



**2020 – 2021
Handbook for
Students and Parents**



**6339 Carolina Beach Road
Wilmington, NC 28412**

www.im.school

Revised 07/15/20



Island Montessori Charter School Parent & Student Handbook Table of Content

Maria Montessori	4
Introduction	6
Mission Statement	6
CHARTER SCHOOL	11
Student Attendance	6
Student Discipline Policy	11
25	26
Cell Phones and Electronic Equipment	27
Playground Expectations	27
Internet, Network, and E-mail Expectations	28
Educational Information and Services	32
Placement Policy	32
Curriculum	32
MTSS	35
504	36
Exceptional Children's Program	36
Retention Procedure	37
Extracurricular Activities	37
Visitors	37
Observation	38
Parent Participation	38
Student and Parent Responsibilities	38
Family Education Rights and Privacy Act (FERPA)	39
Personal Information	39
Requesting/Forwarding Records	39
Committees	40
Lost and Found	42
Building Usage	43
Pest Management Program	45
Asbestos	45
Advertising and Materials	45



	IMCS Handbook
Grievance Policy	47
Lunches/Snacks	46
Safety	46
Medication	47
Health Policy	47
Telephone Use	49
Religious and/or medical exemptions must be appropriately documented and on file in the school office and submitted for review as to legal exceptions. Students not in compliance with the immunization policy will not be allowed to attend school.	50
Emergency Closing	50
Lock Down Procedures	50
Student Admissions	51
Statement of non-discriminatory policy	51
Application	51
Enrollment	51
Disclaimer	51



“Follow the child”

Maria Montessori

Maria Montessori, born in 1870, was the first woman in Italy to receive a medical degree. She worked in the fields of psychiatry, education and anthropology. She believed that each child is born with a unique potential to be revealed, rather than as a "blank slate" waiting to be written upon. Her main contributions to the work of adults raising and educating children are in these areas:

- Preparing the most natural and life supporting environment for the child
- Observing the child living freely in this environment
- Continually adapting the environment in order for the child to fulfill his or her greatest potential -- physically, mentally, emotionally, and spiritually

THE EARLY YEARS

Maria Montessori was always a little ahead of her time. At age thirteen, against the wishes of her father but with the support of her mother, she began to attend a boys' technical school. After seven years of engineering, she began pre-med, becoming a physician in 1896. In her work at the University of Rome psychiatric clinic, Dr. Montessori developed an interest in the treatment of special needs children and, for several years, she worked, wrote, and spoke on their behalf.

In 1907, she was given the opportunity to study "normal" children, taking charge of fifty poor children of the dirty, desolate streets of the San Lorenzo slum on the outskirts of Rome. The news of her unprecedented success in Casa dei Bambini, "House of Children", soon spread around the world. People came from far and wide to see the children for themselves. Dr. Montessori was as astonished as anyone at the realized potential of these children:

“Supposing I said there was a planet without schools or teachers, study was unknown, and yet the inhabitants - doing nothing but living and walking about - came to know all things, to carry in their minds the whole of learning: would you not think I was romancing? Well, just this, which



seems so fanciful as to be nothing but the invention of a fertile imagination, is a reality. It is the child's way of learning. This is the path he follows. He learns everything without knowing he is learning it, and in doing so passes little from the unconscious to the conscious, treading always in the paths of joy and love." Maria Montessori



IMCS Handbook **Introduction**

Welcome to Island Montessori School! We are pleased that you have selected a Montessori education for your child and want to make the experience fulfilling for you and your child.

We are a North Carolina Public Charter School. Island Montessori Charter is a non-profit, non-secular school that is run by a Board of Directors under the name of Cape Fear Montessori Village, Inc.

Island Montessori School seeks diversity in its student/parent body, faculty, staff, administration, and board. IMCS does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, age, disability, marital status, sexual orientation, or any category protected by law, in its recruitment of students, recruitment of staff, educational policies, employment practices and all other school administered procedures and programs.

General Information

School Calendar and Staff Directory

The IMCS calendar and staff contact information can be found on our website.

www.im.school

Mission Statement

The mission of Island Montessori Charter School is to enable children of diverse backgrounds to learn and grow at their own pace, by offering a developmentally appropriate and challenging academic Montessori environment that models grace and courtesy and fosters a peaceful community of lifelong learners.

Island Montessori School guides the growth and development of the whole child in an environment that:

- Fosters a love of learning
- Maximizes individual potential
- Promotes academic excellence
- Inspires creativity
- Celebrates diversity
- Encourages mutual respect
- Nurtures compassion and humanitarianism
- Advocates stewardship of the environment
- Graduates responsible, productive citizens of the world

"To assist a child we must provide him with an environment which will enable him to develop freely."

-Maria Montessori

Student Attendance

General Requirements



IMCS Handbook

Regular attendance of the children is a vital requirement of the program; the children who benefit the most from the school are the ones who attend regularly. Students must be present to be full members of the learning community. We expect parents to support the mission of our school by limiting their child's absences to the greatest extent possible. There is no substitute for the uninterrupted, consistent connections between teachers and students in the classroom environment, where materials and lessons are carefully planned and guided by teachers.

The primary responsibility for school attendance rests with students and parents. IMCS has the responsibility for properly recording absenteeism and tardiness, notifying parents when needed, and discouraging excessive absences in accordance with state law. G.S. 115C-307 (f)

Lawful, Excused Absences

Pursuant to state law G.S. 115C-378 and the rules and regulations of the N. C. Department of Public Instruction, School Attendance and Student Accounting Manual, the following shall constitute a lawful excused absence, provided satisfactory evidence is given to the appropriate school official:

1. **Illness or injury:** An illness or injury, which prevents the child from being physically able to attend school.
2. **Quarantine:** When isolation of the child is ordered by the local health officers or the State Board of Health.
3. **Death in the immediate family of the child:** Defined to include, but not necessarily limited to, grandparents, parents, brothers, and sisters.
4. **Medical or dental appointments:** When approved by the Head of School in advance, except in the cases of an emergency.
5. **Court or administrative proceedings:** Attendance at the proceedings of a court or an administrative tribunal if the child is party to the action or under subpoena as a witness.
6. **Religious observances:** When the tenets of a religion to which a child or his parents adhere require or suggest the observance of a religious event unless the religious observance or the cumulative effect of the religious observance is of such duration as to interfere with the education of the child.
7. **Immediate demands of the farm or home:** When it is demonstrated that the needs of the farm or home require the presence of the child to perform work and when it is demonstrated that assistance to meet this need is not otherwise available and cannot be secured.
8. **Educational opportunity:** When the absence clearly is to take advantage of a valid education opportunity, such as travel. The Head of School and the teacher must grant approval for such an absence five days prior to the absence. An inquiry project related to the educational opportunity may be required.
9. **Absence related to deployment activities:** - A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. (G.S. 115c-407.5 Article V (E))



IMCS Handbook

Unexcused Absences

Absences for reasons other than those listed above may be deemed unexcused.

The Head of School and his/her staff shall take appropriate action to prevent excessive absences and/or provide counseling for students with a history of excessive absences. Parents must be notified of their child's excessive absences, and the teacher shall then work with the student and his family to analyze the causes and to determine the steps to eliminate the problem.

A written note excusing the absence must be brought or e-mailed to the teacher within 48 hours of the student's return to school. Failure to do so will result in the absence being recorded as unexcused.

Rule of Procedure in Law Enforcement

G.S. 115C-378 provides that "every parent, guardian, or other person in the state having charge or control of a child **between the ages of 7 and 16 years** shall cause such child to attend school continually for a period equal to the time which the public school to which the child is assigned shall be in session."

The law also purports that students under the age of seven **who are already enrolled in public school** must abide by the compulsory attendance law unless the parent withdraws the student from school.

Teachers may consider student's number of absences in the computation of the student's grades. The school will notify parents of excessive absences under the following conditions:

1. After the **third** unexcused absence, the lead teacher shall notify the parent/guardian within a 24-hour period.
2. After the **sixth** unexcused absence, the Head of School shall notify, by mail, the parent/guardian of the student's excessive number of unexcused absences from school that she/he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of IMCS.
 - a. Notification of the parent shall be mailed and shall state that the parent of any student between the ages of 7 and 16 years of age may be prosecuted under the General Compulsory Attendance Law if these absences cannot be justified under established policies (see G.S. 115C-378).
 - b. A copy of the notice will be directed to the teacher who will work with the student and family to remedy the problem (see G.S. 115C-378). If warranted, the Head of School may take legal action.
3. After the **eighth** unexcused absence, the Head of School shall notify the parent/guardian of the student's excessive number of unexcused absences from school and will request that the parent and student attend a meeting with the IMCS Attendance Council. The IMCS Attendance Council shall be comprised of Guidance Counselor, the student's teacher, the Head of School, and other members at the discretion of the Council. The Council will outline the consequences of continued attendance violations, answer the families' questions and provide any additional pertinent or requested information. The student, parents and Council will enter into an attendance contract which includes an



IMCS Handbook

- individualized case plan. The Council has the authority to change Unexcused Absences to Excused Absences upon presentation of appropriate documentation.
4. After the **ninth** unexcused absence, the Head of School shall notify the parent/guardian of the student's excessive number of unexcused absences from school and may request that the parent attend a meeting of the Judicial Advisory Council in New Hanover County. The JAC is comprised of school social workers, counselors, a county judge, the District Attorney, DSS officials, and IMCS representatives.
 5. After the **tenth** unexcused absence, the Head of School must review any report or investigation prepared under G.S. 115C-381 and must confer with the student and his/her parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification and made a good faith effort to comply with the law. If the Head of School determines that a parent, guardian, or custodian has not made a good faith effort to comply with the law, the Head of School shall notify the district attorney by filing a criminal report at the magistrate's office and notify the Department of Social Services in the county where the child resides.

EXCESSIVE ABSENCES:

At 10 total absences (excused or unexcused) a letter will be sent to notify parents to remind them about the 20-day policy and possible retention. The Attendance Council will meet when a student reaches 20 total absences (excused or unexcused) to prepare the parent for possible retention of the student. The Head of School or designee will inform the parent of the time and date of this meeting. A recommendation will be made by the Attendance Council about possible retention. The final decision will be made by the Head of School.

Tardy Policy

Because IMCS is a school of choice and does not provide transportation, parents have made the personal commitment to bring their children to school on time. The responsibility of arriving to school on time rests solely with the parent/guardian.

At IMCS, we believe that building a strong community in the classroom enhances learning and teaches children to care about others and the world around them. This belief is a cornerstone of our school's philosophy. We expect all children to arrive at school on time every day. Students are tardy at the Charter School, if they are not in their classrooms by 8:15 a.m. Students are tardy at the Children's School, if they are not in their classrooms by 8:30 a.m. If a child arrives at school late, a parent must come into the building to sign him/her in at the front office.

Oversleeping, car trouble, and traffic delays are not considered excused tardies.

THE ONLY EXCUSED TARDY IS A SITUATION WHERE THE STUDENT HAD A DOCTORS OR DENTAL APPOINTMENT IN THE MORNING.

