



Student Handbook 2023 – 2024

Cypress Grove Montessori Academy
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www.stjames.k12.la.us

Becky Louque, Director

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 through conferences, open - houses, and other academy activities. We invite you to discuss with us any concerns, which you may have about your child and the academy experiences provided by Cypress Grove Montessori. We also invite you to join our excellent family through family activities, and become an active part of your child's education. We need your talents, time, and support. Research shows that children whose parents play an active role in their education are more apt to succeed in the academy.

This handbook has been prepared so that you will have important academy 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. Cypress Grove Montessori Academy will provide an application and lottery selection process that assures fair and equitable accessibility to all students, with first priority given to students residing in the Lutcher Attendance Zone, subject to racial equality requirements as outlined in the Desegregation Consent Order.

The St. James Parish School District will work consistently with Cypress Grove Montessori Academy to create a diversified environment made up of fifty percent black and fifty percent non-black students. If the student enrollment does not reflect this ratio, the district and academy will work collaboratively to modify its marketing and recruiting strategies.

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

Something very exciting will be happening at Cypress Grove Montessori Academy! It's 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.

The main goal is to 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 and relationships amidst a rich variety of stimulating learning situations, curiosity is developed and an essential element in creative learning has been established.

❖ Developing habits of initiative and persistence

By surrounding the child with appealing materials and learning activities geared to his inner needs, he becomes accustomed to engaging in activities on his own. Gradually, this results in a habit of initiative – an essential quality in leadership. "Ground rules" call for completing a task once begun and gradually results in a habit of persistence and perseverance for replacing materials after the task is accomplished. This "completion expectation" gradually results in a habit of persistence and perseverance.

❖ Fostering inner security and sense of order in the child

Through a well ordered, enriched but simplified environment, the child's need for order and security is intensely satisfied. This is noticed in the calming effect the environment has on the child. Since every item in the classroom has a place and the ground rules call for everything in its place, the child's inner need for order is directly satisfied.

Within our framework, teachers will continue to receive job-embedded professional development on how to instruct students in order to master these standards and goals. Observations and other activities will be used to determine student mastery of rigorous standards. Teachers will observe and analyze data on a frequent basis and make instructional decisions based on student needs. Various strategies will be implemented in order to increase student achievement.

Academy Hours

Beginning Time 7:55 a.m.

Dismissal 3:15 p.m.

Students are permitted on the academy grounds beginning at 7:35 a.m. Students who are dropped off at the academy must be dropped off at the main entrance.

The academy day begins at 7:55 a.m., and any student arriving after 7:55 a.m. will be considered tardy. In the event that a student is late, it will be the responsibility of the parent(s) to park in the visitor's parking lot and escort their child(ren) to the academy office in order to sign-in their child. Once all buses have arrived or at 7:55 a.m., the gates to the academy will be closed and locked. This is for the safety of all students and staff.

Dismissal

All students are dismissed at 3:15 p.m. Bus riders will be dismissed and loaded on the side street (North King Avenue). Students will be called to load buses in an organized manner. Parents picking up students will remain in their vehicle. Car rider students are to report to the loading area where parents will pick up their child(ren).

Early dismissal notices will be issued to children and/or parent broadcast as soon as possible so parents can make suitable arrangements for the care of their children.

Parent Pick Up/Drop Off

Parents who drop off their child should proceed to the designated area behind the cafeteria. When picking up your child for dismissal, please remain in your vehicle and wait in the "Parent Pick Up" line behind the cafeteria. Academy employees will assist in loading your children to ensure the safety of ALL. **For safety reasons, please do not walk up and get your student. Please go through the car pool line. If you walk up, your student(s) will be called last after carpool is complete.**

Bicycles/Walkers/ATV

Because of safety, no student is allowed to ride a bicycle, walk to the academy or ride an ATV.

Check Out Procedure

Any student leaving the academy grounds for any reason before dismissal must be signed out in the office. If on occasion you must check your child out of the academy early, come to the office and your child will be summoned for you. There is a sign-out card in the office for this procedure. No student will be permitted to leave the academy without verification. 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 2:45 p.m. unless there is an actual emergency. A parent may not go to their child's classroom. Where legal custody of a student has been assigned to one parent, legal guardian, or foster parents, a copy of the custody papers will be kept on file with the student's records. If no legal document is on file, either parent may check out a child. It is the parents' responsibility to inform the academy of custody issues.

Transportation

If your child must leave the academy by any means other than his/her usual mode, written parental permission must be given to your child's homeroom teacher. For example, if your child is a bus rider and you want them to change to a car rider for one day, you must send a note to the academy. The office will not relay messages to a child or teacher via phone call. It is difficult to verify that a parent is making the change. Additionally, instruction is interrupted when the office notifies the teacher of the change.

Please include the following in your note:

1. the date and time of departure,
2. the name of the person who is picking up the student, (designated on information sheet in office)

3. the signature of the parent or guardian, and
4. a telephone number for the purpose of verification.

If your child will ride a different bus than his or her usual pick-up or drop-off location, you must submit a transportation request form at least two days in advance of the bus change date to the secretary. This form is located at the end of this booklet. A written note for this is not acceptable for bus changes, as this form must be sent to central office for approval to ensure space is available on the bus and the driver is aware of the change. Once the form is completed, the secretary will notify you when approved. **Parents are asked to follow these procedures to ensure the safety of all children. For the safety of your child, only one change per week will be allowed. Parent/Guardian cannot change students' transportation daily. Even if you send a message to the teacher, call the office to verify a change before 2:30 p.m.**

Attendance

Students will not be excused from the academy except in cases of emergencies. All work missed by students must be made up within 5 days after returning to the academy (unless period of illness is extensive). Excessive absences often result in poor academy work. Students must submit a medical excuse or complete an absentee (SJ2 form to have their absences excused. Even though an absence is excused, it is still considered as a day not present, because the child is **not** physically at the academy. You will also receive an automated message on your home phone that your child is absent. Teachers will issue makeup work to students who are absent due to illness or academy activity.

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.

Exceptions for both levels shall be made only in the event of extended personal illness (i.e., excused absences) verified by a physician or other extenuating circumstances verified by the Parish Supervisor of Child Welfare and Attendance in consultation with the director and parents/guardian.

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 this booklet, you will find additional forms for your use.

