) to discuss the problem. All such attempts to resolve the issue will be documented. If a child leaves because the program does not meet her/his needs, tuition is prorated for the time attended and any excess will be refunded.

After the six week provisional period, every effort is made to have a child remain in school until the end of the school year. Circumstances under which a child may need to leave the program include but are not limited to the following:

- Parental Choice - moving, financial considerations, or dissatisfaction with the program.
- Inappropriateness of the Program for the Child - the schedule or the program is a mismatch for the child (i.e. the child needs more hours or time than is available, a Middle School student remaining on conditional enrollment for 2 or more consecutive semesters).
- Parental Inability or Unwillingness to Conform to Practices and Policies - failure to provide updated medical information, behind two months in tuition, unwillingness to obtain needed services for the child (*see Referral Services*)
- Safety of the Other Children in the Program - chronic biting or aggressive behavior or actions that a child is able to control, but does not.

Student Records

- All student records are maintained in the front office.
- Information contained in a child's record is privileged and strictly confidential. ASM will not distribute or release information in a child's record to anyone other than staff without written consent of the child's parents. The school will notify the parents if a record is subpoenaed.
- If parents wish to gain access to their child's records, or to duplicate or disseminate the record, a written request must be made to the Head of School. Parents may have access to their child's records during normal business hours. In no event will access be delayed more than two business days after the initial written request without the written consent of the

parents. Upon such request for access, the child's entire record, regardless of the physical location of the parts, will be made available.

- ASM maintains a permanent written log in each child's record indicating any persons to whom information contained in the record has been released. Each person disseminating or releasing information contained in a child's record in whole or part, upon each instance of dissemination or release, enters the following information in the log: name, signature, position, date, portions of the record that were disseminated or released, the purpose of such action and the name of the person to whom the information was released. The log is available only to a child's parents and the school staff.
- Copies of records including, but not limited to, health forms, tuition agreements, and progress reports may be given to the parents on the last day of attendance.
- Upon written request of the parents, the school will transfer a copy of the child's record to any school designated by the parents when the child is no longer in the care of the school.
- ASM may charge a reasonable fee for copies of any information contained in the child's record.

Amending A Student Record

- Parents have the right to add information, comments, data or any other relevant materials to the child's record.
- Parents have the right to request deletion or amendment of any information contained in the record. Such requests must be made in accordance with the procedures described below.
- If parents believe that adding information is not sufficient to explain, clarify or correct objectionable material in the child's record, they have the right to a conference with the teacher to make their objection known.
- Within one week after the conference, ASM provides a decision in writing to the parents including the reasons for the decision. If the decision is in favor of the parents, the school immediately takes steps to put the decision into effect.

Referral Services

Referrals to appropriate social, mental health, education and medical services may be needed by children in our care.

1. Parents and/or staff may request such referrals. The Head of School is notified of any request. The teachers, program director, Head of School and school psychologist confer to decide what action will be taken. The Head of School or her designee documents such meetings.
2. A conference with parents, teachers, program director, school psychologist and Head is scheduled as soon as possible. At this meeting, referral information is provided such as phone numbers, specialists, sample referral letters, advocacy, early intervention and Chapter 766.
3. When written referrals are requested, parents must sign a "release of information" form giving consent. Should a parent refuse such consent when a referral is requested by the school and the staff believes the information to be vital to the success of the child in the program, "Student Dismissal" procedures may be instituted. A written record is kept of all referrals, conferences and team meetings.
4. No resource professional will be called in to observe or discuss a child without parental permission.
5. The school will make every effort to implement any remedial plan recommended by professional resource persons or agencies.

SPED Contacts

ANDOVER	978-623-8540; 978-623-8858
NORTH ANDOVER	978-794-1717
METHUEN	978-681-1310
HAVERHILL	978-374-3435
NORTH READING	978-664-7823
READING	781-942-9129
	781-942-9179

Arrivals and Dismissals

1. Arrival

- Except for those children signed up for 7:30 a.m. Drop Off, the school building will open at 8:15 a.m.
- Elementary and Middle School students arrive between 8:20 and 8:30 and do not have to be accompanied to class. Teachers are ready to accept students at 8:20 in their classrooms.
- Children's House children should be brought to the classrooms between 8:30 and 8:40 a.m. or 12:30 and 12:40 p.m. ..
- Parents and Caregivers should **NEVER PARK IN FRONT OF THE SCHOOL** as this is a safety code violation. Please use the side and front lots whenever you need to park your vehicle.

2. Tardiness

- **It is important that arrival time be carefully observed.** Late arrivals can be disruptive and are potentially embarrassing for the child.
- Students arriving after 8:40 will be marked tardy and must check in at the front desk.
- Tardy statistics for students are included on Progress Reports along with attendance.

3. Dismissal

- For CH, morning dismissal begins at 11:15 AM and ends at 11:30 AM. Afternoon dismissal begins at 3:15 PM and ends at 3:30 PM.
- LE classes are dismissed from 3:00 PM to 3:15 PM.
- UE and MS are dismissed from 3:00-3:15.
- Parents may drive up and have their child put into their car by a staff person or they may park in a designated area and come get their children.
- A list of authorized individuals for pick-up is given to each classroom. A child may leave ONLY with an authorized person. Please inform the office of any known changes.
- If a teacher does not know a pick-up person, he/she asks for identification. When in doubt, that person is sent to the office.
- If a parent wants a child to go home with someone NOT on the authorized list, the parent MUST send a note to the teacher.
- Parents should contact the front desk if an Early Pick-up needs to be arranged and the child will be brought/sent to the office for dismissal.
- Once a child has been dismissed to a parent or authorized pick-up person, the child is no longer the responsibility of the teacher.

4. Fees for Late Pick-Up

- **Timely pick-up is important. Please notify the school if you will be late for morning or afternoon dismissal.**
- At 11:30 and 3:30 p.m., Children's House students, who have not been picked up, will be taken to the office and a late fee of \$5.00 for every 5 minutes will be assessed.
- At 3:15, Elementary and Middle School students, who have not been picked up, will be taken to the office and a late fee will be assessed.

School Closings and Emergency Information

Andover School of Montessori closes for bad weather whenever the Andover Public Schools close. Delayed opening will also follow the Andover Public Schools. Watch the local morning news reports for Andover Public School closings or delays. Check on WBZ radio/website and Channel 4 TV for up to date information. As always, use your best judgment whether or not to transport a child during poor driving conditions.