Excessive Tardy Procedure

- After the **fifth** unexcused tardy, the teacher shall contact the parent/guardian to determine the cause of the tardiness.
- After the **tenth** unexcused tardy, the Head of School shall notify the family that they are not complying with the mission of IMCS. A meeting with the Head of School and/or teacher will be requested.



IMCS Handbook

- After the **twelfth** unexcused tardy, the Head of School shall notify the parent/guardian of the date and time that the Attendance Council will meet and decide a course of action, which could lead to the reporting of the parent to outside agencies.

Early Check Outs

Just as absent or tardy students cannot fully participate in the learning community, students who are checked out early miss valuable classroom time. Parents should consult the school calendar, and make doctor's and other appointments after school or on teacher workdays when possible. Students checked out for the day before 11:30 a.m. are marked absent for that day.

When a student is being checked out, the parent must sign the child out in the front office. The school will not honor requests that the child wait in the front office at a specific time or meet their parent in the parking lot. Students will not be released to siblings less than 18 years of age. Parents should allow time for following the procedure above.

Students will not be allowed to check out after 2:30 p.m. unless notified in advance. The end of the day is a very busy time for students, teachers, staff and our driveway.

Student Release

Each student must have a list of people on file, who are permitted to pick-up the student from school. Though it may cause an occasional inconvenience, this policy is essential for each child's safety. If students are to ride with someone not on his or her list of people who is permitted to pick-up, a signed note **MUST** be sent by a parent giving permission. Students will not be allowed to use the telephone to arrange transportation during the school day.

Transportation

Transportation Plan (IMCS CHARTER)

When the founders of IMCS set priorities in how resources would be utilized, they chose to emphasize quality teachers and safe facilities over providing a transportation system for students. That means the school does not provide buses or vans for transportation to and from school. All parents are asked to provide the transportation. Neighborhood car pools are encouraged. According to NC Charter School Law (§ 115C-238.29A), each charter school "shall develop a transportation plan so that transportation is not a barrier to any student who resides in the local school administrative unit in which the school is located." IMCS's transportation plan is to provide a means for parents to generate their own carpool connections, if transportation is an issue. A student's parent(s) or legal guardian is ultimately responsible for transportation to and from IMCS.

Arrival at School

Students must arrive at school by 8:15 a.m. at the Charter School and 8:30 a.m. at the Children's School. Early morning care is available to parents starting at 7:45 a.m. Students should not be on either campus prior to 7:45 a.m., because there is no one available to supervise them and the building is open to staff only.

CHILDREN'S SCHOOL



IMCS Handbook

Please drive in the designated line and drop your child off at the main entrance walkway. A teacher, staff member, or parent volunteer will greet your child at the car upon arrival. If you need to go into the school, please park in the school parking lot and accompany your child into the school.

CHARTER SCHOOL

DROP OFF

- Once your vehicle enters the IMCS drive way, stay right.
- Enter the coned off area to the right once you reach the building pulling up to the front doors of the school building.
- Your student(s) should exit their vehicles quickly and proceed to the main entrance of the school.
- Please continue down the parking lot turning left and exit the campus onto Carolina Beach Road.

If parents come into the school, please park in the parent parking lot next to the school, not out in front of the school. Thank you.

After School Pickup

CHILDREN'S SCHOOL

Dismissal is at 2:45pm

For Primary students, please wait in a designated line and pick up your child at the main entrance walkway. For ease of dismissal, please remain in the parent pick-up line and wait for your child to be walked to the car by a teacher. Parents and guardians are responsible for buckling children into their car seats.

CHARTER SCHOOL

- **Dismissal is at 3:00pm.**
- A staff member will be at the head of the driveway calling student's names with a radio.
- Please have your sign with your child's name in the car window
- Please move into the loading area that will be coned off.
- Children are to enter their cars **ONLY** by the orange cones. Students should not get into their cars outside of this zone—it is a safety hazard.
- Please do not call to your child or blow the horn.
- If your child does not come when called, you may be asked to pull forward to a holding area or to the back of the car line.

Parents are expected to pick up their child(ren) within 15 minutes of the dismissal time. It is the parents' responsibility to communicate the expectations listed above to any other individuals who may pick up their child.

Please make sure that the alternate person is:

- Identified to the school by note or phone call in advance
- Listed on the emergency contact form
- Has proper identification

Dismissal is not a time for parents to conference with teachers. The teachers are trying to make sure that every child gets home safely. It is a busy time of the day and the teacher cannot give



IMCS Handbook

parents his/her full attention. Be respectful of the teachers' need to focus on the students at dismissal. Please contact your child's teacher to arrange a time to have a parent conference.

***If your child is not picked up by 3:30pm you will be charged \$5 for every ten minutes you are late. This charge will go into effect the second time late pick up occurs. Payment is expected at the time of pick up.**

After School Vans

If your child will be riding a van to an after school care provider, it is your responsibility to call the van service if your child will not be riding that day.

Comprehensive Student Discipline Program

All discipline procedures must conform to the requirements of state law.

Procedures and classroom rules are structured to foster the growth of self-direction and self-discipline. These expectations are based on three simple rules:

Respect Self

Respect Others

Respect the Environment

Our classroom management presumes that behavior will be followed by natural and logical consequences. If a child behaves inappropriately in the classroom we:

- Remind the child of the classroom rules
- Separate the child from the situation
 - o Ask the child to put away work that is being mishandled
 - o Ask the child to move to a different location
- Ask the child to come and stay by the teacher (to watch someone else's lesson, or complete work)
- Ask the child to stay in a particular spot (at a table or chair) to complete their work.
- Remove the child from the classroom until the child chooses to re-enter the classroom with appropriate behavior, or until a parent has been contacted to pick up the child. Your child will continue to be visually supervised by an administrator or other staff member.

We minimize the use of negative phrases by following the guidelines of positive discipline. The focus is not on the adults' power to control the room, but rather on the child's power and will to make successful decisions.

Repeated behavioral problems will result in a request for a parent-teacher conference. This conference will enable us to try and solve the problem together, and help us gain insight as to the possible causes of the behavior.

Reportable Offenses

IMCS is obligated by law (North Carolina General Statute 115C-288) to report the following incidents to the State Board of Education. The Head of School may choose to contact law enforcement authorities. The definitions will be available at the front office.



IMCS Handbook

Arson
Assault
Assault resulting in serious injury
Battery
***Bullying**
Dangerous Weapon
Discrimination
Disability Harassment
Disruption of the Learning Environment
Drugs, Alcoholic Beverages, etc.
Explosives, Fireworks, and Foul Substances
Extortion
Forgery
Gambling
Harassment
Hazing

Indecent Exposure
Insubordination
Littering
Neglecting Responsibility
Obscenity
Persistent Disobedience
Possession or Using Weapons
Rape
Sexual Assault
Sexual Harassment
Sexual Misconduct
Sexual Offense
Smoking or Using Tobacco Products
Throwing Stones or Other Missiles
Theft
Trespass
Truancy
Vandalism

*Bullying is a series of deliberate and hurtful actions inflicted by one or more students who are perceived to be or are actually stronger, more confident, and/or more aggressive than the target, or who simply outnumber the target. Bullying may be: 1) physical, 2) verbal, 3) social/relational, and/or 4) sexual harassment. Social/relational bullying consists of indirect, covert attempts to affect the target's reputation or social standing. It may or may not include "cyber bullying," which is the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, and defamatory personal polling web (such as "Facebook" or "Instagram") sites to intentionally harm others.

Bullying is to be reported to North Carolina State Disciplinary Data Collection after repeated, deliberate acts (e.g. threats, shoving, chasing, pinching, etc.) are observed or reported over time. Bullying does not have to be reported in conjunction with any other act. A teacher or the Head of School may deem a student to be bullying simply because of the repetitiveness of the harassment of another student, especially after warnings to stop the behavior. Reporting bullying is a State Board requirement.

PROHIBITION OF DISCRIMINATION HARASSMENT AND BULLYING

(IMCS POLICY #255/257)

The IMCS Board of Directors acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities.

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Discrimination, Harassment and Bullying:

Students, school system employees, volunteers and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment and bullying. Students are expected to comply with the behavior standards established by board policy and the student code of conduct. Employees are expected to comply with board policy and school regulations. Volunteers and visitors on school



IMCS Handbook

property also are expected to comply with board policy and established school rules and procedures.

Any violation of this policy is serious, and school officials shall promptly take appropriate action. Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate.

When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom or school-wide response is necessary. Such classroom or school-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the Head of School to address the behavior.

2. Retaliation

The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies and regulations, the Head of School shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

B. APPLICATION OF POLICY

This policy prohibits unlawful discrimination, harassment and bullying by students, employees, volunteers, and visitors. "Visitors" includes persons, agencies, vendors, contractors and organizations doing business with or performing services for the school. This policy applies to behavior that takes place:

1. In any school building or on any school premises before, during or after school hours;
2. On any vehicle as part of any school activity;
3. During any school-sponsored activity or extracurricular activity;
4. At any time or place when the individual is subject to the authority of school personnel; and
5. At any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

C. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Discrimination



IMCS Handbook

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age, marital status, sexual orientation, political affiliation, ideology, physical characteristics or disability or as otherwise defined by federal or state law. Discrimination may be intentional or unintentional.

2. Harassment and Bullying

a. Harassment or bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

- (1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- (2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

"Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying. It is possible for harassment, including sexual or gender-based harassment, to occur in various situations. For example, harassment may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress or completion of a school-related activity;



IMCS Handbook

- (2) Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
- (3) Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive work or educational environment.

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

D. REPORTING AND INVESTIGATING COMPLAINTS DISCRIMINATION, HARASSMENT OR BULLYING

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. All reports should be made to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

E. TRAINING AND PROGRAMS

The IMCS Board directs the Head of School to establish training and other programs that are designed to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan. As funds are available, the board will provide additional training for students, employees and volunteers who have significant contact with students regarding the board's efforts to address discrimination, harassment and bullying and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes discrimination, harassment or bullying; (2) teach employees to identify groups that may be the target of discrimination, harassment or bullying; and (3) train school employees to be alert to locations



IMCS Handbook

where such behavior may occur, including locations within school buildings, on field trips, and on cell phones and the Internet.

F. NOTICE

The Head of School is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of discrimination, harassment and bullying. This policy must be posted on the school website, and copies of the policy must be readily available in the Head of School's office. Notice of this policy must appear in all student and employee handbooks and in any school system publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCEDURE

The IMCS Board of Directors takes seriously all complaints of unlawful discrimination, harassment and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied or harassed. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment or bullying also should report such violations to one of the school officials listed in subsection C.1. of this policy. Reports may be made anonymously.

A. DEFINITIONS

1. Alleged Perpetrator - The alleged perpetrator is the individual alleged to have discriminated against, harassed or bullied the complainant.
2. Complaint - A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment or bullying.
3. Complainant - The complainant is the individual complaining of being discriminated against, harassed or bullied.
4. Days - Days are the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint. When a complaint is submitted on or after May 1, time limits will consist of all weekdays (Monday–Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.
5. Investigative Report - The investigative report is a written account of the findings of the investigation conducted in response to a complaint.
6. Investigator - The investigator is the school official responsible for investigating and responding to the complaint.
7. Report - A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment or bullying.