Tardies

A parent must escort any student arriving after 7:55 a.m. to the office. Students who arrive after 7:55 a.m. are considered tardy and need a tardy slip to enter their classroom. Students are tardy if they are not in their classroom by 7:55 a.m. Students signed out prior to dismissal at 2:45 p.m. are also considered tardy. The office will enter tardies (morning and afternoon). Repeated tardies will result in consequences and/or absences.

- After 2nd & 5th tardy – Parent Contact
- After 6th tardy –Administrative Conference/Referral to Truancy Officer

Perfect Attendance

To receive a perfect attendance certificate, a student must attend the academy for 180 days or full term as defined by the St. James Parish School Board and/or State Board of Elementary & Secondary Education.

A student must attend the academy a full day, with the only exception being the following:

1. An academy sponsored trip
2. Late arrival during homeroom period (not to exceed 2 occasions)
3. Leaving the academy because of illness (not to exceed 2 occasions)
4. Leaving the academy because of academy related accident
5. Death in family – Child must “check-in” the academy first, then “check-out”
6. Circumstances approved by the Supervisor of Child Welfare and Attendance
7. The number of tardies and sign-outs may affect parish perfect attendance. **Three unexcused late sign-ins, after official homeroom, shall equal one (1) day absent for parish perfect attendance determination.**

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 AND SWEATERS WITH PERMANENT MARKERS FOR IDENTIFICATION. The academy is not responsible for replace of lost or damaged clothing or items.

Uniforms

Students in St. James Parish (Grades PK-12) will be required to wear uniforms to class. Parents/Guardians will be responsible for purchasing uniforms. Uniforms shall be worn as follows:

- PK to 6th grade Girls’ Dress Code: academy purchased shirt, black pants (can be pleated, un-pleated, or cuffed: no labels), or black shorts (no more than 3” above the knee), skirts, skorts, or jumpers (no more than 3” above the knee).
- PK to 6th grade Boys’ Dress Code: academy purchased shirt, black pants (can be pleated, un-pleated or cuffed: no labels), or black shorts no more than 3” above the knee).
- Sweaters/Vests/Sweatshirts: academy purchased sweatshirt or solid gray
- Coats/Jackets/Wind Breakers: academy purchased jackets or solid black or gray jackets; no stripes or designs; hoods are allowed on coats/jackets/wind breakers.
- **Jackets and sweatshirts (no hood) must be of neutral color (black, blue, gray). If a student comes to school with a different color, they will be asked to remove the item while in the building. Different colors disturb the learning environment.**

Dress Code Regulations

- All students will wear the designated academy uniform clothing as outlined in the uniform policy. Transfer students will be given seven (7) days to acquire a proper uniform.

- The wearing of socks or tights for girls and socks for boys shall be mandatory and must be white, gray, or black. Socks are to be visible and must not be lower than the ankle. Tights or leggings must have feet. No mid-calf tights or leggings.
- All students must wear belts (solid gray, solid black, or solid white) if pants have loops. Belts may not be more than one size larger than the waist. No belts are to be worn with beads, stones, sequins, words or designs.
- Baggy or over-sized uniforms are not acceptable and are prohibited. Pants must fit at the waist; “low riders” are not allowed. Drawstring pants, cargo pants, and sweat pants are also prohibited.
- Pants must be hemmed and side slits are not permitted. Pants cannot be made of denim material (jeans).
- Shirts must be tucked in at all times. Undergarments must not be visible. T-shirts are to be white without any print.
- Turtlenecks, if worn shall be white with no name brands, and no logos. White turtlenecks may be worn under uniform jumpers and may be worn under a uniform shirt, but cannot be worn alone.
- Enclosed slippers are only allowed in the classroom. Outside of the classroom, tennis shoes must be worn and are to be laced and tied. All shoes are to be enclosed.
- Rubber boots are allowed to be worn outside. Once inside the classroom, students are to change to tennis shoes or slippers.
- Thongs, sandals, flip-flops, Croc-type, and light-up shoes are not acceptable.
- Should your child elect to wear a wristband to the academy, be advised that each student is allowed to wear only one wristband/bracelet, which is to be worn on the wrist. No child shall wear a hairband/rubber band as a wristband/bracelet. If a child chooses to use the wristband in an inappropriate manner, the child will be asked to remove the wristband and the child’s privilege to wear wristbands in the future will be revoked.
- The wearing of earrings by male students will be prohibited.
- The wearing of earrings by female students will be allowed, earrings should be no longer than 1” from piercing. The wearing of more than two pairs of earrings will not be allowed.
- Wearing body-piercing jewelry other than for pierced ears is prohibited.
- Students will be allowed to wear chains, pendants, belt buckles, or necklaces with the following specifications:
 - Rope-type chains shall be no larger than 1/6-inch in diameter.
 - Flat chains shall not exceed 1/2 inch in width.
 - Nameplates, pendants etc. shall not be larger than 2 inches by 1 inch.
- Jewelry is worn at the student’s own risk. The system will not be responsible for lost/stolen items.
- Only prescription glasses may be worn inside buildings.
- Headgear, such as caps, hats, bandannas, etc., is prohibited (boys and girls).
- Clothing with holes is not allowed unless patches cover the holes.
- Clothing shall be worn on the “right” side and not the inside out.
- Fleece pull-over (sweaters, sweatshirts, jackets, etc.) with zippers are not allowed.
- Prohibited items may be confiscated by academy officials and returned to the parent/guardian only.
- When a student reaches the time lesson, he/she will be required to wear an analogue watch with numbers and the second hand.

Dress Code Violations

It is also the obligation of the academy to enforce the attributes of cleanliness, personal hygiene and neatness. Therefore, all students must maintain a physical appearance, which is indicative of attention to personal hygiene and cleanliness. The academy cannot allow the failure of students to maintain basic standards of body cleanliness nor can it allow indecency in dress. Teachers/director have an obligation to enforce the regulations governing these objectives. Parents should “check” a student’s dress **before** they leave for the academy in the morning to ensure it complies with the parish code.

“Dress Down” opportunities will be provided throughout the academy year as noted on monthly calendar/special memo. Spirit shirts can be worn on any day of the academy week, with uniform bottoms.

Academy Procedures

Bus Rider Rules

Students should be on time at the designated academy bus stops and should wait until the bus comes to a complete stop before attempting to enter. Good behavior by all students is expected while waiting for the bus. If possible, parents are encouraged to be at stops before and after the academy day. Younger students will not be dropped off if a parent/adult is not visible.

While on the bus, students should keep hands and head inside the bus at all times. Remember, that loud talking and laughing may divert the driver's attention and make safe driving difficult. Disruptive behavior is not permitted around or on the academy bus.

