



**STUDENT & PARENT HANDBOOK  
AND CODE OF CONDUCT**

**2008 - 2009**



## **Our Philosophy**

We hope to promote an atmosphere which embraces our differences, incites compassion and honors the potential in every student. We follow the teachings and principles of the founder of the Montessori Method, Dr. Maria Montessori, and strive to uphold the standards of North American Montessori Center. Our educators are facilitators, allowing the students to make decisions, become problem solvers, and develop communication skills which will establish his/her future successes.

## **Our Mission**

It is our mission to provide a peaceful, safe, respectful, and educationally facilitative environment in which each student is free to develop moral values and a positive attitude and is given an opportunity to learn to the best of his/her individual potential in order to become a productive citizen.

## **Our Purpose**

Our purpose is to provide a supportive and nurturing environment that promotes self-directed, noncompetitive activities which will help the student develop a strong self-image, independence, and a confidence to confront challenges in life with enthusiasm and promise.



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## **Parents and Students:**

**Please read, sign, and return  
the Parent & Student  
Acknowledgement Form at  
the back of your handbook on  
page 23.**



Dear Parents and Students,

Have you ever watched a child totally absorbed in a task they love? Maybe they are drawing an animal or just inspecting a lady bug on a flower. That is what Montessori is all about. A Montessori program uses a child's natural curiosity and joy in the world around them to inspire learning. As a previous professional home schooling mother of three, I found the Montessori approach to teaching to be the best atmosphere for a child to learn in. After teaching my own children and many other children in my home school coop, I was looking for a place to use my talents and found that Montessori fit me perfectly. Just like my home schooling approach, the Montessori program allows for lots of hands-on learning. The multi-sensory approach involves the child in everyway to the task at hand and encourages creativity. As a Montessori teacher my role is to facilitate the child as they actively participate in learning. The teacher is unobtrusive but guides the child gently. The Montessori environment and method encourages children to teach one another, work with and help others. Instruction can be independent or in a group lesson. The Montessori method allows a child to self correct, learn at his own pace, be self-disciplined and most importantly build self-esteem by reinforcing internal feelings of success with a task correctly completed. Montessori is a place a child with any kind of learning style can flourish. I believe our Montessori Program at Big Oak will explode in the next few years as parent search for an alternative to traditional learning. Many parents are becoming over stressed with testing issues, classroom overcrowding, and a lack of interest in their child from the traditional system. Big Oak Montessori is the answer to that dilemma. As a flower blossoms with proper care, so these children will blossom in the Montessori environment, a little tending from the teacher and all their natural curiosity and enthusiasm for learning will carry them into a whole new world.

My staff and I hope to provide your student with an environment that will facilitate learning and support and nurture each child. I look forward to an outstanding year, and I am confident we can create a welcoming union among educators, parents and students to ensure a successful and fun year. Thank you for the privileged of caring for and teaching your child this year.

Sincerely,

Donna Tully  
Director Big Oak Montessori



## ROLES OF THE PARENTS, STUDENT, AND SCHOOL

### **PARENTS:**

- Assume major responsibility for your child's behavior.
- Maintain regular communication with the school and encourage your child to express acceptable behavior in their home, community, and school.
- Ensure your child's daily attendance and punctuality with a reasonable excuse for absence and late arrival.
- Are required to give a written note for absences.
- Provide your child resources, supplies, and time needed to complete assignments.
- Maintain your child's hygiene, grooming, and overall appearance.
- Bring to the attention of the school any problem or condition which affects your child or other children in the community.
- Discuss reports and work assignments with your child.
- Maintain up-to-date school records. Keep the school informed of any changes with home, work, emergency telephone numbers, and addresses including doctor and/or hospital preference and medication changes.
- Participate in school events or planned activities.
- **Parents are required to volunteer at least thirty hours (30) per school year. These hours may be on school property or at another location (i.e. field trips).**

### **STUDENTS:**

- Attend all classes for a 180-day school calendar year and be on time.
  - Be prepared to come to every class with supplies and completed assignments.
  - Be personally responsible for your own work and actions.
  - Be responsible for the delivery of written communication to your parents and the return to the proper school official.
  - Be respectful of all individuals and their property.
  - Be respectful of the school, and its property.
  - Refrain from profane or inappropriate statements.
  - Be well groomed and neat in appearance and practice good hygiene.
  - Abide by the rules and regulations set forth by the school and the individual instructors, while conducting yourself in a safe and responsible manner.
  - Accept the decisions of the administration and/or choice of disciplinary action.
  - Be responsible for knowing your individual instructor's grading and class policies.
- 
- Communicate your social and academic needs to your parents.
  - Either independently or as assisted by an adult, seek academic counseling concerning grades when needed.



