



Clay-Platte Children's House Montessori School

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Office hours:	8:00am – 5:00pm
Main Building hours:	7:00am – 6:00pm
Hill House hours:	8:00am – 4:00pm

“Whoever touches the life of the child

*touches the most sensitive point of a whole
which has roots in the most distant past
and climbs toward the infinite future.”*

Maria Montessori

Mission Statement

The mission of Clay-Platte Children's House (CPCH) Montessori School is to educate young people to their fullest potential, instilling a deep sense of personal independence and responsibility to self, others and to our Earth by employing the philosophy and methods of Dr. Maria Montessori.

Statement of Purpose

Our purpose is to provide, through the Montessori philosophy and curriculum, an environment where each child will be free to function and develop individually, naturally and sequentially into the whole child that lies within, realizing the full potential of his/her innate talents.

Goals

To facilitate each individual child in the development of:

- ◆ A real joy of learning
- ◆ Independence
- ◆ Self confidence
- ◆ Self discipline
- ◆ Self motivation – the ability to choose
- ◆ The ability to learn through personal discovery
- ◆ Concentration
- ◆ Responsibility
- ◆ An attachment to reality
- ◆ A love of order
- ◆ An appreciation of silence
- ◆ The ability to solve problems

Parent Responsibilities

1. Attend the Montessori parent orientation meeting and familiarize yourself with the basic Montessori philosophy.
2. Read all school notices and return forms requiring parent's signature promptly.
3. Become involved. Research has demonstrated children benefit greatly when parents are involved in their school experiences.

4. Communicate with the school. It is important your child's teacher be aware of any changes in the home that may affect his/her feelings at school.
5. Continually update all school emergency forms.
6. Make tuition payments on time. Unless prior arrangements have been made, two consecutively missed tuition payments will result in dismissal from school.

Important School Information at a Glance

Allergies – In order to provide a safe environment for our students with severe nut allergies, the elementary will continue to be a “loose” nut free environment while the upper elementary and middle school will allow “loose” nuts under supervision. Nut butters, to include peanut butter, are allowed.

Arrival – The school day begins promptly at 8:30am. Each child should be in the classroom; belongings put away and ready to begin by this time.

Bad Weather Closing - We will close when both Park Hill R5 **and** North Kansas City School districts are closed **due to road conditions**. We will be listed on television stations as “Clay-Platte Montessori School”. A “One Call Now” message will go out to all families.

Child Abuse Policy - A staff member suspecting possible child abuse or neglect is mandated by law to report to the Director/Owner, who in turn, must notify the Missouri Division of Family Services.

Emergency and Safety Procedures - As a staff, we regularly go over emergency and safety procedures for bad weather, fire, intruder, or other school emergency. Routes are established and marked for evacuation, depending on the emergency at the time in each classroom.

First Aid and CPR - All Clay-Platte teachers and administration are certified in First Aid and CPR.

Health and Well Child – We follow guidelines placed by the Missouri Department of Health and Senior Services. A child may not attend school with the following symptoms:

- Fever
- Diarrhea
- Vomiting
- Body rash
- Sore throat and swollen glands

- Severe coughing
- Eye discharge
- Yellowish skin or eyes
- Irritability or continuous crying requiring more attention than can be provided without hurting the health and safety of other children

When Fever-free for 24 Hours Without Medication and other symptoms are gone, a child may return to school. Because we are not qualified to determine the communicability of infections and illnesses, we may require your child's treating physician provide us with a re-admission statement.

We can only administer **doctor-prescribed medications** to a child. It is necessary to complete a medication form indicating the name of the child, the medication, the amount and time to be given. These forms are available in the office. **At no time should medications be packed in a lunch box or backpack.**

Immunizations - It is required by Missouri Department of Health and Senior Services that we have proof of each student's immunization records on file.

Montessori Parent Teacher Organization - The MPTO is instituted to foster community among staff and families. Anyone who is a part of the Clay-Platte Montessori community may belong to the organization and is encouraged to volunteer. Look for information from MPTO regarding special events and activities sponsored throughout the year.