- Bus riders should never tamper with the bus.
- Do not leave books or other articles on the bus.
- Do not put anything out of the window. This includes spitting, arms, heads, hands, paper, etc.
- Bus riders are to remain seated while the bus is in motion. Students are not allowed to leave their seat while the bus is moving.
- Bus riders are expected to be courteous to fellow pupils and the driver.
- Bus riders must abstain from profane language.
- Students are under the jurisdiction of the academy from the time they leave home in the morning until they return home in the afternoon. Each student will be held accountable for his actions while in route to and from the academy. This also applies to field trips.
- Any child experiencing problems with other students, etc., on the bus should report them immediately to the driver. If the problem continues, the child and/or parent should report the problem to the office immediately.
- Children causing problems serious enough to be reported to the office by the driver will be issued a warning for the first offense. Repeated offenses will warrant action in accordance with school board policy. This may result in a student being removed from the bus. Students may also receive additional consequences as well.
- Any child who defaces or destroys bus equipment will be required to repair/replace it.

Morning Routines

- All students will enter through the main entrance. Students will give their folder to the duty person in hallway then report to cafeteria for breakfast.

Breakfast

- Students arriving by car **must arrive at academy by 7:45 a.m.** if they are eating breakfast. To ensure maximum learning time, any student arriving at 7:45 a.m. will be given a grab and go breakfast. This includes carpool and bus.

Lunch

- Students are to follow the directions of the faculty and staff at all times. Failure to follow these expected behaviors can result in consequences according to the rules and consequences as posted.
- Enter the cafeteria through the "in" door and exit through the "out" door.
- Walk in a single file line to the sink area, wash and dry hands (3 pumps and 2 pulls). Towels are to be placed in the trash can near the sink area.
- Students will proceed to the serving line; grab a fork/napkin, straw and plate of food. If the line is short, students will proceed to the serving line. If the line is too long, students are to stop and wait.
- Students will sit by class and teachers will monitor and eat with their class.
- When the last student in the class sits down, the students can begin eating.
- The class is allowed 40 minutes for eating and recess.
- 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 use the restroom in designated areas.

Restrooms

- 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 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

The following appropriate classroom behavior is expected of all students:

- Enter the classroom/hall in a quiet and orderly manner.
- Keep workspace neat and clean.
- Refrain from defacing academy property.
- Be courteous to fellow pupils, teachers, and other personnel.
- Speak to others appropriately.
- Leave class in an orderly manner.
- Follow all classroom rules.
- Respect **all** adults and students in voice and action.
- Respect the property and rights of others.
- Any concerns should be discussed with your teacher. The director should be consulted only after chain-of-command has been followed.
- Loitering in the restrooms, halls, and classrooms is prohibited.
- Private party invitations are not to be distributed at the academy.
- Talking should be Voice Level 1 while indoors.
- Students should walk down the hall in the center block to avoid injury from opening doors. **Running is not allowed in the building or on the sidewalks.**
- Gum chewing and sunflower seeds are not allowed on campus.
- If working in a hallway, use a Voice Level 1 and avoid the center block to prevent injury.

Walking in the halls and on paved areas

- Students will walk in the halls and on paved areas at all times.
- Students will stop at teacher-designated places.
- Students will walk without touching one another or their surroundings.

Assemblies

- Students will sit facing forward on the floor or in chairs following these rules:
 - Chairs – Students will sit with their backs against the chair with feet hanging in front of them.
 - Floor – Students will sit on the floor with legs crossed like a pretzel and hands in their lap.
- Students will face forward at all times, respect the personal space of others and practice active listening.
- Students will respect all speakers and performers by not talking, socializing, booing, or disturbing anyone at any time during the assembly.
- The director or other academy personnel will dismiss classes.
- Students are to leave the assembly quietly and immediately return to their classroom.
- The misbehavior of any student during an assembly will result in the consequence of removal from the assembly to the office area.

Afternoon Dismissal

- Dismissal is at 3:15 p.m. Students will leave the classroom when their bus is called.
- When the bell rings, 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 called first. These students are to walk single file down the hallway and exit through the front doors onto their bus.
- Car riders will be called last. 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

Behavior

The following playground/recess behavior is expected of all students. Students are responsible for their own actions and are expected to be in control of themselves. In the event a student commits a Category A, B or C offense during recess, teachers must follow the consequences as outlined in the St. James Parish District Policy Manual. If a student commits a Category D offense during recess use suggested interventions.

- Students are to walk on any paved areas and walk to the playground area. Students who run may cause injury to themselves or others.
- Students will play safely following the academy rules.
- Playing or loitering in the restrooms is not allowed.
- Students are not allowed to bring snacks from home to eat at recess.
- Students are to display appropriate behavior when using playground equipment.
- When recess is over, students will stop playing immediately, hold all equipment (balls), tuck in shirts and quietly line up at their designated class line area.
- Once the duty teachers begin to count down (10, 9, 8, 7, etc.) all movement and noise is to stop after number 1.
- Duty teachers will signal students to walk to their classrooms.

The Playground Boundary

- All students must stay inside the fenced yard. Students are not to climb over a fence. Students are only allowed outside the boundary if given permission by an adult supervisor.

Basic Rules of Student Conduct

- Keep all hands and feet to self. This means no one should karate, push, pull, grab, trip, hit or kick anyone. Playing games where grabbing of someone's coat or clothes is not allowed. Football games shall not be physical in nature. Tackling or rough pushing/shoving/touching is not allowed.
- Be kind and nice to everyone. Include other people in games. Say something nice to a person when he/she is playing a game even though they may not be good at the game. They will get better with practice.
- Talk nicely rather than arguing with others. Share rather than demand everything for yourself.
- Treat other people the same way you want to be treated.
- Throwing rocks, sticks, or any other injurious object is prohibited.
- Language and gestures need to be appropriate in the academy setting. When in doubt, there is a general rule: If it could be said to the director, it can be said to anyone.
- Toys are not allowed on the playground (radios, CD players, video games, trucks, cars, baseballs, stuffed animals, dolls, purses, etc.).