B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. Mandatory Reporting by School Employees- Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed or bullied must report the offense immediately to an appropriate individual designated in subsection C.1., below. An employee who does not promptly report possible discrimination, harassment or bullying shall be subject to disciplinary action.



IMCS Handbook

2. Reporting by Other Third Parties- All members of the school community including students, parents, volunteers and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment or bullying.

3. Anonymous Reporting - Reports of discrimination, harassment or bullying may be made anonymously but formal disciplinary action may not be taken solely on the basis of an anonymous report.

4. Investigation of Reports- Reports of discrimination, harassment or bullying shall be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

C. COMPLAINTS BROUGHT BY ALLEGED VICTIMS OF DISCRIMINATION, HARASSMENT OR BULLYING

1. Filing a Complaint- Any individual, who believes that he or she has been discriminated against, harassed or bullied is strongly encouraged to file a complaint orally or in writing to any of the following

- a. the Head of School
- b. an immediate supervisor if the individual making the complaint is an employee;

2. Time Period for Filing a Complaint - A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint.

Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

3. Informal Resolution - The board acknowledges that many complaints may be addressed informally through such methods as conferences or mediation, and the board encourages the use of such procedures to the extent possible. If an informal process is used, the Head of School or other designated personnel must (1) notify the complainant that he or she has the option to request formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. In those circumstances in which informal procedures fail or are inappropriate or in which the complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the procedures outlined in the remainder of this policy.

D. PROCESS FOR ADDRESSING COMPLAINTS OF ALLEGED INCIDENTS OF DISCRIMINATION, HARASSMENT OR BULLYING

1. Initiating the Investigation

- a. Whoever receives a complaint of discrimination, harassment or bullying pursuant to subsection C.1. shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows:

- i. If the alleged incident occurred under the jurisdiction of the Head of School, the investigator is the Head of School or designee, unless the alleged perpetrator is the Head of School, or a member of the board. If the alleged perpetrator is any other employee, the Head of School or designee



IMCS Handbook

shall conduct the investigation in consultation with the Human Resources Coordinator or designee.

- ii. If the alleged perpetrator is the Head of School, the Human Resources Coordinator shall bring the matter to the Executive Committee of the board who will serve as investigator.
 - iii. If the alleged perpetrator is a member of the board, the Executive Committee is the investigator. If the alleged perpetrator is a member of the Executive Committee, that person shall be excused from the investigation.
 - b. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.
 - c. Written documentation of all reports and complaints, as well as the school's response, must be maintained in accordance with standard administrative procedures.
 - d. Failure to investigate and/or address claims of discrimination, harassment or bullying shall result in disciplinary action.
2. Conducting the Investigation
 - a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation. In so doing, the investigator shall impartially, promptly and thoroughly investigate the complaint. The investigator shall interview (1) the complainant (2) the alleged perpetrator(s); and (3) any other individuals, including other possible victims, who may have relevant information.
 - b. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately. Any requests by the complainant for confidentiality shall be evaluated within the context of the legal responsibilities of the school. Any complaints withdrawn to protect confidentiality must be recorded in accordance with standard administrative procedures.
 - c. The investigator shall review the factual information gathered through the investigation to determine whether the alleged conduct constitutes discrimination, harassment or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.
3. Investigative Report
 - a. The investigator shall submit a written investigative report to the Head of School.
 - b. The investigator shall notify the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:
 - i. reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment or bullying and prevent it from recurring;
 - ii. as needed, reasonable steps to address the effects of the discrimination, harassment or bullying on the complainant; and



IMCS Handbook

- iii. as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
 - c. Information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).
 - d. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps. If the corrective steps involve actions outside the scope of the investigator's authority, the Head of School will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.
 - e. Each alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the perpetrator in accordance with board policy. The perpetrator may appeal any disciplinary action or consequence in accordance with board policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment or bullying.
4. Appeal of Investigative Report
- a. If the complainant is dissatisfied with the investigative report, he or she may appeal the decision to the Executive Committee of the Board of Directors in accordance with the procedure described in subsection E.4.b below. The appeal must be submitted in writing within five days of receiving the investigative report. The Executive Committee may review the documents, conduct any further investigation necessary or take any other steps it determines to be appropriate in order to respond to the complaint. The Executive Committee shall provide a written response within 30 days after receiving the appeal, unless further investigation is needed.
 - b. If the Executive Committee was the investigator, the complainant may appeal to the Board of Directors within five days of receiving the Executive Committee's response. The board will review the documents, direct that further investigation be conducted if necessary and take any other steps that the board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the board will hold a hearing in closed session. The board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

E. TIMELINESS OF PROCESS

The number of days indicated at each step of the process should be considered a maximum.

Every effort should be made to expedite the process.

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has



IMCS Handbook

notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted. Failure by the complainant at any step in the process to appeal a complaint to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay and the reason for the delay and the investigator has consented in writing to the delay.

F. GENERAL REQUIREMENTS

1. No reprisals or retaliation of any kind will be taken by the board or by an employee of the school against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school officials will consider requests to hear complaints from a group, but the board and officials have the discretion to hear and respond to complainants individually.
4. The complainant may be represented by an advocate, such as an attorney, at any meeting with school system officials.
5. Should, in the judgment of the Head of School designee, the investigation or processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the Head of School or designee from suspending the alleged perpetrator without pay during the course of the investigation.

G. RECORDS

Records will be maintained as required by standard administrative procedures.

Location of Misconduct:

All rules governing student misconduct shall apply to any incident that is

1. On school grounds during, before and after regular school hours
2. On school grounds at any other time when the school is being used for a function or by any school group
3. Off school grounds at a school activity, function or event
4. During the transporting of students to include the period of time before boarding the car/bus, in the car/bus and getting off the car/bus, or in the proximity of the car/bus stop when under the supervision of the driver
5. Off school grounds but which may affect the school climate or have a direct and immediate effect on the general welfare of the school.

Weapons, Violence and School Safety

The Island Montessori Board of Directors believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board Policies, reasonable unwritten behavior expectations, and applicable state and federal laws.



IMCS Handbook

School staff is required to immediately report incidents of prohibited conduct by students to the Head of School or his/her designee for investigation and appropriate action.

Prohibited Conduct:

Students, staff and all other persons are prohibited from engaging in the following conduct in accordance with General Provisions, Section B:

1. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person except when used in an approved instructional activity. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nun chucks;
2. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and /or to threaten, intimidate, coerce or harass another person. Examples of such articles include but not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys);
3. Violent or threatening behavior including but not limiting to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
4. Verbal or written statements (including those made on or with the use of technological devices, (e.g., computers, text phones) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;
5. Willful and malicious damage to school or personal property;
6. Stealing or attempting to steal school or personal property;
7. Lewd, indecent or obscene acts or expressions of any kind;
8. Violations of IMCS drug/alcohol and tobacco policies;
9. Violations of state or federal laws; and
10. Any other conduct that may be harmful to persons or property.

Disciplinary Action:

The Head of School or his/her designee shall suspend and/or recommend expulsion of students who violate this policy based upon facts of each case and in accordance with applicable state and federal laws. The disciplinary action set forth below, apply to all students who are at least 13 years of age. If a student under the age of 13 commits any of the misconduct 1-10 above, the disciplinary action taken against the student, if any, is left to the discretion of the Head of School or his/her designee.

- A. #1 and #2 - Possession of a firearm and making of a false bomb report or bomb hoax results in Mandatory Suspension for 365 Days.
- B. #1 and #2 - Possession of any other weapon will be investigated by the Head of School and will result in a 5 day to 365-day suspension.
- C. #3 - Violent physical behavior of any kind will result in a 3 day to 365-day suspension depending on the severity as determined by the Head of School.
- D. #3, #4, #9 and #10- Violent/harmful/threatening behavior of any kind will result in a 1 day to 365 day suspension depending on the severity as determined by the Head of School.



IMCS Handbook

- E. #5 and #6 – Consequence will be determined by the Head of School and based on financial seriousness of violation.
- F. #7 – Inappropriate behavior will result in a 1 to 10 day suspension as determined by the Head of School.
- G. #8 – please refer to the IMCS drug/alcohol and tobacco policies.
- H. #9 and #10 will be left at the discretion of the Head of School

Drug Tobacco and Alcohol Use by Students

The Board of Directors for IMCS and the IMCS Community recognizes chemical use as a major health problem for today's youth and views chemical dependency as a treatable disease.

Definition of chemical – Any substance which, when taken into the body in any form, is known to cause changes in mental, physical, or behavioral patterns. “Chemical” shall include but not be limited to prescription drugs, look-a-like drugs, drug paraphernalia, non-prescription drugs, tobacco products, alcohol, hydrocarbons, and aerosols.

Please refer to Policy #460 (Medication) in regard to students taking prescription and non-prescription drugs. **“Students are not to have in their possession any kind of medication (including over the counter medication) while on the school grounds.”**

Chemical Use and Abuse by Students:

Student health problems are primarily the responsibility of the parents and guardians. However, the school and community share in that responsibility because chemical health problems often affect learning and development.

The Board of Directors views the welfare and safety of the student body to be of paramount importance. It recognizes that using punitive measures as the sole means of addressing the problem of chemical use usually masks rather than eliminates it. As far as applicable statutes allow, all contacts with involved individuals will be treated in strictest confidence and the medical records of students involved with chemical use will be subject to the same school policies as other medical and school records. ***Students do not get a clean slate every year when it comes to the Drug, Tobacco, and Alcohol Policy. The offenses are collective throughout the student's whole time of attendance at IMCS.***

Prohibited Conduct:

The exchange, possession, or use of illegal drugs, alcohol, or any other illegal substance including tobacco is prohibited while participating in or attending school events held at or away from school. This prohibition applies to fake substances or facsimiles thereof.

Disciplinary Action Procedures:

Type One Offense: Possession/Use

A. First Offense

- a. Confiscate, verify and seek medical attention as necessary.



IMCS Handbook

- b. Head of School or his/her designee meets with student.
- c. Head of School or his/her designee notifies and meets with parent/guardian.
- d. Student will be dismissed from school in the supervision of parent/guardian.
- e. Disciplinary action will be 5 days out of school suspension.
- f. Notification of the police at the Head of School's discretion.
- g. Student meets with guidance counselor who will make referral to appropriate services as necessary.

B. Second Offense

- a. Confiscate, verify and seek medical attention as necessary.
- b. Head of School or his/her designee meets with student and notifies the parent/guardian.
- c. Head of School or his/her designee notifies the police.
- d. Student will be dismissed from school in the supervision of the police or parent/guardian (this decision will be made by the police).
- e. 10 day out of school suspension and the student must be assessed by a community based licensed substance abuse counselor at the expense of the parent/guardian.
- f. Student shall follow recommendation(s) of counselor.
- g. If student is not assessed within 10 school days, a meeting with the parent/guardian and student and the Head of School or his/her designee shall occur prior to the return to school. Note: If parents do not seek assistance for the student, DSS will be notified.
- h. If the offense is for tobacco, the student will participate in 5 smoking cessation classes at the expense of the parent/guardian and not have to be assessed by a substance abuse counselor.