Outdoor Environment - Fresh air stimulates good health. The environment surrounding the school provides opportunities for learning and recreation that are utilized every day. Please be certain your child comes to school with appropriate clothing for the weather. The school follows the schedule below for outdoor attire:

60 degrees or above	coat is optional
40 – 60 degrees	warm jacket or coat
Below 40 degrees	warm coat, hat, mittens or gloves
Snow	warm coat, snow pants, snow boots, hat, mittens or gloves

A child will only be permitted to stay indoors with a written doctor's note.

Remember – There is never any bad weather, only inappropriate clothing.

Personal Property - We ask that all personal items, including cell phones, be kept at home as we cannot guarantee against being broken or lost. They also tend to become a distraction during work time.

Recommended Books and Web Sites

Paula Polk Lillard	<u>Montessori: A Modern Approach</u>
Dr. Angelene Lillard	<u>Maria Montessori: The Science Behind the Genius</u>
Jane Nelson	<u>Positive Discipline</u>
Maria Montessori	Many titles
Aline Wolf	<u>Nurturing the Spirit</u>
Trevor Eissler	<u>Montessori Madness</u>

www.mepiforum.org www.montessori.org

MONTESSORI MIDDLE SCHOOL

Welcome to the Montessori Middle School!

Erdkinder, meaning “earth children,” is the defining characteristic of this program. Our adolescents have the opportunity to mold the earth—literally and figuratively—through their participation in this program.

Lisa McKenzie is the lead guide and will work with the adolescents, as they participate in the farm economy, in field experiences, and in academic studies.

Montessori in Middle School

The Adolescent Curriculum

Traits of the adolescent:

- “He passes from feeling for himself in relation with those with whom he is in contact, to feeling for others whom he has never seen. It is an abstract love. It is love without retribution because it is directed towards those never seen and whom he will never see because they are too numerous.”
- “These children want to give their direct contribution to society and have it recognized.”
- “...at this stage, children have a great interest in history.”
- “The child should be no longer restricted to the environment of the school, to the vaster environment in which he learned and understood the how and the why, nor be so close to the family from which he depends financially; he wants ‘to live’ society. He should go further away.”
- “...he should work a great deal on the land, etc.”

- “I think that adolescents should not only work but also get money by their work...self-respect should be gained for the seriousness of work done and a realization of what work and money mean.”
- “...at this stage the child must continue his cultural development by living the experiences of whatever aspect of society attracts him through methods of production, work and experiment. He must be able to create and orientate himself.”

Core Subjects:

- **Math** continues at the **individual level**, with small group math lessons and individualized follow-up work; at the **community level**, with Math Seminar, in which students explore and discuss challenging, open-ended math problems, data analysis, and strategies for solving these problems; and **practically**, as students use math skills to plan for the garden and animal needs, balance their accounts and report profits and losses.
- **Science and Stewardship** -Utilizing projects, called “Occupations,” that combine the practical aspects of the businesses (goats, chickens, garden, Kids’ Night Out, and pizza sales) along with academic instruction from Master’s-level specialists, the adolescents come to understand and experience both the Scientific Method and the Engineering Design Process. Students will also participate in Job Shadows and short internship experiences.
- **Language** instruction is three-fold: **Reading Seminars** to delve deep into important, interesting literature in a format that places the relationships as the foundation of the learning; **Writer’s Workshops**, in which the adolescents use and refine the writing, grammar and punctuation skills they gained in Elementary and have the opportunity to give critical feedback to peers in a conscientious format (part of the Creative Expression curriculum)and **Consultations** with Master’s-level instructors to help develop materials necessary for the functioning of the farm and related businesses.
- **Humanities**—Capitalizing on the interests of the students, field experts will present lessons and direct projects in Psychology, Architecture, World Religions and more.
- **Creative Expression**—In addition to their academic pursuits, the adolescent requires time for creative expression. Throughout the curriculum, the students will be given opportunities to build, write, paint...to create. This will be connected to areas of study, at times, and other times it will be the adolescent’s connection with the work, in and of itself.
- **Assessments:**
Authentic Assessment is at the heart of the Montessori Method. Teachers continuously observe to determine the next course of action they should take to meet the students’ personal and physical needs. Students will also compile a portfolio, including exemplary work from each content area, over the course of their three years in each class. A committee comprised of one Montessori teacher, one related field expert, and the school administrator. The student will present his or her portfolio,

as a timeline of their learning to the committee and will field questions from the committee, as well.