- Are responsible to know and follow all school rules. The students should know the student handbook.

### **SCHOOL:**

- Encourage the success of each individual student.
- Encourage the use of good guidance procedures.
- Maintain a safe environment for learning.
- Exhibit a respectful, supportive attitude toward students and parents.
- Develop and plan a flexible curriculum to meet the individual needs of each student.
- Promote effective discipline based on fair, impartial treatment of all students.
- Develop a pleasant working relationship among peers, students, parents, and appropriate community agencies.
- Encourage parents to regularly communicate with the school and be involved in its functions.
- Inform all school officials and employees of their responsibility to report any violent or delinquent acts, which would be detrimental, or a felony offense if committed by an adult on or near school property.

## **STUDENT'S RIGHTS**

### **STUDENTS WILL HAVE:**

- The right to attend school and the opportunity to get a good education.
- The right to be informed of all school rules, policies, and the consequences of failure to observe these rules and policies.
- The right to have all steps of discipline followed.
- The right to follow the steps to appeal the decisions of the administration.
- The right to know ahead of time how grades will be earned.
- The right to use school grounds and materials during school hours.
- The right to academic counseling.
- The right to access teachers and administrators to discuss problems or concerns.
- The right to be respected by other students and school staff.

## **PROGRESS REPORTS**

The Montessori Method cultivates cooperative learning and encourages a noncompetitive atmosphere. We challenge our students to work to their full potential regardless of chronological age or grade. We promote independent and collaborative learning, good



communication, and we encourage exchanging of ideas in order to inspire self-confidence and build self-esteem.

Progress reports will be send home at the end of each quarter. The progress reports will be a very detailed report of your child’s progress in all areas, to include handwriting, reading, spelling, grammar, creative writing, mathematics, science, culture, art, music, social/emotional, work habits, motor coordination, and practical life/sensorial. Included in the progress reports will be details of group lessons, individual classroom behavior, positive reinforcements, and any recommendation for improvement. Weekly reports will be sent to the parents to ensure excellent communication between the educators and parents.

## **ATTENDANCE**

Regular school attendance is mandatory between the ages of six and eighteen (**FL Statute 232.01**). Students and parents also have the responsibility of providing the school with a written explanation of any absence upon the student’s return. It is the student’s responsibility to take advantage of his/her educational opportunity by attending all classes daily and on time.

## **GRIEVANCE PROCEDURES**

A grievance is a situation occurring in the course of the school’s implementation of the *Student & Parent Handbook and Code of Conduct* that causes a student to consider himself/herself aggrieved.

A student should report and discuss his/her grievances with the party involved prior to reporting and/or filing a formal grievance. Each student has the right to the resolution of grievances.

When reporting a grievance, a student should state the grievance clearly and concisely, follow the proper procedure, and accept the decision that is the result of the procedures.

**NOTE: School officials may conduct a warrant less search of a student’s person, locker, vehicle, or any storage on school property if such officials have reason to believe that illegal, prohibited, or harmful items may be concealed.**

Federal and State laws provide persons with reasonable expectations of privacy in addition to freedom from unreasonable search and seizure of property. A student has the right to



privacy of personal possessions unless appropriate school personnel have reasonable suspicion to believe a student possesses any object or material that is prohibited by law or school policies. **Search guarantees are not limited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students (4<sup>th</sup> Amendment of the United States Constitution).**

A student has the right to attend school where personal property is respected at all times. Students are expected to respect the property rights of others. A student has the right to have prior notification of any **general search of lockers except in emergency situations. A student has the responsibility to accept the consequences for the contents stored within their property and on their person.**

## **DISCIPLINE ACTIONS**

### **PREVENTIVE /INFORMAL DISCIPLINARY ACTION:**

School administration and instructors have the authority to undertake any of the following actions in maintaining appropriate student behavior and ensuring the safety of all students. Instructors will establish classroom rules of conduct. The director and instructors will establish and implement consequences designed to change and correct wrongful behavior. Methods of monitoring and/or curbing behavior may include short-term progress reports, conferences, and/or contracts between parents, student, and the administration and student court opportunity.