C. Third and Subsequent Offense

- a. Confiscate, verify and seek medical attention as necessary.
- b. Head of School or his/her designee meets with student and notifies the parent/guardian.
- c. Head of School or his/her designee notifies the police.
- d. Student will be dismissed from school in the supervision of the police or parent/guardian (this decision will be made by the police).
- e. Suspended until next Board of Directors meeting where the Board of Directors will consider expulsion

Type Two Offense: Furnishing/Selling

A. First Offense

- a. Confiscate substance.
- b. Head of School or his/her designee meets with student and notifies the parent/guardian.
- c. Head of School or his/her designee notifies the police.
- d. Student will be dismissed from school in the supervision of the police or parent/guardian (this decision will be made by the police).



IMCS Handbook

- e. 10 day out of school suspension and the student must be assessed by a community based licensed substance abuse counselor at the expense of the parent/guardian.

B. Second Offense

- a. Confiscate substance.
- b. Head of School or his/her designee meets with student and notifies the parent/guardian.
- c. Head of School or his/her designee notifies the police.
- d. Student will be dismissed from school in the supervision of the police or parent/guardian (this decision will be made by the police).
- e. Suspended until next Board of Head of Schools meeting where the Board of Head of Schools will consider expulsion.

Role of the School Staff:

1. Any staff member who has reasonable basis to suspect any student of possession, use or selling a prohibited substance has the responsibility to:
 - a. Take immediate action to secure the health and safety of the involved student(s);
 - b. Report the case immediately to the administration.
2. Voluntary Referral – Any staff member who is approached by a student who is seeking help shall maintain confidentiality of the student and refer her/him to the school counselor. A staff member may respond to student seeking help with a chemical issue without being compelled to use the information in a disciplinary manner.

Corporal Punishment

The IMCS Board of Directors prohibits the use of corporal punishment in any form. For the purpose of this policy, corporal punishment shall be defined as any kind of physical punishment inflicted upon the body of the student. Any employee shall be responsible for notifying the Head of School of any observed or suspected incidence of corporal punishment.

School personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary, such as:

1. To quell a disturbance threatening injury to others.
2. To obtain possession of weapons or other dangerous objects within the control of a student.
3. For self-defense.
4. For the protection of persons or property
5. To maintain order on school property, in the classroom, or at a school- related activity on or off school property.

LEGAL REF: NCGS 115C-390-392

Dress Code

Our school community prides itself in guiding children toward becoming respectable, principled citizens. As part of this responsibility, the school implements a dress code outlining appropriate dress and personal appearance. IMS recognizes that the type of clothing and style are, to some extent, a matter of personal choice. We want to support those choices in freedom of expression



IMCS Handbook

where possible, so long as it is safe, not disruptive to the learning process, and does not advocate values that contradict the values of our school.

Due to the nature of Montessori classrooms, while children are working they are often utilizing workspaces that require they sit on a chair, stool, or even sit or lay down on the floor. Children should dress in a way that is conducive to the learning style present in our school.

Clothing that defames, degrades or is offensive to a gender, race, color, religious creed, sexual orientation, national origin, ancestry, age, a physical or mental impairment or culture will not be allowed under any circumstances.

Parents receive and sign the student handbook, which contains the dress code policy. It is our expectation, indicated by your signature, that parents will help their child(ren) respectfully follow this policy.

In the event that a child arrives at school in violation of one or more of the dress code guidelines, the following actions will take place:

1. The child will be asked to change clothes. When possible, the classrooms will have a change of clothes for the child. A parent will be notified.
2. A parent or guardian will be called and asked to bring a change of clothes to school for the child. The child will remain out of the classroom, until the parent or guardian arrives and the child has changed clothes. A parent will be notified.
3. If either the child does not have a change of clothes, a parent or guardian is unable to bring a change of clothes, or the child refuses to change, IMS may then institute further disciplinary action. These actions may include in-school and/or at home suspensions, as well as expulsion. A parent will be notified.

Procedures and process for implementing this policy when repeated offenses occur will be drafted by the administrative staff.

We received input from children, staff and parents, and we have come up with the following guidelines to assist our children in determining the appropriate, comfortable attire for school days while in our care:

1-8 Dress Code:

- ❖ Shoes need to be appropriate for safely moving about indoor and outdoor spaces. Shoes should fit properly. A child, who wears shoes that pose a danger to his or her safety, or the safety of others, will not be permitted to participate in activities, such as physical education or recess. Flip flops are not acceptable for physical education and environmental education and some physical activities. Students must have appropriate shoes on those days.
- ❖ Clothing containing any offensive language or content on shirts and sweatshirts, such as drug, alcohol references, gangs, sex, or violence will not be allowed.
- ❖ Hats, of all types, and hoodies are appropriate for outdoor wear, but please make certain they are removed inside the buildings. Hoodies may be worn inside, so long as hoods are removed from the head.
- ❖ Shirts should touch the top of a child's pants, skirts or shorts, and should cover the stomach and back when reaching upwards.
- ❖ Shorts, skirts and dresses need to be long enough to allow the child to sit comfortably on the floor, move or bend without revealing undergarments or private body parts. Using a measurement around fist length is suggested.



IMCS Handbook

- ❖ Ripped jeans are permitted, as long as undergarments and private body parts are not showing.
- ❖ Tank tops with 1-inch shoulders and small arm holes are permitted, so long as undergarments are primarily covered.
- ❖ Children cannot wear excessively baggy clothing. If required to keep pants from sagging, belts should be worn, and undergarments and private body parts must not show.
- ❖ Children cannot wear dangerous clothing, jewelry or accessories.
- ❖ The final arbitrator for all issues dealing with girls shall be determined by a female administrator or designee, when possible. All issues dealing with the boys shall be determined by a male administrator, or his designee, when possible.
- ❖ Religious and cultural accommodations are made on a case-by-case basis.

We ask each parent of Kindergarten Students to send in a complete change of clothes for your child (including underwear and socks) labeled in a gallon-size zip lock bag. Remember, as the seasons change, the spare clothing will need to be changed out to reflect current weather conditions.

Cell Phones

All student cell phones shall be turned off and put away (out of sight) during school hours. Student cell phones are not to be used in the building during school hours for any reason. Cell phones will be confiscated by staff, if a student is found using one during school hours.

First offense-Teacher returns phone at the end of the day and follows up with the parent

Second offense-Cell phone is given to Head of School until a parent comes to pick it up.

Electronic Equipment

IMCS is not responsible for any lost, stolen or damaged electronic equipment brought to school by a student. If a teacher deems that a student is using a piece of electronic equipment inappropriately or at an inappropriate time, the teacher has the right to confiscate the electronic equipment. Students who choose to use their own laptops must comply with the IMCS Computer Use Policy.

Playground Expectations

Students should:

- Try to keep balls low (beneath the waist)
- Put equipment away unless another student has asked to use it
- Use equipment for its intended purpose
- Put trash in trashcans and pick up trash when they see it
- HAVE FUN!

Students should not:

- Move or stand on picnic tables
- Lean, hang or climb on any fence
- Go outside of the fence unattended
- Shake, move, or climb on basketball goal



IMCS Handbook

- Play with or near storage equipment
- Play on the patio area outside classroom doors

Faculty should:

- **FIRST AND FOREMOST** monitor and interact with **STUDENTS** by spreading out around the playground
- Discuss and enforce playground expectations with their class
- Take out trashcans during each recess
- Monitor playground to ensure equipment is used for its intended purpose
- Put away teacher-directed equipment in locked storage
- Survey the playground to make sure students have put away trash and general student equipment
- Keep storage containers **LOCKED** at all times

Parents should:

- Reinforce appropriate playground behavior with their child
- Acknowledge that because of liability, the IMCS policy states that students are not permitted on the playground before or after school hours or at any time without the supervision of their teacher/teacher's designee

IMCS Internet, Network and E-Mail Expectations

Internet access and Electronic Mail (E-Mail) will be available to all students upon approval by Head of School. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in school by facilitating resource sharing, innovation, and communication. To gain access to the Internet, all students must obtain parental permission and must sign and return the User Agreement and Parent Permission Form.

The IMCS wide area network (WAN) connects hundreds of users to electronic information, communication tools, and the World Wide Web. This WAN utilizes a complex association of both hardware and software throughout the IMCS. The integrity and stability of this network and the services it provides rely on the proper conduct of its users and strict adherence to acceptable use guidelines established in this policy.

Access to the Internet will enable students to explore thousands of libraries and databases while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet could contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

Students are permitted to access personal email accounts only for appropriate school related activities. Teachers are to monitor any such access to insure compliance with this rule.

I. IMCS utilizes a technology protection measure that monitors and filters Internet access. The filtering service utilizes a customizable database that denies access to sites that are identified as obscene, pornographic, or harmful to minors. IMCS will do its best to filter out inappropriate content but must warn that some material does get through the firewall.



IMCS Handbook

II. Students will not be allowed access to email, chat rooms, and other forms of electronic communication except as it relates to special projects and only under direct supervision by authorized personnel. Activities must be related to the educational program and determined not to be harmful to minors.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

To that end, the IMCS supports and respects each family's right to decide whether to apply for access. The network is provided for students to conduct research and communicate with others. Access to network service is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility. Individual users of the IMCS computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with IMCS standards and will honor the agreements they have signed. Beyond the clarification of such standards, IMCS is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Online Responsibilities

I. Acceptable Use - The goal of providing network/Internet access for students and staff is to support education and research consistent with the educational objectives of the IMCS System. Transmission of any material in violation of any federal or state regulations is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material, or material in violation of IMCS Board policies.

II. Privileges - The use of the network/Internet is a privilege, not a right, and inappropriate use will result in suspension of that privilege. All user accounts are property of the IMCS. School staff or system administrators may deny access at any time that it is deemed necessary. Serious and/or repetitive infractions will be reported to school administrators and handled according to the school's student discipline policy.

III. Network Etiquette - While each user has the right to free speech, all are expected to abide by the IMCS acceptable Code of Conduct. Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

The following are specifically not permitted:

A. Accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, including images of exposed private body parts.



IMCS Handbook

- B. Harassing, insulting, or attacking others.
- C. Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks, including vandalism and the creation, upgrading, or disseminating of computer viruses.
- D. Violating copyright laws. All communications and information accessible via the network are private property unless otherwise stated.
- E. Using another's id or password.
- F. Illegally using, destroying, or manipulating data in folders or work files.
- G. Intentionally wasting limited resources. This includes distributing mass e-mail messages, participating in chain letters, creating and participating in unauthorized newsgroups, sending large graphic files unrelated to school district operation, and storing files on file servers without proper authorization.
- H. Employing the network for commercial purposes.
- I. Using the system for political lobbying.
- J. Revealing or disseminating personal or family identification information (i.e. name, address, or phone number).
- K. Arranging or agreeing to meet with someone you have met on-line.
- L. Attempting to gain unauthorized access to the IMCS network.
- M. Engaging in any illegal activities or accessing material advocating illegal acts or violence. This includes pornography and hate literature.
- N. Posting information that could be disruptive, cause damage, or endanger students or staff.
- O. Posting false or defamatory information about a person or organization.
- P. Downloading files without prior approval from supervising staff.
- Q. Accessing chat rooms unless assigned by a teacher/administrator for a valid educational purpose

IV. Security - Security on a computer system is critical, especially when the system involves many users. Proper procedures for logging on and off the network must be followed. If a security problem is identified, the user must notify a system administrator or staff member; the problem may not be demonstrated to other users. Unauthorized use of accounts is strictly prohibited. Attempts to log on to the network as a computer system administrator will result in immediate cancellation of user privileges. Users who have a history of problems with other computer systems or who have been identified as a security risk for any other reason will be denied access to the network. Unauthorized access, including hacking, is prohibited.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature.