Homework

Maria Montessori found that often her students were so excited about what they were learning and the work they were doing, that they wanted to take it home so they could continue their work. If desired, it is possible to make copies of some shelf work to be worked on at home. However, the expectation is that the students are working quite hard during work time, so voluntary homework should not take the place of productive work in class. Some work adapts itself well to home study – such as practicing spelling lists, or maintaining fluency in math facts. There may also be times when a project could use additional work at home to complete it.

There are two areas where home work is expected:

Reading and Book Reports

It is very important that the students are reading, both at school and at home. To broaden student's exposure to various types of literature, students are asked to read five books from a row, column or diagonal on their Reading BINGO sheet. Students may negotiate and convince me that a book belongs in a certain category on the BINGO sheet. Five written book reports, presented orally to the other students, are expected over the course of the school. The written book reports are retained in a binder so that future students may have the benefit of a MMS student's review of a book. The book reports may be written at home or at school.

Current Events Awareness

To encourage awareness of events happening in the wider world, students will be asked to bring in and be prepared to discuss one current events article each week. These articles might relate to science discoveries, government, international relations, social change, natural disasters, the environment, technology, etc. These articles could be sourced from newspapers, the Internet, or current magazines. Articles about pop culture, sports, and crime be avoided.

Other Homework Ideas

Productive use of family time, such as cooking, managing finances, shopping, extra curricular activities, family outings, discussions of current events, and more are all encouraged.

The Middle School Day

Calendar: Daily

8:15 – 8:25 a.m.	Arrive, greet, settle in with work
8:30 – 9:00 a.m.	Farm chores
9:00- 11:30 a.m.	Individual & Small Group Lessons uninterrupted work time or Project research, planning, and implementing
11:30 – 11:50 a.m.	Community Meeting, teacher- or student-led Set tables for lunch
11:50 – 12:00 p.m.	Wash hands, sit down to eat
12:00 – 12:20 p.m.	Lunch
12:20 – 12:30 p.m.	Clean up from lunch
12:30 – 1:00 p.m.	Recess
1:00 – 3:10 p.m.	Work time, special classes
3:10 – 3:25 p.m.	Daily jobs
3:25 – 3:30 p.m.	Dismissal

Morning

While the Hill House building opens at 8 a.m., students arriving between 7 and 8:00 a.m. must be dropped off at the Main Building. Students will be sent up to Hill House by 8:15. Please be prompt as farm chores will begin at 8:30.

After farm chores, a variety of learning options are available during morning work time. Upon entering the Middle School classroom, students put on their indoor shoes. This helps keep our environment clean and reduces the noise of feet.

At approximately 11:15 a.m. we will restore the environment and have a morning meeting to discuss classroom issues, share current events, or have a group lesson.

Following the morning meeting, students prepare for lunch.

Lunch

The Middle School eats lunch at noon. Prior to that, tables will be set with dishes, cups, tableware and napkins. We like to have an elegant lunch where we eat with utensils, display good table manners and have pleasant conversation. There is a microwave oven for the heating of food. Food should be ready to eat with two minutes of cooking time or less. Please send students with a healthy, nutritious lunch, low on sweets and avoiding sugary drinks. Soda, candy and chewing gum are not allowed. An ice pack can be used in a lunchbox for food that needs to be kept chilled.

On Tuesdays and Thursdays, cheese pizza from Papa John's is available for \$2.25 a slice. On Fridays, there is often a Friday Lunch (see more under Parent Involvement) provided at \$4 for a Middle School portion. Friday lunch must be ordered by 3:00 p.m. on Thursday.

We clean up at 12:30 pm. Dishes, cups and tableware are washed in the Hill House dishwasher in the afternoon.

