



THE WAY OF THE SHEPHERD
CATHOLIC MONTESSORI SCHOOL

Student/Parent Handbook

2020-2021

The Way of the Shepherd Catholic Montessori School
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WOS STUDENT/PARENT HANDBOOK
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**THE WAY OF THE SHEPHERD
CATHOLIC MONTESSORI SCHOOL**

COVID-19 SITUATION

**The COVID-19 Preparedness Plan
supersedes all items in the Student/Parent Handbook.**

The school year 2020-2021 has brought about many changes to school, in terms of facility, curriculum and personnel. The school year 2019-2020 ended with remote/distance learning from March through May.

Over the summer months, WOS created a Reopening/Restart plan in order to welcome students and faculty back to campus and resume in-person learning. Relevant documents follow:

- [Back to School Reopen Plan](#)
- [Transportation Plan](#)
- [Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs](#)
- [COVID-19 Morning Checklist](#)

Due to health/safety protocols many aspects of daily life at WOS will be different. It is our hope that it is only for a short time and regular operations will resume soon.



**THE WAY OF THE SHEPHERD
CATHOLIC MONTESSORI SCHOOL**

SCHOOL MISSION AND STRUCTURE

MISSION STATEMENT

Our mission is to cooperate with God’s plan for the salvation of souls by educating children according to the Catholic Faith and the Montessori Philosophy and equipping them to be disciples of Jesus Christ.

PHILOSOPHY STATEMENT

We believe:

1. That we are called to participate in the mission of Christ’s Church: “in her whole being and in all her members, the Church is sent to announce, bear witness, make present, and spread the mystery of the communion of the Holy Trinity.” (CCC738)
2. That we participate in this universal mission in cooperation with the local church, under the authority of the Holy Family and the Bishop, in accordance with the teachings of the Catechism of the Catholic Church and the Tradition of Faith.
3. That we provide an “education for life” according to the teaching methods and philosophies of Maria Montessori, a model personalized to each child and centered on God.
4. That we honor the dignity of the human person by embracing a natural partnership of Montessori principles and a Catholic worldview. The Catholic and Montessori-based Catechesis of the Good Shepherd is the center and foundation of this unique Catholic Montessori experience.
5. That we are committed to partnering with and supporting parents in their vocation as the primary educators of their children.

CATHOLIC IDENTITY

WOS is firmly rooted in its Catholic Identity. WOS creates an atmosphere of love, beauty and truth in its physical environment, curriculum, procedures, operating structure, faculty/staff, and overall mission. This approach to the entire school environment creates a culture infused with Gospel values and one that illumines the light of Faith.

SCHOOL STRUCTURE

WOS is a non-profit organization in the State of Minnesota and governed by a school board. The Board of Directors hires the Director of Pedagogy who works with the Board of Directors to hire the educational and administrative staff.

WOS offers the following programs:

- **Montessori Children's House (Ages 3-6, Preschool-Kindergarten)**
Preschoolers stay for a half-day morning session. *Kindergartners* remain for lunch and an afternoon session. There are two Children's House classrooms, each with a lead Montessori-trained, state-certified guide and an assistant teacher.
- **All-Day Montessori Preschool Program (Ages 3 and 4)**
Preschool students may be enrolled in our All Day program and remain at school until 3:00 p.m. Students in the All Day program remain in their environment for lunch, rest time, and afternoon work cycle.
- **Montessori Elementary Program (Ages 6-12, Lower and Upper Elementary)**
The one *lower elementary* classroom serves children from first through third grade. Our *lower elementary* classroom has a lead Montessori-trained, state-certified guide and an assistant teacher. The *upper elementary* environment serves children from fourth through sixth grade. There is one lead Montessori-trained, state-certified guide and two assistant teachers.
- **Montessori Adolescent Program (Ages 12-14, Seventh and Eighth Grades)**
The *middle school adolescent* program serves adolescents in seventh and eighth grade. The *adolescent program* has one lead guide and support staff to help teach Math.

The Children's House is licensed by the Minnesota Department of Education. WOS operates as a non-public, private school. Classroom guides have their state teaching license through the Minnesota State Department of Education and have Montessori certification from one of several certified Montessori training centers. WOS is accredited by Minnesota Nonpublic School Accreditation Association ("MNSAA").

WOS STAFF

JoAnn Schulzetenberg	Director of Pedagogy
Sheri Rylicki	Operations Manager
Linda Olson	Administrative Assistant
Kristin Sack	Children's House Guide
Amy Ballin	CH-Sack Assistant (AM)
Lucy Olson	CH-Sack Assistant (PM)
Olivia Wieger	Children's House Guide
Tricia Grape	CH- Wieger Assistant
Emma Novak	Lower Elementary (E1) Guide
Megan Grubb	E1 Assistant
JoAnn Schulzetenberg	Upper Elementary (E2) Guide
Sue Pilon	E2 Assistant
Karen Lewis	E2 Assistant
Molly Kavanaugh	Adolescent (A1) Guide
Jodi Cosgrove	Catechist for Level I/II
Carolyn Kohlhaas	Catechist for Level III
Marilyn Smith	Sacristan
Don Olson	Spanish Specialist
Lisa Sammon	Payroll/Human Resources (offsite)
Tom Ray	Maintenance
Amy Laajala	Cleaning & After Care Assistant
Ethel Smith	After School Coordinator

RESPONSIBILITIES

Of the School

1. To provide a warm, loving environment that is attractive, clean and safe.
2. To follow the teachings, doctrines and disciplines of the Catholic Church.
3. To maintain high educational Montessori standards.
4. To provide a stimulating program consistent with Montessori philosophy.
5. To provide an excellent, caring and fully engaged staff.
6. To maintain written records on each child.
7. To provide parent education and conferences.

Of Parents

1. To understand and accept the Church's teaching that parents are the primary educators of their children.
2. To deliver and pick up their children on time.
3. To read the Parent Handbook.
4. To attend conferences and parent meetings.
5. To maintain realistic expectations about their children.
6. To keep informed about school policies and goals.
7. To become aware of the Montessori Method in order to assist the child.
8. To fulfill financial and legal obligations to the school in a prompt and timely manner.
9. To volunteer and become active in their child's education.

Of the Child

To "construct" the person God is calling him/her to be.



THE WAY OF THE SHEPHERD CATHOLIC MONTESSORI SCHOOL

PROGRAM DESCRIPTION

WOS is dedicated to equipping children to become disciples of Jesus Christ. WOS interweaves three basic components in order to work towards this goal:

- The Catechesis of the Good Shepherd
- Montessori Philosophy and Methodology
- An active program of parent education and participation

THE CATECHESIS OF THE GOOD SHEPHERD

The heart of the curriculum at The Way of The Shepherd is the spiritual formation that the children will receive. All children (Preschool - Grade 6) will be participating in The Catechesis of the Good Shepherd. This is a unique religious experience designed for children by Sofia Cavaletti & Gianna Gobi in Rome beginning in 1954. It is based upon Maria Montessori's spiritual vision for children, combined with the teachings and the traditions of the Roman Catholic Church regarding Holy Scripture and Liturgy, using Dr. Montessori's educational principles. Our Adolescents (Grades 7-8) study the Catechism of the Catholic Church, an Intro to Theology of the Body, and the Bible Timeline (by Jeff Cavins).

The purpose of the Catechesis is to proclaim the message of Jesus to children using the "Parable Method" for meditation on Scripture, while using Montessori methods to provide a learning environment conducive to the spiritual development of the young child. Children are especially attracted and are sensitive to the Good Shepherd's abiding love for His sheep. They in turn develop a special love for Jesus, who is the Good Shepherd, even before they realize that they are the sheep. Materials usually accompany each presentation and are then left for the children to manipulate and meditate upon.

WHAT IS MONTESSORI?

A Montessori school is an environment which embodies the educational principles established by Dr. Maria Montessori as she consistently and scientifically observed how children develop and learn.

Dr. Maria Montessori (1870 - 1952) was an Italian physician whose vocation was dedicated to the study of children. She discovered that the characteristics at each stage of human development are unique, and that the foundation of the whole personality is laid during the early years of life. This discovery is now universally accepted as “best practice” in the field of education. Maria Montessori referred to the child in the first six years of life, as the “*Absorbent Mind*”. It is this stage of development that is most critical and formative.

In a Montessori setting, interactive learning occurs in an environment carefully prepared by an educator trained to work with children of that specific age group. In a non-graded class of mixed ages, the children spontaneously and independently use materials designed by Dr. Montessori. They are guided to choose their own activities and develop practical and intellectual abilities through individual discovery and exploration of language, mathematics, geography, geometry, art and music.

The highly social atmosphere of this environment stems from a unique combination of freedom and structure, founded on respect. Montessori education aids the fullest development of a child’s potential and provides each child with the foundation for a life of joyful learning.

We are excited about being able to offer you a fresh approach to support your parenting, and learn more about the Montessori difference conveniently and effectively through our school’s participation in a **Montessori parent support program, *Seeing Your Child The Montessori Way***. *Seeing Your Child The Montessori Way* is designed to work with your schedule. This program is delivered on demand via the internet and is easily accessed on your computer and mobile devices.

For six weeks, you will receive a weekly information session. Each weekly session runs about 50 minutes and is broken into bite sized activity segments of less than 10 minutes each. Maren Schmidt, author of *Understanding Montessori* and the weekly newsletter *Kids Talk*, will be your guide for this program, and offers three options for using the material in this program: You can watch a video, listen to a downloadable audio file, and download a transcript of the session. Most importantly, Maren gives you tips on how to see your child’s behavior in conjunction with the forces of natural childhood development, and helps you with parenting tips to enhance your family life. Maren’s goal is to help you feel confident and empowered about choosing Montessori education for your family, and to enjoy the benefits at home, too, by helping you see *your* child...the Montessori Way. And although the program is designed to be easy to complete in six weeks, in order to give you plenty of time to utilize these activities you will have access to the program for the length of our year-long school subscription. We know that when our school works in partnership with your family in service to your child’s journey to adulthood, your child and your family benefit in wonderful ways. If you are interested in this program, act now as our subscription will expire in December.

Here’s the link to sign up (also shared in newsletters): <https://kidstalkworkshops.com/courses/88/about>

PARENT EDUCATION AND PARTICIPATION

WOS actively encourages parent participation through parent education opportunities and frequent opportunities for parent involvement. As used in this handbook, the term “parent” includes both a parent or legal guardian. This takes place through:

- *Parent Education Events* that build parents’ understanding and support of the school’s philosophy and methods
- *Parent-Child Events* when parents can work together with their child
- *Religious Celebrations* that draw the school community together in worship
- *Social Gatherings* that draw the community together in fellowship
- *Parent Conferences* scheduled formally twice per school year
- *Participation in Fundraising Events* that bring donors and parent community together

We highly encourage parents to participate in the school’s variety of parent education events and endeavors (blogs, newsletters, coffee/conversation, education nights, etc.) These events are intended to build home/school partnership on behalf of the child by facilitating communication and by helping parents to deepen their understanding of the school’s mission, philosophy, and methods of education. We also require that parents attend conferences both in the Fall and Spring with their child’s guide/s.

More information about these three components can be found on the school’s website or from the school office.



**THE WAY OF THE SHEPHERD
CATHOLIC MONTESSORI SCHOOL**

PARENT/GUIDE COMMUNICATION

OBSERVATIONS

During the school year 2020-2021 parent observations will be strictly limited due to the COVID-19 pandemic. Parents wishing to know more about their child's experience are encouraged to reach out to the guide.

PARENT CLASSROOM VOLUNTEERS

During the school year 2020-2021 parent volunteers will be strictly limited. More information will be sent home as the year progresses. Please look in The Way of the Shepherd Weekly for volunteer opportunities.

PARENT GUIDE COMMUNICATION

Levels of Communication

Parents are encouraged to bring questions, comments, and concerns to the appropriate staff member. It is very important to begin the communication process with the appropriate person at the appropriate level. Parents should not go to a "higher level" before speaking and consulting with the appropriate staff member.

Concerns about a child's classroom behavior or performance should initially be addressed to the classroom guide. If the concern persists, the parent(s) may contact the Director of Pedagogy. Concerns about an aspect of the overall school program should be addressed to the Director of Pedagogy. If the concern persists, parents may contact a member of the Board of Directors.

School personnel will respond to parent communication (phone message, written note, email message, Montessori Compass Message) within 48 hours of receipt.

PROGRESS REPORTS

Individual Progress Reports are compiled for each child by their guide to keep parents informed about the child's work. They are sent home at the end of each trimester. The Progress Reports track the child's work habits and his/her acquisition and development of concepts and skills in all areas of the school's curriculum.

PARENT-GUIDE CONFERENCES

We believe it is a parent or guardian's responsibility to attend two conferences (fall and spring) during the school year. Parents are able to sign up electronically at least one week prior so that you can choose a convenient time. If you have a problem in scheduling, please let the staff know so that they can do their best to arrange another appointment.