General school rules for behavior and communications apply.

Internet access is coordinated through a complex association of government agencies, as well as regional and state networks. The smooth operation of the network relies upon the proper conduct of all users who adhere to strict guidelines. The guidelines, which call for efficient, ethical and legal utilization of the network resources, are provided here so that users are aware of the responsibilities they are about to assume. In addition, guidelines from other service providers must also be followed. **Violations of any of these provisions may result in access being suspended and/or future access being denied.**



IMCS Handbook

Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette. The following are not permitted:

- Accessing any sites with adult content and/or discussions
- Sending e-mail that is offensive and/or inappropriate (if you have any doubts, let your teacher read first)
- Using computers in any way to cause problems for others. For example, Writing that is hurtful to others; deleting, destroying or changing the work of others; and/or anything that an adult has warned you about.

In the event a student engages in any of the above referenced activities, his/her access privileges will be revoked and other disciplinary measures may result.

- Student could lose computer privileges permanently for the rest of the year or for a period of time that the teacher or Head of School determines the offense earns.
- Student will be financially responsible for any damages that they do to equipment, physically, or electronically.

Student Discipline and Liability:

It is essential that computers and networks be protected from misuse and abuse by users, so they can serve their instructional purpose. Engaging in behavior that damages communications equipment and/or programs or interferes with use of these resources by others will not be tolerated.

Unacceptable use includes, but is not limited to, the following:

1. Abusive or objectionable language
2. Malicious attempt to harm or destroy data of another user
3. Transmission of material in violation of any US or state regulation
4. Use for commercial purposes or political lobbying
5. Violation of Copyright laws
6. Plagiarism

More serious violations include

7. Deletion or alteration of any network files or configurations
8. Planting a virus on a network
9. Running software designed to access passwords
10. Perform any act, which leads to significant damage to network operations.

Students who are found to have committed any of the above violations or other prohibited computer related actions will be subject to consequences possibly including suspension of computer privileges and suspension from school. The teacher and Head of School or designee will confer to determine the specific circumstances and consequences on a case-by-case basis.

If abuse of computers, peripherals or networks causes damage, which is permanent or requires repair or replacement, the student will be liable for any charges and may be subject to criminal prosecution.



IMCS Handbook

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on IMCS servers would be private.

Warranty

IMCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. IMCS will not be responsible for any damage suffered. These include, but are not limited to, loss of data resulting from delays, non-deliveries, miss-deliveries, service interruptions, or personal errors or omissions. Use of any information obtained via the Internet is at the user's risk. IMCS specifically denies any responsibility for the accuracy or quality of information obtained through Internet access.

Sanctions

Violations of any of the above provisions may result in access being suspended and/or future access being denied. Disciplinary action related to inappropriate use of electronic resources will be determined in accordance with existing board policies as stated in the IMCS Policy Manual. When deemed necessary, the infractions may be referred to law enforcement agencies for appropriate legal action.

Educational Information and Services

Placement Policy

The current and prospective teachers decide on class placement for all students. All information available will be considered in making classroom placements for each child. Parents who wish to have input regarding their child's placement should discuss concerns with their child's teacher. Written requests to Head of School for a certain teacher will be considered when specific educational needs are of concern. Tentative class placements will be made by the end of July. Students who have been home schooled or do not have standardized test scores from their previous schools are required to meet with the appropriate teachers and/or complete testing before being placed in a class. Final determination is made by the Head of School in accordance with G.S. 115C-288

Curriculum

As a public charter school, IMCS uses the North Carolina Standard Course of Study as a guideline for our curriculum. The NCSCOS objectives are a foundation for instruction and through Montessori, classes and individuals may go beyond these expectations. Please refer to our school website for information regarding curriculum and levels in Montessori. For information on specific grade level objectives visit www.ncpublicschools.org and choose "curriculum."

Field Studies/Field Trips

Children learn best through experience. Field study is an excellent way to provide these experiences. Each teacher will arrange for appropriate field studies that support and expand learning at each grade level.



IMCS Handbook

Students should attend all field study events/field trips if at all possible, as field studies serve as valuable foundations for the Montessori curriculum. If a student does not go on a field trip, he/she will complete work related to the field study in another classroom at school.

Every precaution will be taken to ensure student safety. Parents will receive prior, written notification of each field study including any known risks involved. Parents should understand that unknown risks may also exist. IMCS will provide transportation for field studies with the use of charter school busses. In some special cases, parent drivers may be needed.

PERMISSION SLIPS:

All students must have a signed permission form and the appropriate funds to participate in a field trip by the deadline set by the teacher(s).

Parents must sign permission forms AND send in appropriate car seat or booster seat if their child is younger than eight (8) years old, or weighs less than 80 pounds.

TRANSPORTATION:

IMCS will provide transportation for field studies with the use of charter school busses. In some special cases, parent drivers may be needed.

If the field trip is over 100 miles away there must be a parent meeting for the purpose of deciding by consensus whether a bus will be chartered (at the cost of the parents) or parent drivers will be used. Any time parent drivers are used the following must be adhered to.

PARENT DRIVERS/CHAPERONES MUST:

- Have complete understanding that since the field trip is an extension of the classroom and for students' safety, the teacher(s) has ultimate control of all decisions pertaining to the field trip.
- Be at least 21 years of age.
- Make certain that there is one working seat belt for each rider in the car.
- Make certain that each child in the car who is younger than eight years old, or who weighs less than 80 pounds is in an appropriate booster or car seat.
- Transport students ONLY to and from the field trip site. They may only deviate from the sites designated on the field trip form in the event of an emergency with the teacher's permission. It is the driver's responsibility to notify the teacher if an unexpected event transpires.
- Try their best to stay with the group (convoy).
- Stop at only designated stops preplanned by the teacher. The stops may be planned so that there are several food/rest opportunities at the same exit. A time and meeting point should be set to continue the convoy.
- Provide information on a "Field Trip Driver Information" form that includes the car insurance company and policy #, and license tag for the cars that may be used on the trip. Provide a copy of a current driver's license and have proof of current liability insurance. If a driver's form is not on file with the teacher, then that driver will not be assigned as a field trip chaperone.
- Make certain that their vehicles are registered, insured, and in good working order.
- Not smoke use drugs or alcohol, use or use profanity any time during the field trip.
- Adhere to all speed limits and driving laws.



IMCS Handbook

- Not use cell phones while driving unless it is to communicate with the teacher pertaining to the trip.
- May not bring school-aged siblings on a field trip. Parents may bring pre-school children, but may not be the solo chaperone for a group of students because they cannot give full attention to their preschooler and the students; these parents may drive, but another parent or teacher needs to be present in the car to chaperone the students.

For the safety of all students, student and chaperones participation is at the teacher's discretion.

If the teacher believes that these mandates were not followed, the teacher must document such on an incident report and provide the report to the parent/chaperone and to the Head of School. The teacher and/or Head of School may deem a parent ineligible to serve as a chaperone or driver for future trips based on information provided in an incident report.

The Cape Fear Montessori Village, INC. (IMCS) is not liable for any damage done to your car during the course of a field trip. IMCS reserves the right to review a driver's driving record if it is deemed prudent and is in the interest of student safety.

All field trips must start and finish at the IMCS school building. Students who do not start the trip from the IMCS school building but show up at the field trip site will be considered absent/unexcused and will NOT be allowed to participate with the class at the field trip site.

IMCS does not permit parents from signing their students out from a field trip. Signing students out at this time jeopardizes available car seats for the class's return trip to the IMCS school building. All sign outs (except for emergency situations) must be prearranged in writing with the teacher prior to the permission slip deadline.

EXPECTATIONS:

Appropriate behavior is required on field studies by all students and chaperones. Inappropriate behavior by students will be addressed by having parents pick up their child from the field study experience. Students who are sent home from a field trip for inappropriate behavior may also lose the privilege of attending the next field trip opportunity, and/or may be suspended for the following school day.

COSTS:

Any money collected for field trips is to be turned in to the Office Manager daily in accordance with Handling Cash Policy.

Multi-Tiered System of Support-MTSS (Student Support)

NC MTSS is a multi-tiered framework, which promotes school improvement through engaging, research-based academic and behavioral practices. NC MTSS employs a systems approach using data-driven problem solving to maximize growth for all.

Following the reauthorization of the Individuals with Disabilities Education Act (IDEA) in 2004, states were given the option to determine eligibility categories (limited to Specific Learning Disabilities in the state of NC) through a process that would determine a student's response to



IMCS Handbook

appropriately selected scientific research-based interventions as a part of the comprehensive evaluation process. In addition, research supports that when all children receive the interventions they need in order to learn at their own optimal level early in their education, that the referral rate for special education services later on is significantly reduced.

Tier I – Observation and data collection/monitoring of all students in each classroom. Basic daily interventions as needed that would be used by any student at any particular time.

Tier II – Documented meeting(s) between regular education teacher(s), other building specialists (i.e.: EC Coordinator, SST team member, as needed) and the parents

- a. Analysis of Tier I scientific research-based intervention(s), and data points
- b. Documented modifications or discontinuation of the intervention(s) or the implementation of another scientific research-based intervention
- c. Progress monitoring data reviewed
- d. Documented parent and teacher assessment of the effectiveness of the intervention(s) and
- e. Summary of the conference(s) with the parent(s) and other school staff.

Tier III - Documented meeting between regular education teacher(s), EC Coordinator/MTSS Coordinator and other building specialists (i.e.: SST team member, Curriculum Coordinator, School Psychologist, as needed) and the parents.

- a. Analysis of Tier II scientific research-based intervention(s)
- b. Documented modifications or discontinuation of the intervention(s) or the implementation of another scientific research-based intervention
- c. Progress monitoring data reviewed
- d. Documented parent, staff and problem-solving team assessment of the effectiveness of the intervention(s)
- e. Summary of the conference(s) with the parent(s), school staff, and the problem-solving team
- f. Informal Observation by an independent observer (this may be the psychologist, Instructional coordinator or EC Coordinator) for the purpose of intervention and to inform instruction
- g. Meeting Determination –
Option 1 – Modify Tier III intervention (frequency, intensity, duration, or content) and implement the modifications; or
Option 2 – Complete referral for special education. If Option 2 is chosen, receipt of the completed referral for special education by school personnel begins the 90 day timeline and requires that informed parent consent for evaluation be obtained

504 PROCEDURES

Some students' needs are not best met through an IEP, but through the designation known as 504. Students who are identified as needing a 504 usually have health-related issues which impact their academic progress, but which do not warrant an IEP. Some examples of these health-related issues are (but are not limited to): ADHD; Diabetes, severe allergies, physical handicaps or disabilities such as CP, sickle-cell anemia, hearing or vision-impairment, asthma, and other chronic illnesses.