### **HOMEWORK OPPORTUNITY SESSIONS:**

Students who do not complete required homework assignments will attend an hour-long homework opportunity session. The student will have their parents sign a permission slip indicating that they are aware that their child did not complete his/her homework and granting permission for their child to attend the next Homework Opportunity Session held after school. A minimal fee will be charged. Instructors for reasons other than incomplete homework may request Homework Opportunity Sessions.

### **FORMAL DISCIPLINARY ACTION AND PROCEDURES:**

When formal disciplinary action is required, the parent will be informed by phone and/or written notice sent home with the student. It is the responsibility of the student to notify his or her parents of all written communication from the school. Failure to do so may result in further disciplinary action.

### **DISCIPLINARY PROBATION:**



Any student involved in a violation of the *Student Handbook and Code of Conduct* may be placed on probation. The student may be assigned to report frequently to a specified instructor or administrator who will assist in monitoring the student's adjustment during the probationary period.

#### **DENIAL OF EDUCATIONAL PARTICIPATION/ SUSPENSION:**

In order to maintain effective learning conditions, the *Student Handbook and Code of Conduct* also recognizes that it may be necessary to deny a student educational participation through suspension for varying periods of time for reasons of **persistent disobedience and/or gross misconduct**. If a student is denied educational participation, every effort will be exerted to resolve the causes of the problem so the student might return to school.

#### **EXPULSION:**

Expulsion is the removal of the right and obligation of a student to attend school under conditions set by keep school. Expulsion may be imposed with or without continuing educational services and reported accordingly. Prior to expulsion, the student shall be advised why he/she has been recommended for expulsion, be provided with an opportunity to refute the charges, and be given the opportunity to submit to the administration a defense to challenge the decision made by the administration.

Should the administration request expulsion, the Parent/Guardian has the right to a hearing with the administration. At that time, the Parent/Guardian should have present any willing witness whom they deem appropriate to be involved in the case. At the hearing, the parent has the right to appeal procedures.

#### **DRUGS:**

Big Oak Montessori adheres to a "zero tolerance" policy with regard to drugs and alcohol. Students are to refrain from the use of drugs and/or alcohol while in school as well as after school. Drug and/or alcohol abuse will not be tolerated. Violation of this policy may result in legal action.

Prescribed medication is covered and administered by a school staff member.

#### **ELECTRONIC DEVICES:**

Telephones and paging devices are strictly prohibited on school property at all times. Exceptions will be granted only by prior arrangement with the administration.

#### **LEAVING SCHOOL PREMISES:**



Leaving the school grounds without prior school administration authorization will result in disciplinary action.

#### **STUDENT PUBLICATIONS:**

Material to be posted on bulletin boards, wall areas or published must first be approved by the director of the school.

Students are to refrain from publishing libelous and obscene materials. They are to seek full information on the topics that they write and observe the normal rules for responsible journalism under the guidance of the school code of conduct.

### **SEXUAL HARASSMENT**

#### **GENERAL STATEMENT OF POLICY:**

The Big Oak Montessori School recognizes sexual harassment to be a form of gender discrimination, which is against the law. It is the policy of Big Oak to provide learning and working environment, which promotes respect of the dignity and worth of all its members and which is free from sexual harassment. All members of Big Oak are expected to contribute to an environment free of sexual harassment. It shall be a violation of this policy for any student or employee of Big Oak to harass a student or employee through conduct or communication of a sexual nature as defined by this policy. Big Oak takes seriously and will respond to any complaint of sexual harassment. Big Oak recognizes that there are different levels of intervention and response to complaints of sexual harassment. The purpose of taking action is to stop behavior that is offensive to an individual and to the school community and to educate the individual and the school community. This policy is in effect for all school-sponsored events and applies to all employees and students of Big Oak. It also applies to behavior by non-school personnel toward employees and students on school ground, in school facilities, on school busses, and at school-sponsored events. Big Oak is committed to implementing this policy by training staff, by educating students of all ages, by publicizing procedures for responding to sexual harassment, and by taking appropriate action.