The primary focus of these conferences is to highlight your child in the classroom. The guides share their observations looking at the whole child by providing progress in the following areas: spiritual development, social development, academic development, physical development, and emotional development.

It is also a time to discuss the importance of the partnership of home and school in your child's overall development. Conference times are limited to 20 minutes for CH-Upper Elementary and 30 minutes for Adolescence.

The staff will be happy to arrange special conference times anytime during the year if there is a need. Simply make the request by email or a written note.

NON-CONFERENCE COMMUNICATION

We realize that in between conferences issues may arise regarding your child's performance or experience at school. **Out of respect for the guides' planning time, never expect an unannounced meeting to occur before, during, or after school.**

If you determine that your concern cannot wait until the next scheduled conference, please utilize the following guidelines:

Step 1: Notify the guide involved with your concern via email, Montessori Compass, or a written note. It is critical that you state the nature of your concern.

Step 2: Within 48 hours of receipt of your email or note, the guide will respond to your concern. The guide will try to address your concern in writing or by phone. If resolution cannot be achieved, the teacher will forward the concern to the Director of Pedagogy. If the guide determines an emergency meeting is necessary, per the guidelines below, he/she will notify the parents to set up a meeting.

Justification for an Emergency In-Person Meeting

- Personal family loss or illness
- Family issue affecting the student
- Persistent behavioral/emotional challenges
- Dramatic decrease in performance

MONTESSORI COMPASS

Our school uses an online platform, Montessori Compass, to track student progress from Children's House through Adolescence. This platform sends parents weekly summaries. We have chosen to send these Activity Reports on Friday evening. Faculty and staff also upload photos into Montessori Compass to keep them private within the school community. All parents have access to Montessori Compass using the email address that you shared with the school. Montessori Compass has a free app on the Apple and Android Store. We recommend that you download it and check it for updates and notifications.

www.montessoricompass.com

FAMILY FOLDERS

Communications that we can't send electronically or prefer to also give you a paper copy (i.e. school photos, Family Directory, etc.) will be placed in a yellow plastic folder and sent home with the youngest child in the family on Thursdays throughout the school year. Parents should remove contents and return the folder to school by the following Monday. Any forms that need to be returned to school may also be placed in the folder to ensure reception.

SCHOOL CALENDAR

The WOS Community Calendar will keep you informed of important dates, such as conferences, programs, etc. The most up-to-date [Academic Calendar](#) is on Montessori Compass and on our website. If there are any date changes, staff will notify you in the weekly school newsletter.

WOS WEEKLY NEWSLETTER

The Way of the Shepherd will electronically distribute a newsletter on a weekly basis--arriving in your Inbox on Thursday. The Weekly newsletter will keep you informed on the latest activities and upcoming happenings at the school. If you have ideas or suggestions, please do not hesitate to contact Administration by phone or email. If you need a paper copy of an attachment, please contact the Office and we will have it ready for you to pick up.



**THE WAY OF THE SHEPHERD
CATHOLIC MONTESSORI SCHOOL**

PARENT PARTICIPATION

The staff at The Way of the Shepherd Catholic Montessori firmly believes that the parents, children and guides all interact to form the environment from which your child ultimately constructs himself/herself. We recognize that the Montessori method is most effective when the environments of both home and school are working together to provide a consistency in which your child can grow and develop. It strengthens the parent-school-child relationship, provides important services that support the WOS mission, and helps to control tuition costs.

Parent participation will look different during the 2020-2021 school year.

VOLUNTEERS

Volunteering is vital to the success of The Way of the Shepherd. We welcome and encourage your ideas and efforts. There are many opportunities to volunteer and as each family's time constraints/availability vary; we offer a choice regarding the level of volunteerism that is right for you. As always, we prefer that you choose to volunteer, but the options are as follows:

1. Each family volunteers a minimum of 30 hours. Families who receive Tuition Assistance may have a higher number of volunteer hours in their Tuition Assistance agreement. The Way of the Shepherd will be reimbursed for any "agreed to" but "un-worked" volunteer hours at the rate of \$20 per hour.

OR

2. Donate a Non-participation fee of \$600 (30 hours x \$20 per hour.)

For questions regarding applicable volunteer efforts, please speak with office personnel. Volunteer hours should be kept track of by the volunteer and submitted through the system that the school offers. Parents may submit hours on the Current Families page of our website by clicking [Log Volunteer Hours](#). This button is also available at the end of the weekly newsletter. Throughout the school year, we will keep you informed of your volunteer hours status. Un-worked but "agreed to" volunteer hours must be paid in full prior by June 30th.

All volunteers working *directly* with children at The Way of the Shepherd must complete the Archdiocesan **Essential 3 (E3)**.

- Safe Environment training--**ALL, Every 3 years**
- Sign a Code of Conduct--**ALL, Every 3 years**
- McDowell Agency Background check--**ALL, Every 3 years**

Register for a VIRTUS account and complete the E3 online at www.virtus.org

Additionally, those who volunteer in our Children's House environment (Preschool & Kindergarten aged students) must complete an additional step:

- Department of Human Services background check and fingerprinting--Every 5 years

*****Please contact our Safe Environment Coordinator, Linda Olson,
to check on your volunteer status or to get started.*****

WOS has been blessed with an incredibly active parent community and we are proud to say most families exceed this expectation! **Parents who already volunteer in a capacity that is not listed on our volunteer form may write this in on the Volunteer Sign-Up Form or contact the office.** This will help the Board of Directors and staff to continue to identify the many volunteer capacities that parents already take on at our school.

SCHOOL VISITORS

The personal safety of each student is a high priority for us. All visitors must report to the school office to check in. We ask for your help and cooperation on this matter so we can better provide a secure learning environment. Parents may visit classrooms; however, we ask that you stop at the front office prior to entering the classroom to limit the amount of classroom disruption. If you choose to observe for an extended period of time please contact a staff member to confirm that class is in session on the date you desire to visit. Please note: the school entry doors are locked during the day. When you arrive, you may use the doorbell located to the upper left of the inside entry door to alert us of your presence. If a child can see you waiting, please do not encourage that child to open the door for you. Only staff or adult volunteers are permitted to open doors to visitors.

SPREAD THE WORD

The greatest possible contribution we could ask of you, as parents, is to talk about us. Tell your friends and neighbors about us and invite them to come and visit us. Your confidence in the Catholic Montessori education method and your child's success are our finest advertisement. The best way that we can ensure a continued quality education is to maintain healthy enrollment numbers



**THE WAY OF THE SHEPHERD
CATHOLIC MONTESSORI SCHOOL**

ADMISSION AND ENROLLMENT

ADMISSIONS POLICY

While embracing the Catholic and Montessori philosophy that each child develops in a unique way and welcoming applications from a wide variety of children, we also recognize our limitations in meeting some highly complex or specialized learning needs. Our admissions procedure will therefore take into account our ability to accommodate a particular child's special needs without disruption to our program as one factor when evaluating applicants. Children who have special needs that fall within our ability to address may be accepted on a provisional basis, with additional stipulations (such as cooperation in having the child assessed or requirement for tutor or therapist assistance.)

An Admissions Committee, consisting of the Director of Pedagogy, the student's Guide and any other relevant professionals or specialists who may be appointed by the Director of Pedagogy, will make all admission decisions. Admission decisions will be based on the following general criteria:

Primary Children

- * Able to cooperate in a social group
- * Shows respect for authority
- * Shows respect for other children
- * Demonstrates independence in toileting skills
- * Able to understand and follow school and classroom rules and guidelines
- * Demonstrates an eagerness to learn
- * Developmentally functional in all aspects of daily school routines.

Elementary/Adolescent Children

- * Able to cooperate in a social group
- * Shows respect for authority
- * Shows respect for other children
- * Demonstrates an eagerness to learn
- * Capable of working independently
- * Able to understand and follow school and classroom rules and guidelines
- * Developmentally functional in all aspects of daily school routines
- * Current academic and life skills at levels commensurate with targeted class

Families

- * Understanding of and commitment to our school mission and philosophy as a fully Catholic and fully Montessori learning environment
- * Understanding of and commitment to long-term participation in the Montessori education process
- * Understanding their role in partnering with the school in living its mission (e.g. volunteerism, attendance at school meetings and functions, support of the school's vision and growth)

NONDISCRIMINATION POLICY

WOS admits students of any race, color, nationality, sex, ethnic origin, and disability, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, sex, ethnic origin and disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. WOS recognizes that it is unlawful for the school to discriminate in the enrollment of children upon the basis of race, color, ethnic origin, sex, disability, or national origin.

ADMISSION AND RE-ENROLLMENT

Parents interested in enrolling their child at WOS should make an appointment to visit the school. Typically, this introductory visit takes place during a school tour. School tour dates can be requested from the office or on our website.. At that time, a member of the administration team will describe the school program to the parents and answer any questions they may have.

Children must be toilet-trained before beginning preschool. Children entering preschool must be thirty-three (33) months by the first day of Phase In (mid-August) of the current school year.

Students entering kindergarten must be five years old by September 1 of the current school year.

New students may apply for admission at any time. A non-refundable \$100.00 application fee must accompany applications from new students. Applications will be dated at the time they are received, and a determination of admission will be made following the Priority Registration Period.

For new applicants, priority is given to children with prior Montessori educational experience and those families registered with Catholic parishes in the area.

PRIORITY REGISTRATION PERIOD

A Priority Registration Period will be established this year, during the months of January and February. The dates of the Priority Registration Period will be announced in the weekly school newsletter. Although enrollment priority may be given to returning students and their siblings, re-enrollment is not guaranteed. WOS reserves the right to deny enrollment to any student that WOS believes it cannot appropriately serve or for any other legal reason.

During the Priority Registration Period, children will be admitted according to the following criteria:

1. Enrollment priority will be given to returning students and their siblings. No priority will be given after the Priority Registration Period ends. WOS believes that it is fundamentally important

to the Montessori method and to the dynamic of the school to enroll students beginning at age 3. Thus, the following priorities will be given within the priority enrollment period:

- a. First priority will be given to enrolled students and any 3-year old siblings
 - b. Second priority will be given to 4- and 5-year old siblings with previous (other) Montessori experience.
 - c. Third priority will be given to 4- and 5-year old siblings without prior Montessori experience. For example, if 4 spaces are available for new incoming 4-year olds, and 7 apply, those applicants coming from another Montessori program would have priority over those applicants coming from a traditional preschool or no prior schooling experience.
2. After the Priority Registration Period, enrollment will be open to all children, with priority given to applicants with prior Montessori experience and those families registered with Catholic parishes in the area.
 3. The school reserves the right to balance its classes by age and gender.

ENROLLMENT PROCEDURE FOR NEW STUDENTS

The enrollment procedure involves the following steps.

1. Prospective parents visit the school and meet with the Director of Pedagogy or Administrative Team.
2. The parent submits an application with a non-refundable \$100.00 application fee. For parents with current students wishing to enroll a new student, an application with a \$100.00 application fee is required. Students who re-apply after the Priority Registration Period ends are no longer given preference for re-enrollment for the next school year. WOS reserves the right to not re-enroll a current student at its sole discretion.
3. For children entering kindergarten through eighth grade:
 - a. The child's teacher from his/her previous school submits and records that may be useful.
 - b. The child visits the school. Once the child's current guide's records are received, the office administrative assistant will contact the parent to set up an intake for the prospective student. This visit may take the form of an after-school meeting/interview with the teacher, or a during-school visit to the class.
 - c. The parent is notified regarding the child's acceptance via a letter of acceptance.
4. Upon enrollment, the family returns a tuition contract, which is binding for the upcoming school year.

Intake Process:

- **Children's House (3 and 4 year olds)**
 - New applicants entering Children's House will have an initial intake with parent(s) and/or guardian(s).
- **Kindergarten**
 - **Children's House intake:** New applicants entering kindergarten will be assessed for letter sounds, rote counting to 20, quantity and symbols to 10, colors, control of writing utensil, and basic shapes. The guide will also note ability to follow multi-step directions and social interactions with the guide. Preschool children

will not be screened unless the review of records indicates social, emotional, or other issues that may bring into question the suitability of the Montessori environment for said children.

- **Lower Elementary (ages 6-9)**
 - **Intake process:** New applicants entering Lower Elementary will be assessed in one or more of the following categories: fluency, reading comprehension, math computation, math concepts, and handwriting.
During the visit, guides converse with the child, noting the student's interests, eye contact, cooperation, ability to remain focused on a task, and overall behavior.
- **Upper Elementary (ages 9-12)**
 - **Intake process:** New applicants entering Upper Elementary will be assessed in one or more of the following categories: math concepts, math computation, reading fluency, writing fluency, and spelling.
During the visit, we also have casual conversation with the child, noting the student's interests, cooperation, approach to a task, and overall behavior when interacting with an adult.
 - **Student shadow:** During the half-day shadow experience, we observe the student's engagement in lessons, interaction with peers, and overall behavior when not directly guided by an adult.
- **Adolescent Program (ages 12-14)**
 - **Intake Visit:** During the visit, the student will be asked to provide a spontaneous writing sample from a prompt provided by the guide. There will be no access to computers to complete this sample. It will be done on lined paper, in cursive with pen or pencil. The math guide will assess the student's math skills using age/grade appropriate basic math skills screening. During the visit, we also have casual conversation with the student, noting the student's interests, cooperation, approach to a task, and overall behavior when interacting with an adult.
 - **Student shadow:** During the half-day shadow experience, we observe the student's engagement in lessons, interaction with peers, and overall behavior when not directly guided by an adult.