Carpools

Parents are provided with class lists before the first day of school in order that carpools may be formed. A list of each carpool, including signed parental authorizations, must be submitted to the office before carpooling begins. **If someone other than a carpool member or an authorized pick-up person is to get your child at school, a written authorization must be sent to your child's teacher.** Please be sure that an adult is responsible for getting the note to your child's teacher at the beginning of the session. **Please observe safety rules while in the Parking Lot area.**

CHILDREN WILL NOT BE RELEASED TO AN UNAUTHORIZED PERSON!!

Communications

ASM believes strongly in communication between parents, staff and the Head of School. If you have concerns that may affect the behavior of your child, please bring it to our attention. A note to the teacher, or a call before or after school would be most helpful. Staff members are always willing to assist with any problems or trouble that you or your child may encounter. It is important for staff to be informed in order to respond appropriately.

Problem Solving Procedure

1. If the issue concerns the operation of the classroom, the parent shall take the issue directly to the teacher.
 - If the issue concerns the teacher then the parent can bring the issue directly to the Head of School*. This applies only to grievances concerning the teacher. In all other cases it is a requirement that the teacher be the first point of contact.
 - If the issue concerns the operation of the School in general the parent may take the issue to either the teacher or the Head of School*.
2. The teacher, Head of School* and the parent (or any appropriate combination) will attempt to resolve the issue to the satisfaction of all parties.
3. If the steps outlined in item 2 do not resolve the issue then the parent or the Head of School or the combination may take the issue to the Ombudsperson. They will collectively meet and attempt to resolve the issue.
4. Should step 3 fail to bring resolution, the Ombudsperson will bring the issue to the attention of the Board for resolution. If the Head of School thinks that the issue directly affects the Ombudsperson, they may bring the issue to the attention of the Board without first going to the Ombudsperson.
5. The simple majority decision of the Board will be final.

A written report of every grievance is required.

* Issues arising from any level should first be brought to the attention of the Children's House Director or the Elementary/Middle School Director prior to bringing it to the Head of School.

Identifying and Reporting Child Abuse and Neglect

According to Massachusetts General Law, Chapter 119, the following people are those mandated to report suspected child abuse: family counselors, social workers, educational administrators, teachers, nurses, day care workers, other persons paid to care for or work with a child in a public or private facility. ASM interprets this mandate to include all workers providing services to children and/or families. Therefore, an ASM staff member (employed full or part-time), who, in her professional capacity, has “reasonable” cause to believe that a child under the age of 18 is suffering serious physical or emotional injury resulting from abuse, including sexual abuse, inflicted upon her by a caretaker, or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive substance at birth must:

1. Notify her supervisor immediately that she believes a report must be filed.
2. The Head of School, the program director and the staff member who becomes aware of possible abuse will meet to discuss the situation and make a determination about filing a report with the Department of Social Services (DSS). If the decision is made not to file a report, and any member of the team disagrees with the decision, that person can file a report.
3. A written report (51A) must be filed within 48 hours of oral communication.
4. Staff will keep reports and outcomes confidential.
5. Staff must cooperate with the DSS investigation.

Fire Drills & Evacuation in Emergencies

Fire drills will occur throughout the school year and summer session. Some drills will be announced, while others will not, so as to prepare for actual emergencies. When an actual emergency occurs, the following plan is in place:

- A separate evacuation diagram is posted and used at each exit of each room.
- The evacuation diagram describes a designated meeting area in the event of an emergency evacuation of children.
- An accurate daily attendance log recorded at the time of child’s arrival is used for roll call.
- An accurate log of dates and times of all drills and notes about the effectiveness or problems of any drill is kept at the reception area.
- For each classroom, one adult leads children out of the building during emergencies and drills and the other adult checks for stragglers.
- Additional child-specific emergency evacuation procedures are at each exit for any child with special needs who requires additional assistance during evacuation.
- We will also hold emergency drills periodically throughout the year. The purpose of these drills is to get your children and the staff used to performing in a quiet and orderly manner in the event of an emergency. Notification will be provided before an emergency drill is performed.

Contingency Plan for Emergency Situations

In accordance with state and local ordinances, ASM is required to have an emergency evacuation plan in the event that we have to leave the premises. Listed below are the two situations in which we would most probably have to enact the plan:

IN CASE OF FIRE, NATURAL DISASTER, OR SITUATION (chemical spills, bomb threats) NECESSITATING EVACUATION OF ASM, students will go to the Faith Lutheran Church, 360 South Main St., Andover. Telephone: 978.475.4059

IN CASE OF POWER OUTAGE AND SUBSEQUENT LOSS OF HEAT (when the temperature of the building reaches 65 degrees and continues to drop), students will go to the Faith Lutheran Church, 360 South Main St., Andover. Telephone: 978.475.4059

Face Sheets with student information will be brought and we will call parents to inform them of the change of location. Signs will also be posted at the school.

Directions to the Lutheran Church: Follow Rte. 28N for approximately .3 miles. The Lutheran Church is on the right.

Health Procedures

1. New children entering the program must have a complete current physical examination (within one year) prior to entering school. Children entering children's house, kindergarten and seventh grade are required to have updated immunizations. Physician documented proof is required.
2. A lead-screening test for children 5 and under is mandatory.
3. Beginning in 2008, ASM will be doing vision, hearing, scoliosis and height and weight screenings. If these screenings have been done, please provide the physician documented results.

Immunization Policies

Required immunizations **must** be up to date before school entry, as per Mass Department of Public Health. The only exceptions are medical or religious objections. **These must** be in writing and on file **prior** to school entry. Please note: Even with documentation, if your child is missing immunizations due to a religious or medical objection, they could still be subject to exclusion and quarantine in the event of an outbreak of a disease for which they are not immunized.

All vaccinations must be physician documented with at least the month and year of the vaccination, and administered within the required time frame set by the Department of Public Health. All immunization records must be provided in English. Please provide the School Nurse with any updated vaccination information. If you have any questions regarding vaccination requirements, please see the school nurse.

Health Update:

If your child's medical information should change during the course of the year, (s/he develops an allergy, is put on medication, etc.) **you must notify** the school nurse in writing. There is a health update sent out in the summer, please fill it out and return it to the school. This will help to keep the school nurse updated of any changes in your child's health.