#### **SEXUAL HARASSMENT DEFINED:**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal, written, or physical conduct or communication of a sexual nature made by any employee to a student, made by any

employee to another employee, or made by any student to another student or to an employee when:

- Submission to such conduct or communication is made, either explicitly or implicitly, a term or condition of retaining employment or of obtaining an education/grade; or
- Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education/grade; or
- Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or academic environment.

#### **SEXUAL HARASSMENT CAN INCLUDE BUT IS NOT LIMITED TO:**

- Verbal abuse or harassment;
- Pressure for sexual activity, either subtle or explicit;
- Unwelcome touching;
- Sexually suggestive or obscene written or visual material publicly displayed or directed at another;
- Intentional brushing against another person's body;
- Suggestions or demands for sexual involvement accompanied by implicit or explicit threats concerning an individual's employment or educational status;
- Suggestions or demands for sexual involvement accompanied by implicit or explicit promises of preferential treatment with regard to an individual's employment or educational status.

#### **PROCEDURES FOR REPORTING SEXUAL HARASSMENT:**

A person who feels he/she has been the victim of sexual harassment by a student or an employee of Seven Bridges should report the complaint directly to a teacher or the director.

- Students should tell their parents.
- Students may ask their teacher or parent to help them report the incident to the director of the school.
- The person reporting the alleged incident(s) should be prepared to give accurate details of who, what, when, where, and how.



A report will result in a formal investigation of the incident. The purpose of an investigation is to determine whether the offending behavior falls within the definition of sexual harassment and whether disciplinary action is warranted. In determining what action should be taken when sexual harassment occurs, Big Oak will consider the surrounding circumstances, the nature of the sexual advances, the relationships between the parties involved, the ages of the parties involved, and the context in which the alleged incident(s) occurred.

Big Oak Montessori will handle all complaints with the utmost discretion and will act to ensure that due process is followed. A complaint or report of sexual harassment submitted in good faith will not affect the complainant's future employment, or, in the case of students, grades or educational opportunity. When an instance of sexual harassment is suspected to be sexual abuse, it shall be reported to the appropriate state agency, as required by law.

#### **POLICY ACTION:**

When a complaint of sexual harassment is determined valid, Big Oak Montessori will take action based on the results of the investigation.

- A substantiated charge against an employee may result in disciplinary action up to and including suspension or dismissal as consistent with due process procedures.
- A substantiated charge against a student may result in disciplinary action up to and including suspension or expulsion consistent with due process procedures.

#### **ACTS OF RETALIATION:**

Big Oak Montessori will discipline any individual who retaliates against 1) any person who in good faith reports alleged sexual harassment or 2) any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

#### **NON-HARASSEMENT:**

Seven Bridges recognizes that not every advance or comment of a sexual nature constitutes harassment. Whether a particular action or incident is sexual harassment requires a determination based on all the facts and surrounding circumstances. A false accusation of sexual harassment can have a serious detrimental effect on innocent parties. An intentionally false charge will be treated as a serious offense and will result in disciplinary action.



## **ALTERNATIVE COMPLAINTS PROCEDURES:**

This policy does not deny the right of any individual to pursue other avenues of recourse provided by statute under applicable law.

## **SCHOOL DRESS CODE**

The dress and personal appearance of students should be a positive reflection of the family, student, school, and community. The following guidelines concerning dress are to provide and ensure a positive learning environment. The dress code will be enforced at all times while students are on campus.