New Student Visits

In August, new students have the opportunity to visit their classrooms and meet their guide(s). This is by appointment during Children's House Orientation. Students in 1st-8th grade have the opportunity to meet their guides during the Back to School Night.

Guidelines for Children Identified with Special Needs

Review Periods

- Registration of children with special needs will be reviewed annually between administration and parents prior to acceptance of registration.
- Special attention will be given prior to promoting the child to the next level (i.e. promotion from kindergarten to first grade; third grade to fourth grade; sixth grade to seventh grade).

RE-ENROLLMENT PROCEDURE FOR EXISTING STUDENTS

All continuing students must re-register for the upcoming school year. Students who re-apply after the Priority Registration Period ends are no longer given preference for re-enrollment for the next school year. WOS reserves the right to deny re-enrollment to any student that WOS believes it cannot appropriately serve or for any other legal reason. The re-enrollment procedure for returning students involves the following steps:

1. During the Priority Registration Period, enrollment priority will be given to returning students and their siblings.
2. To be considered for re-enrollment, the parent submits a re-enrollment contract along with a \$100.00 application fee for the upcoming school year. It is nonrefundable. The tuition contract is binding for the upcoming school year.
3. Tuition payments begin in July for the upcoming school year.

WITHDRAWALS

If a child is withdrawn from enrollment, the parent or guardian is responsible for all annual fees, and tuition through the month of withdrawal plus one additional month.

There is no distinction among various causes of withdrawal, unless requested by the school. In the event that withdrawal is requested by the school, the parent or guardian is responsible for all annual fees, and tuition through the date of withdrawal. If the tuition was paid in full prior to July 1, a pro-rated refund will be made.

Procedure:

1. The family should notify the Director of Pedagogy in writing of their intent to withdraw, including the reasons for the withdrawal.
2. The Director of Pedagogy will share the withdrawal notice with the Operations Manager.
3. The Operations Manager along with Lighthouse Strategic Solutions will make a determination of how the school will respond to the family's contractual tuition obligation

Considerations:

- Pre-paid registration fees and deposits are non-refundable. This includes program fees.



**THE WAY OF THE SHEPHERD
CATHOLIC MONTESSORI SCHOOL**

PROMOTION AND RETENTION

In a Montessori program with multi-age groupings, certain “rites of passage” require consideration of the child’s readiness to move to the next level. These include:

- Passage from preschool to kindergarten
- Passage from kindergarten to lower elementary (entering 1st grade)
- Passage from lower elementary to upper elementary (entering 4th grade)
- Passage from upper elementary to middle school (entering 7th grade)

The child’s readiness to advance to the next level is viewed from a developmental rather than a purely chronological point of view. Each environment is geared to a developmental stage of childhood, and the primary aim is to match the child’s developmental needs with the nature of the Montessori environment.

In determining the optimal environment for the child, parents and school staff must consider the following developmental qualities:

- a. Cognitive development, including academic skills;
- b. Social maturity;
- c. Emotional maturity; and
- d. Physical maturity.

Although a child may be chronologically expected to progress to the next level, developmental signs may indicate that an added year at the child’s current level is the best match for the child’s needs. If a guide feels that this added year may be in the child’s best interest, the guide will discuss this with parents at the fall conference. Then, the parents and guide will carefully encourage and monitor the child’s development through the ensuing school year. This will be done in light of lists and descriptions of developmental traits and academic skills required for successful progression to the next level of education.

Indicators of the child’s proper placement will include: classroom assessment; guide observations; the child’s success with didactic materials and learning experiences in the classroom; anecdotal records; attendance; standardized tests and other formal assessment measures. In February, a final decision will be made regarding the child’s placement for the subsequent school year. (In some cases, depending on enrollment considerations, this decision may be delayed until the spring.)

Kindergarten: Students entering the kindergarten program must turn 5 years old by September 1st of the upcoming school year.

The final decision as to the grade level assignment of the student will be determined by the Director of Pedagogy in collaboration with the teacher.

ON-GOING ASSESSMENT AND STANDARDIZED TESTING

Students in 3rd-8th grade are given NWEA/MAP assessments in the fall and spring in both math, language arts and reading. This is a nationally norm-referenced assessment that gives one indication of where a child scores when compared to other children in his/her grade level. These assessments are used by the guides to help guide classroom lessons and student works. Students who fall below grade level are subsequently progress monitored and accommodations or interventions are implemented as needed.

ACCOMMODATIONS AND INTERVENTIONS

Students who consistently score below average on classroom assessments may be referred for accommodations and/or interventions. This decision is made in collaboration with the guide, the parents, the Director of Pedagogy, and other intervention staff.

TESTING ACCOMMODATIONS FOR THOSE WITH SPECIAL NEEDS

Students identified with special needs and with updated IEP's or ISP's are included in the school's testing calendar. Accommodations are made according to each child's IEP or ISP. Students on Accommodation Plans may also be eligible for testing accommodations.

PRIVACY OF RECORDS/TRANSFER OF RECORDS

WOS protects the information of students and families. Student records are kept confidential and only accessed by authorized personnel. Parents/guardians have the right to access records for their student/s. Per federal and state statutes, permission of the parent or guardian is no longer required when records are requested by authorized school personnel.

Release of records/transfer of records may be withheld if student accounts, tuition, fees, etc. are outstanding.



**THE WAY OF THE SHEPHERD
CATHOLIC MONTESSORI SCHOOL**

TUITION, FEES AND FINANCIAL AID

TUITION AND FEES PAYMENT PLANS

As stated on your Contract for Admission, and agreed to by you under its general terms and conditions, tuition is due and payable under two payment plans. Tuition payments may be paid in full, no later than July 1 of each year or may be paid over a 10-month long period from July through April. All payments regarding tuition and program fees will be processed through TUJO, a leading online platform via credit card or direct debit (Automated Clearing House).

Prompt payment of tuition, as well as compliance with all other general terms and conditions as contained in your Contract for Admission, is the basis for continued enrollment of your child at The Way of the Shepherd. If you are unable to make the monthly tuition payment on time, you are asked to contact our Operations Manager or Director of Pedagogy via email or at (763) 862-9110. A returned or declined payment will incur a \$35 returned payment fee and may result in termination of enrollment and/or denial of future registration.

Tuition for late enrollees will be pro-rated on a semi-monthly basis. A full month's payment is due from the first of the month through the fifteenth of the month of enrollment. A half-month's tuition is due from the sixteenth of the month through the end of the month of enrollment.

SIBLING DISCOUNTS

WOS offers a multi-child discount for siblings.

3rd child	30% reduction
4th child+	60% reduction

The multi-child discount does not apply to the afternoon portion (\$3800) for All Day Montessori.

WITHDRAWALS AND REFUNDS

If a child is withdrawn from enrollment, the parent or guardian is responsible for all annual fees, and tuition through the month of withdrawal plus one additional month.

There is no distinction among various causes of withdrawal, unless requested by the school. In the event that withdrawal is requested by the school, the parent or guardian is responsible for all annual fees, and tuition through the date of withdrawal. If the tuition was paid in full prior to July 1, a pro-rated refund will be made. Refunds will be paid within 30 days of the date of withdrawal

FINANCIAL AID

WOS works with families to meet the needs of all students. Applying through TADS early will allow WOS to work with institutions that support Catholic Education in the Archdiocese of Minneapolis and St. Paul to help provide a financial package that supports the current and incoming students. Parents must submit a financial aid application through TADS, all required documents, and fees by early March (the precise date is announced each year). In the Spring, WOS will notify parents of the amount of aid (if any) they will receive from the school for the upcoming school year.



THE WAY OF THE SHEPHERD
CATHOLIC MONTESSORI SCHOOL

HEALTH AND SAFETY

EMERGENCY INFORMATION FORM

It is mandatory that we have this form on or before the first day of school. During the school year, should there be any changes to the information that you provided on this form, please let us know immediately. The safety of your child is our primary concern in requesting this information.

HEALTH CARE SUMMARY AND IMMUNIZATION

A health care summary and immunization record of each child is required upon admission to school, following the guidelines mandated by the state. Before a child is admitted to school or within 30 days of admission a current physical examination of the children signed by the child's source of medical care must be turned in. For children already admitted to the school, a physical examination form signed by the child's source of medical care, whenever any child 24 months or older advances to an older age category, must be submitted to the school. When a child is enrolled in the school the school must obtain documentation of current immunizations or a signed notarized statement of conscientious or medical exemptions.

[Immunization Record Form - MN Dept of Health](#)

ILLNESS

Please do not send your child to school on days when any of the following symptoms are present: rash; deep or persistent cough; discharge or discolored or profuse amount of mucus from nose; diarrhea; vomiting; sore throat; symptoms of conjunctivitis (pinkeye). **A child who has been ill should not return to school until he/she has been free of fever without aspirin, Tylenol, etc. for at least 24 hours.**

If a child becomes ill during school, we will telephone a parent to pick-up the child. This pick up needs to be done as soon as possible, for the health and comfort of your child as well as the well-being of the other children. If we are unable to contact the child's parent(s), we will contact those listed as emergency contacts on the child's emergency medical card. If the child's condition worsens and/or becomes dangerous, we will call 911 for transport to the nearest hospital, and then contact the parent to meet us at the hospital. No child will be left unattended for any period of time.

CHILD EXCLUSION POLICIES

Your child will be excluded from school because of the following:

1. A reported illness or condition determined to be contagious and there has not been sufficient treatment to reduce the health risk of others
2. A temperature of 100 degrees Fahrenheit (under arm), or more, and should stay home for 24 hours after the temperature returns to normal
3. Vomiting within 24 hours
4. Three (3) abnormal loose stools or diarrhea in the last 24 hours.
5. Contagious pink eye or has pus draining from the eye
6. A bacterial infection such as impetigo and has not completed 24 hours of a prescribed antibiotic treatment and has been symptom free for 24 hours
7. Streptococcal (strep) throat until 12 hours after antibiotic treatment is started and until clinically well. Also, exclude from school until temperature has been normal for 24 hours
8. Chicken pox until no longer contagious. Usually about 6 days after the first sign of vesicles
9. Unexplained lethargy
10. Lice, ringworm or scabies that is untreated or contagious to others
11. An undiagnosed rash or a rash attributed to a contagious illness
12. A significant respiratory distress
13. Unable to participate in the school day with reasonable comfort
14. Requires more care than our staff can provide without compromising the health and safety of the other children
15. Too ill to go outside and play

COVID-19 Practices & Reasons to Exclude a Child

Parents should refer to our *Pandemic Preparedness & Response Plan (PPRP)* which has been released and will be updated frequently throughout the year.

COMMUNICABLE DISEASE

WOS adheres to the following policies of the Minnesota Department of Human Services concerning the management of communicable disease.

A staff person trained to recognize the common signs of communicable disease or other illness will observe each child daily as he/she arrives at school. If a child is observed with signs or symptoms of illness, the school will immediately notify the parents or guardians.

A child with any of the following signs or symptoms of illness will be immediately isolated and the parents notified to pick the child up from school: diarrhea; severe coughing; difficult or rapid breathing; yellowish skin or eyes; conjunctivitis; untreated infected skin patch(es); unusually dark urine and/or grey or white stool; stiff neck; unusual spots or rashes; sore throat or difficulty in swallowing; temperature above 100° F.; vomiting; evidence of lice, scabies, or other parasite or any other concerning symptoms.

When a child has been observed with signs and/or symptoms of illness, he/she will be isolated from the other children. The child will be provided a cot and a blanket and isolated in a designated area until the parent can pick him/her up. The parent will be notified immediately. The child will be within sight and hearing of an adult. No child will be left alone or unattended.

In the event of exposure to a communicable disease or parasite (such as lice), parents will be notified by notices sent home.

MEDICATION

We know that children do become sick during the school year and may require treatment with a prescription. **We ask that you make every attempt to give medication at home before and after school.**

Rules for administration of prescription and non-prescription drugs:

Parents/guardians should request that whenever possible, doctors prescribe that medication be given to students at times other than school hours.

- If medication must be given during school hours, parents/guardians are encouraged to come to school and administer the medication.
- In the event that medication must be administered to a student by someone other than a qualified doctor, nurse, or the student's parent/guardian during normal school hours, or while the student is on school premises, participating in or attending school functions, the following procedure must be followed:
 - Written requests must be obtained from the parent/guardian before school personnel may administer any medication. **In the case of prescription medication, this request must also be signed by the child's physician.** The request must include instructions as to the name of medication, dosage, time, and duration of medication, and possible side effects. An authorization/release form is included on our website under the "parents" tab. A faxed copy may be accepted from the physician. When medication is to be administered for two weeks or more, a hard copy must also be sent in.

3 Medication Forms: [Parent's Request to Administer Medication in School Permission \(1\).pdf](#), [Authorization for Self-Administration of Inhaled Medication at School](#), and [Request for Administration of Medication during the School Day](#)

- Prescription and non-prescription medication must be in original containers (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration.
- All medication to be taken by students will be kept out of children's sight and reach.

- A school staff person will administer or dispense the medication to the child according to the parent's instructions. In the case of prescription medication, the doctor's instructions are required.
- Staff members can only dispense medication if covered by the school's insurance policy.
- Parents should either bring the medication and signed permission forms to school themselves or send them with a responsible adult.
- At no time may children administer their own non-prescription medication, including cough drops. They may not keep these items in backpacks or lockers.

FOOD ALLERGIES

Food allergies can be life threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, wheat and shellfish. Peanut and tree nut allergies are becoming more common and severe. School policies regarding food allergies are as follows:

- **Air-Borne Allergies**

The school is not equipped to serve children with severe, life-threatening air-borne allergies.

- **Snack**

The family of a child with food allergies, such as dairy, eggs, wheat, etc. will need to provide a snack if the classroom is unable to provide as well as any special foods for classroom celebrations for their child. The family and guide will work together to develop a plan and avoid exposure to these foods that may be present in the classroom.

SNACKS

We do not have a regular, daily snack time in Children's House. However, we do offer a snack each day, in our Children's Houses. Children may also choose to prepare their own food project from the practical life area. Elementary & Adolescent students may take part in their daily snack program.

We also have celebrations for the children on or around certain holidays and ask that parents help by contributing the special snacks for these occasions. These snacks must be pre-packaged foods. Our beverage is usually water.

Most of the Children's House children find it quite delightful when they are ready for one or all of the individual snack preparation activities. These include cutting an apple, orange, carrot, banana, or celery. When your child is ready (and you will know when he/she is) he/she may bring these items to school, do the exercise, and then choose to either eat it himself/herself or bring it home to share. If your child is NOT ready for these exercises, he/she may still bring these items to school and an older child will prepare them for him/ her.

SUDDEN CARDIAC ARREST

An AED is located outside the main school office.

HEIMLICH MANEUVER

Preschool/Kindergarten teachers and assistants are trained in CPR and First Aid including the Heimlich Maneuver. Certification records are kept in the school office.

CHILD ABUSE AND NEGLECT

The administrator and each employee of the school are required to report their suspicions of child abuse or child neglect.

WOS follows the policies, procedures, and recommendations of the *Safe Environment under the Archdiocese of Minneapolis and St. Paul*. All employees and volunteers are VIRTUS trained and have completed a background check.

EMERGENCIES AND EMERGENCY OPERATIONS PLAN

A staff member trained in first aid is present with children at all times. In case of accidents or an emergency the following steps will be taken:

1. First aid will be administered.
2. The child's parent(s)/guardian(s) will be contacted or notified.

In the event of a medical emergency, 911 will be called and your child will be transported, **with the prior written permission on file** to the nearest hospital or emergency facility.

Please be aware that in cases of extreme or life-threatening emergency, if there is no permission to transport on file and if proper parent/custodial guardian(s) cannot be reached, local police authorities will be contacted and the child will be placed in police custody so that emergency services can proceed.

Our school has collaborated with local officials. Our Emergency Response Plan includes recommended safety procedures for a variety of situations. The Plan is located in the school office and in each classroom, and is available for parent review at all times.

INCIDENT REPORTS

Incident reports are filled out for any child who is hurt (minor or major injury) at school or on a field trip, or for any incident relating to any safety issue, including any incident necessitating the administration or emergency transportation of a child. The report is given to the parent within 24 hours of the incident if the injury was not serious. If the child has been seriously hurt, the parent is contacted immediately and an incident report is given to the parent within 24 hours.

VISION AND HEARING SCREENING

District 11 provides a nurse consultant who will be conducting vision and hearing screening for our students (K-8) during the fall of the school year. ***In 2020-2021, these screenings will be delayed until the spring.**** If any problems are detected, parents will receive a notification to follow up with their child's primary care doctor.

SUNSCREEN AND INSECT REPELLANT

We do not apply sunscreen to any of the children in our program. If parents have a concern about their child's exposure to the sun, they may apply sunscreen before dropping the child off at school.

We do not apply insect repellent to any of the children in our program. If public health authorities issued a statement advising us that insect repellent is recommended due to a particular danger, we would advise parents accordingly.

EMERGENCY PROCEDURES

SNOW EMERGENCY

We will follow the Anoka-Hennepin School District for school closings/delayed start times due to extreme winter weather. Therefore, if you see on various media outlets that they have canceled or have a delayed start time, then know that we will do so as well. A message will also be sent out via Montessori Compass.

In cases of extreme winter weather, parents and guardians have the final decision on whether to send their children to school. If school is open, students are expected to attend. However, if parents and guardians feel their children would be in danger, they may choose to keep them home. The absence will be excused if the parent or guardian calls to report it prior to the start of school. If the school is not contacted, the student will not receive an excused absence.

While school is in session, you may desire to pick up your child early. Likewise, depending on how quickly a storm is developing, we may want to reach you to come early. It is important, therefore, that the contact information on your [Emergency Card](#) be kept current. If weather is looking ominous on a particular day, and you are going to be somewhere other than the phone numbers indicated as contact points on your Emergency Card, please let us know a number at which you can be reached on that particular day. Use your own good judgment when the weather looks bad. Don't feel obligated to drive when safety is a factor, but please notify other parents if you are in a carpool.

FIRE, WEATHER, AND EMERGENCY PROCEDURES

There will be a monthly fire drill. Tornado drills will be conducted during tornado season (March-May). School safety/lockdown drills will be conducted periodically during the school year.

A fire emergency and weather alert plan which explains the action to be taken, evacuation routes and staff responsibilities in case of fire emergency and weather alerts is posted in the classroom.

UTILITY FAILURE, POWER OUTAGE, OR BLIZZARD EMERGENCY

In case of a power outage or in the event of a utility failure (heat, water and sewer) parents will be notified to pick up their children. This will also apply to blizzard conditions.

OTHER

EMPLOYEE BACKGROUND CHECK

The Way of the Shepherd will conduct a job-related background check on any candidate for employment prior to their first day of employment. Any/all of the following may be required, dependent upon the corresponding employment position and directive from The Department of Human Services:

- Dept. of Human Services (State of MN) **for Children's House employees**
- McDowell Agency-comprehensive Employee background check or Consent to Share Form (between parishes) **Every 3 years**
- Safe Environment training **Every 3 years**
- Code of Conduct **Every 3 years**
- Bureau of Criminal Apprehension (teachers only—upon hire and periodically as an internal control)

MALTREATMENT OF MINORS

Any person working or volunteering at The Way of the Shepherd School who knows or has reason to believe a child is being neglected or physically or sexually abused, shall immediately report the information to the Department of Human Services, Licensing Division Maltreatment Intake line at 651-431-6600. Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 763-324-1440 or local law enforcement (Blaine Police Department at 763-785-6168).

Administration will be notified of any reports and shall provide information about the circumstances of the alleged maltreatment to the State of Minnesota Department of Education.

All reporting policies and procedures are outlined in this Handbook and are available upon request in the school office.

PLAYGROUND SAFETY

Children will show respect for the environment and equipment

- Equipment should be used for its intended purpose only. (e.g., jump ropes for jumping rope, hockey sticks for hockey)
- To safeguard longevity, playground equipment will be available after school hours only when there is proper adult supervision.
- All food and snacks will remain in the designated eating areas.
- No gum, wax or similar chewing materials are permitted on the school grounds.
- To preserve a safe visiting space, running will be confined to the area west of the curb line. No running is permitted through the sandbox area. Children are not permitted to be in or behind the shed.

- Some playground areas may be off limits during wet or snowy/icy weather.
- Climbing on trees, hanging from branches, shaking the trunk/branches of small trees, climbing on the fence or any other structures not intended for climbing is not permitted.
- Play equipment needs to be shared and children must take turns.

Children’s House Playground Procedures

- A. Classroom Assistants or Recess Monitors will step in and correct inappropriate behavior when it is observed.
- B. Children will be assisted in resolving conflicts. They will take turns telling what happened and listening, then they will take turns apologizing, forgiving, and moving on.
- C. Any conflict that occurs during recess time must have a complete, peaceful resolution before the children involved return to the classroom.
- D. At the end of Children’s House recess when the bell is rung, children should put away their equipment/toys and assemble as directed. Then, the assistant of each Children's House will invite and lead the children, walking ahead of them back into the school peacefully. Hallway manners should be monitored.
- E. All injuries or accidents will be recorded and parents notified.
- F. Behavior reports will be issued for persistent unacceptable behaviors and the school discipline policy will be followed.

Playground Safety Rules

1. No running with sticks.
2. No climbing on fences or anything else not intended for climbing.
3. Nothing is to be thrown except balls and frisbees.
4. The children must be visible at all times– they may not go behind the shed.
5. Sandbox toys must stay in the sandbox and be put away when appropriate.
6. When kickball is in session, no running through the kickball infield.
7. Wrestling, tackling, tripping, shoving and grabbing are prohibited.
8. The “Ninja Line” equipment should only be used by Children’s House and E1 students.
9. Equipment should be used for its intended purpose only (e.g. jump ropes are for jumping, not swinging around).
10. All equipment must be returned to the storage shed at the end of the recess.

Elementary/Adolescent Playground Procedures

- A. E1/E2/A1 students may periodically use Ostman Park in our neighborhood. Students walk in a group organized by the Recess Monitors.
- B. Classroom Assistants or Recess Monitors will step in and correct inappropriate behavior when it is observed.
- C. Children will be assisted in resolving conflicts. They will take turns telling what happened and listening, then they will take turns apologizing, forgiving, and moving on.
- D. Any conflict that occurs during recess time must have a complete, peaceful resolution before the children involved return to the classroom.
- E. At the end of recess when the bell is rung, children should stop playing and assemble as directed for the return to campus. Hallway manners should be monitored.
- F. All injuries or accidents will be recorded and parents notified.
- G. Behavior reports will be issued for persistent unacceptable behaviors and the school discipline

policy will be followed.

Elementary/Adolescent Playground Safety Rules:

1. No running with sticks.
2. No climbing on trees, fences or anything else not intended for climbing..
3. Nothing is to be thrown except balls and frisbees.
4. The children must be visible at all times – they may not go beyond areas the Recess Monitors have defined.
5. When kickball or soccer is in session, no running through the middle of the game.
6. Wrestling, tackling, tripping and shoving are prohibited.
7. Equipment should be used for its intended purpose only (e.g. jump ropes are for jumping, not swinging around)
8. All equipment must be returned to the storage shed at the end of the recess.

PARKING LOT RULES

- A. Absolutely no playing in the parking lot, including all space outside of the gate, even grassy areas.
- B. Children must be next to their guardian(s) any time they are outside of the gate.
- C. Please follow the one-way direction of our parking lot--enter on the south and exit on the east.
- D. Please drive slowly. We must all be careful of our small children.



THE WAY OF THE SHEPHERD
CATHOLIC MONTESSORI SCHOOL

ATTENDANCE, ARRIVAL, AND DISMISSAL

SCHOOL HOURS

WOS operates according to the academic calendar published each year. The school is open five days per week, Monday through Friday. School hours are as follows:

Half-day Children's House	8:00 a.m. - 11:30 a.m.
All Day Children's House	8:00 a.m. – 3:00 p.m.
Kindergarten	8:00 a.m. – 3:00 p.m.
Elementary and Adolescence	8:00 a.m. – 3:00 p.m.

After School Care

The Way of the Shepherd offers after-school care until 6:00 PM when school is in session. After Care is supervised by a retired Montessori Guide. Children must be pre-registered to take part in After Care. Please note, there is no care on non-school days.

The State of Minnesota requires the following number of contact hours per school year:

- 425 hours for students in half-day kindergarten;
- 850 hours for full-day, daily kindergarten
- 935 hours for students in 1st through 6th grade; and
- 1,020 hours for students in Grades 7-12.

That equals out to 156 days or 170 days, respectively, when the school day is measured by 6 hours.

The Archdiocese of Minneapolis and St. Paul requires 170 school days.

ABSENCE AND TARDINESS

Parents must notify the school office by 8:00 a.m. if a child will be absent. Guides send class attendance to the office by 8:00 am each day. The office administrative assistant will call the parents of any student who is listed as absent and for whom we have not received notification.

Children should arrive at school between 7:45 and 7:55 am every day that school is in session. **If your child will be absent:**

- Please report an absence on our website under current families [Report and Absence](#). Fill out the form completely. We will check that information daily.