Medication Policies

1. In general, medication should not be taken during school hours, if it is possible to achieve the medical regimen at home. For example, medication to be taken three times a day, can be given before school, after school and at bedtime.
2. Medications that have to be given at school are only to be given during school hours. Children who are in the YMCA after school program need to have arrangements made with the YMCA staff.
3. To insure your child's safety, all medications are to be delivered to school in a pharmacy labeled container. **We are unable to administer any medications that arrive in baggies or envelopes.** Ask the pharmacy to provide separate bottles for school and home. If you have lost your label, the pharmacy will be able to print up a new one for you.)
4. Over the counter medication needs to be in the original container.
5. Medications can only be delivered by a parent or responsible adult. **Please do not send in medications with your child, or leave it in their lunchbox or backpack.**

- Please bring only a thirty day supply at a time
 - Medications that have expired or are out of date, cannot be given. The nurse will check for expired medications; please replace any expired medications promptly.
6. **A physician's order and written parental consent is required for all prescription and non-prescription medications.** Please contact the school nurse for the appropriate forms. This includes medications such as epi-pens and inhalers. Please have these forms filled out and the medication available for student for the first day of school. An appointment needs to be made with the school nurse, prior to the first day of school, in order to discuss your child's condition. A care plan will then be written up, in order to provide the best care for your child.

Children in elementary and middle school may receive common medications, (such as Tylenol) prescribed by the school physician, only if written parental consent is provided. This is only for occasional use. If your child takes these over the counter medications frequently, parents will need to get an order for this medication from their child's primary care physician. If your child is in Children's House, and you wish them to have over the counter medication, you must provide the order from your child's primary care physician.

7. **Long-Term Medications** – Medications which must be taken during school hours during the school year, such as Ritalin, inhalers, epipens, insulin, require the following forms to be on file before any medication is to be given at school:
- A signed parent/guardian consent
 - A medication order signed by the prescribing doctor
 - An emergency plan signed by both the parent/guardian and doctor
8. **Short-Term Medications** – Medications such as antibiotics for an ear infection for a week are considered short term medications. The following must be completed before the medication can be administered:
- A signed parent/guardian consent
 - A signed physician order. In this case, the prescription label can serve as the order.
9. **Unused Medication** - Parents/Guardians may retrieve medications from the school at any time. All unused, discontinued or out-dated medication shall be picked up by the parents/guardian at the end of the school year, or they will be discarded

Mildly Ill Children

Children who become ill* during the day will be allowed to rest in the office until the parent arrives. Please try to pick up your child within a reasonable period after you have been called. The nurse's office must remain free for other emergencies/illnesses.

**Please Note: Any child who vomits or experiences diarrhea MUST be taken home, even if s/he claims to feel better after the event.*

Managing Infectious Disease

1. Children attending ASM are expected to be well enough to participate in all activities, including outdoor play. If your child experiences conditions such as hay fever during spring and fall, they cannot be kept inside during recess. Parents must make arrangements for their children at these times. Please do not send your child to school on days when any of the following symptoms are present:
- **fever**
 - **sore throat**
 - **cough**
 - **diarrhea**
 - **vomiting**
 - **rash**
 - **extreme fatigue**
 - **profuse discharge of discolored mucus from nose or eyes**
2. If a child becomes ill* during the day with symptoms such as fever, vomiting, or diarrhea, the school will call the parent or emergency contact person to pick up the child as soon as possible.

3. **Children with symptoms of other contagious diseases**, including strep throat, conjunctivitis, or impetigo **will be excluded from school until 24 hours after prescribed treatment has begun, and s/he is without a fever.** In the case of a child with exposure to or symptoms of a more serious contagious disease (i.e. SARS, chicken pox), said child will be excluded from school for the timeframe recommended by the Center for Disease Control AND have authorization from a primary care provider that it is safe to return to school. Please notify the school if you have traveled to a country or have been exposed to travelers from a country experiencing such contagious diseases.
4. Children with head or body lice must be treated by a physician before they may return. Please notify the school if this is the case. Parents are encouraged to check their children's hair, and are referred to their physicians for more information. If you wish the school nurse to check your child's head, please notify the nurse. Children with lice who have been treated will be checked upon return to school and again in about ten to fourteen days. Follow physician advice re: lice treatment.
5. **If your child will not be attending school because s/he is ill, please notify the school before 9:30 am, or 12:30 pm if in afternoon program.**

Notification of Contagious Disease

ASM will notify parents of any contagious disease at school. Notification will be made via use of form letters from the Health and Safety in Child Care book posted in the lobby, by the classroom doors, or in the TIP. Parents must remember to notify school officials if their child has a contagious condition. Those who willfully and intentionally disregard this policy will have the following imposed: First Offense: \$500 fine, Second Offense: Expulsion from the School. This ruling will cover the complete duration of the family's tenure at the School and the assessed fine will become tuition due subject to the policies of tuition payment and collections.

Return to School

Children who, in the opinion of the staff, may have a contagious condition will be excluded from the program until a physician indicates in writing that it is safe for the child to return. Should there be additional questions about treatment, the ASM Health Care Consultant or MA Department of Public Health may be contacted about the decision on a child's return to the program. Children beginning antibiotic treatment for contagious disease should have treatment for 24 hours before returning. ASM requires that children be free of fever and vomiting for 24 hours before their return to the classroom.

If your child has a serious illness, has been out of school for an extended period of time, or has had surgery, fractures, etc, you must provide a physician's note that it is safe for your child to return to school. This note should include any limitations, or notation that the child may resume normal activities. Please inform the nurse if your child has any serious illnesses or surgery, or conditions that warrant monitoring.

Allergies

Parents **must** notify the office of all known allergies. In a case where a child has a life-threatening allergy, parents must meet with the school nurse to discuss the allergy and fill out an emergency plan signed by the parents and child's physician. If a child requires an epi-pen, these forms, along with a parent consent form, and a physician's order form, **must be filled out and on file prior to the child's entry to school.** The epi-pen must be provided by the parent, and will be kept in an easily accessible place in the child's classroom, or on the child's person. Children with life-threatening allergies requiring the use of an epi-pen, children with extensive multiple allergies and children with allergies to commonly used foods, such as eggs, milk, flour, **must provide their own snack and lunch at school.** The teachers will be happy to assist you in making arrangements to store safe snacks and special snacks for your child.

We ask the parents of children in Children's House, Kindergarten and Lower Elementary to support their **NO PEANUT/NUT** policy. All parents are asked not to bring in foods with nuts or peanuts when providing general snacks for the classroom.

Children in upper elementary/middle school classes, may bring in peanut and/or nut lunches, and these are to be eaten in the lunch room at designated tables only. Children must also wash their hands/use wipes after eating a peanut or nut lunch. No peanuts or nuts are allowed in the classrooms or in any common areas at the school, other than the designated lunchroom tables.

We ask parents to refrain from bringing in peanuts or nuts into the school for any other occasion, such as Thanksgiving, PACE celebrations, open houses, or other school celebrations. This includes children, who are not students at the school (such as younger siblings). Your cooperation is appreciated in order to keep the school as safe as possible. Take a moment to check the labels for ingredients; some peanut/nut sources are not immediately obvious. If you have any question on the appropriateness of a food, please ask your child's teacher and/or the nurse. We also ask that you label food ingredients if you are bringing in a snack for general consumption (such as UN Day).

Hand Washing Procedures

Hand Washing is the first line of defense against infectious disease. Staff and children are required to wash their hands at the following times:

- Upon arrival at school
- Before eating or handling food, and after eating peanut/nuts
- After going to the bathroom or assisting in toileting
- After touching body fluids (blood, mucous, feces, urine, vomit, etc.)
- After handling pets or their equipment
- After any cleaning activities

Toileting Procedures - Children's House

Bathrooms are located in each CH classroom and are supervised by the CH classroom teachers. Children must wash their hands with soap and running water after using the toilet. Paper towels are used to dry hands. Children are assisted as needed with buttons, snaps, etc.

Children are expected to be toilet trained (or in the process of learning), but occasional accidents do happen. For that reason, as well as the fact that water activities are part of the curriculum, each child must have a complete change of clothing at school. If a child wets or

soils herself, a staff member will assist her in changing her clothes. Wet or soiled clothes are sent home in a plastic bag. Replacements MUST come back the following day.

Sanitation Guidelines for Infection Control

The following items are disinfected daily:

- Toilets and Toilet Seats
- Sinks and Faucets
- Mops
- Non-porous Floors
- Cloth Towels
- Countertops
- Eating Tables

Soiled items going home will be sealed in a plastic bag and kept out of reach of children.

Monitoring the Environment

Any potential hazards will be removed before children are allowed access to the space. Children will be supervised by a staff member at all times. All toxic and hazardous materials (including cleaning materials) will be kept away from children and from any food items.

Accidents and Emergencies

Accident Report Form

An ASM accident report form is completed after all emergencies or accidents. The Nurse will talk with a parent or guardian about each accident or injury their child experienced in the program. One copy is given to the parents; one copy is to be signed and returned.

Central Log of Injuries

The nurse's office will keep an accurate, up-to-date log recording each injury or accident that occurs when school is in session.

First Aid Equipment

The main first aid kit at ASM is kept in the office at the reception desk, and in the nurse's office. The Nurse is responsible for keeping the kits supplied at all times.

Use of First Aid and Supplies

First Aid equipment may be used by ASM staff members trained in emergency first aid. Volunteers should not administer first aid. The First Aid kit must be kept out of reach of children at all times. When administering first aid for cuts and abrasions, gloves should be worn. It is the policy of ASM that a complete First Aid kit be taken ON ALL TRIPS WITH CHILDREN WHICH ARE OFF THE PREMISES. The teachers in the classroom are responsible for assuring that the "traveling" First Aid kit is brought on all trips.

Emergency Transportation/Notification of Parents

Emergency Ambulance/Rescue is called at 911. Parents are notified of emergencies immediately by telephone at the work and home numbers on the student's Face Sheet. When parents cannot be reached, a staff member will accompany the child in the ambulance. A staff person at ASM will continue to try to reach a parent and/or emergency contact designated on the Face Sheet by the parents. It is extremely important to provide current contact information, and update the school immediately if there are any changes. Children should have at least one other contact person in case of emergency and parents cannot be reached.

Parent Involvement, Participation and Community Service

It is expected that each family will contribute to the ASM community in some meaningful way. ASM parents are encouraged to do so by sharing their talents, hobbies or careers by making a classroom or a grade level presentation, serving on a volunteer committee or attending Parent Association and/or Board meetings. A Community Volunteer Fair is held in the fall so that families can choose from a variety of options and find an opportunity that matches an interest or an ability with a need of the school.

ASM welcomes parent input concerning the programs and policies of the school. Please note that Board meetings are scheduled on the school calendar and are open to all parents. If you wish to have an item placed on the Board agenda, notify the Board clerk at least 10 days prior to the Board meeting. Board agendas are posted in the front hall prior to Board meetings. Board minutes are posted on the bulletin board following meetings.

The Parent Association (PACE) holds meetings during the school year as a means of sharing information regarding topics such as Montessori philosophy, issues of parenting, etc. Family socials and "coffees" are also organized to help parents get to know one another and to become part of the school family. This Association is your association and will be as useful as you wish. Dues are billed annually.

Fundraising and Annual Fund

Tuition covers approximately 91% of the cost of educating a child at ASM. Fundraising activities and the Annual Fund help to cover the remaining 9% of the cost as well as program development, expansion and capital costs. A major fund-raiser is held each year. Each family is strongly encouraged to participate in the fund-raiser and to contribute yearly to the Annual Fund. Within the ASM community there may be additional fundraisers by staff and students taking place throughout the calendar year. We may ask for parent contributions and participation for these events.

Classroom Observations

- Parents are encouraged to observe their child's classroom through the one way mirrors, where applicable. This can be done at your convenience.
- Classroom observations can be scheduled beginning in mid-October.
- Observations should be scheduled three days in advance through the office. Teachers should let the Level Director know if there is a specific day that visits would be inconvenient. *These go through the level supervisor*
- Upon arrival for an observation, parents are asked to read a laminated copy of "Observation Procedure" which is located next to the sign-in booklet at the front desk.
- Teachers are not expected to talk with parents during observations. If parents have questions they can call their child's teacher or make an appointment.

Conferences and Reports

- Parent/Teacher conferences are scheduled twice a year. All conferences are confidential conversations between the parents and staff. **Both parents are urged to attend the conferences.**
- A written report of each conference is maintained in the child's records and a copy of the report is sent home before the conference
- Two days will be devoted to each conference period during which time regular school programs will be in recess.
- On the first day conferences are scheduled for the late afternoon through evening hours. On the second day, they are scheduled during the regular school day.

- Conferences are conducted by teacher(s) with input from interns or assistants. The Head of School or Program Director may sit in on any conference.
- Parents or teachers with concerns are encouraged to conduct conferences in addition to those that are twice-yearly scheduled.

Field Trips

Kindergartners, Elementary and Middle School students go on field trips. Parent organizers and chaperones are often needed. This is a useful opportunity for parents to share their child's school experience. All field trips will be announced in advance and all children must have a signed permission slip in order to participate.

Emergency Procedures for Field Trips

- A First Aid kit must be carried by a staff member on all trips. If the School Nurse is not present, any needed emergency first aid is administered by a trained staff member.
- Staff must take emergency information for each child. The Administrative Assistant provides this information to all classrooms in the fall once all the face sheets have been returned.
- Teachers and chaperones are requested to bring cell phones on trips.
- If a child should become ill while on a field trip, he/she will be returned to school, when possible, and parents will be notified.
- If an accident or illness requiring immediate medical attention should occur, an ambulance will be called and the child's parents will be notified. In the event that the parents cannot be contacted immediately, an alternative emergency contact will be contacted.