IMCS Handbook

A teacher who has a student with one or more of the above-mentioned conditions may feel it would be advantageous for the student to utilize a 504 plan in order to receive special modifications and adaptations in the classroom or in testing situations. In these cases, the teacher should refer the student to the 504 Coordinator to set up a meeting with the parents and the student's teacher(s).

When a student qualifies as needing a 504, there are also legal obligations placed upon the school and teacher. Section 504 is a Civil Rights statute, and comes under the auspices of the Office of Civil Rights. The federal government does NOT provide additional funding to assist schools in serving students who are identified as 504.

At IMCS, the Curriculum Coordinator is appointed the 504 Coordinator. At the beginning of each school year, the 504 Coordinator, in coordination with the EC Coordinator, reviews all of the students' files that are identified as 504. The 504 Coordinator then provides copies of the 504 accommodation plans to all regular education teachers designated to teach these students for the current academic year. At the point of the annual review, the 504 Coordinator needs to contact the parents and set a meeting to review the modifications and adaptations which are in place for that student and to then determine if the strategies/modifications are working well or whether there should be changes made to the 504 for the following year. The General Education Teacher is to be included in these meetings while the 504 Coordinator is responsible for the maintenance of the 504 files.

Parents or teachers may also request a meeting to review/revise a 504 document more frequently than the yearly re-evaluation, but a meeting MUST be held once a year for the school to remain in compliance with the Section 504 statutes.

Exceptional Children's Program

The Exceptional Children's Program at IMCS is served by certified Exceptional Children's staff. The EC Coordinator acts as the liaison between the Department of Public Instruction and the school community (teachers, students, and parents) to maintain compliance with all NC EC Policies and Procedures. Additional responsibilities include the supervision of all student EC services, contract personnel, academic and behavioral supports, maintenance of student records and files and staff development/training. EC teachers are scheduled by the EC Coordinator to meet the needs of students K-8. All work to provide the needed instruction and supports are outlined in each student's IEP. Support services are contracted on a regular basis. They include a School Psychologist, Speech/Language Pathologist, Occupational Therapist, and a Physical Therapist (as needed based on child's IEP). A collaborative team approach is utilized to service and meet each student's individual needs. The EC department provides direct services to each exceptional child and also works closely with the regular education teachers to support the success of the students through effective instructional practices, assessment and accommodations to ensure each student's access to the N.C. Standard Course of Study. The EC program is driven by the students' Individual Education Plans as well as the team recommendations as to what is best for each particular child. As a school model, IMCS includes the children into the regular classrooms setting to the greatest extent possible. The practice of maintaining students in the least restrictive environment appropriate for each child's needs is decided as a team at each child's annual review of their IEP. Information to address student progress toward mastery or



IMCS Handbook

non-mastery of goals, as outlined in the student's Individualized Education Plan (IEP), is provided at the same time students general education classroom progress reports are sent.

Retention Procedure

(Attendance concerns will follow attendance policy and that team will speak with parents about possible retention and document those conversations as well.)

Step 1-

- When an academic concern is identified, teachers will review all academic data and communicate their concerns with parents and the SST team.

Step 2-

- Before Winter break, Head of School will be notified about potential retention.
- A MANDATORY parent meeting concerning possible retention will be scheduled before **LAST FRIDAY IN January**. Meeting agenda will include review of academic interventions and student growth. This is a formal retention consideration meeting.

Step 3-

- A MANDATORY parent meeting concerning probable retention will be scheduled before **the last Friday in March**. Meeting agenda will include MTSS plan and continued support.

Step 4-

- A MANDATORY final parent meeting to determine retention will be scheduled **after EOGs**.

The final retention decision is made by the Head of School. (North Carolina General Statute 115C-288)

Extracurricular Activities

Any and all extracurricular activities are subject to the Head of School's approval.

Any parent interested in starting an extracurricular group should find a faculty member willing to sponsor him/her. The faculty member can help the parent set up the program and make certain that it meets the guidelines. A faculty member or other school employee must be present at any event, practice, or session conducted as part of any extracurricular activity.

Student and Parent Information

Visitors

All visitors are welcome at IMCS. Please enter the building through the main front door and proceed to the front office. All visitors must sign in, state their reason for visit and receive a visitor's badge at the front office that must be worn while in the building. An ID may be requested before a visitor is allowed into the school building. Please remember that parents should not visit classrooms during dismissal times. (See dismissal section for further details.) Parents should also remember that class time is NOT a time to hold a parent conference. If parents want to volunteer in the classroom, they're welcome. If a conference is needed, parents



IMCS Handbook

should call or email the teacher to set up an appropriate time free of distraction where both parent and teacher can focus on the child.

Observation

Parents are welcome to observe their child at any time. Please contact the Head of School to make arrangements for observation. We request that formal observations be scheduled after the first six weeks of class. At that time, you are welcome to observe in your child's or another classroom. Please check with the classroom teacher to schedule the best times.

Parent Participation

Island Montessori School believes that the education of a child depends upon the positive collaboration between the school staff and the child's parents.

All parents are encouraged to:

- Attend school-sponsored workshops
- Read the classroom's weekly newsletter and the school handbook
- Educate yourself on the Montessori Method of Education
- Check the school website and Facebook page for information and updates
- Become involved in the school life of your child
- Stay in communication with your child's teacher
- **Each family is encouraged to volunteer at least 20 hours a year to help in the classroom and at the school**

***Suggested Montessori Books to Read:**

Maria Montessori, Her Life and Work / E.M. Standing

Montessori, A Modern Approach / Paula Lillard

Montessori Today / Paula Lillard

The Secret of Childhood / Maria Montessori

Montessori from the Start / Paula Lillard

How to Raise an Amazing Child the Montessori Way / Tim Seldin

The Discovery of the Child / Maria Montessori

To Educate the Human Potential / Maria Montessori

Spontaneous Activity in Education / Maria Montessori

Student and Parent Responsibilities

It is the responsibility of each student at IMCS to respect others, our school building and our learning materials. Students are also expected to be active learners, asking questions and fully participating in classroom activities. In addition, it is the parents' responsibility to support the mission of IMCS, to nurture their child's learning, and to participate in their child's class in whatever way they can. This support includes bringing children to school on time and ready to learn, talking about the day's activities with their child, and extending what students are learning beyond the classroom. Parents are also expected to be respectful of our learning community on campus and on field studies.



IMCS Handbook

We strongly encourage parents to thoroughly read and understand the IMCS handbook. In addition, since each teacher will have rules and procedures for his/her classroom, parents are expected to become familiar with these as well.

Parent/Teacher Communication and Conferences

Regular, open communication between home and school is critical for student success. Conferences can be requested at any time by parents, teachers or students. Conferences with teachers should be scheduled for a time other than class time, preferably after the end of the school day. Unscheduled conferencing with teachers before or after school takes away from student learning and cannot be accommodated.

Home/school communication is important and there are several means by which this is done:

- | | |
|---|---|
| <ul style="list-style-type: none">● Classroom newsletters/class web sites● School newsletters● Backpack flyers (In the event a family has more than one student | <ul style="list-style-type: none">at IMCS, the youngest student usually receives the flyer.)● The IMCS website● E-mail/facebook/instagram |
|---|---|

Teachers must approve all class/grade level information sent out; and whole-school communications must be reviewed by the Head of School or other appropriate administrative staff prior to distribution.

Family Education Rights and Privacy Act (FERPA)

FERPA is a federal law that governs the maintenance of school records. Under the law, parents or guardians of students or students who are 18 years of age or older have the right to inspect all records kept by the school about the student and the right to correct inaccuracies in those records. Under FERPA, access to the records by persons other than the parents or guardians is limited and generally requires written consent by the parents, guardians and/or students age 18 or older. Requests to review student records and requests to correct inaccurate records may be made to the Head of School.

Personal Information

IMCS must have up-to-date personal information for all students including a correct address, phone number, and emergency contact numbers. Parents should remember to update this information if changes occur throughout the year. All personal information about students and families will remain confidential unless parents request it be disclosed.

Requesting/Forwarding Records

When a student transfers into IMCS, a request for records is sent to the student's previous school. When a student leaves IMCS, the students' new school will request records from IMCS. Records are not forwarded until students officially withdraw from our school. Parents should contact the school office with questions or concerns regarding transfer of records.



Court and Custody Orders

For student safety, relevant custody papers and/or court orders must be on file in the school office. Documentation should be presented to the Head of School who will notify appropriate personnel. Records will be kept in the student's cumulative file.

Committees

Most IMCS committees are comprised of Board members, IMCS employees and parents; however, some committee membership is limited to Board and faculty members due to confidential matters. If you are interested in being involved on a committee, please speak with a IMCS administrator or teacher for a list of available committees and their responsibilities.

Patriotic Exercises

Each school day will begin with the Pledge of Allegiance. The Pledge of Allegiance will be followed by a moment of silence not to exceed one minute in duration. Such period of silence shall be totally and completely unstructured and free of guidance of any kind from any source. No staff or student will be required to participate in either exercise. During the moment of silence and for those not participating in the reciting of the Pledge of Allegiance, silence shall be maintained and no one may engage in any other activity.

Legal Reference: NC Statute 115 C-29.

Fund-Raising Policy for IMCS

There are two types of fund-raisers that may take place at IMCS:

1. School-wide fund-raisers that are held **to benefit an agency outside of IMCS**, such as the UNITE Project, UNICEF, the Heifer Project, American Cancer Society, etc. All members of the IMCS community are invited to contribute, and all of the proceeds go the recipient agency. Only one of these fund-raisers is allowed per semester. Anyone desiring to hold a school-wide fund-raiser should take a written request to the Head of School to get it approved. The Head of School will inform the Board of the event and beneficiary/ies chosen. The Head of School will put the event on the community calendar, inform the front office, inform the communications committee to place in the school newsletter, and post on the IMCS web-site.

2. School-wide, classroom, or grade-level fund-raisers may be held **to benefit IMCS students or programs**, such as the Art, Music, Spanish, and Technology or P.E. programs. In order to hold a fund-raiser for IMCS students/programs, one must:
 - 1) Get approval from the Head of School, who will check the IMCS community calendar to make sure that there are no facilities conflicts, or conflicts with other fund-raisers scheduled.



IMCS Handbook

2) The Head of School will then notify teachers of the fund-raiser via E-mail, and teachers will be asked to place a notice of the approved fund-raiser in their classroom newsletters.

3) All contributions must be donated for items previously approve of or otherwise approved by the Head of School or the Board of Directors.