OR

- Please call the Attendance Line (763-862-9110) by 8:00 am. When calling in an absence, state your name, your child's name, the date of the absence and the reason for the absence.

TARDIES

Children are considered tardy after 8:00 am. If your child arrives at school late, you walk them to the main entry where a staff member will sign them in and escort them to their classroom. You may not escort your child directly to their classroom. We strongly discourage lateness, as it disrupts the children's daily routines.

ELEMENTARY & ADOLESCENT TRUANCY POLICY

In accordance with state law, after an elementary student has three (3) unexcused absences, The Way of the Shepherd will send home a warning letter to the child's parents. When an elementary student is absent seven or more days (unexcused) from school within a single school year, the school will report this information to the Minnesota Attorney General Office's Truancy Division via the Anoka County Truancy Office.

Children are expected to be at school regularly for learning to take place. We feel it is important for the child to be at school as consistently as possible, so we do not recommend taking a child out of school for long periods of time, unless the child is ill. We ask that families take vacations in accordance with school vacations. If this is unavoidable, please let the front office know about these absences. There is an Extended Vacation form that must be completed by the child's teachers and parents beforehand.

Elementary & Adolescent Attendance: Regular attendance in school is essential to the success of our students. As parents and guardians, you play the most important role in your child's education. Making sure your child arrives at school every day rested, well fed and ready to learn is a great contribution to your child's education. Children who are well should be at school every day that school is in session. Students who are ill should not be in school.

Under the compulsory education law, students between the ages of seven and 17 are required to receive instruction each year. Children under age seven who are enrolled in kindergarten or a higher grade are also subject to the law. (in accordance with MN State Statute 120A.22)

Children's House (Preschool) Attendance: Although there is no legal requirement that preschool children attend school, children under six years of age registered in Children's House are expected to attend all days for which they are registered on a weekly basis. They should arrive between 7:45 and 7:55 am.

ARRIVAL

***** During the 2020-2021 school year, we ask that you refer directly to the Transportation page in the Addendum (Page) for the Arrival & Dismissal Procedures we will be following. *****

The morning is an important preparation time for the Guides. They complete their planning for the day, gather for prayer, and would like to greet your children no earlier than 7:45 a.m. **All vehicles should always enter the parking lot on the south side and depart through the east exit.** You may line up and

drop your child(ren) off from your car at the gate. From 7:45 am until 7:55 am, an adult will be at the gate to greet the children and guide them safely through the front door of the school.

For the sake of safety, the children should always exit the vehicle from the driver's side, eliminating the need to walk between running vehicles! If your child/children must exit the passenger's side, the parent or the Gate Greeter should come around and accompany the child/children past the front of the car to the gate.

Please remember that if there is no Gate Greeter on duty, you must walk your child to the door.

Parents who escort their children into the building after 8:00 must say good-bye in the entryway and allow the children to enter the hallway independently. This allows the child to grow in independence as well as keep the hallway relatively open for the number of students who need to get ready for the day. Thank you for your help with this!

FAREWELLS

The way in which you say goodbye to your child is important. Pre-school children go through various adjustments in their separation from parents. Therefore, we recommend that you say goodbye with confidence and leave promptly. We discourage long, emotional good-byes as they often make the child feel unsure about staying. For example, the child may conclude that if you, the parent, feel fear about leaving him/her, there must be something about which to be frightened. We realize that this can be a trying time for parents of younger children, but we assure you that the staff is trained to handle any problems of this nature that may arise with your child.

LATE ARRIVALS

When students come in late, it may be disruptive to community meetings and prayer time; children may miss receiving the benefits of God's word. "Thus faith comes from what is heard, and what is heard comes through the word of Christ." Romans 10:17. We understand that even in the most well planned mornings, "life happens" and when it does, we ask that you accompany your child into the building and say goodbye in the entryway. Office personnel will sign the child in as tardy and accompany the child to their classroom. All late arrivals will be noted as tardy with the only exception a late arriving bus. Out of respect for the teachers, the students, and your child/children, please make every effort to arrive at school in enough time for your child to be IN the classroom by 8:00 a.m. It is more than just being respectful; it is a life lesson on punctuality.

DISMISSAL

***** During the 2020-2021 school year, we ask that you refer directly to the Transportation page in the Addendum (Page) for the Arrival & Dismissal Procedures we will be following.*****

Please pick up your child on the playground each day. See the directions below for particular instructions related to your child's dismissal. Children will be in line with their class and once we see that the responsible adult designated to pick up your child is present, we will extend our final good-bye and excuse your child. Once children have been picked up by the parent/responsible adult, The Way of the Shepherd is no longer responsible for their supervision.

11:30 a.m. Departure—Please wait at the gate outside of the fenced-in playground area until the bell rings at 11:30 AM and the playground supervisors indicate that it is time to enter. Please leave the playground by 11:45.

3:00 p.m. Departure on Campus— Please wait at the gate outside of the fenced-in playground area until a staff member welcomes you at 3:00 PM. When the gate is opened and the parents are invited in, please proceed to pick up your child(ren). Students will be dismissed from their classroom lines. Please do your best not to use this time to speak with staff who are busy dismissing their students. Also, please pick up all of your children before stopping to visit with parents or staff members. Once all children are dismissed, a bell will ring. At that time, families are welcome to enjoy the playground for fellowship and play as long as there are no school-sponsored activities exclusively using the space. Please do not allow children to play until dismissal has concluded (bell rings). We request that the play area is picked up after any informal use. Playground rules also must be followed during free play. If the play yard is not picked up and/or playground rules are not being followed, we will not offer after school free play. The school building, however, is not available after school hours. Interior doors will be shut at 3:15 PM to protect the work time of our employees who will not be able to supervise children at that time. Any child needing to enter the building will have to do so with a parent/adult chaperone. It may be a good idea to have children bring water bottles for use during after school play.

CHILD PICK-UP

For the safety of your child, the staff will not release a child to anyone without prior arrangement or written permission from the parents. No child will be released alone or with anyone under the age of 16. Please provide an email authorization or phone call to let staff know when someone else will be authorized to pick up your child that is **not** listed on the emergency contact form. Anyone who picks up a child (who we have not met before) will need to provide a photo ID to authenticate that they are a person authorized to pick up the child. No child will be released to anyone who is under the influence of alcohol or drugs.

LATE PICK-UP

Please be on time to pick up your child. As much as the children enjoy school, friends, and the work they are doing, they do look forward to seeing their parents at the appointed time and can become very upset when their parents are late. Also, they are learning their first examples of consideration from you. If you must be late due to an emergency or an unforeseen circumstance, please call the school (763-862-9110). If we are momentarily unavailable to take your call, you may leave a message for us; this should only be done in emergencies. If late pick-ups become a habit, administration will work with families toward a possible solution. Children who are staying past dismissal should be picked up in the office.

CARPOOLS

The basic responsibility for transporting your child to and from school rests with you, the parents/guardians. The school recognizes, however, that transportation can be a difficulty and has found that carpools are often the solution to that difficulty. If you need to form a carpool, we recommend that you read through the Family Directory, noting families with addresses close to you, and try to make your own arrangements.

Please notify the staff in writing of your carpool arrangements. While we realize carpool drivers are named on your Emergency Forms, having your carpool list handy will aid us in calling children's names at the end of a session or calling drivers, if necessary.

BUSING

The local school district (ISD 11) may provide busing services for school-aged (K-8) children for families who reside within the District #11 boundaries. If you wish to use this busing service, please complete and return the registration form during the enrollment period for the upcoming academic year. You may contact the school office for more information. **Due to scheduling differences, busing is only available in the morning.**

PICKING UP YOUR CHILD EARLY

In the event that you must pick up your child early, please call the office informing the staff of your arrival time. We request that you contact us in the morning or the night before any planned appointments, so that we can let the Guide know and have your child ready to go when you arrive. You may also use the Report an Absence button on the Current Families portion of the website. Come to the entryway and a staff member will sign out and release your child.

CHANGE IN TRANSPORTATION ARRANGEMENTS

If there is a change in your child's departure procedure, please notify the staff in writing on the day of the change, or, if possible, ahead of time. You may also call the front office prior to noon of the day to alert them of the change. Office staff will confirm receipt. **The staff will not release your child to a stranger or another parent without your permission.** We will require proper identification (i.e. driver's license) from any person, other than the parent, who is picking up the child, so please be sure that the person is aware that he/she will be asked to produce such identification.

VACATIONS

Parents are asked to plan family vacations during the scheduled breaks. In the case of special family events, parents may request permission for an excused absence. **This request must be made in writing and submitted to the Director of Pedagogy.**

Parents are asked not to extend the school's scheduled breaks by leaving early or returning late.

MAKE-UP WORK

In a Montessori environment, it is quite difficult to be away from school. It is very challenging to replicate the presentation(s) experience. A student who has been absent is responsible for making up missed presentations and follow-up work assignments if possible. Parents should inform the office early in the day (preferably when calling to notify the office of a child's absence) if they plan to pick up any work which will be ready at the end of the school day.



THE WAY OF THE SHEPHERD
CATHOLIC MONTESSORI SCHOOL

DISCIPLINE

DISCIPLINE PHILOSOPHY

WOS's mission is firmly rooted in the philosophy and practice of Maria Montessori. Montessori writes:

- *“The child is capable of developing and giving us tangible proof of the possibility of a better humanity. He has shown us the true process of construction of the human being. We have seen children totally change as they acquire a love for things and as their sense of order, discipline, and self-control develops within them.... The child is both a hope and a promise for mankind.” (Education and Peace)*
- *“We call an individual disciplined when he is master of himself, and can, therefore, regulate his own conduct when it shall be necessary to follow some rule of life. Such a concept of active discipline ... contains a great educational principle... Since the child now learns to move rather than to sit still, he prepares himself not for the school but for life; for he becomes able, through habit and through practice, to perform easily and correctly the simple acts of social or community life...” (The Montessori Method)*
- *“Our aim is to discipline for activity, for work, for good... A room in which all the children move about usefully, intelligently, and voluntarily, without committing any rough or rude act, would seem to me a classroom very well disciplined indeed.” (The Montessori Method)*
- *"A child who has become master of his acts through long and repeated exercises, and who has been encouraged by the pleasant and interesting activities in which he has been engaged, is a child filled with health and joy and remarkable for his calmness and discipline." (The Discovery of the Child)*

The Montessori philosophy is based on the principle that the child will develop greater self-direction, independence, and self-control through work with activities that are meaningful and responsive to his/her needs. This is accomplished through mutual respect and partnership between guides/staff, parents, and students.

Proper student conduct is essential in order to have a positive and safe learning environment. As primary educators of their children, parents are expected to support the mission of WOS by communicating, modeling and demonstrating appropriate conduct. Guides/staff serve as both a guide and an observer. Guides/staff note each child's individual need for redirection and present appropriate activity to effect this. Staff also protect the child's independence and concentration as needed. The guide ensures that the

children maintain the order of the room, and that they respect each other and each other's work. In this way, each child can freely act upon his inner directives in a positive and productive manner within a peaceful and purposeful learning environment.

DISCIPLINE APPROACH

When children experience conflict or frustration, the WOS staff will help and encourage them to use appropriate words rather than physical actions to express their feelings. The staff will also facilitate and mediate conflict resolution as needed.

When children are offensive to others and unwilling to follow school rules, direct guide supervision or other appropriate consequences are used until the child is ready to resume normal activity. For more serious or repeated difficulties, notes to parents and/or parent conferences may be necessary. In extreme cases, a child may be sent home and required to remain home from school for one or more days.

In the event of serious, chronic behavior problems, the guide, Director of Pedagogy, and parents will work together to develop specific strategies and goals to enable the child to function harmoniously and experience personal success at school.

Since it is impossible to anticipate all disciplinary situations, the Director of Pedagogy reserves the right to determine appropriate actions in all disciplinary situations up to and including dismissal from WOS. WOS staff never considers physical punishment, humiliation, or derogatory remarks appropriate disciplinary actions.

In our desire to maintain a peaceful and nurturing environment for all children, we ask that parents not use corporal punishment or extreme language on the school premises. Such measures tend to frighten children. Please feel free to ask a staff member for help in facilitating a difficult situation.

PARENT CODE OF CONDUCT/EXPECTATIONS

- Maintain a Christ-like attitude with staff, faculty, students, and other parents.
- Maintain open communication with guides, staff, and administration. Respond to communications in a reasonable timeline.
- Support WOS's educational process at home (*i.e.*, homework, projects, *etc.*)
- Support WOS's discipline efforts at home
- Support regular attendance and arrival to school on time
- Support appropriate preparedness of students
- Remain positive, encouraging, and constructive in all public communication, including social media concerning WOS's school faculty/staff, students and families.
- Read, understand, and sign-off on Student/Parent Handbook

STUDENT CODE OF CONDUCT/EXPECTATIONS

All guides review specific classroom expectations and rules, as well as appropriate consequences regularly with students. Classroom rules and expectations follow age-appropriate guidelines for each Plane of Development and are based on the developmental needs of the child.