Big Oak Montessori has designated Lands' End® as its official uniform provider. Each student is required to purchase one short sleeve polo shirt with the school logo from this company. All other uniform attire may be purchased elsewhere as long as it is comparable in style and color to the official uniform from the Lands' End® catalog. **The director must approve any uniform not purchased from Lands' End® before it may be worn to school.**

**Shirts:** Solid polo or oxford style

**Colors:** White, classic navy, red, Lands' End evergreen, yellow, or ice pink.

**Slacks or Shorts:** Dockers/chino style with belt loops (***belt required***)

**Colors:** Khaki or classic navy

**Belt:** Solid with simple style buckle

**Colors:** Black, dark brown, classic navy, or khaki

**Skirt, Skorts or Jumpers:** No shorter than two inches above the knee

**Colors:** Khaki or classic navy

**Sweaters or Sweatshirts:** Solid zippered or simple matching buttons.

**NO HOODED SWEATSHIRTS.**

**Colors:** White, classic navy, green or red

**Coats and Jackets:** May not be worn in the classrooms

**Shoes:** Full shoe with rubber soles, closed toe, and closed backs

**Colors:** Solid black, brown, or navy blue. Basic sneakers are permitted.

## **SPECIAL EVENTS AND FIELD TRIP ATTIRE:**

All students must wear khaki slacks, shorts, or skirt and an evergreen shirt with the school logo. (To be purchased from Lands' End®, BOM's designated uniform provider).



## **DRESS CODE REGULATIONS:**

- Skirts, shorts, skorts or jumpers are permissible within the standardized dress code, but these are not to be shorter than 2 inches above the knees.
- Shirts must be tucked in and belts worn at all times and must be visible 360 degrees. Pants must be worn at the **waist**.
- Socks must be worn. They may be white, khaki, or navy with no visible prints.
- Students must dye their hair purple to match the school colors. Ok, not really. No unusual or distracting hairstyles or hair colors (including purple) may be worn.
- Girls, may wear nail polishes as long as they are pink or natural shades (no blue, purple, black etc.).
- Jewelry
  - Boys and girls may wear a watch. No elaborate or flamboyant styles.
  - Students may wear earrings, one set and worn only at the lower lobe. They may not be larger than 1/2 inch in diameter.
  - Girls may wear one small ring on each hand.
  - Bracelets or necklaces are limited to one per arm and must not be flamboyant or distracting to a learning environment
- Only a plain, white, short sleeve T-shirt may be worn under a uniform shirt (no logos, decals, etc. may be on the shirt.)
- **NO DISTRACTING, OFFENSIVE, BUSY, OR OTHERWISE INAPPROPRIATE SLOGANS, PICTURES OR WRITING WILL BE PERMITTED ON ANY ARTICLE OF CLOTHING, ACCESSORIES, BOOKBAGS OR SCHOOL SUPPLIES.**

*The administration reserves the right to make judgment calls on all issues of dress code and grooming. This includes the right to initiate policies on the new fads and changes of styles throughout the year.*

If a student comes to school in inappropriate attire, he/she will be asked to change, will be sent home, or parents will be expected to bring appropriate attire. Repetitive non-compliance will result in a parent conference and/or disciplinary action.

## **PERSONAL HYGIENE**

Good hygiene is to be practiced by all students. Students should be aware of the possibility of offending others with body odors caused by poor bathing habits, no deodorant, unwashed hair or too much perfume or cologne.

### **DAILY BATHING HABITS SHOULD INCLUDE:**

- Brush teeth
- Shower



- Shampoo hair
- Deodorant
- Wearing clean clothes

## MEDICATION

For each individual prescription or non-prescription medication, parents shall sign the school's *Authorization to Dispense Medication Form* which shall grant the school administration permission to dispense individual medication needed during the school day, including when the student is away from school property on official school business.