Raffles – Items may be donated to the school for raffle purposes. The Head of School will ensure that the items offered are appropriate. The school may advertise raffled items, or if appropriate, a local radio station may be used to assist us in advertising. This service must be at no charge to the school. Proceeds from a raffle must be designated for a particular use prior to a raffle. All raffles will be held in appliance with state laws.

Donations, Gifts and Contributions

As a part of the operations of IMCS, representatives of the school such as Board Members, Administration Team members or other designated faculty and staff may accept gifts, donations and contributions to the school. Island Montessori Charter School is a 501c3 non-profit. The following policy is designed to avoid potential conflicts of interest or perceptions of favoritism or bias for the school and its representatives when engaged in such activities.

1. No donation, gift or other contribution should be given or accepted as a quid pro quo. No favorable treatment or bias should be expected or given to any individual, group, business, vendor or other entity in return for any donation, gift or contribution.
2. Donations, gifts or contributions are not to be accepted from any vendor that is participating in a bidding process for a pending contract for services or merchandise with IMCS.
3. Donations, gifts or contributions are not to be accepted from any vendor that has been awarded a contract for services or merchandise by IMCS within 60 days after the awarding of the contract or purchase.
4. Donations, gifts or contributions from any vendor that has a current contract for services or merchandise with IMCS beyond 60 days of the awarding of the contract or purchase are limited in amounts that are not substantial or material.
5. The Head of School shall not directly participate in any solicitation or collection of donations, gifts or contributions from faculty and staff. The Head of School shall not have knowledge of which staff members made such donations, gifts or contributions or in what amounts.



IMCS Handbook

Corporate Sponsors – Donations may be accepted by IMCS from corporate sponsors. Thank you letters and charitable contribution forms will be provided upon request for the donation and the sponsor may be recognized in the school newsletter. The Head of School must approve any other form of recognition such as a logo on a t-shirt, etc.

Sales – Students at IMCS will not participate in door-to-door sales. Students may participate in “booth” type selling with certain restrictions. There can be no solicitation—patrons must approach the “booth” to purchase the item. Adequate adult chaperones must be present with the children at all times.

Equipment – IMCS accepts donations of useable equipment in good working condition. If you have equipment to donate, please see the Head of School or the Office Manager to determine if the school can use the equipment before leaving it at the school.

All donations made to IMCS must be recorded with the school Office Manager.

Birthday Celebrations

As a community, the children gather together honoring the birthday child by telling the story of where and when he/she was born, and of important events of his/her childhood. As either the parent or the teacher tells the story of the child’s life, he walks slowly around a lit candle – which represents the sun – while holding a globe – which represents the earth – to celebrate the number of years of his life. Parent participation in all aspects of the birthday celebration is greatly appreciated. Please check with your child’s teacher about particulars.

We ask that you do not send food/snacks of any kind on your child’s birthday. If your child would like to do something for the class, we encourage you to donate a book (with their name and birth date written on the inside cover) or a special gift for the class such as flowers, pencils, crayons or sidewalk chalk.

Invitations to birthday parties outside of the school environment can be handed out at school as long as the whole class is invited. If you want to invite select friends to your child’s party, please mail them personally or reach out by phone.

Holiday Celebrations

Island Montessori supports and encourages the enjoyment of holiday celebrations. Classroom and holiday celebrations may include games, crafts, or other activities.

Lost and Found

Lost and found is a service provided to all members of the IMCS community. Lost items are housed in the common area. Items such as keys and glasses are turned in to the office. Check the lost and found often. Clothing not claimed will be donated to charitable organizations. Notification of upcoming donations will be sent home.



IMCS Handbook

Building Usage

Classrooms may be used for meetings after school hours. Groups other than faculty or Board committees wishing to host a meeting must consult with the classroom teacher and Head of School. During meetings, children **MUST** be supervised at all times. Children **MAY NOT** use the playground or remain in classrooms without adult supervision

Integrated Pest Management Program

Island Montessori Charter School supports clean and safe facilities for its students, staff and the public. To that end, IMCS will use an Integrated Pest Management Program (IPMP) to prevent and control pest problems in the school buildings and grounds and minimize pesticide use. The IPMP means a comprehensive approach to pest management that combines biological, physical, chemical and cultural tactics as well as effective, economic, environmentally sound, and socially acceptable methods to prevent and solve pest problems. The IPMP will emphasize pest prevention and provide a decision-making process for determining if, when and where pest suppression is needed and what control tactics and methods are appropriate. The IPMP will utilize strategies including, but not limited to, training of staff, monitoring and inspecting facilities, communication and notification to staff and parents, and the use of pesticides as a last resort. When a decision is made to use pesticides, the staff will utilize the least toxic pesticide formulation and most targeted application method possible.

(Legal Reference: NC Statute 115 C-47)

Asbestos Notification

No ACMs have been identified at The Island Montessori Charter School. Please refer to the letter on our website: www.islandmontessorischool.com

Soliciting and Advertising

No person, agent, representative, or salesman shall solicit or attempt to sell or explain any article of property or proposition to any teacher or student of Island Montessori Charter School on the school grounds or during the school day without having first secured the written permission and consent of the Head of School or his/her designee. No advertising, announcement or e-mails, that does not concern educational matters or things of general community interest, shall be read to the students of the schools, or distributed in the school rooms or on the school premises.

Distribution of Non-School Material To Students

Students and the educational program must be the focus of schools. It is, therefore, the policy of Island Montessori Charter School to create a non-public forum for distributing materials from outside organizations to be taken home by students. Staff shall be required to distribute only three types of materials to students to be taken home.

1. Materials from the Island Montessori Charter School.
2. Materials from agencies/departments with the towns, county, state or federal government and the state university system.
3. Nonprofit organizations providing programs for youth that are primarily designed to promote fitness, cultural arts or academics consistent with the N. C. Standard Course of



IMCS Handbook

Study. Materials that primarily promote fund-raising activities by these nonprofit groups will not be approved.

Materials distributed through students shall contain no commercial advertising unless sponsored by groups indentified in numbers 1 – 3 above. No other organizations may require school staff to distribute materials to be taken home by students.

The distribution of non-school materials should not interfere with instructional time.

The Head of School or the Head of School’s designee shall approve materials from all other school-related groups, as well as agencies, government branches and nonprofit organizations before distribution.

Staff members may share information with individual students to inform them about community resources to supplement the education provided by IMCS. Other than as authorized above, no materials shall be distributed or made available to students on Island Montessori Charter School grounds or using any mode of communication operated by the Island Montessori Charter School, except materials as may be allowed under “Distribution of Materials By Students”. This Policy shall not be construed as creating a limited public forum or a public forum. Any person or organization may appeal a decision of the Head of School to disallow or restrict distribution of materials. The appeal must be in writing to the Head of School. The Head of School or his/her designee shall render a written decision within seven (7) business days of receiving the written appeal.

Distribution of Materials by Students

Students have a right, under the Constitution of the United States, to express their thoughts and opinions at reasonable times and places. However, certain kinds of speech, whether spoken, written or symbolic, may be prohibited or regulated at school. It is the policy of Island Montessori Charter School that students be allowed to distribute written materials at school or at sponsored events with the Head of School’s or his/her designee’s permission except as prohibited or regulated in this policy.

1. Students may not distribute any materials that are illegal, obscene, profane, lewd, vulgar, indecent, libelous, or likely to incite violence or serious disruptions of the learning environment.
2. Students may not distribute commercial advertisements or solicitations from non-school sponsored groups.
3. Students may not distribute any materials during instructional time or in a manner that interferes with instructional time or causes a disruption of the learning environment.
4. Students may not request or receive assistance from teachers or other school personnel in distributing materials pursuant to this policy.
5. Students may not be used as conduits by parents or others to distribute materials.

Students will be considered conduits for the distribution of materials when the primary motivation for the distribution rests with someone other than the student.

Grievance Process



IMCS Handbook

As in most organizations, conflicts between parties arise. Some develop over differing interpretations of policies and procedures while others simply because of clashes of personality or communication style. It is the policy of the IMCS's Board of Directors that the large majority of these conflicts be resolved between the parties themselves in a civil manner.

In the event that conflicts cannot be resolved despite efforts of the parties these conflicts can be brought to the Head of School for resolution. When doing so, the parties agree to abide by the following procedure and furthermore understand that the opinions of the Head of School are to be considered the "last court of appeal." The only time the opinions of the Head of School are not the "last court of appeal" is when the original grievance is directly with the Head of School. At this time the Executive Committee of the Board of Directors will become the "last court of appeal."

Step 1) First, the parties involved in the dispute shall make an earnest effort to communicate with each other in an effort to resolve the dispute. If the dispute remains unresolved:

Step 2) The disputing parties may officially request a meeting with the Head of School by communicating their position and complaint in writing to the Head of School (preferably by e-mail). The request should include a summary of the dispute, parties involved and a brief review of the actions taken to resolve the dispute, including dates, participants, outcome, etc.

Step 3(The Head of School shall decide, after reviewing the above mentioned complaint, to:

- a) request additional information or clarification and/or
- b) forward the complaint to the other parties with a request for their written response and statement of position
- c) dismiss the matter and decline further action.

Step 4) After reviewing all the relevant position statements, the Head of School shall decide to

- a) issue a final ruling to all parties, or
- b) arrange a meeting of all parties for further discussion before issuing a final ruling (the Head of School may invite others with relevant experience or expertise to the meeting as needed) or
- c) take other actions as appropriate.

The final decision will be communicated in writing to the parties.

Food and Nutrition Recommendations:

Philosophy - We believe overall well being is a combination of a healthy body (through fitness and nutrition), a healthy mind (through fitness, nutrition and healthy habits) and a healthy relationship with the surrounding community and the global environment. We believe four basic principles lead to a healthy and happy lifestyle.

- Cultivating a positive relationship with food.
 - Establishing strong, healthy, and confident human beings, who love eating quality food, and working towards a balanced diet.
- Embracing variety.
 - Choosing foods from a variety of food groups, including different colors and textures to ensure key nutrients and essential nutritional support.



IMCS Handbook

- Choosing whole foods as the core of your diet.
 - Eating fresh fruits and vegetables and a variety of healthy fats and whole grains. Learning how to identify the foods being consumed and how to trace them back to their source.
- Mindful Eating.
 - Becoming aware of hunger cues and taking time to establish proper serving sizes, as well as, learning the importance of reading and understanding food labels.

Lunches/Snacks

As meals are not provided on site, parents are responsible for providing a nutritious lunch and snack from home.

Snacks

- **Preschool and Kindergarten** snacks are provided by IMCS this year. Please provide your teachers with any dietary requirements on the first day of school.
- **Charter School** snacks are the responsibility of the children and parents to pack each day. Packed snacks should be nutritious, and consist of fruits, vegetables, and other whole food items.

Lunch

Parents will provide their children with a packed lunch each day, including a healthful and well-balanced lunch of protein, whole grains, fruits, and vegetables. We suggest that lunches are free of High Fructose Corn Syrup, Sodium Benzoate, dyes and preservatives. We believe healthy food choices give children the energy and focus to continue learning throughout the day. Water is provided at lunchtime.