Required Behavior

The following are general required expectations for all students as age-appropriate:

- Speak, act, and move with Christ-like behaviors and attitudes at all times
- Use proper grace and courtesy at all times
- Demonstrate honesty and integrity
- Work and play demonstrating your best effort
- Show respect for others in actions, words, and attitude
- Show respect for faculty/staff and respond appropriately to direction
- Use appropriate language
- Conform to necessary routines, *i.e.*, proper hallway etiquette, arrival and dismissal routines, *etc.*
- Obey the legitimate orders of those in authority in the school.
- Show an appropriate degree of reverence during prayer and worship experiences
- Demonstrate self-control
- Complete classroom work in a timely manner
- Show respect for school property, personal property, and property of others
- Maintain school facilities and grounds as appropriate
- Show respect for the time, work and efforts of others
- Follow dress code/uniform policy
- Follow all school rules (including classroom, playground, bus, *etc.*)

Unacceptable Behavior

The following are unacceptable behaviors that may lead to disciplinary actions. These are general categories and behaviors. Other inappropriate behaviors may also be determined as unacceptable and lead to disciplinary action.

- Refusal to complete classroom follow-up work/assignments
- Continued tardiness or absenteeism
- Actions and/or language contrary to the purpose and philosophy of WOS
- Actions, language or attitudes that are contrary to Christian values and virtues
- Fighting
- Endangering the health and/or safety of students, faculty, or staff.
- Academic dishonesty, plagiarism, cheating
- Stealing or damaging other people's property or school property
- Serious disruption of the formal school program
- Showing disrespect for faculty/staff or other authority figures
- Refusal to comply with appropriate directions from faculty/staff and/or authority figures
- Indecent behavior or suggestive language
- Dressing outside guidelines of dress code/uniform
- Possession, use or sale of tobacco, drugs, or alcohol (including e-cigarettes and vaping paraphernalia)
- Continuous or serious bullying or harassing of one student by another
- Possession of weapons, fireworks, or explosives
- Making threats against classmates, guides/staff, families, and/or the school
- Leaving school grounds without written permission from parent/guardian and principal.

ACADEMIC HONESTY

As a Montessori community we highly value and encourage team work, group projects, and helping other students in their work. Academic honesty is an extension of the Christian virtues of honesty and integrity. All students are expected to maintain academic honesty in all school-related work and assignments.

TECHNOLOGY

As a Catholic Montessori school, technology is viewed as a tool for learning and a practical life skill we are building to help students be active citizens of the world. We do not rely heavily on technology but introduce it to children as an option to aid their learning. We are also committed to encouraging and supporting ethical use of technology—both at school and at home. We emphasize that the moral values they learn when working together at school should be the same values they bring to the electronic environment. We also remind students to be the virtuous people they are at all times—even online.

In Children’s House, technology is not used. In E1, use is limited to 3rd year students. In E2, we begin to use technology more regularly--primarily learning typing skills and for research. And in the Adolescent classroom, computers are used frequently--our older students help with our Yearbook and Google Photo programs as well as learning coding and advanced research methods.

We introduced ChromeBooks into the learning environments in the Spring of 2018. The ChromeBook is an electronic device connected to our secure wayoftheshepherd.org Google School community. Students will learn the applications available to them on the ChromeBooks and those in the Google network of applications—namely Google Drive (Docs, Sheets, and Presentation), the Chrome Internet browser, and Google Mail. All of our ChromeBooks are equipped with the *Go Guardian* filtering system which allows us to monitor student use on the device itself and provides internet filtering to help us maintain safe searching during a student’s time online. Students in grades 4-8 will be assigned a firstname_lastname@wayoftheshepherd.org email account. They will set up a secure password for their account. We recommend having them share their password with you so that you can also help monitor any account usage at home.

In order to begin working with ChromeBooks, Guides and parents will review acceptable use of electronic devices with our students. **A copy of the Acceptable Use Policy is included in the Addendum.**

WEAPONS

Real weapons, including guns, knives, pocket knives, explosives, etc. are not permitted at school. Students who are found possessing, handling, or concealing weapons, dangerous objects, or weapon replica will be subject to disciplinary action as age appropriate, including suspension or expulsion, at the discretion of the Director of Pedagogy. The object in question will be confiscated. Proper legal authorities will be contacted. If a student wants to bring a toy or model weapon to school for a legitimate academic purpose (*i.e.*, school project) the parent must consult directly with the teacher and/or Director of Pedagogy. The toy weapon must be brought to school by the parent and picked up directly from the teacher.

DRUGS AND ALCOHOL

Any parent/guardian attempting to take their children from school when it is apparent they are under the influence of drugs or alcohol will be asked to make arrangements to have their children picked up by someone else.

FACILITY

The Way of the Shepherd is a smoke-free facility.

PROPER BUS CONDUCT

Bus transportation is a privilege provided by local school districts. Safe school bus transportation depends on proper student conduct. All behavioral expectations and rules that apply at school also apply when riding the school bus. Violation of bus rules will result in disciplinary action including, but not limited to, suspension of bus privileges temporarily or permanently.

LINE OF AUTHORITY FOR GRIEVANCES

Parents and/or students who feel an unnecessary or inappropriate disciplinary action has been taken by WOS can share their grievance in the following manner.

- Prepare a letter to the guide or staff member who initiated the action. The letter should explain the family's grievance as to the action taken. The guide and/or staff member will reply within 48 hours. The guide and/or staff member may consult the Director of Pedagogy before responding. A letter or phone call will allow the guide or staff member to explain the action further or respond to the family's issues.
- If the family feels the response is inadequate a letter can be sent to the Director of Pedagogy. The Director of Pedagogy will respond via a phone call within 48 hours. The Director of Pedagogy may consult The Way of the Shepherd Board Executive Committee before responding.
- If the family still feels they have received an inadequate response a letter may be sent to the president of The Way of the Shepherd Board. The president will then consult with the Executive Committee of the Board and respond within 48 hrs.
- WOS reserves the right to adhere to its disciplinary process as outlined above. Responding to grievances does not guarantee a reversal of action on part of the school.
- Any letters/emails deemed threatening or containing inappropriate language will be immediately shared with the Director of Pedagogy and Board of Directors and, if necessary, appropriate legal agencies.

.Children's House parents also have the right to contact the licensing department at **(651) 431-6500**.



THE WAY OF THE SHEPHERD
CATHOLIC MONTESSORI SCHOOL

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

GENERAL POLICY:

- It is the policy of WOS that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
- WOS's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student's Acceptable Use Policy" form must be signed by each student and on file with the School.

BULLYING POLICY

Purpose: The Way of the Shepherd Catholic Montessori School is committed to providing a safe educational environment for its students and guides on school property or at school-related functions. Bullying, like other violent, harassing, or disruptive behavior, can interfere with our students' ability to learn and our guides' ability to educate students in a safe environment. The purpose of this policy is to assist The Way of the Shepherd in its goal of preventing and responding to acts of bullying, intimidation, harassment, violence, and similar disruptive behavior.

The Way of the Shepherd Catholic Montessori School cannot monitor all activities and eliminate all incidents of bullying between students, particularly when one or more of the students involved is not on school property or at school-related functions or under the direct supervision of school personnel. However, to the extent that such conduct affects the educational environment, The Way of the Shepherd reserves the right to take action to investigate and respond to such conduct.

Definitions: For purposes of this policy,

1. "Bullying:" Deliberate or intentional behavior, using words or actions, that is intended to cause or that does cause fear, distress, intimidation, or harm. Bullying may be repeated behavior or a pattern of behavior, and it may involve an imbalance of power. Bullying can take different forms, including but not limited to:
 - a. Verbal conduct (e.g. using threatening or intimidating language, teasing, or name-calling);
 - b. Social (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships);
 - c. Physical (e.g., physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening or intimidating behavior); and
 - d. Cyberbullying.

2. “Cyberbullying:” The use of any electronic means to harass, intimidate, or bully, whether on or off school grounds. “Cyberbullying” is a form of bullying, and provisions of this policy that refer to “bullying” are intended to refer to cyberbullying as well.
3. “On school property or at school-related functions:” The Way of the Shepherd Catholic Montessori School buildings, school grounds, and school property or property adjacent to school grounds; WOS school buses, school vehicles, and school-contracted vehicles; the area of entrance or departure from school grounds and premises; and school-related trips, functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

Provisions:

1. Prohibition: The Way of the Shepherd expressly prohibits bullying, by either an individual student or a group of students, on school property or at school-related functions. The WOS also expressly prohibits cyberbullying, regardless of whether such acts are committed on or off school property or with or without the use of school resources. These prohibitions apply to students who directly engage in an act of bullying and to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, volunteers, or employees.
2. Alleged Consent Irrelevant: Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
3. Reporting: A person who observes an act of bullying or becomes aware of such an act must report it to a guide, assistant or administrative team member. Anyone with any bullying-related concerns should also contact the Director of Pedagogy.
4. No Retaliation: Retaliation against a victim, good-faith reporter, or a witness of bullying is prohibited.
5. False Accusations: False accusations or reports of bullying others are prohibited.
6. Violations: A student who violates this policy shall be subject to discipline for that act in accordance with The Way of the Shepherd Catholic Montessori School’s policies and procedures. The WOS may take into account all factors it determines to be relevant. Depending on the circumstances, such factors *might* include: the age, development, and maturity levels of the parties involved; the levels of harm, surrounding circumstances, as well as the nature and severity of the behavior; past incidences or past or continuing patterns of behavior; the relationship between the parties involved; and the context in which the alleged conduct occurred.

Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to more serious consequences as outlined in The Way of the Shepherd discipline policies, including but not limited to, suspension or dismissal. Consequences for other individuals engaging in particular acts of bullying may include, but not be limited to, exclusion from The Way of the Shepherd school property and events or termination of services or contracts.

The Way of the Shepherd retains the sole discretion to determine the appropriate response, including the appropriate discipline or consequence, for violations of this bullying policy. Nothing in this policy prevents the WOS from responding to violations of its other policies or code of conduct policy.

“It is easier to build a peaceful child than to repair a violent adult.” Maria Montessori



THE WAY OF THE SHEPHERD
CATHOLIC MONTESSORI SCHOOL

DRESS CODE/UNIFORM POLICY

SCHOOL ATTIRE

School Dress Code Guidelines: The appearance of students contributes to a positive attitude toward learning and behavior. It also speaks volumes about our school culture to the visitors and prospective parents who visit our school. All students are expected to wear the OFFICIAL school uniform on field trips, Mass days, Eucharistic celebrations, and all school prayer services from the first day of school until school closes, unless permission is given for special circumstances. All items should be kept in good repair or replaced as needed.

Administration reserves the right to interpret and enforce the Dress Code Policy as necessary and to make exceptions on a case-by-case basis.

Guidelines for uniforms are:

- Please label all articles of clothing.
- No licensed characters are permitted on any apparel item, shoe, lunchbox, or backpack worn or brought to school.
- Uniforms may be purchased at Land's End (**Preferred School # 900135732**) or at Donald's Uniforms. Monograms may be added to any tops through these vendors.
- For school days up until October 15th and after April 15th, black or khaki shorts to the knee will be admissible for both boys and girls on regular uniform days.
- Elementary children must keep shirts and blouses tucked in on both official and regular uniform days.

Children's House Clothing: Children must be toilet trained prior to entering school, but sometimes accidents do happen. Every child needs to have a clean change of clothes that will be stored at school. If an accident happens, the spare change of clothing will need to be washed and returned promptly. Clothing should be easy for the child to manage himself/herself so that he/she becomes independent and uses the toilet with a minimum of frustration. Please be sure that your child wears clothing that is completely washable. It helps the staff a great deal if all sweaters, coats, boots, shoes, hats and other outerwear are labeled with the child's name. It is difficult to remember who wore what and even more difficult if things are left behind. We ask that you send a pair of appropriate black indoor shoes that can be left at school. These must have support around the heel and non-slip soles, as the tile floor can be slippery. Please repair or replace clothing and indoor shoes when necessary.

If possible, try to allow time for your child to dress himself/herself prior to departing for school. This promotes independence. Encourage your child to lay out clothes the night before on a table or chair, thus teaching your child a good lesson in responsibility. It is difficult and frustrating sometimes for parents to allow time for their child to dress himself/herself, especially if the child happens to dawdle. Hopefully, this approach will keep frustration to a minimum.

Additional Adolescent Clothing: Our A1 students have several additional clothing options available to them. These items are for *A1 students only* and should be worn for Community Service, off-campus classes, or at the direction of the A1 Guide. All of these are available on the website (landsend.com).