Playground Equipment

- Slides
 - Sit down on the slide. Do not stand up.
 - Slide with your feet first.
 - Do not walk or run up the slide from the bottom.
 - Do not put anything on the slides.
 - Keep your legs and arms inside the slide while sliding down. Do not jump off the slide while sliding down.
 - Only one person at a time is allowed to slide down.
 - No flips under the slide.
- Playground Balls
 - Do not throw balls at anyone with intent to harm.
 - Throw footballs only while you are on the playing field.
 - Bring in any balls that you take outside. If you see any “stray” balls, bring them in also.
 - Return the balls to the designated bag.
 - Anyone can play if he/she wants to play. When choosing sides, choose one player at a time.
 - Only touch football is allowed. Pushing someone down is not allowed when playing touch football.
 - Soccer is played with the feet, not the hands. Do not push or trip others when playing soccer.
 - Once a game is started, the person bringing out the ball may not take the ball away from the game.
 - When the recess bell rings, all ball playing must come to an immediate halt, and balls are to be walked in.
- Jump ropes/Hop-Skips/Hula Hoops
 - Jump ropes are to be used for jumping only.
 - Do not swing them around, play tug of war, tie up other students or wrap jump ropes around other people.
 - All ropes are to remain near the front area of the playground. Do not take them out into other areas.
 - Return ropes at the end of recess.

End of Recess

- When the whistle is blown, stop playing and **walk** to the lining up area. Students are not allowed to run. If students run, they will be sent back to the spot they started running and will practice the walking procedure.
- Students are to return any playground equipment to designated area/bag.
- Once the countdown begins (10, 9, 8, etc.) Students are to tuck in shirts, fold arms and begin to quiet down in line.
- When the entire group gets to 1, all students are to be facing forward, lined up quietly ready to walk into the building.

Emergency Procedure During Recess

- All concerns are to be reported directly to the duty teacher.
- Students are not to run directly to the office without permission from a duty teacher.
- Students use the office phone with the secretary's permission only.
- If student is slightly hurt and needs an ice pack or a Band-Aid, report injury to duty teacher and student is to be walked by another student to the office. If student is hurt badly enough not to be moved, another student is sent to the office to contact administration.

Restroom Procedures for Recess

- Students should use the restroom before exiting the building. Students are not to play in and around the restrooms.
- During recess, in the event of an emergency, students are to ask for permission to use the restroom in the main building.
- Students will be allowed to drink water after recess.

Discipline Policies and Procedures

Education is a process that requires reasonable, peaceful 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. The teacher is to utilize a variety of avenues and strategies to assist students in maintaining such a peaceful environment. The following discipline policies / procedures have been developed.

Cypress Grove Montessori Discipline Plan

Cypress Grove Montessori Academy has a strong commitment to implementing the discipline of students in a respectful, firm manner. One of the ultimate goals of Montessori is to develop a self-disciplined individual. We have established clear limits, and provide consistency in maintaining these limits.

Every child has the right to express their feelings: anger, hurt, frustration, etc. When aggressive behavior occurs, the children involved are taken aside by a teacher. The teacher will try to help them express their feelings verbally. With younger children, a teacher assists by giving them the language to communicate their feelings. At no time will excessive discipline measures ever be used, such as corporal punishment or verbal abuse.

In the event of a recurrent problem with aggressive behavior, such that the safety of other children is a concern, the following steps are taken:

1. The Lead Teacher will schedule a conference with the child's parents to discuss the situation, concerns, suggestions and next steps. The Director will be informed about the situation and subsequent status.
2. If the aggressive behavior (including, but not limited to: biting, hitting, scratching and spitting) continues after a reasonable amount of time and effort, and the teachers are unable to assist the other students as needed due to the disruption, the Lead Teacher will schedule a second conference with the parents. This conference will include the Lead Teacher and the Director.
3. During the conference, several options will be explored taking into consideration the specifics of each case. Parents are encouraged to suggest options as well. One or more options chosen might include: requirement for a "shadow" to accompany the child at the academy, recommendation of psychological consultation, early dismissal from the academy, development and implementation of an Urgent Action Plan, requiring the parent to accompany the child to the academy and remaining with the child during academy hours for a set period of time, probationary status, or the removal of the child from the academy. If the child is on probationary status, an official letter will be sent home.
4. If the aggressive behavior continues and all other efforts have been unsuccessful, the academy reserves the right to ask the parents to withdraw their child from Cypress Grove Montessori Academy. The academy reserves the right to dismiss a student whose presence in the academy is considered detrimental to the best interest of the student, or one of their peers, or to the academy in general. If a student is dismissed from the academy, he/she cannot reapply.

**Students will receive a Behavioral Referral (pink slip) for infractions in categories A, B and C. These offenses are listed in the St. James Parish District Policy Manual.

District Disciplinary Policies

Disciplinary problems involving students in grades PK-3 shall be processed through classroom and academy administrative interventions. In the event of excessive and continuous academy and classroom behavior problems by students in grades PK- 3, the policies governing students in grades 4-6 shall be applied at the discretion of the Director.

Minor Offense Behavior Consequences (Category D)

The following are some examples of Category D **minor** offenses. Teachers are to handle Category D behaviors in their classes.

- Talking/blurting out
- Non-compliance (including refusal to do work, failure to complete work, refusing to return a requested item)
- Off task
- Out of seat
- Inappropriate noises (including singing, beating, tapping, etc.)
- Sleeping/head down in class
- Disrespectful body language (including eye rolling, lip smacking, hand gestures, mumbling, etc.)
- Disrespect towards a peer (teasing/harassing, horse playing, pushing/shoving)/ One occurrence (no repeated pattern)
- Not prepared for class (that includes no homework, pens, pencils, notebook, etc.)
- Inappropriate hallway behavior
- Cell phones/electronic devices or objects (take from student and call parent to come get device or object)
This also applies to a toy gun or toy knife with no harm or threat made to an adult or another student.
- Defacing academy property (graffiti, throwing wet paper towels, standing on sinks, etc.)
- Chewing Gum

The only time a behavior referral is written for **minor** offenses is when the student's discipline becomes a recurrent problem based on observational records. The homeroom teacher must contact the parent. The observational records and behavior referral will be attached and sent to administration the same day or the very next day of the last offense.

1. All teachers shall maintain observational records, which will include discipline information.
2. A judicious attempt will be made to determine the instigator of all fights, scraps, etc. When both parties are equally at fault, both will be disciplined. No child will be disciplined for defending him/herself if the child is threatened with forceful bodily harm—the child, however, must make an attempt to report the problem to the supervising adult or director, when possible.
3. Louisiana Law states that the director has the right to suspend or recommend expulsion at any time.