- **Lunch boxes** should be able to fit in a backpack or bag for the child to be independent when arriving and departing from school. **Please label your child's lunchbox with their name and date each day.**

IMPORTANT! We ask that you place a note on the front of the lunchbox (use masking tape) if your child's lunch contains any type of nut product (peanut butter, nuts, or a mix).

Food In Curriculum Related Lessons

Food, other than daily snack is acceptable for curriculum-related events, such as, practical life skills, nutrition classes, cooking classes etc. Teachers will consult with the Head of School before any food is brought into the classroom. Teachers will notify parents in advance of any food preparation lesson that is to be completed during the school day. This notice will include the lesson, ingredients and how the students will be using/handling the food.

Safety

ALLERGIES

Many children have food allergies. Please be mindful of this when packing lunches. If your child has a food allergy, we ask that you notify the office and teachers of such allergies and their severity. Nut allergies can cause very serious, even life-threatening conditions. IMS may have students at our school with severe nut allergies. Although we are **NOT** a nut-free school, we take this situation



IMCS Handbook

very seriously and will accommodate however possible to provide safe environment (ie a “nut-free table” during snack and lunchtime in our classrooms).

Medication

A physician’s authorization for medication is necessary if school personnel are to distribute medication at school or on field trips (including over-the-counter medication). This is applicable for short-term and long-term periods. All medication must be in an original, labeled bottle. This includes prescription and over-the-counter medication. All medication will be kept in a secure location at the front office. Parents may come to school to administer medication as well.

STUDENTS ARE NOT TO HAVE IN THEIR POSSESSION ANY KIND OF MEDICATION WHILE ON THE SCHOOL GROUNDS.

This includes but not limited to:

- Over the counter medications**
- Cough drops**
- Sunscreen**
- Creams/Antiseptics**

Concussion Policy

IMS policy is available at the front office as needed.

Health Policy

If your child shows one or more of the following symptoms of poor health, he/she should stay home or will be sent home as soon as possible:

- Illness prevents child from participating comfortably in activities as determined by provider
- Illness results in a greater need for care than the provider can provide without compromising the health and safety of the other children as determined by the provider
- Suspicious rash that has not been seen by a doctor
- Excessive, colored discharge from the eyes, nose, or ears
- Fever of 99 degrees or more; accompanied by behavior changes or other signs or symptoms of illness until medical professional evaluation finds the child able to be included at the facility
- Symptoms and signs of possible severe illness until medical evaluation find the child able to be included at the facility. Symptoms and signs include; lethargy that is more than expected tiredness; uncontrollable coughing; inexplicable irritability or persistent crying; difficulty breathing, wheezing, or other unusual signs for the child
- Diarrhea, defined by more watery stools, decreased form of stool that is not associated with changes of diet, and increased frequency of passing stool, that is not contained by the child’s ability to use the toilet;
- Blood in stools not explained by dietary change, medication, or hard stools
- Vomiting illness (one or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines that the cause of the vomiting is not contagious and the child is not in danger of dehydration



IMCS Handbook

- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms
- Mouth sores with drooling, unless a health care provider determines that the child is noninfectious
- Head lice
- Strep throat, until 24 hours after initial antibiotic treatment has been completed
- Chicken pox, until all sores have dried and crusted

* Please notify your child's teacher if your child sustained any bumps or injury to the head – even minor – within the past 24 hours because concussions in children could show up hours after an injury.

Please keep your child at home for an additional 24 hours after the above symptoms disappear. Please do not send the child to school if he needs teacher-administered medication during the day.

Contagious diseases should be reported immediately to the teacher of your child's classroom. It is inevitable that when children are together, they will come in contact with other children's germs. Unfortunately, symptoms often do not appear until after the entire class has been exposed. We have found that by the third year of school, most children have built up a natural immunity to many viruses.

If your child gets sick during the school day, the teacher will call to ask you to pick up your child promptly in the best interest of all. If your child needs to go home, we will make every effort to contact you. If, for some reason, we cannot reach you or you will be detained for some length of time, we will then contact the people you have listed on the emergency contact sheet. It is very important that you keep this sheet up-to-date.

Please call ahead of time with questions on policy regarding any illness not listed. We also refer to the guidelines on exclusion related to illness that is provided by the NC Division of Child Development and Early Education.

Please call the school office if your child will be out sick. A note should be provided upon return to school.

HEAD LICE

The purpose of this policy is to establish clear guidelines regarding the control of head lice in Island Montessori Charter School. The scope of this policy also applies to IMCS staff.

Procedures

Upon identification of lice on a student, the school employee shall contact the school nurse or Head of School to verify head lice. The school nurse or Head of School shall:

- Directly examine the hair and scalp for lice and nits, especially at the nape of the neck and around the ears.



IMCS Handbook

- If lice are verified, notify the student's parent/guardian and encourage picking up student to go home for treatment. A letter shall be sent home to parents of students in the classroom notifying them that lice have been verified in their student's classroom.
- Reassure student that head lice are not a social disgrace and can be eliminated.
- Send home instruction sheets for lice control; "Stop Head Lice" and "Alternative Treatment for Head Lice" (<http://www.nhcs.net/forms.htm>). Answer all parent/guardian questions regarding lice treatment; removal of nits and home cleaning that may cause reoccurrence of lice. **(Nits are head lice eggs – eggs are laid by the adult female louse and hatch in seven to ten (7-10) days from a viable nit (egg casing), which appears as a clear, graying ellipsoid, firmly attached to the hair shaft at the junction of the scalp with 1/4" or less. Viable eggs camouflage with pigment to match the hair color of the host. Hatched or empty casings (nits) can be distinguished by the milky white color and are easier to see. The empty nits are seen on the hair shaft further away from the scalp than the viable nits)**

Requirement for student to return to school

- PARENT MUST ACCOMPANY STUDENT TO SCHOOL.
- Upon student's arrival at school after lice identification, the school nurse or Head of School will examine the student's hair and scalp.
- If student has not been treated for lice or lice are present, the student will be sent home.
- If only nits are present upon examination, the student may remain at school.

Telephone Use

Students may use the school telephone only in the event of an emergency such as sickness.

Students may not use the telephone during the school day without faculty supervision.

Arrangements for transportation should be made before school.

Immunizations: Parents of all children must present to the school acceptable medical evidence indicating that the required immunizations have been received, which are:



IMCS Handbook Kindergarten

Vaccination requirements for kindergarten-age children can be found below:

Vaccine	Number Doses Required Before School Entry*
Diphtheria, tetanus and pertussis	5 doses
Polio	4 doses
Measles	2 doses
Mumps	2 doses
Rubella	1 dose
Haemophilus Influenzae type B (Hib)	4 doses
Hepatitis B (Hep B)	3 doses
Varicella (chickenpox)	2 doses

7th Grade

Vaccination requirements for 7th grade age children can be found below:

Vaccine	Number Doses Required Before School Entry*
Diphtheria, tetanus and pertussis	5 doses
Polio	4 doses
Measles	2 doses
Mumps	2 doses
Rubella	1 dose
Haemophilus Influenzae type B (Hib)	4 doses
Hepatitis B (Hep B)	3 doses
Varicella (chickenpox)	1 doses
Tetanus/diphtheria/pertussis	1 dose
Meningococcal conjugate	1 dose

Religious and/or medical exemptions must be appropriately documented and on file in the school office and submitted for review as to legal exceptions. Students not in compliance with the immunization policy will not be allowed to attend school.

Emergency Closing

When IMCS must dismiss students unexpectedly due to adverse weather conditions or other types of emergencies, teachers will call each of their parents, the head of school will send out an informational e-mail and information will be posted on the front page our the website. When snow, ice or other adverse weather conditions cause school to be cancelled or delayed, teachers will call their students, the head of school will send out an informational e-mail and information will be posted on the front page our the website. IMCS may choose to open or close independently of the public school system. The Head of School will decide all closings, delays, and early dismissals. Please do not call the school office for this information.

Lock Down Procedures

A 'lock down' is a procedure followed during the threat of danger with in proximity of school grounds. For instance, occasionally individuals escape police custody, and the school is advised to bring everyone indoors as a precaution. Once inside, the school day proceeds with caution and, usually, very little distraction. In the event of a lock down, the following actions will occur:

- 1) All outdoor areas will be evacuated.
- 2) Everyone in the school community who is present will be directed into the building.
- 3) The Head of School or designee will inform faculty and students of the lock down.
- 4) Staff, volunteers, and all people present will be informed as all rooms will be checked and confirmed to be locked to the outside and safe.
- 5) All exterior doors will be closed and locked.
- 6) Teachers will make an immediate accounting of their students. That accounting will be collected confirmed and noted on one document.



IMCS Handbook

Pick up procedures during a lock down will require that:

- 1) The faculty receives notification to proceed with pick up at the time of dismissal.
- 2) All students wait indoors until escorted away from school by a recognized adult of the IMCS community.
- 3) Parents will be informed in writing that a lock down occurred by a note sent home with the students.

Student Admissions

Statement of non-discriminatory policy

The Island Montessori Charter School shall not discriminate against any student on the basis of race, color, religion, national or ethnic origin, ancestry, sex, age, disability or measure of intellectual ability or achievement or aptitude or athletic ability, sexual orientation, or any category protected by law, in its admissions or education programs. Tuition or admission fees shall not be charged to any student.

Application

The Island Montessori Charter School accepts applications for prospective students starting each January for a set application period. Applications are made available at parent meetings held through the application period. These meetings will be announced and advertised. Students who are currently attending IMCS do not need to apply again; however, if these students have siblings wishing to start at IMCS, siblings do need to complete an application. Applications for siblings of currently enrolled students are available in the school office.

Admission to the school is based on a lottery system. Maximum class size limits will determine the numbers of students in each class.

Enrollment

Once a student has been admitted to the Island Montessori Charter School, formal enrollment is required to reserve the student's space in the school. Enrollment will take place during the month of March. The enrollment procedure will ensure that the school has all information it needs to meet State Board of Education records requirements for charter schools.

North Carolina State law requires all students to have immunization records complete and on file within 30 days of starting school or the student may not be allowed to return to school.

A student who has been admitted but who has not fully enrolled by the last school day in March may be removed from the list of admitted students and may have to re-apply to the school to gain entrance.

Disclaimer

This handbook has been prepared to introduce parents and guardians to Island Montessori School and to acquaint them with the policies that apply to enrollment. These policies are not intended to provide fixed rules for dealing with all issues that arise at the school but rather, they set forth general guidelines, subject to amendment. In addition, policies and procedures are changed from time to time as the needs of our school dictate. **In the event a state law varies with any policy stated in this handbook, the school will comply with the applicable state law.**



IMCS Handbook

Parent/Student Handbook Acknowledgement Form

I _____ have received and read
the Island Montessori Parent/Student Handbook.

Student's Name: _____

Teacher: _____

Parent's Signature: _____

**PLEASE CLICK [HERE](#) TO COMPLETE
SURVEY INSTEAD OF SIGNING AND
RETURNING TO THE SCHOOL.**