The items are:

- Black joggers or black Lands' End track pants
- Lands' End athletic shorts with white stripe (These may be worn late August to October 15th, April 15th – late May)
- Solid burgundy tee shirt (logo optional)
- Grey hoodie sweatshirt w/WOS logo (must wear solid burgundy tee shirt under)
- Students should wear solid black or white socks with these clothes

Outdoor Apparel: Your child will have outdoor playtime unless it is raining or the temperature/wind-chill is 0 degrees or below. Children should have the appropriate outerwear including head covering/hat, mittens, snow pants and boots when it is cold or snowy. If your child is too ill to be outside, they are too ill for school.

Children's House follows the DHS licencing requirements which states that the best resource to use is Child Care Weather Watch to determine the best practice for outdoor activity. Outdoor activity length will be altered to ensure that children are safe and the required guidelines are met.

Out of Uniform Days

Several special days throughout the school year, students will be allowed to wear something other than their uniforms. Please keep in mind that the children are still in school and that clothing with suggestive themes (i.e. smoking, alcohol, or secular symbols of death) is not acceptable. In short, clothing that does not reflect the glory and goodness of God should not be worn. When in doubt, it is always best to err on the side of caution. On such occasions, clothing should be simple, comfortable, and modest. The dictionary defines "modest" as decent, proper, humble, and chaste. In light of the fashions of the day, we encourage parents to help their children choose clothing which reflects a Christian lifestyle rather than a worldly one. When children come out of uniform, it is important that outside attire should be consistent with the modesty of the school uniform (no licensed characters, leggings under skirts or dresses, shorts and skirts to the knee, shoulders covered, etc.) Halter tops, low cut tops, loose shirts that "gap" when leaning over, or shirts that expose the midriff area are also inappropriate. The introduction of the concept of modesty is best begun when children are still in their formative years; to teach them that their bodies are a temple of the Holy Spirit and in all things we want to give glory to God. By the grace and mercy of Almighty God, may our own choices model what we hope to see in our children.

Finally, the school administration reserves the right to determine the appropriateness of clothing.

The Way of the Shepherd School Dress Code/Uniform Policy Children's House

OFFICIAL SCHOOL UNIFORM

REGULAR SCHOOL UNIFORM

	Boys	Girls	Boys	Girls
Shirts/Blouses	White button-down dress shirt, short or long sleeve Worn with burgundy vest with WOS logo	White button-down dress shirt/blouse, short or long sleeve	White or burgundy polo shirt, short or long sleeve (logo optional)	White or burgundy polo shirt, short or long sleeve (logo optional)
Pants	Black dress pants** (consider elastic waistband for Children's House)		Black or khaki dress pants** (consider elastic waistband for Children's House)	Black or khaki dress pants** (consider elastic waistband for Children's House)
Belt	No belts for CH students		No belts for CH students	No belts for CH students
Jumper/Dress		Drop waist plaid jumper* Jumpers must be to the knee.		Drop waist plaid jumper* Jumpers must be to the knee.
Skirts				
Socks, Tights, Leggings	Solid black socks	Solid black tights or full-length black leggings; solid black socks	Solid black or solid white socks	Solid black tights or full-length black leggings; solid black or solid white socks
Indoor Shoes	Solid black loafers, deck shoe, slip-ons, or sketcher Snug fitting, hard-soled, closed toe, with backs	Solid black loafers, deck shoe, slip-ons, or sketcher Snug fitting, hard-soled, closed toe, with backs	Solid black loafers, deck shoe, slip-ons, or sketcher Snug fitting, hard-soled, closed toe, with backs	Solid black loafers, deck shoe, slip-ons, or sketcher Snug fitting, hard-soled, closed toe, with backs
Sweaters Sweatshirts	Burgundy vest with WOS logo	Optional—Burgundy V-neck cardigan sweater with WOS logo	Burgundy vest with WOS logo, Burgundy V-neck cardigan sweater, Burgundy ¼ zip fleece with WOS logo (must wear uniform polo under)	Burgundy V-neck cardigan sweater with WOS logo Burgundy ¼ zip fleece with WOS logo (must wear uniform polo under)

Accessories	Watches, a religious medal, cross or scapular may be worn under the uniform. Boys are not permitted to wear earrings.	Watches, a religious medal, cross or scapular may be worn under the uniform. Simple hair accessories in line with uniform colors (black, white, burgundy or plaid). Girls may wear small, stud earrings.	Watches, a religious medal, cross or scapular may be worn under the uniform. Boys are not permitted to wear earrings.	Watches, a religious medal, cross or scapular may be worn under the uniform. Simple hair accessories in line with uniform colors (black, white, burgundy or plaid). Girls may wear small, stud earrings.
Notes	No tattoos (includes temporary) or writing on body parts.	No tattoos (includes temporary) or writing on body parts. No nail polish or makeup may be worn	No tattoos (includes temporary) or writing on body parts.	No tattoos (includes temporary) or writing on body parts. No nail polish or makeup may be worn

A student's hair & grooming must meet the following standards;

- Clean, Neat & Combed
- Natural hair color
- Moderate in style (no fad cuts)
- Well trimmed; above the ear, eye-brow and shirt collar for boys.

Hair must be kept out of the face for boys and girls.

Hair should not be a distraction or an interruption to the child's learning and daily work.

* Plain black "biker" shorts should be worn under jumpers and skirts when worn with socks.

**3 & 4 year olds only: Loose fitting black or khaki knit pants are allowed.

Official School Uniform must be worn on Mass Days, Eucharistic Celebrations, Field Trips and for other Special Events. Those items may also be worn on a regular school uniform day.

Black or Khaki shorts to the knee are permitted from the start of school in August to October 15th and April 15th to the end of the school year in May.

Administration reserves the right to interpret and enforce the Uniform Code/Policy as necessary and to make an exception on a case by case basis.

The Way of the Shepherd School Dress Code/Uniform Policy Elementary (E1 & E2)

OFFICIAL SCHOOL UNIFORM

REGULAR SCHOOL UNIFORM

	Boys	Girls	Boys	Girls
Shirts/Blouses	White button-down dress shirt, short or long sleeve E1: Worn with burgundy vest with WOS logo E2: Worn with plaid necktie (shirt must have WOS logo)	White button-down dress shirt/blouse, short or long sleeve E2: shirt must have WOS log	White or burgundy polo shirt, short or long sleeve (logo optional)	White or burgundy polo shirt, short or long sleeve (logo optional)
Pants	Black dress pants		Black/ khaki dress pants	Black or khaki dress pants
Belt	Black belt optional		Black belt optional	Black belt optional
Jumper/Dress		E1: Drop waist plaid jumper* Jumper must be to the knee.		E1: Drop waist plaid jumper* Jumper must be to the knee.
Skirts		E2 only: Plaid skirt* Skirt must be to the knee		E2 only: Plaid skirt* Skirt must be to the knee
Socks, Tights, Leggings	Solid black socks	Solid black tights or full-length black leggings; solid black socks	Solid black or solid white socks	Solid black tights or full-length black leggings; solid black or white socks
Indoor Shoes	Solid black loafers, deck shoe, slip-ons, or sketcher Snug fitting, hard-soled, closed toe, with backs	Solid black loafers, deck shoe, slip-ons, or sketcher Snug fitting, hard-soled, closed toe, with backs	Solid black loafers, deck shoe, slip-ons, or sketcher Snug fitting, hard-soled, closed toe, with backs	Solid black loafers, deck shoe, slip-ons, or sketcher Snug fitting, hard-soled, closed toe, with backs
Sweaters Sweatshirts	E1: Burgundy vest with WOS logo	Optional—Burgundy V-neck cardigan sweater with WOS logo	Burgundy vest with WOS logo, Burgundy V-neck cardigan sweater, Burgundy ¼ zip fleece with WOS logo (must wear uniform polo under)	Burgundy V-neck cardigan sweater with WOS logo Burgundy ¼ zip fleece with WOS logo (must wear uniform polo under)

Accessories	Watches, a religious medal, cross or scapular may be worn under the uniform. Boys are not permitted to wear earrings.	Watches, a religious medal, cross or scapular may be worn under the uniform. Simple hair accessories in line with uniform colors (black, white, burgundy or plaid). Girls may wear small, stud earrings.	Watches, a religious medal, cross or scapular may be worn under the uniform. Boys are not permitted to wear earrings.	Watches, a religious medal, cross or scapular may be worn under the uniform. Simple hair accessories in line with uniform colors (black, white, burgundy or plaid). Girls may wear small, stud earrings.
Notes	No tattoos (includes temporary) or writing on body parts.	No nail polish or makeup may be worn No tattoos (includes temporary) or writing on body parts.	No tattoos (includes temporary) or writing on body parts.	No nail polish or makeup may be worn No tattoos (includes temporary) or writing on body parts.

A student's hair & grooming must meet the following standards;

- Clean, Neat & Combed
- Natural hair color
- Moderate in style (no fad cuts)
- Well trimmed; above the ear, eye-brow and shirt collar for boys.

Hair must be kept out of the face for boys and girls.

Hair should not be a distraction or an interruption to the child's learning and daily work.

* Plain black "biker" shorts should be worn under jumpers and skirts when worn with socks.

** E1 boys wear the burgundy vest with WOS logo, while E2 boys wear the plaid necktie (E2 shirt must have a logo).

E1 girls wear the plaid jumper, while E2 girls wear the plaid skirt. (All hem lines must be to the knee or longer.)

Official School Uniform must be worn on Mass Days, Eucharistic Celebrations, Field Trips and for other Special Events. Those items may also be worn on a regular school uniform day.

Black or Khaki shorts to the knee are permitted from the start of school in August to October 15th and April 15th to the end of the school year in May.

Administration reserves the right to interpret and enforce the Dress Code/Uniform Policy as necessary and to make an exception on a case by case basis.

The Way of the Shepherd School Dress Code/Uniform Policy Adolescent

OFFICIAL SCHOOL UNIFORM

REGULAR SCHOOL UNIFORM

	Boys	Girls	Boys	Girls
Shirts/Blouses	White button-down dress shirt, short or long sleeve, with WOS logo Worn with plaid necktie	White button-down dress shirt/blouse, short or long sleeve, with WOS logo	White or burgundy polo shirt, short or long sleeve (logo optional)	White or burgundy polo shirt, short or long sleeve (logo optional)
Pants	Black dress pants		Black/ khaki dress pants	Black or khaki dress pants
Belt	Black belt optional		Black belt optional	Black belt optional
Jumper/Dress				
Skirts		Plaid skirt* Skirt must be to the knee		Plaid skirt* Skirt must be to the knee
Socks, Tights, Leggings	Solid black socks	Solid black tights or full-length black leggings; solid black socks	Solid black or solid white socks	Solid black tights or full-length black leggings; solid black or white socks
Indoor Shoes	Solid black loafers, deck shoe, slip-ons, or sketcher Snug fitting, hard-soled, closed toe, with backs	Solid black loafers, deck shoe, slip-ons, or sketcher Snug fitting, hard-soled, closed toe, with backs	Solid black loafers, deck shoe, slip-ons, or sketcher Snug fitting, hard-soled, closed toe, with backs	Solid black loafers, deck shoe, slip-ons, or sketcher Snug fitting, hard-soled, closed toe, with backs
Sweaters Sweatshirts		Optional—Burgundy V-neck cardigan sweater with WOS logo	Burgundy ¼ zip fleece with WOS logo (must wear uniform polo under) Grey hoodie with logo (must wear uniform polo under)	Burgundy ¼ zip fleece with WOS logo (must wear uniform polo under) Grey hoodie with logo (must wear uniform polo under)
Accessories	Watches, a religious medal, cross or scapular may be worn under the uniform. Boys are not permitted to wear earrings.	Watches, a religious medal, cross or scapular may be worn under the uniform. Simple hair accessories in line with uniform colors (black, white, burgundy or plaid). Girls may wear small, stud earrings.	Watches, a religious medal, cross or scapular may be worn under the uniform. Boys are not permitted to wear earrings.	Watches, a religious medal, cross or scapular may be worn under the uniform. Simple hair accessories in line with uniform colors (black, white, burgundy or plaid). Girls may wear small, stud earrings.

Notes	No tattoos (includes temporary) or writing on body parts.	No makeup may be worn Nail polish is permitted** No tattoos (includes temporary) or writing on body parts.	No tattoos (includes temporary) or writing on body parts.	No makeup may be worn Nail polish is permitted** No tattoos (includes temporary) or writing on body parts.
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A student's hair & grooming must meet the following standards;

- Clean, Neat & Combed
- Natural hair color
- Moderate in style (no fad cuts)
- Well trimmed; above the ear, eye-brow and shirt collar for boys.

Hair must be kept out of the face for boys and girls.

Hair should not be a distraction or an interruption to the child's learning and daily work.

* Plain black "biker" shorts should be worn under jumpers and skirts when worn with socks.

**Nail polish is permitted, provided it is not too distracting.

Skirt hem lines must be to the knee or longer.

Official School Uniform must be worn on Mass Days, Eucharistic Celebrations, Field Trips and for other Special Events. Those items may also be worn on a regular school uniform day.

Black or Khaki shorts to the knee are permitted from the start of school in August to October 15th and April 15th to the end of the school year in May.