If the ambulance arrives before the parents or other authorized person, a field trip staff member will accompany the child to the hospital and call ASM upon arrival.

Snacks

Children will have access to a nutritious snack daily. Children's House parents are asked to contribute periodic snacks for their child's class. Room parents will create a monthly Snack Calendar that will identify which day each family will provide the class snack. Please do not provide snacks for the class that include peanuts or nut products. If your child has a life-threatening allergy, allergy to multiple foods, or allergy to common foods, i.e. flour, milk, we ask that you **provide your own snack for your child**. Children on special diets need to **provide their own snacks as well**. You may make arrangements with your child's teachers to store special safe snacks for emergency use, and special occasions. Your child's teachers can assist you.

Elementary and Middle School students provide their own snack. Snacks that contain peanuts or nuts can only be eaten in special areas in the lunchroom, not in the classroom.

Suggested snacks: vegetables, fruits (bite-sized), crackers, crackers with cheese, nutritious breads, mini muffins, etc.

Lunch

If your child is eating lunch at school, please pack a well-balanced meal, excluding candy and other highly sugared foods or food containing excessive quantities of additives and preservatives. Such foods do not sustain a child throughout the day and often cause adverse side-effects in attention and behavior.

Suggested lunch foods: milk or 100% fruit juice, whole grain bread, high protein sandwich filling (meat, fish, bean or cheese), and a fruit and/or vegetable. Refrigeration for individual

lunch boxes is not available. Children at the **Lower and Upper Elementary and Middle School levels** may bring foods to microwave. They **are responsible for microwaving their own food so they must have the instructions to microwave the food.** Children are not allowed to share their lunches.

Remember, Children's House has a peanut and nut free policy.

Birthdays

ASM children may celebrate their birthdays by bringing in a birthday treat. We are concerned with nutritional awareness and ask that you please keep the sugar content to a minimum and keep the servings small. Choose your child's favorite from the suggested snack list. (Fruit Kabobs are always a hit!) Parents are asked to inform the teachers in advance whenever they intend to provide a birthday treat. Children who have food allergies should have a special treat provided by their parents for this occasion. For reasons of safety, the staff cannot give food that is not provided by parents to children with epi-pens and/or food allergies.

If you are planning a party for your child, please consider the other children in the classroom. Invitations are not to be distributed at school. We also ask that children do not bring gifts for after-school parties.

Celebrations/Holidays

Social, seasonal, educational and community holidays are recognized. Children may construct projects, listen to music, or read books pertaining to all aspects of the holiday occurring at the time. Most other holidays are not formally celebrated in the classroom, that is, children do not wear costumes to school at Halloween, nor are there classroom parties to celebrate religious holidays. The following holidays are celebrated by the children at school:

- **United Nation's Day in October** – The children “Share their Heritage” by dressing in costumes of their own heritage. Children's House parents share information about their culture including foods in their classrooms. Elementary students share research reports and food from other countries. Upper Elementary students study the origins and structure of the United Nations. All children gather around the flagpole to sing and learn about the origin and meaning of UN Day.
- **Thanksgiving in November** - Children's House classes have a tradition of coming together to celebrate Thanksgiving.
- **Winter Celebrations in December** – The Music Teacher works with classes to prepare a holiday concert.
- **Grand Friend's Day in April** - Grandparents or special family friends are invited to visit ASM and enjoy time in the classrooms.
- **Founder's Day in the Spring** - All students, staff, parents, friends and alumni gather to celebrate the founders, the history and roots of the school.
- **New Family Dinner in May** - A dinner for new families and their mentor families is held to welcome them into the ASM community.
- **All School Picnic in June** – The entire ASM community celebrates the completion of another wonderful year at ASM. Families bring their own picnic dinner and are invited to bring a dessert to share with other families.

Clothing and Personal Belongings

ALL CLOTHING SHOULD BE CLEARLY LABELED. We encourage parents to send their children in play clothes - clothes that are washable and easy for the child to manage. Shoes that are appropriate for outdoor play are recommended. Sneakers must be worn on the day that your child has Physical Education or they will not be allowed to participate.

Please provide a complete change of clothing for your child including underwear and socks. The clothing should be labeled with your child's name and packed along with a plastic bag in a plastic box (the box is provided by the school). The extra clothing must be brought on the first day of class and must be replaced as used. Please remember to change the contents of your child's box with the change of seasons. This change of clothing should be provided. A spare set of clothing should be provided for all children, regardless of age/grade. Children can unexpectedly soil their clothes, for example, nosebleeds, falling in mud, etc. If your child does not have a change of clothes, you will have to come to the school to provide it if such a change is needed. Please remember to replace clothing that has been used.

Outdoor clothing should also be labeled and should be as easy as possible for the child to manage. During the winter months we prefer that children not wear their outdoor boots in the classroom, so please provide an extra pair of rubber-soled slippers or sneakers for indoor use. The children typically wear slippers from Thanksgiving through April.

Mailboxes

For your convenience and ease of communication, each family has a mailbox in which newsletters, messages and information will be placed. Each staff member also has a mailbox for you to leave any message concerning your child and share information.

Playground Safety

- Safety is our main concern, the physical and mental well being of each child is important.
- Vigilance on the part of the adults will best insure the children's successful recess time.
- Language such as "Use your words, not your hands.", "Please keep your hands to yourself.", and "Remember that there are other children here to watch out for." will be used by adults to remind children to be careful.
- Basic Conflict Resolution skills will be utilized to help children resolve their own differences. Students are expected to attempt to solve an issue by themselves, using language like, "Stop, I really don't like that", or removing themselves from a situation. If an issue needs adult intervention, each child will be given the opportunity to express his side of the incident.
- "Time-outs" may be used during recess and under the supervision of the staff members on duty.
- Balls may be rolled or thrown to one another, but may not be kicked, unless children are located on an open field area.
- Children may not use any implement, natural or manufactured, as a weapon.
- Sticks are to be left on the ground and not picked up or played with.

Notices and Advertising

- Notices that are posted in the lobby or placed in the ASM family mailboxes must first be approved by the Head of School and should relate to entertainment, educational programs, etc. for ASM aged children
- The minutes of Board Meetings are posted in the lobby as soon as they are available.
- The notice board may also be used for sign up sheets for conferences, parent meetings, etc.
- No advertising or demonstrations of products or books is permitted in the classrooms.
- Parents may use the newsletter to inform others of services or goods they offer after receiving approval from the Head of School.