Recess

Recess is a time for students to exercise their bodies, get some fresh air, and interact with each other in a less structured environment. Students should expect to go outside everyday unless the weather is very inclement.

Adolescents should wear appropriate attire for the weather– appropriate shoes for running around, a jacket or coat, gloves and hat when the temperature drops below 40 degrees F, umbrellas and/or raincoats for rainy weather. Going outside in the snow is great fun, but even middle school students need waterproof snow pants and boots. Even if the weather is too inclement to go outside for recess, students go to and from the main building almost every day and need proper outer wear for each season and weather event.

Afternoon

After recess, we have another work period that may include farm work, academics, physical education, music, and more.

Prior to dismissal at 3:30 p.m., we restore our environment completely, and do our afternoon jobs. Students should not depart unless they have completed their job.

Extended Day

Students remaining at school after 3:45 p.m. will go to the Main Building for extended care. A snack is usually served around 4 or 4:15 p.m. Parent donations of snacks for extended care are much appreciated.

Classroom Guidelines

Behavioral Expectations

Each student is expected to show respect for the environment by handling materials carefully, by working in a quiet and calm manner, and by interacting with others in a courteous manner. We encourage students to make good choices, to think well of others, to think well of oneself, to have good habits and challenge oneself to be able to develop to one's highest potential, recognizing that each one of us has weaknesses and sore spots.

Students are responsible for managing their time and their schooling. The classroom guide will meet with students periodically to assist in setting academic and personal goals. Each student is expected to make productive

use of the time spent in the Montessori classroom. Students have the freedom to explore the environment respectfully, responsibly and quietly. They may choose from those activities that are reasonable and appropriate to the classroom.

Personal Property

It is best that personal property stays at home so that it does not detract from our educational environment. Personal items include pillows, stuffed animals and blankets. Cell phones, handheld gaming devices and any other electronic items such as tablets, laptops or iPods, must stay at home. **Cell phones brought to school must be off, put away in a backpack, and only used with the express permission of the director**, with the expectation of emergency use only. No cell phone use is allowed, including texting or checking of text messages at school or in extended care. The classroom director will notify parents if a student is having difficulty remembering this policy. The school has a telephone with which the students, with permission, may contact a parent.

Snack

Students who require a snack mid-morning are encouraged to bring a nutritious item in their lunch boxes for that purpose. It is expected that snacks not require microwaving and be consumed within about five minutes, with the exception of hot chocolate or tea. Snack should not take the place of a healthy breakfast or be an early lunch. Morning snacks are to be consumed before 11 a.m.

Allergy Policy

Recognizing that several students have severe and life-threatening allergies, the school offers the Allergy Awareness Program. If your child has allergies, please stop by the office to enroll in this free program.

Computers

Students have access to several computers. They are supervised as they use the Internet to work on assigned research projects. They write papers and prepare spreadsheets, charts and Power Point presentations on the computers. They may use software for programming with the LOGO program.

Computer use is a privilege. Computers are to be used only for educational purposes. Students and parents will be asked to sign a letter of understanding regarding computer use.

Personal computers are not allowed at school, so that the school can maintain control over what programs are available to the students

Discipline

The goal of the Montessori environment—and of specific curricular subjects—is that the adolescents develop self-discipline. The guide is there to aid them with this process. As such, emphasizing respect for all other people with whom the adolescents share their environment is critical. If an adolescent is unable to be respectful of others, him/herself, or the things around them, they will:

1. Be given the opportunity to have some alone time, to sort out their emotions and articulate their issues. The guide will provide them with palatable work, to aid this process.
2. Have a conversation with the guide, one-on-one. Parents will be notified in writing (through Transparent Classroom) or with a phone call.
3. Have a one-on-one conversation with an administrator. Parents will be notified in by email.

Based on the individual circumstances, it is always our preference that the adolescent—in conjunction with the guides—be able to work at school. There may be rare occasions when the adolescent requires a break from the school environment in order to regain self-control. This is a very rare situation and every effort will be made to avoid this situation. If this is the case, parents will be asked to come and a meeting will take place as soon as possible.

Property Damage

If a piece of property at the school is damaged by a child attending the school, every effort will be made to enable the child to make restitution. This may involve the parents, if the damage is substantial. Our expectation is that parents, if such a situation arises, be willing to help us empower the child to pay for the damage or replace a damaged item. **The cost should be the child's – either in money or services.** We see this as a way for the adolescent to restore him/herself to a position requiring no guilt and s/he can again view him/herself as a contributing member of the community.

Parent Involvement & Communication

Celebrations of Life

Our students often choose to celebrate their birthday at school. We have a small ceremony to honor the occasion. A shared snack makes a wonderful addition, but is not required. Students often like to share pictures of themselves through the ages of time. Some students bring a gift for the classroom, such as a book or game, or something from the classroom wish list. These gifts are much appreciated.

Parent/Guide Partnership

The major goal of this partnership is to promote clear communication between the child's home environment and school environment. Children are better encouraged to reach their full potential when parents and guides are in accord. Frequent exchanges, either verbal or written, can enable parents and directors to share their expectations and evaluations of the school, the students and the directors. Formal conferences are scheduled in October and March. Other meetings are arranged with a director of through the school office.

Classroom Observations

Parents are encouraged to observe classroom activities. This can increase the parents' awareness and understanding of the interaction between directors and children in the Montessori environment, and of exchanges between students. You are also welcome to join us for lunch. Please let us know in advance so we may set a place for you.

Communications

Please remember to update your contact information should you move, change phone numbers or change jobs. Also, let us know which phone number to use FIRST in case of emergency. You can easily do this through Transparent Classroom.

Your student has a folder outside the Middle School classroom into which is put notes from the office, weekly work records and other information. Please make sure your student is emptying his or her folder once or twice a week.

If you need to contact me, and it's not urgent, email is best. I will check it every evening and, if possible, during the day. If you need to talk to me, call the office and we can arrange a phone conversation or a face-to-face meeting.

My preferred method of communication is email. I will periodically send updates to keep you posted on our activities.

Spring Trip

Every year the Middle School students take a two day (or more) spring trip at the end of the school year. Every two or three years, we undertake a major trip, generally to a foreign location over the March spring break. Our next foreign trip will be in March 2017 to Scotland, England, and Ireland. At the end of the year, we will take a low-cost camping for our Spring Trip, as well.

Field Trips

The Middle School takes a number of field trips over the year. Parent assistance with transportation may be required for these activities to be possible. If you can help drive, please let me know, via the parent involvement form or by email.

Fund Raising

Fund raising activities are an integral and ongoing part of our middle school activities. Funds are used to cover the cost of spring trip and other field trips. Its important also to begin to build up funds for the next major foreign trip. Parent involvement in fund raising is crucial.

Weekly pizza sales provide a fairly steady profit, last year of about \$100 a week.

Friday Lunches

Each family is asked to provide Friday Lunch for Hill House at least once during the school year. When Friday Lunch is provided by a middle school family, the money goes to our Spring Trip fund. Middle School students pay \$4. Students must sign up for lunch by 3 PM Thursday and have till Friday morning to pay. Lunch may be made at home or supplies can be brought in and you and/or your student (with helpers) may prepare the lunch at school. At this age, students like to prepare the Friday Lunch meals themselves. Often parents provide Friday Lunch around the time of their student's birthday.

Kids Night Out

Kids Night Out is a chance for our younger students (primary and elementary) to have an evening together at school participating in fun activities and play. The school administration would like for these to be held every month during the school year. The Middle School has first chance at providing the volunteer help to run these events. If we run the event for a month, we receive the income from it. What this requires is two parent volunteers for each session, plus four middle school students. If we don't staff a date, the opportunity will go to the Junior class or someone else. Income from these events can run as high as \$400 or more.

Other Fund Raising Activities

We need to get the OK from the administration before proceeding.

Thank you for the support you give your student, our classroom and our school.

Here's how to reach me:

Lisa McKenzie

816-741-6940 (school phone)

Or email: cpchmontessori@kc.rr.com