Administration reserves the right to interpret and enforce the Dress Code/Uniform Policy as necessary and to make an exception on a case by case basis.

POSSESSIONS

Of the Child:

- Toys --Toys should remain at home (even on “Show and Share Days”). Please assure your child that he/she will have special work to do at school and that his/her toys are for use at home.
 - If a child does bring such items in, a staff person will explain to the child that he/she will keep it safe until the end of the day and then return it to the parent.
- Candy and Gum -- Candy and gum may not be brought to school.
- Special Items --Religious articles, books, cultural artifacts, family photographs, and objects of interest from nature can be shared at school. Books and items relating to a current unit of study are particularly welcome. The school cannot be responsible for loss or possible damage to these objects.
- Electronics – No electronics are allowed in school. This includes cell phones, iPods, tablets, handheld video games, etc.
 - Students may not use cell phones or other personal electronic devices on school property either during or outside of school hours. If such items are brought to school, they are to be kept turned off and inside the student's backpack until off school property or unless instructed differently by a guide, administrative staff member, or staff.
 - Unauthorized use of these items on school property or during school hours will result in their confiscation. Confiscated items will not be returned to the student until both the student and the parents meet with the guide who has the item. If a student exhibits a repetitive behavior of using an electronic device during restricted time, the student may receive additional discipline.
 - Students who need to call a parent during school hours are to ask permission to use the school phone. Parents, please do not call or text your student on his or her cell phone during the school day. In case of an emergency, please call the main WOS office.
 - Any non-classroom audio, video, or photographic image recording by students is not permitted on school property or at a school event unless approved by the administration. Classroom audio, video, or photographic image recording by students is permitted only with the guide’s consent and direction. Any violation of these policies may result in disciplinary action.

Of the classroom:

Please be alert to small objects that children may bring home from the classroom. The Montessori class has many attractive objects, and the loss of one small piece may make an entire activity unusable. If your child brings home something from the classroom, please have him/her return it the next day.

Of the School:

Small items such as tiny cylinders, beads, cubes, bottles, etc. may look insignificant but are often vital to a piece of classroom equipment. Children are often fascinated with these things and sometimes inadvertently take them home in their pockets. If you should notice any of these things at home, we would greatly appreciate it if you would see that they are returned to school.

Pets: The Way of the Shepherd has pets that are kept in the classroom. Besides providing the students with hours of entertainment throughout the year, the presence of a classroom pet teaches them about caring for pets and animal nature. Please notify the Guide if your child has allergies to any animal hair, pet dander, etc.



THE WAY OF THE SHEPHERD
CATHOLIC MONTESSORI SCHOOL

ADDITIONAL SCHOOL POLICIES

BIRTHDAYS

Children's House: We celebrate birthdays and half-birthdays (for those born during the summer) with a communal celebration highlighting the milestones of your child's life. Parents are welcome to join the celebration. We are unable to have siblings who are students of the school join us as we want to honor their work cycle in their environment.

At the beginning of the year, your child will be assigned a date to celebrate his/her birthday. Fridays are reserved for birthday celebrations in all of our Children's Houses. We will do our best to assign your child's birthday celebration to the closest Friday to his/her actual birthday. A birthday letter will come home the week prior reminding you of the celebration. In the event the assigned date does not work for your family, please contact your child's guide.

Elementary & Adolescent: Students will have the opportunity to celebrate their birthday or half birthday (those in the summer) with a communal celebration. Your child will be assigned a date and prior notice will go home. Please see additional information provided by your child's guide.

PARTY INVITATIONS

In an effort to be sensitive to all the children, please be discreet when distributing party invitations. We ask that the distributing not be done during school hours. Staff may not pass out invitations nor should the Family Folders be used for this purpose. Most often, it seems that when there have been invitations, they include all of one grade level so no one was left out. However, there have been instances when select children were invited and they began to talk. While no malice was intended, the hurt was still very real. We appreciate your partnering with us in teaching the children to be not only kind but also sensitive.

FIELD TRIPS

During the year, Kindergarten, Elementary, and Adolescent children may go on field trips. A permission slip, signed by a parent, must be on file at school in order for the child to participate. Individual field trip details (including date, time, method of transportation, uniform guidelines, bag lunch needs, etc.) will be made available prior to the trip through Montessori Compass, Weekly newsletter, or direct communication from the Guide. Field trips may require parent chaperones. Staff/chaperone ratios will be maintained on field trips.

CHILDREN’S HOUSE TOILET TRAINING

In compliance with the Readiness Criteria, all children must be fully toilet trained before starting school. As a facility, we are not licensed to change or dispose of cloth trainers, diapers or Pull Ups. Consequently, this may affect the start time for your child until readiness is consistently displayed.

OTHER CELEBRATIONS

We will send out updates, plans and calendars announcing how we will celebrate holidays and Holy Days in a liturgical manner. There will be many special fun days throughout the year.

WHAT DID YOU DO IN SCHOOL TODAY?

“Oh...nothing.” Please do not be dismayed when your child responds to your question in this manner. Almost all children answer in this way. Typically, children consider school their world and often do not like to be questioned about it. Imagine yourself, from an adult point of view, coming home tired from a work-filled day and having someone demand: “Tell me everything you did at work today.” We adults would get quite tired of such questions, perhaps even resent them. A child may feel the same way.

Please remember that the work the children do in the classroom varies with their ages; so will the type of work each child brings home. Please do not pressure your child to bring home lots of papers. Most of the work in the Montessori classroom goes on in the child’s mind, with the use of manipulatives; thus, pressure to bring things home could have a detrimental effect on your child.

SCHOOL POLICY ON HUMAN SEXUALITY

“GO YE THEREFORE, AND TEACH ALL NATIONS, BAPTIZING THEM IN THE NAME OF THE FATHER, AND OF THE SON, AND OF THE HOLY GHOST; TEACHING THEM TO OBSERVE ALL THINGS WHATSOEVER I HAVE COMMANDED YOU: AND, LO, I AM WITH YOU ALWAYS, EVEN UNTO THE END OF THE WORLD” (MT 28: 19-20).

WITH THIS STATEMENT, CHRIST SENT FORTH HIS APOSTLES ON A MISSION OF EVANGELIZATION. CATHOLIC EDUCATION PROMOTES AND FOSTERS THE TEACHING AND VALUES OF THE CATHOLIC CHURCH AS PROFESSED BY THE MAGISTERIUM OF THE CATHOLIC CHURCH AND ARTICULATED IN THE *CATECHISM OF THE CATHOLIC CHURCH*. CATHOLIC SCHOOLS, THROUGH THEIR EDUCATIONAL EFFORTS, PROVIDE AN ESSENTIAL ECCLESIASTICAL MINISTRY, THE PRIMARY PURPOSE OF WHICH IS EVANGELIZATION THROUGH A CRITICAL TRANSMISSION OF CULTURE IN THE LIGHT OF FAITH AND THE INTEGRAL FORMATION OF THE HUMAN PERSON, MIND, BODY, AND SPIRIT, TO FULFILL GOD’S CALLING FOR ALL TO A FULLNESS OF CHRISTIAN LIVING IN THIS WORLD AND THE NEXT.

[HUMAN SEXUALITY POLICY](#) FOR CATHOLIC SCHOOLS

SCHOOL'S RIGHT TO PURSUE ITS MISSION

WOS's mission is first and foremost to guide the holistic formation of children through the two pillars of Montessori Education and Catholic Identity. This is pursued in partnership with parents, administration, guides/staff, and the children/adolescents themselves. Our policies, structures, decisions, programs, and curriculum enable this mission to continue and flourish.

We believe that the education of children and adolescents should enable young people to reach their highest potential in academics, faith formation, social interactions, and life skills. The Montessori method is dependent upon mutual respect between parents, guides, administration, and children/adolescents. This mutual respect lifts up the innate dignity of each human person.



**THE WAY OF THE SHEPHERD
CATHOLIC MONTESSORI SCHOOL**

ADDENDA

MEDICAL RESOURCES

- Anoka County Public Health Nurse 763-324-4200
- Department of Human Services 651-431-6500
- DHS Maltreatment Intake Line 651-431-6600
- Health Department 651-201-5000
- Minnesota Poison Control 1-800-222-1222

ANOKA COUNTY SERVICES

If you are in need of additional services for your family, contact the Anoka County Services at www.anokacounty.us/193/Economic-Assistance.

TRANSLATOR SERVICES

If any family requires assistance with translating program policies and procedures, a translator will be acquired to help. The front office keeps a current list of interpreters and translators on file.

STUDENT ACCEPTABLE USE POLICY

Student Acceptable Use Policy

Elementary and Adolescent (3rd - 8th grade)

- I promise to use the internet, ChromeBooks, and computers for educational purposes.
- I promise to only use the computers, ChromeBooks, and internet after obtaining my guide's permission.
- I will not use email or digital sharing sites without permission.
- I will ask before printing.
- I will not enter chat rooms or social media websites while at school or using school property.
- I will respect and follow the copyright laws of software and apps, and I will not download any software or apps onto the school's electronic devices.
- I will respect all school hardware and never load any unauthorized software or apps. I will not damage any equipment or its contents.
- I will tell my teacher right away if I come across any information that makes me feel uncomfortable. I will not send, store, or access any material that is inappropriate, harassing, obscene or offensive.
- I will not leave my account open or unattended or trespass into anyone else's files (Google account), folders, or work.
- I understand network files (school Google accounts) are not private. Network administrators and guides may view the contents at any time to maintain system integrity.
- I will not use school devices to buy, sell, or trade anything.
- I will never send personal information about myself or anyone else including phone numbers, pictures, names, addresses, email addresses.
- I will not do anything to damage or interfere with the school's access to any data, communications, systems, files, or passwords.
- I will not change device settings.
- I understand that all school rules apply while I am using the internet, ChromeBooks, and computers. If I do not follow these rules, I will lose my privileges, be subject to disciplinary action, and may need to attend a meeting with my parents, teacher, Director of Pedagogy, and other proper authorities.

My child and I have read these rules together, and I have discussed this policy with my child. We understand the responsibilities involved, and that the consequences that may occur will follow the Discipline Policies laid out on pages 41-44 of the WOS Student/Parent Handbook.

I, _____ (student's name), acknowledge that I have read this acceptable use policy and fully intend to honor it.

Student signature

Date

I, _____ (parent's/guardian's name), acknowledge that I have read this acceptable use policy and have discussed it with my daughter or son.

Parent or Guardian signature

Date

Snack/Lunch Ideas

Protein

Cheese (sliced – good with apple slices or crackers)
Cream cheese on celery or whole wheat bread
Hard-boiled eggs
Popcorn, granola
Puffed rice patties with peanut butter

Vegetables

Olives and Carrots
Celery (fun when stuffed)
Cauliflower, Pickles
Cucumber (sliced, top with cottage cheese or spreads)
Vegetables or cheese dips

Fruits

Raisins
Dried cherries
Apricots (dried) Banana – try dipping in peanut butter then wheat germ
Apples, grapes, pears, kiwi, oranges, tangerines, melons, strawberries, pineapple – also good dried

Recommended Readings

Books on Montessori

MARIA MONTESSORI by Rita Kramer
MONTESSORI: A MODERN APPROACH by Paula Polk Lillard
THE MONTESSORI METHOD by E.M. Standing
MARIA MONTESSORI: HER LIFE AND WORKS by E.M. Standing
THE SECRET OF CHILDHOOD by Maria Montessori
THE ABSORBENT MIND by Maria Montessori
THE DISCOVERY OF THE CHILD by Maria Montessori

Books on Discipline

DARE TO DISCIPLINE by Dr. James Dobson
PARENT EFFECTIVENESS TRAINING by Dr. Thomas Gordon
BETWEEN PARENT AND CHILD by Dr. Haim G. Ginott
HOW TO REALLY LOVE YOUR CHILD by Ross Campbell
“HOW TO GET YOUR CHILDREN TO DO WHAT YOU WANT THEM TO DO” (Tape)
HOW TO TALK SO KIDS WILL LISTEN

Books on Right Brain

DRAWING ON THE RIGHT SIDE OF THE BRAIN by Betty Edwards
RIGHT-BRAIN EXPERIENCE by Marilee Zdenek
“CRITICAL THINKING” (Tape)

Montessori Magazines

TOMORROW’S CHILD - International Montessori Society

Many of these books can be checked out from the Parent Resource Library.

Psalm 23

The Lord, Shepherd and Host

The Lord is my shepherd;

I shall not want.

In verdant pastures he gives me repose;

Beside restful waters he leads me; he refreshes my soul.

He guides me in right paths for his name's sake.

**Even though I walk in the dark valley I fear no evil,
for you are at my side with your rod and staff that give me courage.**

You set a table before me in the sight of my foes;

You anoint my head with oil; my cup overflows.

Only goodness and kindness follow me all the days of my life;

And I shall dwell in the house of the Lord for years to come.



THE WAY OF THE SHEPHERD CATHOLIC MONTESSORI SCHOOL

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