

Cypress Grove
MONTESSORI
Academy



COVID-19
Student Policy Manual
2020 – 2021

Cypress Grove Montessori Academy
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Becky Louque, Director
Ashley Boyd, Lead Teacher

Academy Colors

Sky Blue and Green

Academy Logo

Tree of Life

Academy Motto

“Free the child’s potential, and you will transform him into the world.”

-Maria Montessori

Academy Mission Statement

Our mission is to provide a warm, loving, and nurturing environment that supports individuality and compassion for all.

Academy Vision Statement

Our vision is to create an atmosphere where we foster a child’s natural desire to learn.

Montessori Philosophy

The Montessori Philosophy is based upon three freedoms:

the freedom to choose,

the freedom to move,

the freedom to repeat.

Dear Parents,

Welcome to Cypress Grove Montessori Academy!

The faculty and staff are looking forward to becoming acquainted with you during the academic year. This year, we will have to face many challenges. All decisions will be made with the students, families, faculty and staff safety and well-being in mind. Procedures and phases may change at any moment based on CDC and government guidelines. If you have any concerns about your child's health, safety, academics, or academy experiences, please contact us.

This handbook has been prepared so that you will have important information. The successful implementation of these guidelines requires that each person involved – faculty, staff, students, and parents – recognize and carry out the guidelines set forth. Please read it carefully, review it with your child, and keep it for reference throughout the year. We hope that working “together” we will have a great year.

Sincerely,

Administrative Staff

Cypress Grove Montessori Academy

Purpose

The purpose of Cypress Grove Montessori Academy is to provide a carefully planned, stimulating environment, which will help the child develop an excellent foundation for creative learning.

Objectives

- To develop a positive attitude toward school
- To help each child develop self confidence
- To assist each child in building a habit of concentration
- To foster an abiding curiosity
- To develop habits of initiative and persistence

Academy Academics

Even though students may not be able to attend the Montessori Academy daily, students will still get the Montessori Method. The Montessori Method is based on Dr. Maria Montessori's careful observations of the way children learn best. Through her research, she discovered that as children grow, they pass through sensitive periods of social, emotional, and intellectual development; these are ideal times to introduce new experiences and concepts. The Montessori Method has enjoyed over a century of proven success throughout the world. The Montessori Method will help the child intellectually, socially, emotionally, and physically.

While the children are with us, we will provide a carefully planned, stimulating environment, which will help the child develop an excellent foundation for creative learning. The specific goals for the children are presented below:

❖ Developing a positive attitude toward the academy

Learning activities are individualized: i.e., each child engages in a learning task that particularly appeals to him because he finds the activities geared to his needs and level of readiness. Therefore, he works at his own rate, repeating the task as often as he likes, thus experiencing a series of successful achievement. In this manner, he builds a positive attitude toward learning itself.

❖ Helping each child develop self confidence

In the academy, tasks are designed so that lessons are built upon what the child has already mastered, thus removing the negative experience of frequent failure. Carefully planned lessons will lead to successes which build upon inner confidence in the child assuring him that he can learn by himself. These confidence-building activities, likewise, contribute to the child's healthy emotional development.

❖ Assisting each child in building a habit of concentration

Effective learning presumes the ability to listen carefully and to attend to what is said or demonstrated. Through a series of absorbing experiences, the child forms habits of extended attention, thus increasing his ability to concentrate.

❖ Fostering an abiding curiosity

In a rapidly changing society, we will all be students again at some time in our lives. A deep, persistent and abiding curiosity is a prerequisite for creative learning. By providing the child with opportunities to discover qualities, dimensions

Carpool students will remain in their house until called. Cars are to drive up under the canopy and at that time, the student will be called to come to the front. This process will be slower than the normal procedure. Please have patience and be careful of children.

Parents will not be allowed to “walk up” and get children nor wait in the visitors parking lot. We need to maintain a safe environment. If you are picking up in car pool, you must go through the car pool line.

Check Out Procedure

Any student leaving the academy grounds for any reason before dismissal must be signed out in the office. In order to make this a faster procedure, please call in advance so your student can be ready. Anyone signing out a student must provide a valid ID and be listed on the student information sheet that you were asked to fill out at the beginning of the year.

Students must be signed out by 2:30 p.m. unless there is an actual emergency.

Parents will not be allowed in the school building unless otherwise authorized.

Attendance

Attendance will still be accounted. **Elementary students are allowed ten (10) absences for the entire academy year.** If more than 10, students shall receive a grade of N/F (non-sufficient/failure) for the applicable year. Students may be given the option to recur hours lost by attending summer academy in order to be promoted to the next grade.

If your child has fever, he/she will need to remain home for a minimum of 72 hours (three days). A doctor’s note will be needed to verify that it is safe for your child to return. Your child is not to return if he/she is still taking medication to keep the fever down.

If your child’s absence is related to COVID-19, please notify the office so the necessary procedures can be followed. Your privacy will be protected.

ABSENTEE REPORT ST. JAMES PARISH SCHOOL SYSTEM SJ2 Form	
Student _____	School <u>CGMA</u>
Date(s) Absent _____	
Reason for Absence _____	
_____	Date _____
Signature of Parent/Guardian	
_____	Date _____
Signature of Principal	

A parent must complete and return the above SJ2 form within **two** days of an absence. The director determines excused absences. A parent/guardian is allowed to use one absentee report (SJ2 form) a semester. This form can be used if a child is absent for 2 consecutive days. This form may also be used for tardy excuses. At the end of Montessori Handbook, you will find additional forms for your use.

Dress Policy

It is the obligation of the academy to provide an educational atmosphere, which shall be conducive to the learning process. Students, teachers, and administrators have the right to be free from distracting influences, which hinder the learning process. **No mode of attire will be considered proper for academy wear that distracts from or disrupts classroom and academy decorum.** The director will make the final decision as to what is considered proper or improper dress. It is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of the academy. Cleanliness shall be a basic consideration. Any substantial complaint concerning the dress code will be dealt with by the academy administration. (Note: Keys attached to a chain must not be worn around the neck or hanging out of pockets.)

PARENTS ARE ENCOURAGED TO LABEL ALL CLOTHING SUCH AS COATS, SWEATERS, BOOTS, GLOVES, etc WITH PERMANENT MARKERS FOR IDENTIFICATION. It is not the responsibility of the academy or staff to keep track of your child's belongings. If something gets lost, the academy is not responsible for replacement.

Dress Code Regulations

The policies in the handbook and district manual will need to be followed. In addition, if there is a virtual meeting, students will be required to be in uniform for the meeting. Student will need to sit in front of a blank wall.

Masks/shields will be required for anyone riding a bus. Any student 8 years and older will be required to wear a mask/shield. There will be a designated spot for children to sit alone in each classroom that will allow the student to remove the mask/shield briefly. Students under 8 are encouraged to wear a mask or shield especially during transition times. Masks will follow the district's guidelines.

Academy Procedures

Bus Rider Rules

Students are to be on time at the designated bus stop and are to wait until the bus comes to a complete stop before attempting to enter. If a child looks ill, the bus driver can take the student's temperature. If the student's temperature is 100.4°F or higher, the child will need to remain home. If the temperature is below 100.4°F, the child can ride the bus to school. **All students riding a bus must wear a mask/shield. Students will be assigned designated seats.** If a student does not comply with the mask/shield guideline or stays in designated seat, the student may lose the privilege of riding the bus. Once again, the main concern is the safety of all.

Morning Routines

- All students will enter through the designated entrance. At this time, the student's temperature will be checked and hand sanitizer will be given. Students will proceed to their homeroom. If a student has a temperature of 100.4°F, the student will proceed to the sick room.

Breakfast

- Students that are car riders **must arrive at the academy by 7:45 a.m.** to be counted for breakfast. Breakfast will be delivered to the classroom. Each class will have a designated time for breakfast to be eaten.

Lunch

- Students are to follow the directions of the faculty and staff at all times. Failure to follow these expected behaviors may result in consequences according to the rules and consequences as posted.
- Walk in a single file line with social distancing to the sink area, wash for 20 seconds and dry hands (3 pumps and 2 pulls). Towels are to be placed in the trash can near the sink area.
- Enter the cafeteria through the "in" door and exit through the "out" door.
- Students will proceed to the serving line; grab a fork/napkin, straw and plate of food.

- Students will sit by class in the designated seat and teachers will monitor and eat with their class. There will be three designated areas to maintain static groups.
- When the last student in the class sits down, the students can begin eating.
- The class is allowed 20 minutes for the lunch period.
- Students will eat and clean up their space. While eating, students are to use academy manners and Voice Level 1.
- When students are ready, tables are dismissed one side at a time. Everyone completes a quick clean up and throws their plate away in the same order in which they were seated. Teachers will check for cleanliness.
- After lunch, teachers will escort the entire class to exit through a designated door.
- Table and chairs will be cleaned before another class will use the area.

Restrooms

Students will be assigned specific times to use the restroom to allow for static grouping and cleaning. Students will be assigned a minimum of three visits throughout the day

- Students are to use the appropriate marked restrooms “boys” or “girls”.
- Students are to use the restroom and flush the toilet. Toilet paper is to be used appropriately.
- Students are to wash for 20 seconds and dry hands (3 pumps and two pulls). Paper is to be thrown in the trashcan.
- Students are to walk out immediately when finished.
- There is to be no loitering in the restrooms and lights should remain on at all times.

Classroom / Hall Behavior

Younger students who are unable to wear face mask coverings or maintain a physical distance from other students and adults should be assigned static groups. This must include at a minimum, students in Grade 2 and below. The static group composition should be maintained for as long as possible over the course of the 2020-2021 school year.

Older students are to wear a face mask covering and maintain physical distance (6ft) from other students and adults in a classroom or indoor setting to the greatest extent possible.

All students will be assigned a designated area in a classroom.

Walking in the halls and on paved areas

- Students will walk in the halls with social distancing between students.
- Students will stop at teacher-designated places.
- Students will walk without touching one another or their surroundings.
- Schedules have been made for static grouping to remain to the greatest extent possible.

Assemblies

- Assemblies will not be held as a whole group. This will be done in homerooms to keep static grouping.

Afternoon Dismissal

- Dismissal is at 3:15 p.m. Students will leave the classroom when their bus or car pool is called.
- When it is dismissal time, all personnel are to report to their duty post. Homeroom teachers are to stand in their doorway to monitor hallways and students.
- Bus riders will be dismissed on the North King Exit. These students are to walk single file down the hallway and exit through the front doors onto their bus when their bus is called.
- Car riders will be called by numbers. Students are to walk single file down the hallway. These students will sit in their designated area until they are picked up.
- There will be NO running allowed during dismissal.

Playground Rules and Procedures

The Playground Boundary

- All students must stay inside the fenced yard and in their designated area. Areas have been designed to keep static groups. Specific times for each house have been established.

Playground Equipment

- All playground equipment will be cleaned to the greatest extent possible. Equipment will be cleaned between groups at high touch points.
- Class equipment will be purchased so each house will have their own balls, jump ropes, etc. After each recess period, this equipment will be cleaned.

Emergency Procedure During Recess

- All concerns are to be reported directly to the duty teacher by calling the office.

Discipline Policies and Procedures

Education is a process that requires reasonable behavior. Conduct is the manner in which students are expected to act so that order, safety and decorum can be maintained. Every student is strictly accountable for any disorderly conduct in the academy, on the playground, academy bus, and field trips. To assist students, parents, faculty and staff in maintaining such an environment, the following discipline policies / procedures have been developed.

Field Trips, Assemblies, Extra and Co-Curricular Activities

Cypress Grove Montessori Academy tries to provide a number of outside activities to enrich and supplement a child's academic, social, and cultural development. At this time, these activities have been postponed. Activities, programs, field trips, and family luncheons will resume when it is safe to do so.

High Student Academic Achievement

To help foster a home-academy partnership, Cypress Grove Montessori Academy teachers will help students achieve academic success by sending home work plans. These work plans are to be completed before the student returns if we are in a hybrid phase.

Building Capacity for Involvement

1. Cypress Grove Montessori Academy will conduct an Open House parent orientation in the fall, conduct parent/teacher conferences at the beginning of the second semester, and provide periodic meetings during the year to inform parents of the State's achievement standards, state and local academic assessments, and instructional programs provided in the academy. These meetings may be held in person or virtually due to the COVID status.
2. Cypress Grove Montessori Academy, in collaboration with the district, will provide materials and workshops to help parents work with their children to improve their children's academic achievement.

Parent Communications

Communication is extremely important. The academy will send out broadcasts that you are able to receive as a text, call, or email. We will also send out flyers, post on our school's website and social media page. Teachers will use the Remind App to communicate with you, please download this free app. If you need assistance with downloading the app, please contact the teacher. If you have a change in address or phone number please notify the teacher and the office immediately.

Celebration of Life (Birthday Celebration)

In Montessori, students celebrate their life on their birthday. During this time, treats will not be accepted. A family can have the child bring a new book of his/her choice and dedicate it to the school. Inside of the book, the child will write a dedication to the school and the teacher will read aloud the book to the entire class.

Conferences

Parents may make appointments for conferences with teachers and administration by telephoning the academy office at 258-5400. Teacher conferences must be scheduled during non-teaching periods/times. Conferences may be in person or virtually.

Parent Volunteers/Helpers

The faculty/staff welcomes your help at any time. However, during this time we have to limit the number of people in the building. Authorization from administration must be approved before entering the building. The authorization is only good for one use and all safety protocols must be followed (static grouping, wearing mask, taking temperature, etc).

Grading Policies

Unless parish guidelines or policies change, grading policies will remain the same as stated in the Montessori Handbook.

Academy Food Service

The cafeteria provides the students with well-balanced meals. Students are encouraged to take advantage of the meals served. Encouraging your child to eat in the cafeteria fosters good eating habits for a lifetime. If you have any questions or concerns about lunch/breakfast, please call the cafeteria at 258-5406 before 1:30 p.m.

Breakfast will be served in the classroom. Lunch will be served with students going through the line and sitting at a designated area.

Medication at the Academy

Approved medication dispense will be given in the well room. The medication must follow all the guideline for the parish and student handbook.

Care of Books, iPads, and Materials

Students are to take responsibility in keeping their materials and equipment in good condition. If something is broken or damaged, it will be the responsibility of the family to pay for replacements. Student are to bring materials and equipment to and from school.

Personal Items

Students' personal items (toys, games, etc.) that are not needed at the academy are to be left at home. This will eliminate the use of valuable class time to keep up with them. Please tell your child to check the lost and found to look for lost items. Items not claimed by the end of the academy year will be discarded. Parents are encouraged to check the lost and found box in the office.