- All correspondence with people or organizations in ASM's name must first be approved by the Head of School

Discipline Policy

1. If a child's behavior is disruptive or inappropriate, the teacher will speak to the child about the inappropriate behavior. If the child does not respond appropriately, s/he will be asked to take some time alone to consider her/his behavior. If the child continues to be disruptive, the Head of School and Program Director will be notified.
2. If a child is having a particularly difficult time observing the rules in school, the teacher will confer with the parents and (if necessary) the level supervisors and Head of School to find a solution. If this approach is unsuccessful a clinician may be recommended to observe the child and confer with the parents, teachers, and Head of School in order to resolve the situation.
 - At no time will any form of corporal punishment be used.
 - No child will be subjected to cruel or severe punishment, humiliation or verbal abuse.
 - No child will be denied food as a form of punishment.
 - No child will be subject to an outside/home punishment at school.
 - No child will be punished for soiling, wetting or not using the toilet.

Student Dismissal Procedure

1. Staff members are involved in the decision to have a child leave the program for all but financial reasons. A meeting will be held with the teacher and parents to discuss the problem. All such attempts to resolve the issue will be documented.
2. If the problem requires further study, the teacher and parents will consult with the Head of School, CH Director, Elementary/Middle School Director and in some cases, the school psychologist.
3. If termination becomes necessary, parents will receive information in writing that states the reasons for the termination.
4. Under most circumstances, families and children will be given two weeks in order to prepare for the dismissal.

ASM Consequence Policy

ASM has a Tolerance Policy that the Consequence Policy is intended to support. It is natural that behavior has consequences whether positive or negative and it is this policy's intention to recommend both types of consequences.

The Andover School of Montessori has three distinct student groups:

- Children's House: children from 3 to 6 years
- Lower and Upper Elementary School: 6 to 12 years
- Middle School: 12 to 14 years

ASM's Tolerance Policy provides a statement of what we aspire to as a community. This Consequence Policy provides a statement of how we deal with incidents in which members of our community do not abide by the general principles and specific behaviors listed in the Tolerance Policy.

1. Children's House

In Children's House, we will take advantage of opportunities to recognize children for behaving according to the Tolerance Policy's best intentions.

- a. When a child violates the consequence policy and presuming there is no malicious intent, the teacher will speak to the child or children involved. The teacher will explain the seriousness of what the child did as well as point out alternative suggestions in order to correct the behavior.
- b. If the inappropriate behavior continues, or the teacher believes there is malicious intent, the child may be removed from the situation at the discretion of the teacher involved. The teacher, when it is appropriate, will apply a logical consequence.
- c. If the improper behavior continues deliberately, the teacher will meet with the parents of the offending child/children. The parents and teacher will share with one another techniques that work for them and may be tried in the home or the school.
- d. At the parent-teacher meeting, the parents and teachers, may decide to meet with the Head of School or the Children’s House Director to determine an appropriate consequence.
- e. If there is a victim involved, the teachers will notify the parents of the victim and may arrange to meet with the victim’s parents alone, meet with the victim’s parents and the offender’s parents together, or meet as in above. All parties should be working together to benefit the child.

2. Lower and Upper Elementary School

The following provides the essential rules, examples of expected behavior, reasons for the expected behavior, and options the ASM faculty and Head of School have for dealing with misbehavior.

Rule	Examples of Expected Behavior	Reasons for Expected Behavior	Options for Consequences
Students are responsible for their learning.	<ul style="list-style-type: none"> • Completing work in class and at home to the best of the student’s ability • Having a positive attitude • Returning completed work in timely fashion or by deadline 	<ul style="list-style-type: none"> • Being prepared is necessary for learning to take place • Having a good attitude is necessary for learning to take place • Learning is a privilege and paying attention and being interested and ready is expected from a good student 	<ul style="list-style-type: none"> • Reminder of correct behavior • Student/Teacher Conference • Parent/Teacher Conference • Meet with Head of School
Rule	Examples of Expected Behavior	Reasons for Expected Behavior	Options for Consequences
Students are to be positive and are encouraged to participate in group activities.	<ul style="list-style-type: none"> • Sharing ideas, materials and responsibilities • Demonstrating respect for others • Helping others when necessary • Following classroom expectations as defined by the teachers and the curriculum 	Cooperative behavior results in: <ul style="list-style-type: none"> • Helping to build a healthy learning environment • Developing skills needed to get along with others • Helping students feel good about themselves • Encouraging life-long cooperation and 	<ul style="list-style-type: none"> • Reminder of correct behavior • Remove student from group • Student/Teacher Conference • Parent/Teacher Conference • Meet with Head of School

		<p>teamwork skills</p> <ul style="list-style-type: none"> Introducing the concept of personal best 	
Rule	Examples of Expected Behavior	Reasons for Expected Behavior	Options for Consequences
Students are to be honest	<ul style="list-style-type: none"> Taking responsibility for actions Telling the truth Asking permission before using others' belongings or property Playing fair 	<ul style="list-style-type: none"> Honesty promotes trust and builds good manners and respect 	<ul style="list-style-type: none"> Reminder of correct behavior Student/Teacher Conference Parent/Teacher Conference Meet with Head of School Replacement required of stolen or damaged property, if necessary Suspension Expulsion
Rule	Examples of Expected Behavior	Reasons for Expected Behavior	Options for Consequences
Students are to demonstrate respect for the environment.	<ul style="list-style-type: none"> Students are to treat all school property with care 	<ul style="list-style-type: none"> Treating property with respect supports the school values 	<ul style="list-style-type: none"> Reminder of correct behavior Student/Teacher Conference Parent/Teacher Conference Meet with Head of School
Rule	Examples of Expected Behavior	Reasons for Expected Behavior	Options for Consequences
Students are to be considerate of others.	<ul style="list-style-type: none"> Obeying school rules Obeying classroom rules Good manners when speaking to others Friendly greetings Honest apologies when required Using appropriate 	<ul style="list-style-type: none"> Everyone has the right to be treated with good manners Accept differences in others Helping each other builds a strong community 	<ul style="list-style-type: none"> Reminder of correct behavior Student/Teacher Conference Parent/Teacher Conference Meet with Head of School Suspension

	language <ul style="list-style-type: none"> • Respect for human differences • Concern for others • Willingness to help others 		<ul style="list-style-type: none"> • Expulsion
Rule	Examples of Expected Behavior	Reasons for Expected Behavior	Options for Consequences
Students are to show respect for the personal space, well-being and safety of others.	<ul style="list-style-type: none"> • Cooperating with others • Good manners • Moving about the school in a safe manner • Entering and leaving in a safe manner • Using the playground in a safe manner • Following all safety rules 	<ul style="list-style-type: none"> • Cooperating with others by respecting their personal space promotes courtesy and safety in the school environment • Following safety rules keeps everyone safe 	<ul style="list-style-type: none"> • Reminder of correct behavior • Student/Teacher Conference • Parent/Teacher Conference • Meet with Head of School

- School includes: students, teachers, program assistants, parents, volunteers, bus drivers, custodians, care takers, administrative assistant, Head of School, Board Members, etc.