Minor Offense Behavior Consequences (Category D)

Students who commit **minor classroom offenses:**

<i>Minor Offense (Category D)</i>	<i>Consequence</i>
Minor Offense	The Peace Rose Strategy
Recurrent Offenses	Character Program

The Peace Rose Strategy

The purpose of the Peace Rose Strategy is to encourage the students to become independent peacemakers. It is a method of problem solving that allows the children to recognize and express their own feelings as well as learn respect for the other child's feelings. This strategy embraces a non-judgmental, non-threatening environment that allows children to solve disagreements and disruptions in a peaceful manner.

Character Program

The purpose of the Character Program is to provide an alternative to out-of-academy suspensions while providing strategies designed to help students improve their behavior. This program shall not prevent the academy director or designee from

removing a disruptive student from the academy setting and requesting an expulsion hearing. As needed, the Character Program will be scheduled after hours on Wednesdays. A copy of the office referral form will be given to each student to give to his or her parents. The referring teacher will also be given a copy notifying him or her of the date and time. Parents will receive phone calls as well. Students assigned to the Character Program are to report to the assigned room after the last bus has been called.

Major Offense Behavior Consequences (Category A, B, or C)

Students who commit ***major*** classroom offenses will automatically receive an office referral and will be issued a consequence according to district policy.

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. When the safety of an individual or a group may be jeopardized, it becomes the responsibility of the academy's administration to require a parent to accompany his/her child on a field trip to ensure the child's safety and well-being. Such extenuating conditions will be at the discretion of the academy's administration. All parents who are asked to serve as chaperones are required to be cleared using the Raptor System. All students must ride the bus to and from field trips.

Parental Involvement and Engagement Policy

Statement of Philosophy

The philosophy of the St. James Parish Public School System is based on the underlying belief that a child's education is vitally affected by the quality and character of the relationship between home and the academy. The school system recognizes that parents are their children's first teachers and valuable partners in educating children. The school system is eager to combine the educational forces of home, academy, and community to improve educational opportunities for all children.

Development and Review of Academy Involvement

Cypress Grove Montessori Academy has developed this parental policy. This policy is in direct alignment with the district policy and serves as the basis for parental involvement and engagement is an integral part of the academy improvement plan. Each academy year a meeting of the academy improvement team, including parents and students with representatives from the identified subgroups listed in the No Child Left Behind Act of 2002, will be held. Also, the academy improvement team will address concerns expressed by parents through a review and update of the Academy Parental Involvement Policy annually. Parents serving on the Academy Improvement Team provide input on parental involvement policies and activities to be implemented at Cypress Grove Montessori Academy. Cypress Grove Montessori Academy will provide agendas and sign-in sheets to the LEA to insure parents are involved in the process. Copies of the policy will be sent home to all families enrolled in the academy. Throughout the academy year, additional meetings will be conducted at various times to provide parents and community members an ample opportunity to review and comment on the Academy Parental Involvement Policy.

High Student Academic Achievement

1. At the beginning of each academy year, a student/parent/teacher compact is signed by all stakeholders in order to build and develop a partnership to help children achieve the State's high standards.
2. The compact describes the academy's responsibility to provide a high-quality curriculum and instruction in a supportive and effective learning environment. It also describes ways in which parents can assist in supporting their children's learning, and ways parents may volunteer and participate in decisions relating to the education of their children.
3. Issues of open communication between parents and teachers are also addressed in the compact.

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.
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

Communications to all parents related to the academy and parents' programs, meetings, and other activities will be in one or more of the following forms and in the parent's native language, when practical: monthly calendars, upcoming events on flyers, phone calls, newspaper articles/advertisements, conferences, district/academy website posting, weekly take home folders, progress reports/report cards, and/or PTO meetings. Parents are encouraged to download the St. James Parish App and the Remind App.

Parent Information Resources Center

In addition, parents will be notified of the Instructional Resource Center provided to all parents in St. James Parish. The IRC is located at the St. James Parish School Board building. If you have any questions, comments, concerns, or suggestions regarding this policy, please write them on the space below and return it to academy at your convenience. Our Academy Improvement Team will address all feedback. Thank you for being active partners in your child's academic achievement!

Celebration of Life (Birthday Celebration)

In Montessori, students celebrate their life on their birthday by hearing the journey from their birth to the present day. This is done with the help of their parents. The birthday child's parents are asked to send a picture for each year of the child's life, and write a short life story to accompany the pictures. All of the students in the class will make a circle around the sun as a candle is lit for the moment the child was born. The child walks around the sun as the story of his/her life is being told. Once the life of the child has been told through a story, the students are able to enjoy a healthy snack provided by the caregiver.

There must be 40 individually wrapped healthy snacks provided which will include all classmates. These snacks must be purchased and still sealed. These snacks must be at school by 10:00 AM. Students will enjoy the snack after lunch. Snacks will not be accepted after 10:00 AM. Please contact homeroom teacher to make sure if there is a food allergy in the group. It is also requested that the child brings a wrapped book of his/her choice to dedicate 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.

At times, students want to invite other students to personal parties. Invitations cannot be sent to school to distribute or given out at the school. Due to privacy laws, the office or classroom teachers cannot provide phone numbers or addresses for other students.

Other Celebrations (Halloween, Christmas, Valentine's Day, etc)

You and your student may decide you want to treat the class to something special. If you decide to send a treat, it must be 40 individually bagged or 10 individual items. These treats must be at school by 10 AM. All treats/gifts must be the same for all students. No special treats/gifts will be given at school to one child.



Public Notice of Nondiscrimination

St. James Parish Schools adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); handicapping condition (Section 504 of the Rehabilitation Act of 1973) or age (Age Discrimination Act of 1975) in the establishment of educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact: Kelly Cook or Amy Laiche

1876 West Main, Lutcher, LA 70071

(225) 258-4500

kcook@sipsb.org

alaiche@sipsb.org

Student/Teacher/Parent Compact

Student: To succeed in the academy, students agree to carry out the following responsibilities to the best of their ability:

- Come to the academy ready to learn and work hard
- Bring the necessary materials, completed assignments, and homework
- Know and follow academy and class rules
- Ask for help when needed
- Communicate regularly with parents and teachers about academy experiences to help with success in the academy
- Limit television watching, Internet, gaming, and instead, complete all homework and read every day
- Employ grace and courtesy by respecting the academy, students, staff, and families
- Cherish freedom and take responsibility
- Cherish emotional literacy for the well-being of all staff, students and parents

Parents: To help children meet or exceed the state's high academic standards, a parent or guardian agrees to carry out the following responsibilities to the best of their ability:

- Communicate the importance of education and learning to their child
- Provide a quiet time and place for homework
- Provide time and space for their child to read independently for at least 10-20 minutes without distractions, such as television, Internet, and gaming
- Monitor their child's television viewing
- Communicate with the teacher or the academy when concerned
- Reach out to their child's teacher for resources to support learning
- Review samples of their child's work weekly
- Ensure that their child attends the academy every day and gets adequate sleep, regular medical attention, and proper nutrition
- Monitor their child's progress regularly in the academy
- Participate in activities at the academy, such as academy decision-making, volunteer activities, and parent-teacher conferences
- Communicate the importance of education and learning to their child
- Employ grace and courtesy by respecting the academy, students, staff, and families
- Cherish freedom and take responsibility
- Cherish emotional literacy for the well-being of all staff, students, and parents

Teacher: In the classroom, the staff will help each student meet or exceed the state's high academic standards, and staff members agree to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction
- Communicate regularly with families about student progress through conferences, parent-teacher meetings, progress checkpoints, and other available means
- Provide reasonable opportunities for parents to volunteer and participate in their child's class
- Endeavor to motivate students to learn
- Maintain high expectations and help every child develop a love of learning
- Provide a warm, safe, and caring learning environment
- Provide meaningful, daily homework assignments to reinforce and extend learning
- Participate in professional development activities that improve teaching and support the formation of partnerships with families and the community
- Participate actively in collaborative decision-making
- Work consistently with families and academy colleagues to make the academy an accessible and welcoming place for students and their families
- Employ grace and courtesy by respecting the academy, students, staff, and families
- Cherish freedom and take responsibility
- Cherish emotional literacy for the well-being of all staff, students, and parents

Conferences

Parents may make appointments for conferences with teachers and administration by telephoning the academy office at 258-5401. Teacher conferences must be scheduled during non-teaching periods/times. However, accommodations will be made for those parents who work or may have difficulty with transportation. Parents who come to the academy for a conference with a teacher must stop at the office. The office will notify the teacher of a parent's arrival. Parent-Teacher conferences are to be held in the teacher's classroom unless an administrator is asked to be present. In this case, conferences will be held in an administrator's office. Parent conferences must be documented and signatures must be obtained from all participants.

Parent Volunteers/Helpers

The faculty/staff welcomes your help at any time. However, we ask that pre-academy children, infants, and toddlers not accompany parents who come to the academy to assist. You will be given an opportunity to sign-up for volunteer work so that we can make a work schedule. If you do not have the time, or do not wish to volunteer at the academy, consult your child's teacher about "take-home" work. Parents who actively participate in the support of the classroom and the academy will be the first considered for chaperoning field trips, etc. All parents are encouraged to volunteer, even a small amount of time, to make our academy a success. Parents are reminded to dress appropriately while volunteering or chaperoning trips. When volunteering you will not be allowed to "visit your child's classroom or eat breakfast/lunch with your child."

The Raptor System will be used to screen chaperones and volunteers at CGMA to assist us in helping keep students safe. A visitor's Driver's License or other state issued ID will be used to scan individuals for being a registered sex offender. When a visitor is cleared, the Raptor System prints a badge including the visitor's name, photo, date, time and destination. If a potential threat is identified, the Raptor System sends an alert.

Grading Policies

Students' success will be measured using an on-going observational checklist, self-correcting work, work plans, student self-evaluations, and performance rubrics. Progress is measured relative to each child's capabilities (cognitive development) and potential, rather than against his peers or "grade-level" expectations. To eliminate unnecessary competitive and judgmental atmosphere, students do not receive grades. Rather, they focus on progress of work, compile portfolios of their work, and strive to improve the quality of their work over time. An observational checklist is comprised of Montessori Skills that the student masters at his/her cognitive rate. Observations for evaluations are a continuous process.

Standard Reports will be issued four times a year at the end of each quarter. Students will be evaluated by receiving the following breakdown. A "S" for Satisfactory which means a student consistently demonstrates an understanding of concepts, skills and processes taught. An "I" for Improving which means student shows improvement throughout the quarter but is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught. A "N" for Needs Improvement which means a student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this quarter. A "U" for Unsatisfactory which means a student does not demonstrate an understanding of grade level concepts, skills and processes taught in this quarter, if a student is performing significantly below grade level expectations, or there was no attempt in trying the skill. A blank box or shaded box indicates that this skill is not assessed in the quarter. A copy of the report will be issued to parents at each interval.

Parent Checkpoints will be conducted three times a year: beginning of the year (September), middle of the year (January), end of the year (May). These checkpoints can be over the phone or in person.

For the end of the year reporting, teachers will analyze different data points to determine the performance level of each standard. **The final grade will be calculated by each subject. The final grade will be determined by giving points to each performance level: 3 points for satisfactory, 2 points for improving, 1 point for needs improvement, and 0 point for unsatisfactory. The total points earned will be divided by the number of total possible points for standards in the subject area.** This will be reported in Jcampus as the final grade. Policies and guidelines set forth by St. James Parish School Board will be followed. Please note that a child can be retained if multiple data points indicate the

child is not working at grade level. Data points used but not limited to are: Montessori checklist, work plans, performance rubrics, district and state assessments, and school assessments.

Teachers shall identify/refer students who are not able to make satisfactory progress to the Academy Building Level Committee (SBLC).

Academy Food Service

The cafeteria provides the students with well-balanced meals. Students are encouraged to take advantage of the meals served daily. 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.

Food Allergies

If your child has any type of food/milk allergies, a doctor's excuse is to be turned in to the office and must be updated annually. Milk substitutions are not done unless specified by the doctor.

Box Lunches

A student may bring his/her lunch to the academy. Parents are asked to ensure that lunches are nutritious and children are able to open lunch items without assistance. Food items in lunch boxes may not be shared with other students. This is mandate by the state health department. We regret that we do not have the facilities to warm or chill foods brought in lunch boxes. **Canned or bottled soft drinks** and **candy** are not allowed in the cafeteria. Parents choosing to send box lunches are asked to send the lunch with the child in the morning. No energy drinks allowed on campus.

Special Diet and Food Allergy Request

The academy secretary, the cafeteria manager, or the nurse may be contacted to receive a **DIET PRESCRIPTION REQUEST FOR MEALS** form. When the form is returned and correctly completed by the physician, the diet request will be forwarded to the Child Nutrition Department for evaluation. A determination will be made as to whether or not substitutions will be made. Until such determination is made, parents may be required to send their child's meals to the academy. Diet prescription request must be made each academy year. An Individualized Health Plan will not be written for Special Diets and Food Allergies until an Academy RN receives a Diet prescription that has been received and approved by the Child Nutrition Department. If you have any questions, please contact the Child Nutrition Department at 225-258-4561.