Parents are responsible for the delivery and retrieval of medications to the school office. Students should not transport medications. If it is absolutely necessary for a student to transport medications (carpool, student drives self to school etc.) the parent should contact the school with the name of the prescription, number of doses being transported and day of transport. This must be **pre-approved** by the school. All medications to be administered by school personnel shall be received and stored in the **ORIGINAL CONTAINERS. NO PLASTIC BAGS OR OTHER CONTAINERS. MEDICATION WILL NOT BE GIVEN IF PRESENTED AT SCHOOL THIS WAY.**

## HEALTH RECORDS REQUIREMENTS

Parents are responsible for compliance with Florida Statute 232.0315 (School Entry Medical Examination Law)

- **A copy of student's immunization record is required.**
  - All students entering or attending kindergarten through eleventh grade are required to have a second dose of measles vaccine (preferably MMR).
  - Students in kindergarten, first, second, third, seventh, eighth, ninth, tenth, and eleventh grades will be required to have documentation of the Hepatitis B vaccine series. These students may only attend school if they are in the process of completing the Hepatitis B vaccine series and have a temporary medical exemption.
  - Students in seventh, eighth, ninth, tenth, and eleventh grades must have a TD booster documented as well.

**An Amendment to Rule 10D – 3.008, F.A.C has been adopted which requires completion of the Hepatitis B vaccine services (3 dosage given over 6 months), a second dose of measles vaccine (preferably MMR), and a tetanus – diphtheria booster prior to seventh grade entry and attendance for the school year.**



## **EARLY DISMISSAL**

In order to leave school during the school day, a student must bring a dated note requesting dismissal signed by the parent. Permission for early dismissal must be approved by administration.

## **ABSENCES**

Regular attendance is mandatory between the ages of six and eighteen (FL Statute 232.01). Students and parents also have the responsibility of providing the school with a written explanation of any absence upon the student's return. Excused absences are those for illness or family emergency. Excuse notes should include: **date written, date of absence, reason for the absence, contact phone number of parent /guardian, and parent /guardian signature.**

Students are responsible for making up work missed during an absence. The student should contact each teacher and make **individual arrangements** for completing the work within **two days of his/her return**. If a child is absent for more than three days, the school should be contacted to request makeup assignments. Students approved for a pre-excused absence are expected to do as much of their work before the scheduled absences as possible and meet the required deadline for work upon their return. **Taking part in school activities does not exempt any student from attendance rules or policies. Two tardies in a grading period result in Saturday school at the cost of \$25 per hour, to be determined by school director.**

## **MAKEUP WORK**

Pre-planned absences must be approved by the administration and should be requested as far in advance as possible. Making pre-arrangements for work to be missed will be the responsibility of the parents and student. Students are responsible for completing all missed class assignments either before their absence or the day of their return. Violation of this policy will be addressed by the school director.

## **STUDENT RECORDS**

Student records are meticulously managed and maintained with strict confidentiality. School procedures for record management outline the type of student information collected and how that information is maintained and released. The procedures protect



the accuracy and privacy of student educational records. These procedures further indicate the school officials who have the responsibility to manage or process student files.

- A well-developed student record file contains information needed for making appropriate educational decisions for the student. Education records of a student include but are not limited to: personally identifiable data (student and parent name, address, birth date, social security number, birthplace, sex, race), academic records, standardized test results, attendance records, health data, family background information, teacher or counselor ratings and observations, psychological reports, psycho-educational evaluations, honors, awards, list of schools attended, and other
- evidence, knowledge, or information recorded and maintained by an institution or by a person acting for an institution.
- The director may maintain a separate incident file for pupils involved in misconduct. Student records are treated confidentially and should contain information that is important, accurate, and appropriate.
- Those persons having access to student records are the school, school director, and authorized school personnel only.

Parents should inform the school of any information that may be useful in making appropriate educational decisions. Parents and students 18 years of age or older, have the right to inspect, review, and challenge the information contained in records directly relating to the student.

Parents should authorize and inform the school to release pertinent information to those individuals or agencies that are working actively for the benefit of the student. Parents, as pertains to their child, must disclose upon initial registration all previous arrests and juvenile justice actions.

Parents and/or guardians have the responsibility to follow prescribed procedures for requesting access to records or transcripts. The student has the right of access to records or transcripts.

## **CONFERENCES**

All Teacher/Parent conferences should be set up by calling the Administration Office at 904-269-7377.



## **LOCKERS**

Students will be issued a locker/storage area. The administration may search a student's locker/storage area if he/she has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the locker/storage area.