3. Middle School Behavior Expectation

The ASM Community will hold Middle School students to an appropriately higher standard of conduct than LE and UE students. We hold the following to be behaviors that are not consistent with the goals of a caring community and are not supported in the Tolerance Policy. They constitute breaches of respect for self and others that could, depending upon the degree of offense, result in serious consequences.

Rule	Options for Consequences
Students will not be truant, consistently tardy or leave the classroom without permission.	<ul style="list-style-type: none"> • Recorded in class register as being chronically late or absent • Meeting with parents • Meeting with Head of School

Rule	Options for Consequences
Students will not cheat or engage in any form of academic dishonesty.	<ul style="list-style-type: none"> • Behavior Warning: Meet with Elementary/ Middle School Director • No credit for work in question • Meeting with Head of School • Meeting with parents • Suspensions and possible expulsion
Rule	Options for Consequences
Students will not steal from the school or from each other; they will not break into and/or enter another student's locker or personal space.	<ul style="list-style-type: none"> • Behavior Warning: Meet with Elementary/ Middle School Director • Loss of locker or personal space • Contact parents • Suspension • Expulsion • Report to Police Department
Rule	Options for Consequences
Students will not fight or encourage others to fight in the school or on school grounds.	<ul style="list-style-type: none"> • Behavior Warning: Meet with Elementary/ Middle School Director • Immediate removal from classroom • Contact parents • Suspension • Expulsion • Report to Police Department
Rule	Options for Consequences
Students will not physically or verbally intimidate other students; make discriminatory racial, ethnic or other derogatory comments; or display other bullying behaviour.	<ul style="list-style-type: none"> • Behavior Warning: Meet with Elementary/ Middle School Director • Contact parents • Suspension • Expulsion • Report to Police Department

Rule	Options for Consequences
Students will not vandalize the school or any property on school grounds; they will not make false emergency alarms.	<ul style="list-style-type: none"> • Behavior Warning: Meet with Elementary/ Middle School Director • Contact parents • Suspension • Expulsion • Report to Police Department
Rule	Options for Consequences
Students will not be flagrantly rude or insubordinate; use inappropriate, abusive, or obscene language, gestures, or confrontational behavior; possess obscene materials or other objects seriously inappropriate for a school environment.	<ul style="list-style-type: none"> • Behavior Warning: Meet with Elementary/ Middle School Director • Materials will be confiscated • Contact parents • Suspension • Expulsion
Rule	Options for Consequences
Students will not bring Tobacco, Alcohol, Drugs or other illegal substances to school.	<ul style="list-style-type: none"> • Materials will be confiscated; Meet with Elementary/ Middle School Director • Contact parents • Suspension • Expulsion (possibly immediate) • Report to Police Department
Rule	Options for Consequences
Students will not bring weapons to school	<ul style="list-style-type: none"> • Materials will be confiscated • Immediate expulsion • Report to Police Department

Expectations of Parents

Just as the ASM Community expects its students to show respect for the school's facilities and faculty, it expects the same from the parents.

- ASM Parents refrain from disrupting school activities and/or classroom activities
- ASM Parents are to ensure that their children arrive on time for school as well as attend school regularly
- ASM Parents are to be considerate of others

Parents are to show respect for the personal space, well-being and safety of others

A written report of every grievance is required.

*Issues arising from any level should first be brought to the attention of the Children's House Director or the Elementary/Middle School Director prior to bringing it to the Head of School.

Tolerance and Harassment Policy

This policy has been developed to ensure that the educational opportunities of all students, and the employment conditions of all employees, are not threatened or limited by such harassment and to ensure that individuals are free to work, learn, and develop relationships without fear of intimidation, humiliation, or degradation.

This policy defines unlawful and prohibited conduct. This handbook details the required reporting and investigation procedures and potential disciplinary actions should this policy be violated.

1. It will be a violation of this policy for any employee, student, Board Member, or parent of a student of ASM to harass another employee, adult member of the school community, student, applicant for employment, Board Member, or other person with business to conduct with ASM, through conduct and communications as defined below. It will also be a violation of this policy for students to harass other students or staff through conduct or communications of a harassing nature as defined below.
2. Unlawful and prohibited conduct includes, but is not limited to, actions which are related to a person's sex/gender, race, color, national origin, religion, age, disability, sexual orientation or ethnicity when such actions are unwelcome and unsolicited by the recipient.
3. Harassment consists of conduct that:
 - a. Has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive work or education environment;
 - b. Has the purpose of substantially or unreasonably interfering with work or performance (student or faculty member's) in the classroom;
 - c. Otherwise adversely affects a person's academic standing, employment opportunities, or ability to conduct an orderly classroom.
4. Sexual/Gender Harassment: Unlawful and prohibited conduct, consisting of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct, or communication of a sexual behavior when:
 - a. Submission to, or rejection of, such conduct or communication is made explicitly or implicitly a term or condition of employment, or education, or academic achievement;
 - b. Submission to, or rejection of, such behavior is used as a basis for employment or academic decisions;
 - c. Alternatively, such behavior unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, humiliating, or offensive work, or educational environment.
5. Examples of prohibited behaviors shall include, but not be limited to, the following examples:
 - a. Verbal conduct: name calling, teasing, jokes or other derogatory or dehumanizing remarks by students, parents, staff or Board member, aimed at an individual or group;
 - b. Physical contact: unwelcome touching of a person or person's clothing, or any other act of physical intimidation or bullying.
 - c. Uninvited and unwelcome occupation of a classroom: teachers have the right to request that parents and other ASM community members maintain decorum and good manners when they visit a classroom and respect a

- teacher's request (if made) to conduct conversations outside the classroom.
 - d. Written conduct: notes, cartoons, calendars, graffiti, offensive or graphic posters, pictures, book covers, drawings, computer terminal messages of an offensive nature, or designs on clothing meant to offend another on the basis of gender, race, color, national origin, age, disability or other identifying characteristic;
 - e. Visual conduct: suggestive looks, leering, gesturing of a suggestive nature;
 - f. Blackmail: as in behavior with the intention to control another individual's scholastic achievement or employment status;
 - g. Threats that cause evacuation of the school or other actions that cause unwelcome disruptions in normal activities.
6. The foregoing list was to provide some concrete examples, but is not meant to be all-inclusive.