Revised 4/2016

Illness and Immunizations

Students who attend the academy on a regular basis are more successful. However, children should remain at home when they are ill. If a child becomes ill enough to go home during the academy day, the parent/guardian will be notified. It is important that we have your correct phone number and other numbers (work, cell, etc.) in the event of an emergency. Please notify the academy when your number is changed or no longer in service.

Any child having a communicable disease must remain at home until communicability period is ended upon presentation of a doctor's certificate. Please make sure your child's immunization records are up to date. If a teacher, office personnel, or the Academy Nurse notifies you that your child needs immunizations, please cooperate immediately.

Head Lice

Lice outbreaks are common among academy children, and all children can easily become infested. Lice can come from almost anywhere - - a classmate, an upholstered seat in a movie theater, or another child's sweater or hat. Parents are requested to take immediate action to prevent the spread of lice to others.

Please check your child's hair for lice and nits; look for the silvery or whitish oval-shaped eggs attached to the hair shaft near the scalp, usually behind the ears and at the back of the head and neck. Although these eggs may look like dandruff, dandruff can easily be removed. Head lice should be suspected if your child is experiencing intense itching and scratching of the scalp and back of the neck.

If you suspect lice:

1. Notify the director immediately; your name will be kept confidential.
2. Several safe products are available from your doctor or drugstore. When used as directed, these products will kill the lice and eggs. In many instances, only 1 treatment will be needed, but a repeat treatment in 1 week is recommended. Be sure to remove all nits.
3. Inspect each member of your family for at least 2 weeks.
4. Sterilize all personal belongings (underwear, pajamas) and bedding (sheets, blankets, and pillowcases) of your child and other infested items in hot water or by dry cleaning. A spray is available at the drugstore for use on non-washable item. (Wash academy bags also.)
5. Thoroughly wash combs and brushes in hot water to disinfect.
6. Vacuum carpets, sofas, and mattresses well and spray with insecticide spray from drugstore.
7. Returning to the academy is dependent on treatment with medicated shampoo that kills lice and removal of all nits (eggs).

Medications

No medications may be given to any student without a parent/guardian signing a medical release form as required by the St. James Parish School Board. You may request a form from the academy, sign it, and return it to the academy; or you may come to the academy and sign the form. **We do not administer prescription medication that can be taken at home 3 times a day (before the academy, after the academy, bedtime).** Please do not send non-prescription drugs such as aspirin, cough drops, medicated lip balm etc. to the academy. We are asking that you respectfully follow the guidelines listed below:

Lip Balm and Cough Drops

1. If lip balm/cough drops are labeled "medicated", it cannot be brought to, or used at the academy without a doctor's note.
2. If a lip balm/cough drops require a recommended usage of every so many hours, or so many times a day, it cannot be brought to, or used at the academy without a doctor's note.
3. There are many products available over the counter for a dry lip problem. "Vaseline" would provide the maximum amount of prevention with the least amount of problems.
4. Please educate your child about no sharing, playing or excessive use of lip balm during class.

Medication at the Academy

SJPSB follows State and Federal legislation's medication guidelines. Legislation states that, ***medication that can be given before or after school shall not be given at school. Academy medication orders must be limited to medications, which can be administered during academy hours.*** However, SJPSB understands that some medications may be necessary during the day, for a child to be able to attend the academy or to allow a student to participate equally in the education setting. Louisiana State Legislation has put into place some required conditions to insure the health, safety, and welfare of children who need medicine ***during the day.***

A few of these requirements are as follows (*SJPSB Medication Administration Policy and Procedures may be viewed, in it's entirety, on the school board website*):

1. The parent/legal guardian must provide a completed and signed *Medication Order*, by **BOTH** the physician and parent, for **EACH** medication to be given at the academy. This form is also **required** for any over-the-counter medication to be given at the academy.
2. Only oral, pre-measured inhalant, topical ointment for diaper rash, and emergency medications shall be administered at the academy by a (TAP) Trained Authorized Personnel. Eye drops, antibiotics, and other short-term medications, including over-the-counter medications, shall not be given by academy personnel, unless a *medication exception* has been granted by the Academy RN.
3. Medication **MUST** be delivered to the academy office by a parent/legal guardian or a responsible adult. Students are **NOT** allowed to transport medication to the academy or have medication in their possession without the Academy RN approval. Teachers and the director have the right to take a medication from a student and contact the parent. Emergency medications such as asthma inhalers, epipens, and glucagon can be carried and self-administered by a student, **ONLY** if it has been approved by the physician, parent/legal guardian, and the Academy RN.
4. The parent/legal guardian must count and sign-in the amount of medication that is delivered to the academy with a (TAP) trained authorized personnel, on the students medication log.
5. No more than a **(35) day supply** of medication shall be brought to the academy.
6. Medication **MUST** be in a container properly labeled from a pharmacy and **MUST** match the *Medication Order*.
7. The parent/legal guardian **MUST** provide the names and working telephone numbers of persons to be contacted in case of a medication emergency. Emergency phone numbers should be updated **immediately** if there is a change in contact information.
8. The parent/legal guardian shall provide a statement, stating that the initial dose of medication was administered outside of the academy jurisdiction, allowing at least **(12) hours** of observation for adverse reactions, with the exception of emergency medications such as, an asthma inhaler, epipen, or glucagon.
9. Time Release/Extended Release (XR) capsules will **NOT** be opened or the contents emptied into food or liquid.
10. Medication tablets will **NOT** be halved or crushed at the academy, this **MUST** be done by a pharmacist or the parent/legal guardian.
11. Medication not retrieved by a parent/legal guardian or responsible adult, will be destroyed **(2) weeks** after the expiration date, if the order is discontinued, or at the end of the academy year, following notification to the parent/legal guardian.
12. *All student information shall be kept confidential.* The parent/legal guardian shall be required to sign an authorization, for the exchange and release of confidential information, so that health information can be shared between the Academy RN, necessary school board employees and health care providers.

***A **NEW** Medication Order is required at the **beginning of EACH academy year** (cannot be dated prior to July 1st, of that academy year) and anytime **DURING the academy year**, if there is a change in the medication (i.e. Name, Time, Dose, Route). A parent/legal guardian is **NOT** allowed to make changes in a medication, a new *Medication Order* **MUST** be given.