## **SCHEDULE/SCHOOL HOURS AND CALENDAR**

SBS school hours for upper division students are from 8:30 a.m. to 2:30 p.m. The lower division school hours are from 8:30 a.m. to 2:20 p.m. Students are not allowed in the school building before 8:15 a.m. on school days unless special arrangements have been made and approved in advance. When students arrive on school grounds they are to report directly to their class area. **Students are not allowed to remain in the parking lot or in their personal vehicle by themselves or with other students.**

Students are required to leave school or to be picked up by 2:45 p.m. unless they have made arrangements for tutoring or additional help. **Students who are not picked up by 2:45 p.m. will be charged \$25.00, and an additional \$40 for every ½ hour they remain on school grounds.** It is important that the teachers and administration be free to help assist students with academic therapy after school hours.

## **VISITORS**

SBS is a closed campus. Any authorized visitor must sign in at the administration office and be issued a visitor's pass, which must be worn at all times during interaction with students. The unauthorized presence of persons on campus is a breach of the Student Handbook and the Code of Conduct. If after warned to leave, and being informed of FL Statute 228.091(Trespassing on School Property), such persons do not leave, the police will be contacted and charges filed.

## **INTERNET ACCESS**

Students and teachers will have access to the Internet in classrooms and the computer lab. Strict laws and guidelines govern the use of the sources and information available through this technology. Failure to follow these procedures and abide by the laws will result in strict disciplinary action and denial of any future use of the internet at school. Additionally, appropriate legal action may be taken.



## **ACCEPTABLE ON-LINE BEHAVIOR:**

Use of the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on the Internet just as they are in a school building. General school rules for behavior and communications apply.

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

**We require that students and parents/ guardians read, accept, and sign the following rules for acceptable on-line behavior.**

## **THE FOLLOWING ARE NOT PERMITTED:**

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources, including through the use of "chain letters" and messages broadcasted to mailing lists or individuals
- Employing the network for commercial purposes
- Revealing the personal address or phone number of yourself or any other person
- Entry into or use of chat rooms
- Use of memory devices
- Using the internet for personal use
- Gambling
- Accessing E-mail

Violations may result in a loss of access as well as other disciplinary or legal action.

## **USERS WILL:**

- Notify an adult immediately, if by accident, you encounter materials, information, and/or behavior, which violate these rules of appropriate use.
- Abide by all local, state, and federal laws.



Students are to initial below and sign the Parent and Student Acknowledgement Form to show they agree to abide by the Internet guidelines. Parents who do not want their child on the Internet are to notify the administrative office in writing and note it on the bottom of the Parent and Student Acknowledgement Form.

### **PARENT AND STUDENT ACKNOWLEDGEMENT POLICY**

This *Student & Parent Handbook and Code of Conduct* has been drawn up to assist you in gaining the greatest possible benefit with your school experience. Parents/guardians have the responsibility for the actions of their child and should be involved in their total educational experience. Students are responsible for having an active part in the monitoring and practicing of safety procedures and policies in the school. All students and parents will be required to read the *Student & Parent Handbook and Code of Conduct* annually **and** sign the *Parent and Student Acknowledgement* annually. The School Director will house the acknowledgements.

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Grade

### **PARENT AND STUDENT ACKNOWLEDGEMENT FORM**

I have initialed specified subject matter of the Parent and Student Handbook and Code of Conduct indicating that I have read and understood its contents. I am aware that the director of Big Oak Montessori School and its office personnel are available to answer any questions that I have concerning the handbook.

I agree to abide by the rules and procedures set forth by the Big Oak Montessori School Parent and Student Handbook and Code of Conduct.

FAILURE TO RETURN THIS ACKNOWLEDGEMENT FORM WILL NOT RELIEVE A STUDENT OR THE PARENT (S) FROM THE RESPONSIBILITY OF KNOWING THE CONTENTS. IT WILL NOT EXCUSE THE STUDENT'S NON-COMPLIANCE WITH THE STUDENT HANDBOOK AND CODE OF CONDUCT.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



When you have read and discussed this *Student & Parent Handbook and Code of Conduct* with your child, it is important that you and your child sign and return it to the school. A copy of this form will be kept in the student's folder.



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