Principles

ASM expects students, faculty, staff members, parents and members of the ASM Board to refrain from harassment. To help all of us recognize when our behavior crosses the line between tolerance and harassment, we issue the following general statement of principles:

1. ASM will not allow the possession of any weapons in the school by any person other than a registered officer of the law. Following Andover Public School policy, ASM does not attempt to spell out the definition of a dangerous weapon but leaves it to the Head of School to define on a case by case basis.
2. ASM will not allow the possession or use of any illegal form of alcohol or addictive drug, including tobacco, in the school or on school grounds.
3. ASM will not allow on its grounds physical harassment, bullying or other behavior in which its students or teachers are treated abusively by students, teachers, administrators, or parents.
4. ASM will not allow associations of students except those that have officially applied for and been granted club or group status by the school.
5. ASM will not allow on its grounds any behavior, words, associations, or written material that is offensive to particular religious, ethnic, racial, or other social groups. This includes but is not limited to expressions of racism, anti-Semitism, or intolerance towards people of particular sexual orientation or ethnicity.

ASM promotes a Montessori environment of grace and courtesy, in which students have the freedom to be themselves, to develop their gifts and pursue their interests while also learning incumbent responsibilities.

Our goal is to prepare children to be lifelong learners and responsible citizens of the world community. ASM strives to be a community in which students learn both of these facets of tolerance, and in which students, their parents, faculty, staff, the Head of School, and ASM Board members practice both facets in their relationships with each other.

Responsibilities

All students, teachers, administrators, other personnel of ASM, Board members, and parents are responsible for creating and maintaining an environment that is free of harassment and other offensive behaviors and for conducting themselves in a manner consistent with the spirit and intent of this policy and in cooperating with any investigation of alleged harassment.

ASM is responsible for the dissemination of this policy and training.

This policy shall appear in the various ASM Handbooks. The ASM community will discuss "Tolerance and Harassment" policy at least once a year.

Sexual Harassment Policy

It is the policy of the Andover School of Montessori, Inc. ("ASM") to comply with all federal, state, and local laws regarding the prohibition of sexual harassment in the work place. We are also informing all employees that the practice of sexual harassment in the work place is unlawful under Chapter 151B of the General Laws of the Commonwealth of Massachusetts. It is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint of sexual harassment.

Sexual harassment of employees will not be tolerated by ASM. No employee shall engage in behavior of a sexual nature, either physical or verbal, that may be offensive to others or create a work place environment that is offensive, intimidating, hostile, or humiliating to male or female workers. The following types of conduct may constitute sexual harassment:

- Unwelcome sexual advances, verbal or physical;
- Requests for sexual acts or favors;
- Insulting, degrading, or abusive sexual remarks, jokes, derogatory expressions or comments of a sexual nature;
- Threats, demands, or suggestions that an employee's work status, advancement potential, salary treatment or other employment action is contingent upon his/her tolerance of or acquiescence to sexual advances;
- The display of graphics, cartoons of objects of a sexual nature; or retaliation against employees for complaining or cooperating in an investigation about such behavior.

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with ASM. If an employee encounters or witnesses such behavior from anyone, including supervisors, fellow employees, clients, vendors, maintenance personnel, etc., he/she should immediately bring the problem, in writing, to the attention of either the Head of School or the Board Member Obudsperson

ASM, in order to protect employees from illegal sexual harassment, must be immediately notified of any allegations of sexual misconduct so that ASM can investigate and take action as is appropriate to end any such harassment.

All allegations will be promptly investigated. It is intended that the privacy of the persons involved will be protected. To the fullest extent practicable under the circumstances, the investigation by ASM will be conducted confidentially. If allegations of harassment are substantiated, ASM will take the appropriate corrective and disciplinary action. Appropriate disciplinary or corrective action may include written warnings, suspension without pay or other actions, up to and including termination as ASM deems appropriate under the circumstances. We want all employees to know that they are not required to endure insulting, degrading, or explosive treatment.

The Massachusetts Commission Against Discrimination, as well as the Federal Equal Employment Opportunity Commission, investigates allegations of sexual harassment in the workplace. Using our complaint process does not prohibit you from filing a complaint with these agencies. Any employee who feels that he/she has been the victim of sexual harassment may file a formal complaint with one or both agencies at the following addresses:

Massachusetts Commission
Against Discrimination
One Ashburton Place, Rm. 601

Equal Employment Opportunity
Commission
One Congress Street, 10th Floor.

Boston, MA 02108
(617) 727-3990

Boston, MA 02114
(617) 565-3200

This policy is provided to employees for informational purposes only. It does not purport to, nor is it intended to create contractual obligations on the part of either the employer or the employees. While this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

2008-2009 Faculty & Staff List

Children's House (CH) Faculty

- CH1 - Multi-age classroom: Nancy Keenan, Farzana Palsetia
- CH2 - Extended Day (K): Linda Edmands, Jane Triano
- CH3 - Multi-age classroom: Gloria Parsons, Pat Stokes
- CH4 - Multi-age classroom: Evelyn Baratham, Claire Bradley, Andrea Costa

Lower Elementary (LE) Faculty

- LE1 classroom: Patti Slater, Sarah O'Brien
- LE2 classroom: Kimberley Klibansky, Josh Smith
- LE3 classroom: Mary Tardif, Jennifer Byam

Upper Elementary (UE) Faculty

- UE Left classroom: Ardian Mici, Maisie Wormser
- UE Right classroom: Rebecca O'Hearn, Stephanie Caron

Middle School (MS) Faculty

- Chris Dellea
- Jolie Drury
- Pamela Hallock

Integrated Arts (IA) Faculty

- Joan Ellis - Art
- Suzie Devine – Library & Media Specialist
- Kim Herrera - Spanish
- Suzannae George - Music
- Terry Reed Cook - Physical Education

School Nurse

- Maria Tela

Technology Specialist

- Anna Kritselis

Tutors

- Tracey Kruegar
- Mary Litster
- Sheila Difraia
- Susan Igoe

Lunch Monitor

- Cath Austein

Custodial Staff

- Josùe Sanchez
- Greg Hinchcliffe

Administration

- Peg Roberts – Head of School
- Heidi Steen-Johnsen – Finance Director
- Susan Burns – Children's House Director, Coordinator of Student Services
- Melanie Wilson – Elementary/Middle School Director
- Yvonne Howard – Admissions Director
- Robyn Poirier – Administrative Assistant
- Elaine Keenan, Assistant Finance Director