Injuries

Any accident, which results in injury, requiring medical treatment beyond "first-aid" is the responsibility of the parent. The school system will not pay for treatment unless negligence on the part of the system or its employees can be proven. Therefore, parents are urged to purchase the school system insurance if their private/family coverage is inadequate. You will receive a separate notice about this the first week of the academy. Please sign and return it. If a student is injured at the academy, he/she should report the injury to any academy personnel. Once notified, the academy personnel will complete an accident report. A parent will be called if an injury occurs.

Money Sent to the Academy

Money sent to the academy for any reason (fees, field trips, pictures, etc.) **must be in the provided school envelope**. Complete the fields for the amount, and reason for sending. All money should be turned in to the child's teacher and not the office. It is the students' responsibility to turn the envelope in to the teacher/aide. Staff members will not search bookbags for money. Payments made for fees, field trips, pictures, and etc. cannot be paid together on the same check. All checks should be made payable to Cypress Grove Montessori Academy.

Care of Materials and Equipment

Students should take the responsibility of keeping the Montessori environment nice and damage free. Items that are damaged or become lost will be the responsibility of the student. He/she will be expected to pay for any lost or damaged items.

Library Policy

Students are welcome to browse, read magazines, newspapers, use reference materials, or complete assignments in the library. Books may be checked out for a 1-week period and renewed for another week if needed. Each student may check out one item per day. Magazines may be checked out for one day and should be returned the next morning. Reference materials are not to be taken home and may be used in the classroom.

Pupils are not fined for overdue materials, but library privileges are taken away until materials are returned. Any lost or badly damaged items are the responsibility of the student, and must be paid for by the parent/guardian.

Some academy supplies can be purchased in the library.

Academy Pictures

Academy pictures will be taken throughout the academy year. Available packages and price ranges will be forwarded to you as soon as the office is notified of them.

Newly Enrolled Students

Any new student who enrolls at Cypress Grove Montessori Academy will receive an orientation conducted by the academy secretary. If student is enrolled prior to the start of the academy, parents will also have the opportunity to attend open house.

Physical Education

Our physical education program provides our students with learning experiences that are developmentally age appropriate, challenging, natural, and fun. Please send your student with running shoes that they can get dirty.

Change of Address/Telephone Numbers

Inform your child's teacher if you change your address, telephone number, cell number, and any emergency numbers, and the teacher will inform the office. Please do so as soon as possible.

Transfers

When a child transfers out of town/state, the parents should notify the office and teacher of the child's last day of attendance. At least 48 hours notice should be given to the academy prior to withdrawal. All textbooks and library books must be returned. Any financial debt (lunch money, workbook fees, lost library books, etc.) must be paid before withdrawal. It is also mandatory that parents fill out a drop form when dis-enrolling a child from CGMA. Students going to other schools within the district will not be added until a drop form has been completed. **Students will not be allowed to transfer during the school year to another school in the district.**

Lost and Found

Students who find lost articles are asked to take them to the gym where the owner can claim them. Each year we have a number of unclaimed coats, sweaters, raincoats, etc. **Please mark all of your child's clothing with a permanent marker. The academy is not responsible for replacing lost items.**

Students' personal items (toys, games, etc.) 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.

Telephone Calls, Deliveries, etc.

Messages and deliveries from home should be left in the academy office. Please limit these to emergencies. Teach your child responsibility by reminding him/her of their needs before they leave home. Students are allowed to use the telephone only when they are sick or in case of an emergency. Students are not allowed to use the telephone for homework, books, candy money, etc. Students are not allowed to receive flowers or balloons at the academy.

Student Records

Student records are defined to be all official records, files, and data directly related to children, including all material that is incorporated into each student's cumulative record folder, and intended for the academy use or to be available to parties outside the academy or the school system. Such items include, but are not necessarily limited to, identifying data, academic work completed, grades, standardized test scores, attendance data, scores on standardized intelligence, aptitude psychological tests and health data.

Information classified as directory information may be disclosed from a student's record without the written consent of the parent or eligible student. Directory information has been designated by the Board to include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. A parent or eligible student may refuse to allow the Board to designate any or all of the CGMA of information about the student as directory information thus prohibiting its release to the public. After proper notice, a parent or eligible student shall have two weeks in which to notify the School Board as to which CGMA of information about the student shall not be designated as directory information.

EMERGENCY DISMISSAL AND ACADEMY CLOSING

During the academy year it may become necessary to dismiss the students early or to close the academy due to an emergency situation. Our primary concern will be to insure the safety of all students. The full cooperation of all students and parents is required should an early dismissal or academy closing occur.

1. Please be sure that your child has accurate and current emergency information on file and that you inform the support teacher whenever the information needs to be revised.
2. Please make sure that your child knows both your home and work phone number and a working emergency number. Attach this information securely to a notebook or other item that your child uses frequently.
3. Please make emergency arrangements NOW and discuss them with your child so that the child will know what to do if such a situation arises.
4. The news media will be notified of emergency closure. Stay tuned to your local radio station. If the St. James Parish Public Schools are closed due to an emergency situation, there will be no after academy care.

ABSENTEE REPORT ST. JAMES PARISH SCHOOL SYSTEM SJ 2 Form

Student _____ CGMA

Date(s) Absent _____

Reason for Absence _____

Signature of Parent/Guardian

Signature of Principal

This form should be completed by the parent when the student is absent. Excused absences must be determined by the principal. The student is allowed 2 SJ2 forms a school year with up to 2 consecutive days on one form. Any other unexcused absences should be appealed through the Student Services Department.

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Cypress Grove Montessori Academy
Student Policy Manual Statement of Compliance
2023-2024

As a student, I agree to attend the academy regularly, be at the academy on time, work diligently toward completion of homework assignments, and follow the academy policies and procedures.

Student

Grade

Date _____

As a parent/guardian, I have read and understand the contents of Cypress Grove Montessori Academy's Student Policy Manual, Discipline Plan, Student/Teacher/Parent Compact, Academy Academics, and Parental Involvement Policy. I have reviewed all documents and understand that I have the opportunity to pose questions, comments, or concerns at any time. I also agree to adhere to the rules set forth in this document. The document can be found on our academy's website: stjames.k12.la.us

Parent/Guardian

Date

Please check one of the following:

_____ I understand there is a digital copy of the handbook online that I can access.

_____ I understand there is a digital copy of the handbook online that I can access. However, I would like a paper copy sent home.

Comments:
